

# **Internal Quality Assurance Cell**

**Proceedings of the Meeting**

**A. Y. 2022-23**



"ज्ञान, विज्ञान आणि सुसंस्कार यांसाठी शिक्षण प्रसार"- शिक्षणमहर्षी डॉ.बापूजी सालुंखे

SHRI SWAMI VIVEKANAND SHIKSHAN SANSTHA, KOLHAPUR'S

# Smt. Meenalben Mehta College, Panchgani

(Arts, Commerce & Science) Tal. Mahabaleshwar, Dist.Satara.412805 (M.S.)



## श्रीमती मीनलबेन महेता कॉलेज, पांचगणी (कला, वाणिज्य व विज्ञान) ता. महाबलेश्वर, जि. सातारा.

Estd : June 1990

NACC Reaccreditation : "B" Grade

AFFILIATED TO SHIVAJI UNIVERSITY, KOLHAPUR

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Founder

**Shikshanmaharshi Dr. Bapuji Salunkhe**  
B.A, B.T, D.Lit.

President

**Hon.Chandrakant (Dada) Patil**  
M.L.A, Ex. Revenue Minister,  
Maharashtra State

Chairman

**Hon.Prin.Abhaykumar Salunkhe**  
M.A.

Secretary

**Hon.Prin. Mrs.Shubhangi Gavade**  
M.Sc B.Ed.

I/C Principal

**Prof. Dr. Satish Desai**  
M.A ; Ph.D.

Outword No. : SMMCP /...../.....

Date:  
**Date: 10/08/2022**

### NOTICE

All the honorable members of the Internal Quality Assurance Cell (IQAC) are hereby informed to attend the first meeting of the academic year 2022-23 to be held on 20<sup>th</sup> August, 2022 at 11:00 A.M. under the chairmanship of Hon. I/c Prin. Prof. Dr. Satish Desai.

We anticipate your gracious presence for the meeting. Please convey us your availability for the meeting in order to make necessary preparation.

**Venue:** IQAC Meeting Room

**Encl:** Agenda of the meeting

Warm regards.

Thank you.

**Dr. B. N. Kokare**

**Co-ordinator  
IQAC**

C/o Smt. Meenalben Mehta College, Panchgani  
(Arts, Commerce & Science)  
Tal. Mahabaleshwar, Dist. Satara,

**Prof. Dr. Satish Desai**

**I/c PRINCIPAL**

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M.Sc B.Ed.

I/C Principal

**Prof. Dr. Satish Desai**  
M.A., Ph.D.

Outword No. : SMMCP /...../.....

### AGENDA

Date:

1. Confirmation of the minutes of previous meeting
2. Organize workshop on Reaccreditation of NAAC by IQAC
3. Organize Conference on multidisciplinary Topic
4. Election of Staff Secretary
5. Organization of workshop to promote cultural activities
6. Activities under Lead College Scheme
7. Celebration of Azadi Ka Amrit Mohatsav
8. Purchase new reference books for library
9. Any other issue with the permission of Hon. Chairperson

Copy to:

Sr. No.	Name of the Member	Designation	Signature
1	Prof. Dr. Satish S. Desai, I/c Principal	Chairperson	
2	Prin. Dr. Rajendra V. Shejwal (Joint Secretary - Administration)	Management Representative	
3	Hon. Kaustubh M. Gawade, CEO	Senior Administrative Officer	
4	Mr. Nanasaheb Kasurde	Nominee - Local Society	
5	Mr. Prakash Gole	Nominee - Industrialist	
6	Mr. Amar Biramane	Alumni Representative	
7	Mr. Pandharinath Bhilare	Nominee - Employer	
8	Dr. B. N. Kokare	Teacher Representative	
9	Mr. N. S. Phadatare	Teacher Representative	
10	Dr. S. H. Gitte	Teacher Representative	
11	Dr. T. M. Rabade	Teacher Representative	
12	Dr. P. B. Kamble	Teacher Representative	
13	Mr. A. M. Kasture	Teacher Representative	
14	Mr. Ajit Bhilare (B. Com. III)	Student Representative	
15	Mr. Santosh Salunkhe	Head Clerk	
16	Dr. B. N. Kokare	IQAC Coordinator	

**Dr. B. N. Kokare**  
Co-ordinator  
C/o Smt. Meenalben Mehta College, Panchgani,  
(Arts, Commerce & Science)  
Tal. Mahabaleshwar, Dist. Satara.



**Prof. Dr. Satish Desai**  
Smt Meenalben Mehta College, Panchgani  
(Arts, Commerce And Science)  
Tal.-M'Shwar, Dist.-Satara-412805

**Internal Quality Assurance Cell (IQAC)**  
**Minutes of the Meeting held on 20/08/2022**

First meeting of Internal Quality Assurance Cell (IQAC) of the academic year 2022-23 was held under the chairmanship of Hon. I/c Prin. Prof. Dr. Satish Desai on 20/08/2022 at 11:30 A.M. at IQAC Meeting Room.

Members Present	Members Absent
Prof. Dr. Satish S. Desai	Hon. Kaustubh M. Gawade
Prin. Dr. Rajendra V. Shejwal	Mr. Ajit Bhilare
Mr. Nanasaheb Kasurde	
Mr. Prakash Gole	
Mr. Amar Biramane	
Mr. Pandharinath Bhilare	
Dr. B. N. Kokare	
Mr. N. S. Phadatare	
Dr. S. H. Gitte	
Dr. T. M. Rabade	
Dr. P. B. Kamble	
Mr. A. M. Kasture	
Mr. Santosh Salunkhe	
Dr. B. N. Kokare	

Dr. B. N. Kokare, IQAC Coordinator welcomed all the committee members and introduced the agenda of the meeting. After the rigorous discussion on all the items of agenda, the following minutes were recorded:

**1. Confirmation of the minutes of the meeting held on 10/05/2022**

Minutes of the meeting held on 10/05/2022 were read by the IQAC Coordinator – Dr. B. N. Kokare.

**Resolution:** It was resolved to confirm the minutes of the meeting held on 10/05/2022.

**Proposed by:** Dr. B. N. Kokare

**Seconded by:** I/c Prin. Prof. Dr. Satish S. Desai

The resolution was unanimously passed.

**2. Organization Workshop on Reaccreditation of NAAC by IQAC**



Dr. B. N. Kokare made the committee members aware of organizing a Workshop on Reaccreditation of NAAC.

**Resolution:** It was recommended to organize Workshop on Reaccreditation of NAAC by IQAC to make teachers aware and acquaint with reaccreditation of NAAC.

**Proposed by:** Dr. Tukaram M. Rabade

**Seconded by:** Dr. Priyadarshani B. Kamble

The resolution was unanimously passed.

### 3. Organization Conference on multidisciplinary Topic

Dr. Priyadarshani B. Kamble explained the need of organizing Multidisciplinary National Level Conference.

**Resolution:** It was suggested to organize Multidisciplinary National Level Conference on Digital Culture to invoke researcher to throw light on the transformation in different sectors due to the digitalization.

**Proposed by:** Dr. B. N. Kokare

**Seconded by:** Dr. Tukaram M. Rabade

The resolution was unanimously passed.

### 4. Election of Staff Secretary

Dr. A. M. Kasture suggested the need of Staff Secretary for the college faculty members

**Resolution:** It was resolved to elect a Staff Secretary for the better coordination and healthy human relation in the institution.

**Proposed by:** Dr. Priyadarshani B. Kamble

**Seconded by:** I/c Prin. Prof. Dr. Satish S. Desai

The resolution was unanimously passed.

### 5. Organization of workshop to promote cultural activities

I/c Prin. Prof. Dr. Satish S. Desai made everybody aware of organizing a workshop to promote cultural activities.



**Resolution:** It was decided to organize a workshop to bring cultural interest among the students and to increase their participation in Youth Festival.

**Proposed by:** Prof. Narendra Phadtare

**Seconded by:** Dr. Sunita Gitte

The resolution was unanimously passed.

#### **6. Activities under Lead College Scheme**

Dr. Tukaram M. Rabade put forth the essential activities under the Lead College Scheme.

**Resolution:** It was recommended to organize various activities under the Lead College Scheme to shape the holistic personality of the students.

**Proposed by:** Mr. Amar Biramane

**Seconded by:** Mr. Prakash Gole

The resolution was unanimously passed.

#### **7. Celebration of Azadi Ka Amrit Mohatsav**

Mr. Santosh Salunkhe dragged attention towards the Government notice regarding the celebration of *Azadi Ka Amrit Mohatsav*.

**Resolution:** It was resolved to conduct different activities to celebrate the *Azadi Ka Amrit Mohatsav* and aware students of the development of the country.

**Proposed by:** Mr. Pandharinath Bhilare

**Seconded by:** I/c Prin. Prof. Dr. Satish S. Desai

The resolution was unanimously passed.

#### **8. Purchase new reference books for library**

I/c Prin. Prof. Dr. Satish S. Desai strongly recommended for the purchase of new reference books for central library.



**Resolution:** It was resolved to purchase new books for the central library and aware students regarding the same to increase reading culture among them.

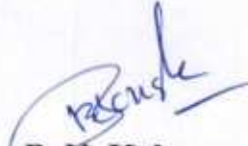
**Proposed by:** Mr. Nanasaheb Kasurde

**Seconded by:** Dr. B. N. Kokare

The resolution was unanimously passed.


**9. Any other issue with the permission of Hon. Chairperson**

As there was no any other issue for the discussion, the meeting concluded with a vote of thanks offered by Dr. Tukaram M. Rabade.

  
**Dr. B. N. Kokare**  
**IQAC Coordinator**

**Co-ordinator**  
**IQAC**

C/o Smt. Meenalben Mehta College, Panchganj  
(Arts, Commerce & Science)  
Tal. M'Shwar, Dist. Satara.

  
**Prof. Dr. Satish Desai**  
**IQAC Chairperson**  
**PRINCIPAL**

Smt Meenalben Mehta College, Panchganj  
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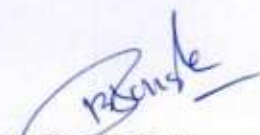
**Internal Quality Assurance Cell (IQAC)**  
**Action Taken Report of the Meeting held on 20/08/2022**

Sr. No.	Resolution	Action Taken
1	IQAC approved the minutes of the meeting held on 10/05/2022.	Hon. I/c Prin. Prof. Dr. Satish S. Desai informed about the approval of the minutes of last meeting.
2	IQAC approved to organize Workshop on Reaccreditation of NAAC.	Hon. I/c Prin. Prof. Dr. Satish S. Desai instructed faculty members to organize Workshop on Reaccreditation of NAAC.
3	IQAC approved to organize Multidisciplinary National Level Conference on Digital Culture.	Hon. I/c Prin. Prof. Dr. Satish S. Desai instructed faculty members to Multidisciplinary National Level Conference on Digital Culture.
4	IQAC approved to elect a Staff Secretary for the better coordination.	Hon. I/c Prin. Prof. Dr. Satish S. Desai instructed in charge of the college to do necessary procedure to elect staff secretary.
5	IQAC approved to organize a workshop to bring cultural interest among the students.	Hon. I/c Prin. Prof. Dr. Satish S. Desai instructed Head of the Cultural Committee to organize a workshop for the students.
6	IQAC approved to organize various activities under the Lead College Scheme.	Hon. I/c Prin. Prof. Dr. Satish S. Desai Coordinator of the Lead College Scheme to organize various activities under the Lead






		College Scheme to shape the holistic personality of the students.
7	IQAC approved to celebrate the <i>Azadi Ka Amrit Mohatsav</i> .	Hon. I/c Prin. Prof. Dr. Satish S. Desai instructed Staff to celebrate the <i>Azadi Ka Amrit Mohatsav</i> by organizing patriotic activities.
8	IQAC approved to purchase new books for the central library and aware students regarding the same to increase reading culture among them.	Hon. I/c Prin. Prof. Dr. Satish S. Desai instructed librarian to make list of the necessary books for the library and to purchase it.

  
**Dr. B. N. Kokare**  
**IQAC Coordinator**

**Co-ordinator**  
**IQAC**

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I/C Principal

**Prof. Dr. Satish Desai**  
M.A, Ph.D.

Outword No. : SMMCP /...../.....

Date: 20/11/2022

### NOTICE

All the honorable members of the Internal Quality Assurance Cell (IQAC) are hereby informed to attend the first meeting of the academic year 2022-23 to be held on 29/11/2022 at 11:30 A.M. under the chairmanship of Hon. I/c Prin. Prof. Dr. Satish Desai.


We anticipate your gracious presence for the meeting. Please convey us your availability for the meeting in order to make necessary preparation.

**Venue:** IQAC Meeting Room

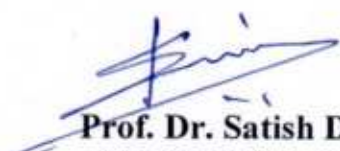
**Encl:** Agenda of the meeting

Warm regards.

Thank you.

  
**Dr. B. N. Kokare**  
IQAC Coordinator  
Co-ordinator  
IQAC

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**Prof. Dr. Satish Desai**  
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M.Sc B.Ed.

I/C Principal

Prof. Dr. Satish Desai  
M.A ; Ph.D.

Outword No. : SMMCP /...../.....

Date:

### AGENDA

1. Confirmation of the minutes of previous meeting
2. Organization of National Service Scheme Special University Level Camp
3. Organization of *Vivekanand Jayanti Saptah*
4. Prepare and participate in District/State Level competition of Career Katta.
5. Promote Linguistic Activities by language departments
6. Planning Tours and Trips
7. Preparation of Annual Quality Assurance Report (AQAR) of the academic year 2021-22
8. Any other issue with the permission of Hon. Chairperson

Copy to:

Sr. No.	Name of the Member	Designation	Signature
1	Prof. Dr. Satish S. Desai, I/c Principal	Chairperson	
2	Prin. Dr. Rajendra V. Shejwal (Joint Secretary - Administration)	Management Representative	
3	Hon. Kaustubh M. Gawade, CEO	Senior Administrative Officer	
4	Mr. Nanasahab Kasurde	Nominee - Local Society	
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10	Dr. S. H. Gitte	Teacher Representative	
11	Dr. T. M. Rabade	Teacher Representative	
12	Dr. P. B. Kamble	Teacher Representative	
13	Mr. A. M. Kasture	Teacher Representative	
14	Mr. Ajit Bhilare (B. Com. III)	Student Representative	
15	Mr. Santosh Salunkhe	Head Clerk	
16	Dr. B. N. Kokare	IQAC Coordinator	

Dr. B. N. Kokare  
Co-ordinator  
IQAC

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Members Present	Members Absent
Prof. Dr. Satish S. Desai	
Prin. Dr. Rajendra V. Shejwal	
Hon. Kaustubh M. Gawade	
Mr. Nanasaheb Kasurde	
Mr. Prakash Gole	
Mr. Amar Biramane	
Mr. Pandharinath Bhilare	
Dr. B. N. Kokare	
Mr. N. S. Phadatare	
Dr. S. H. Gitte	
Dr. T. M. Rabade	
Dr. P. B. Kamble	
Mr. A. M. Kasture	
Mr. Ajit Bhilare	
Mr. Santosh Salunkhe	
Dr. B. N. Kokare	

Dr. B. N. Kokare, IQAC Coordinator welcomed all the committee members and introduced the agenda of the meeting. After the rigorous discussion on all the items of agenda, the following minutes were recorded:

**1. Confirmation of the minutes of the meeting held on 20/08/2022**

Minutes of the meeting held on 20/08/2022 were read by the IQAC Coordinator – Dr. B. N. Kokare.

**Resolution:** It was resolved to confirm the minutes of the meeting held on 20/08/2022.

**Proposed by:** Dr. B. N. Kokare



**Seconded by:** I/c Prin. Prof. Dr. Satish S. Desai

The resolution was unanimously passed.

**2. Organization of National Service Scheme University Level Special Camp**

Dr. B. N. Kokare made the committee members aware of organizing a National Service Scheme Special University Level Camp.

**Resolution:** Dr. Tukaram M. Rabade recommended to organize National Service Scheme Special University Level Camp for the holistic development of the students.

**Proposed by:** Dr. Sunita Gitte

**Seconded by:** Dr. Priyadarshani B. Kamble

The resolution was unanimously passed.

**3. Organization of Vivekanand Jayanti Saptah**

I/c Prin. Prof. Dr. Satish S. Desai noted the celebration of *Vivekanand Jayanti Saptah*.

**Resolution:** It was suggested to celebrate *Vivekanand Jayanti Saptah* to encourage young students to be virtues, healthy and strong Indian youth.

**Proposed by:** Dr. B. N. Kokare

**Seconded by:** Dr. Tukaram M. Rabade

The resolution was unanimously passed.

**4. Prepare and participate in District/State Level competition of Career Katta.**

Dr. Priyadarshani B. Kambl pointed out the need of preparation and participation for the District/State Level Competition of Career Katta.

**Resolution:** It was resolved to prepare and participate in the District/State Level Competition of Career Katta to make students aware of the different opportunities in different sectors.

**Proposed by:** Dr. Priyadarshani B. Kamble

**Seconded by:** I/c Prin. Prof. Dr. Satish S. Desai



The resolution was unanimously passed.

**5. Promote Linguistic Activities by language departments**

Dr. Ananta Kasture made everybody aware of the need of the language related activities.

**Resolution:** It was confirmed to organize language related activities to enhance the language skills of the students.

**Proposed by:** Prof. Narendra Phdare

**Seconded by:** Mr. Ajit Bhilare

The resolution was unanimously passed.

**6. Planning Tours and Trips**

Mr. Nanasaheb Kasurde explained the need of Tours and Trips.

**Resolution:** It was recommended to plan department-wise different study tours for the field study and experiential learning of the students.

**Proposed by:** Mr. Amar Biramane

**Seconded by:** Mr. Pandarinath Bhilare

The resolution was unanimously passed.

**7. Preparation of Annual Quality Assurance Report (AQAR) of the academic year 2021-22**

Dr. B. N. Kokare, IQAC Coordinator made the committee members aware of the preparations required for AQAR to be submitted to NAAC, Bangalore.

**Resolution:** It was resolved to fulfill all the necessary requirements for the Preparation of Annual Quality Assurance Report (AQAR) of the academic year 2021-22.

**Proposed by:** I/c Prin. Prof. Dr. Satish S. Desai

**Seconded by:** Dr. B. N. Kokare

The resolution was unanimously passed.

**8. Any other issue with the permission of Hon. Chairperson**

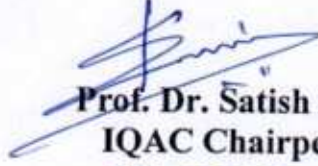


As there was no any other issue for the discussion, the meeting concluded with a vote of thanks offered by Dr. Priyadarshni Kamble.



**Dr. B. N. Kokare**  
**IQAC Coordinator**  
**Co-ordinator**  
**IQAC**

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**Prof. Dr. Satish Desai**  
**IQAC Chairperson**  
**S/C PRINCIPAL**

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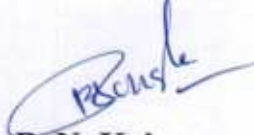
**Internal Quality Assurance Cell (IQAC)**  
**Action Taken Report of the Meeting held on 29/11/2022**

Sr. No.	Resolution	Action Taken
1	IQAC approved the minutes of the meeting held on 20/08/2022.	Hon. I/c Prin. Prof. Dr. Satish S. Desai informed about the approval of the minutes of last meeting.
2	IQAC approved to organize National Service Scheme Special University Level Camp for the holistic development of the students.	Hon. I/c Prin. Prof. Dr. Satish S. Desai instructed faculty members to organize National Service Scheme Special University Level Camp.
3	IQAC approved to celebrate <i>Vivekanand Jayanti Saptah</i> to encourage young students to be virtues, healthy and strong Indian youth.	Hon. I/c Prin. Prof. Dr. Satish S. Desai instructed the chairman of the <i>Vivekanand Jayanti Saptah</i> Committee.
4	IQAC approved to prepare and participate in the District/State Level Competition of Career Katta to make students aware of the different opportunities in different sectors.	Hon. I/c Prin. Prof. Dr. Satish S. Desai instructed the Programme Officer and NSS Committee Members.
5	IQAC approved to organize language related activities to enhance the language skills of the students.	Hon. I/c Prin. Prof. Dr. Satish S. Desai informed the Language Heads to organize activities.
6	IQAC approved to plan department-wise different study tours for the field	Hon. I/c Prin. Prof. Dr. Satish S. Desai informed Head of





	study and experiential learning of the students.	Geography Department to plan study tours and trips.
8	IQAC approved preparation of Annual Quality Assurance Report (AQAR) of the academic year 2021-22	Hon. I/c Prin. Prof. Dr. Satish S. Desai informed to prepare Annual Quality Assurance Report (AQAR) of the academic year 2021-22.

  
**Dr. B. N. Kokare**  
**IQAC Coordinator**  
**Co-ordinator**  
**IQAC**

C/o Smt. Meenalben Mehta College, Panchgani  
(Arts, Commerce & Science)  
Tal. Mahabaleshwar, Dist. Satara.

  
**Prof. Dr. Satish Desai**  
**IQAC Chairperson**  
**I/C PRINCIPAL**

Smt Meenalben Mehta College, Panchgani  
(Arts, Commerce And Science)  
Tal.-M'Shwar. Dist.-Satara-412805





"ज्ञान, विज्ञान आणि सुसंस्कार यांसाठी शिक्षण प्रसार"- शिक्षणमहर्षी डॉ.बापूजी सालुंखे

SHRI SWAMI VIVEKANAND SHIKSHAN SANSTHA, KOLHAPUR'S

# Smt. Meenalben Mehta College, Panchgani

(Arts, Commerce & Science) Tal. Mahabaleshwar, Dist.Satara.412805 (M.S.)



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Estd : June 1990

NACC Reaccreditation : "B" Grade

AFFILIATED TO SHIVAJI UNIVERSITY, KOLHAPUR

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Mob: 9423035675

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web : smtmmcollege.org

Founder

**Shikshanmaharshi Dr. Bapuji Salunkhe**  
B.A, B.T, D.Lit.

President

**Hon.Chandrakant (Dada) Patil**  
M.L.A., Ex. Revenue Minister,  
Maharashtra State

Chairman

**Hon.Prin.Abhaykumar Salunkhe**  
M.A.

Secretary

**Hon.Prin. Mrs.Shubhangi Gavade**  
M.Sc B.Ed.

I/C Principal

**Prof. Dr. Satish Desai**  
M.A ; Ph.D.

Outword No. : SMMCP /...../.....

Date: 09/01/2023

### NOTICE

All the honorable members of the Internal Quality Assurance Cell (IQAC) are hereby informed to attend the first meeting of the academic year 2022-23 to be held on 17<sup>th</sup> January, 2023 at 11:00 A.M. under the chairmanship of Hon. I/c Prin. Prof. Dr. Satish Desai.

We anticipate your gracious presence for the meeting. Please convey us your availability for the meeting in order to make necessary preparation.

**Venue:** IQAC Meeting Room

**Encl:** Agenda of the meeting

Warm regards.

Thank you.

**Dr. B. N. Kokare**

**Co-ordinator  
IQAC**

C/o Smt. Meenalben Mehta College, Panchgani  
(Arts, Commerce & Science)  
Tal Mahabaleshwar, Dist. Satara.

**Prof. Dr. Satish Desai**  
**I/C PRINCIPAL**

Smt Meenalben Mehta College, Panchgani  
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M.L.A., Ex. Revenue Minister,  
Maharashtra State

Chairman

**Hon.Prin.Abhaykumar Salunkhe**  
M.A.

Secretary

**Hon.Prin. Mrs.Shubhangi Gavade**  
M.Sc B.Ed.

I/C Principal

**Prof. Dr. Satish Desai**  
M.A, Ph.D.

Outword No. : SMMCP /...../.....

### AGENDA

Date:

1. Confirmation of the minutes of previous meeting
2. Organize Bapuji Salunkhe Lecture Series
3. Conduct Staff Academy Activity
4. Celebrate International Millets Year as per the guidelines of university
5. Call an Alumni Meet
6. Organize Farewell Programmes for students
7. Organize Campus Interview
8. Any other issue with the permission of Hon. Chairperson

Copy to:

Sr. No.	Name of the Member	Designation	Signature
1	Prof. Dr. Satish S. Desai, I/c Principal	Chairperson	
2	Prin. Dr. Rajendra V. Shejwal (Joint Secretary - Administration)	Management Representative	
3	Hon. Kaustubh M. Gawade, CEO	Senior Administrative Officer	
4	Mr. Nanasahab Kasurde	Nominee - Local Society	
5	Mr. Prakash Gole	Nominee - Industrialist	
6	Mr. Amar Biramane	Alumni Representative	
7	Mr. Pandharinath Bhilare	Nominee - Employer	
8	Dr. B. N. Kokare	Teacher Representative	
9	Mr. N. S. Phadatare	Teacher Representative	
10	Dr. S. H. Gitte	Teacher Representative	
11	Dr. T. M. Rabade	Teacher Representative	
12	Dr. P. B. Kamble	Teacher Representative	
13	Mr. A. M. Kasture	Teacher Representative	
14	Mr. Ajit Bhilare (B. Com. III)	Student Representative	
15	Mr. Santosh Salunkhe	Head Clerk	
16	Dr. B. N. Kokare	IQAC Coordinator	

**Dr. B. N. Kokare**  
Co-ordinator  
IQAC

C/o Smt. Meenalben Mehta College, Panchgani  
(Arts, Commerce & Science)  
Tal. Mahabaleshwar, Dist. Satara.



**Prof. Dr. Satish Desai**  
IQAC Chairperson

Smt Meenalben Mehta College, Panchgani  
(Arts, Commerce And Science)  
Tal.-M'Shwar, Dist.-Satara-412805

**Internal Quality Assurance Cell (IQAC)**  
**Minutes of the Meeting held on 17/01/2023**

First meeting of Internal Quality Assurance Cell (IQAC) of the academic year 2023-24 was held under the chairmanship of Hon. I/c Prin. Prof. Dr. Satish Desai on 17/01/2023 at 11:30 A.M. at IQAC Meeting Room.

Members Present	Members Absent
Prof. Dr. Satish S. Desai	
Prin. Dr. Rajendra V. Shejwal	
Hon. Kaustubh M. Gawade	
Mr. Nanasaheb Kasurde	
Mr. Prakash Gole	
Mr. Amar Biramane	
Mr. Pandharinath Bhilare	
Dr. B. N. Kokare	
Mr. N. S. Phadatare	
Dr. S. H. Gitte	
Dr. T. M. Rabade	
Dr. P. B. Kamble	
Mr. A. M. Kasture	
Mr. Ajit Bhilare	
Mr. Santosh Salunkhe	
Dr. B. N. Kokare	

Dr. B. N. Kokare, IQAC Coordinator welcomed all the committee members and introduced the agenda of the meeting. After the rigorous discussion on all the items of agenda, the following minutes were recorded:

**1. Confirmation of the minutes of the meeting held on 29/11/2022**

Minutes of the meeting held on 29/11/2022 were read by the IQAC Coordinator – Dr. B. N. Kokare.

**Resolution:** It was resolved to confirm the minutes of the meeting held on 29/11/2022.

**Proposed by:** Dr. B. N. Kokare



**Seconded by:** I/c Prin. Prof. Dr. Satish S. Desai

The resolution was unanimously passed.

**2. Organize *Shikshan Maharshi Dr. Bapuji Salunkhe Lecture Series***

Dr. B. N. Kokare made the committee members aware of organizing a yearly *Shikshan Maharshi Dr. Bapuji Salunkhe Lecture Series*.

**Resolution:** It was recommended to organize *Shikshan Maharshi Dr. Bapuji Salunkhe Lecture Series* for the extension of college initiative in the society.

**Proposed by:** Dr. Ananta Kasture

**Seconded by:** Dr. Sunita Gitte

The resolution was unanimously passed.

**3. Conduct Staff Academy Activity**

Dr. B. N. Kokare explained the need of activities under the Staff Academy.

**Resolution:** It was suggested to organize activities under the Staff Academy for brainstorming discussion on different topics among the faculty members.

**Proposed by:** Dr. Priyadarshani B. Kamble

**Seconded by:** Dr. Tukaram M. Rabade

The resolution was unanimously passed.

**4. Celebration International Millets Year as per the guidelines of university**

Mr. Santosh Salunkhe pointed out the letter of university regarding the celebration of International Millets Year.

**Resolution:** It was resolved to celebrate the International Millets Year as per the university guidelines.

**Proposed by:** Dr. Priyadarshani B. Kamble

**Seconded by:** I/c Prin. Prof. Dr. Satish S. Desai

The resolution was unanimously passed.



**5. Call an Alumni Meet**

Mr. Amar Biramane explained the need of Alumni Meet.

**Resolution:** It was recommended to call an Alumni Meet for the holistic development of the college.

**Proposed by:** Dr. Narendra Phadtare

**Seconded by:** Mr. Pandarinath Bhilare

The resolution was unanimously passed.

**6. Organization of Farewell Programmes for students**

Mr. Ajit Bhilare explained the need of organizing a Farwell Programmes for the last year students.

**Resolution:** It was recommended to organize a Farwell Programmes for the last year students to continue their bond with college.

**Proposed by:** Mr. Amar Biramane

**Seconded by:** Dr. Tukaram M. Rabade

The resolution was unanimously passed.

**7. Organize Campus Interview**

Dr. Tukaram M. Rabade dragged attention towards the need of Campus Interview.

**Resolution:** It was recommended to organize Campus Interview for the placement of the students.

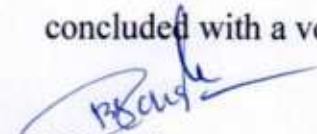
**Proposed by:** Mr. Pandharinath Bhilare

**Seconded by:** I/c Prin. Prof. Dr. Satish S. Desai

The resolution was unanimously passed.

**8. Any other issue with the permission of Hon. Chairperson**

As there was no any other issue for the discussion, the meeting concluded with a vote of thanks offered by Prof. Narendra Phadtare

  
**Dr. B. N. Kokare**  
IQAC Coordinator  
Co-ordinator  
IQAC

C/o Smt. Meenalben Mehta College, Panchgani  
(Arts, Commerce & Science)  
Tal. Mahabaleshwar, Dist. Satara.



  
**Prof. Dr. Satish Desai**  
IQAC Chairperson  
I/C PRINCIPAL

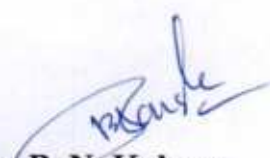
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(Arts, Commerce And Science)  
Tal.-M'Shwar, Dist.-Satara-412805

**Internal Quality Assurance Cell (IQAC)**  
**Action Taken Report of the Meeting held on 17/01/2023**

Sr. No.	Resolution	Action Taken
1	IQAC approved the minutes of the meeting held on 29/11/2022.	Hon. I/c Prin. Prof. Dr. Satish S. Desai informed about the approval of the minutes of last meeting.
2	IQAC approved to organize <i>Shikshan Maharshi Dr. Bapuji Salunkhe Lecture Series</i> for the extension of college initiative in the society.	Hon. I/c Prin. Prof. Dr. Satish S. Desai instructed coordinator and committee members of lecture series to organize <i>Shikshan Maharshi Dr. Bapuji Salunkhe Lecture Series</i> .
3	IQAC approved to organize activities under the Staff Academy for brainstorming discussion on different topics among the faculty members.	Hon. I/c Prin. Prof. Dr. Satish S. Desai instructed to Faculty members to organize activities under the Staff Academy.
4	IQAC approved to celebrate the International Millets Year as per the university guidelines.	Hon. I/c Prin. Prof. Dr. Satish S. Desai instructed the Head, Dept. of Botany to organize activity to celebrate the International Millets Year.
5	IQAC approved to call an Alumni Meet for the holistic development of the college.	Hon. I/c Prin. Prof. Dr. Satish S. Desai instructed to Alumni Committee to organize Alumni Meet.
6	IQAC approved to organize a Farwell	Hon. I/c Prin. Prof. Dr. Satish S.



	Programmes for the last year students to continue their bond with college.	Desai informed all heads of the departments to organize a Farwell Programmes for the last year students.
7	IQAC approved to organize Campus Interview for the placement of the students.	Hon. I/c Prin. Prof. Dr. Satish S. Desai informed Training and Placement Cell of the college to organize Campus Interview for the students.

  
**Dr. B. N. Kokare**  
**IQAC Coordinator**  
**Co-ordinator**  
**IQAC**

**C/o Smt. Meenalben Mehta College, Panchgani**  
**(Arts, Commerce & Science)**  
**Tal. Mahabaleshwar, Dist. Satara.**

  
**Prof. Dr. Satish Desai**  
**IQAC Chairperson**  
**I/C PRINCIPAL**

**Smt Meenalben Mehta College, Panchgani**  
**(Arts, Commerce And Science)**  
**Tal.-M'Shwar, Dist.-Satara-412805**







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# Smt. Meenalben Mehta College, Panchgani

(Arts, Commerce & Science) Tal. Mahabaleshwar, Dist.Satara.412805 (M.S.)



## श्रीमती मीनलबेन महेता कॉलेज, पांचगणी

(कला, वाणिज्य व विज्ञान) ता. महाबलेश्वर, जि. सातारा.

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M.A.

Secretary

Hon.Prin. Mrs.Shubhangi Gavade  
M.Sc B.Ed.

I/C Principal

Prof. Dr. Satish Desai  
M.A ; Ph.D.

Outword No. : SMMCP /...../.....

Date:

Date: 20/05/2023

### NOTICE

All the honorable members of the Internal Quality Assurance Cell (IQAC) are hereby informed to attend the first meeting of the academic year 2022-23 to be held on 30/05/2023 at 11:30 A.M. under the chairmanship of Hon. I/c Prin. Prof. Dr. Satish Desai.


We anticipate your gracious presence for the meeting. Please convey us your availability for the meeting in order to make necessary preparation.

Venue: IQAC Meeting Room

Encl: Agenda of the meeting

Warm regards.

Thank you.

  
Dr. B. N. Kokare  
IQAC Coordinator  
Co-ordinator  
IQAC

C/o Smt. Meenalben Mehta College, Panchgani  
(Arts, Commerce & Science)  
Tal. Mahabaleshwar, Dist. Satara.



  
Prof. Dr. Satish Desai  
IQAC Chairperson  
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M.Sc B.Ed.

I/C Principal

**Prof. Dr. Satish Desai**  
M.A ; Ph.D.

Outword No. : SMMCP /...../.....

### AGENDA

Date:

1. Confirmation of the minutes of previous meeting
2. Plan for the next year admission process
3. Annual Review of various committees
4. Prepare for AA of university
5. Conduct Internal and University Exams
6. Review of Student Progression
7. Submission of Annual Quality Assurance Report (AQAR) of the academic year 2021-22
8. Any other issue with the permission of Hon. Chairperson

Copy to:

Sr. No.	Name of the Member	Designation	Signature
1	Prof. Dr. Satish S. Desai, I/c Principal	Chairperson	
2	Prin. Dr. Rajendra V. Shejwal (Joint Secretary - Administration)	Management Representative	
3	Hon. Kaustubh M. Gawade, CEO	Senior Administrative Officer	
4	Mr. Nanasahab Kasurde	Nominee - Local Society	
5	Mr. Prakash Gole	Nominee - Industrialist	
6	Mr. Amar Biramane	Alumni Representative	
7	Mr. Pandharinath Bhilare	Nominee - Employer	
8	Dr. B. N. Kokare	Teacher Representative	
9	Mr. N. S. Phadatare	Teacher Representative	
10	Dr. S. H. Gitte	Teacher Representative	
11	Dr. T. M. Rabade	Teacher Representative	
12	Dr. P. B. Kamble	Teacher Representative	
13	Mr. A. M. Kasture	Teacher Representative	
14	Mr. Ajit Bhilare (B. Com. III)	Student Representative	
15	Mr. Santosh Salunkhe	Head Clerk	
16	Dr. B. N. Kokare	IQAC Coordinator	

**Dr. B. N. Kokare**  
Co-ordinator  
IQAC Coordinator

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**Prof. Dr. Satish Desai**  
I/C Principal  
IQAC Chairperson

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Tal.-M'Shwar, Dist.-Satara-412805

**Internal Quality Assurance Cell (IQAC)**  
**Minutes of the Meeting held on 30/05/2023**

First meeting of Internal Quality Assurance Cell (IQAC) of the academic year 2022-23 was held under the chairmanship of Hon. I/c Prin. Prof. Dr. Satish Desai on 30/05/2023 at 11:30 A.M. at IQAC Meeting Room.

Members Present	Members Absent
Prof. Dr. Satish S. Desai	
Prin. Dr. Rajendra V. Shejwal	
Hon. Kaustubh M. Gawade	
Mr. Nanasaheb Kasurde	
Mr. Prakash Gole	
Mr. Amar Biramane	
Mr. Pandharinath Bhilare	
Dr. B. N. Kokare	
Mr. N. S. Phadatare	
Dr. S. H. Gitte	
Dr. T. M. Rabade	
Dr. P. B. Kamble	
Mr. A. M. Kasture	
Mr. Ajit Bhilare	
Mr. Santosh Salunkhe	
Dr. B. N. Kokare	

Dr. B. N. Kokare, IQAC Coordinator welcomed all the committee members and introduced the agenda of the meeting. After the rigorous discussion on all the items of agenda, the following minutes were recorded:

**1. Confirmation of the minutes of the meeting held on 17/01/2023**

Minutes of the meeting held on 17/01/2023 were read by the IQAC Coordinator – Dr. B. N. Kokare.

**Resolution:** It was resolved to confirm the minutes of the meeting held on 17/01/2023.

**Proposed by:** Dr. B. N. Kokare



**Seconded by:** I/c Prin. Prof. Dr. Satish S. Desai

The resolution was unanimously passed.

**2. Plan for the next year admission process.**

Dr. B. N. Kokare made the committee members aware of next year admission process.

**Resolution:** It was recommended to plan for the next year admission process.

**Proposed by:** Dr. Tukaram M. Rabade

**Seconded by:** Dr. Priyadarshani B. Kamble

The resolution was unanimously passed.

**3. Annual Review of various committees**

Dr. Tukaram M. Rabade explained the need of annual review of various college committees.

**Resolution:** It was suggested to take an annual review of various college committees to analyze the work done as per the plan throughout year.

**Proposed by:** Dr. B. N. Kokare

**Seconded by:** Dr. Ananta Kasture

The resolution was unanimously passed.

**4. Prepare for AA of university**

Dr. B. N. Kokare focused the need of preparation for the AA of University.

**Resolution:** It was resolved to well prepare and face AA of University for academic quality enhancement.

**Proposed by:** Dr. Priyadarshani B. Kamble

**Seconded by:** I/c Prin. Prof. Dr. Satish S. Desai

The resolution was unanimously passed.

**5. Conduct Internal and University Exams**

I/c Prin. Prof. Dr. Satish S. Desai made everybody aware of the internal and university exams.



**Resolution:** It was confirmed to conduct internal and university exams as per university guidelines.

**Proposed by:** Dr. Tukaram M. Rabade

**Seconded by:** Prof. Narendra Phadtare

The resolution was unanimously passed.

#### 6. Review of Student Progression

Prof. Narendra Phadtare explained the need of review of student progression.

**Resolution:** It was recommended to take review of student progression to analyze the college outcomes.

**Proposed by:** Mr. Amar Biramane

**Seconded by:** Dr. Sunita Gitte

The resolution was unanimously passed.

#### 7. Submission of Annual Quality Assurance Report (AQAR) of the academic year 2021-22

Dr. B. N. Kokare, IQAC Coordinator made the committee members aware of the submission required for AQAR to be submitted to NAAC, Bangalore.

**Resolution:** It was resolved to submit the Annual Quality Assurance Report (AQAR) of the academic year 2021-22 after final scrutiny.

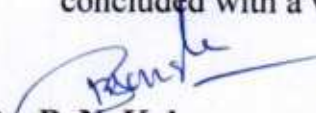
**Proposed by:** I/c Prin. Prof. Dr. Satish S. Desai

**Seconded by:** Dr. B. N. Kokare

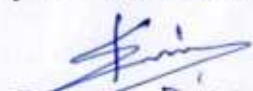
The resolution was unanimously passed.

#### 8. Any other issue with the permission of Hon. Chairperson

As there was no any other issue for the discussion, the meeting concluded with a vote of thanks offered by Dr. Tukaram M. Rabade.

  
**Dr. B. N. Kokare**  
IQAC Coordinator  
Co-ordinator  
IQAC



  
**Prof. Dr. Satish Desai**  
IQAC Chairperson  
I/C PRINCIPAL

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(Arts, Commerce And Science)  
Tal.-M'Shwar, Dist.-Satara-412805

**Internal Quality Assurance Cell (IQAC)**  
**Action Taken Report of the Meeting held on 30/05/2023**

Sr. No.	Resolution	Action Taken
1	IQAC approved the minutes of the meeting held on 17/01/2023.	Hon. I/c Prin. Prof. Dr. Satish S. Desai informed about the approval of the minutes of last meeting.
2	IQAC approved to plan for the next year admission process.	Hon. I/c Prin. Prof. Dr. Satish S. Desai instructed faculty members to plan for the next year admission process.
3	IQAC approved to take an annual review of various college committees to analyze the work done as per the plan throughout year.	Hon. I/c Prin. Prof. Dr. Satish S. Desai informed to analyze the work done as per the plan throughout year.
4	IQAC approved to well prepare and face AA of University for academic quality enhancement.	Hon. I/c Prin. Prof. Dr. Satish S. Desai instructed the AA committee to prepare and face AA of University for academic quality enhancement.
5	IQAC approved to conduct internal and university exams as per university guidelines.	Hon. I/c Prin. Prof. Dr. Satish S. Desai informed Exam Committee of the college to conduct internal and university exams as per university guidelines.
6	IQAC approved to take review of student progression to analyze the college outcomes.	Hon. I/c Prin. Prof. Dr. Satish S. Desai instructed faculty members to take review of student

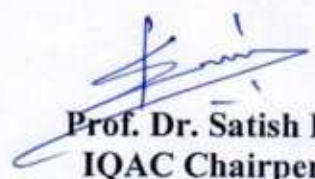


		progression.
7	IQAC approved to submit the Annual Quality Assurance Report (AQAR) of the academic year 2021-22 after final scrutiny.	Hon. I/c Prin. Prof. Dr. Satish S. Desai instructed IQAC coordinator to submit the Annual Quality Assurance Report (AQAR) of the academic year 2021-22 after final scrutiny.

  
**Dr. B. N. Kokare**  
**IQAC Coordinator**

**Go-ordinator**  
**IQAC**

**Smt. Meenalben Mehta College, Panchgani**  
 (Arts, Commerce & Science)  
 Mahabaleshwar, Dist. Satara.

  
**Prof. Dr. Satish Desai**  
**IQAC Chairperson**

**I/c PRINCIPAL**

**Smt Meenalben Mehta College, Panchgani**  
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