

D.B.F. Dayanand College of Arts and Science, Solapur



IQAC MEETINGS

Minutes of Meeting

Date: 25 April, 2014

Initially Principal Dr. S. K. Vadagbalkar welcomed all. Dr. D. S. Sutrave introduced to the objectives and goals of IQAC.

1. Minutes of last meeting were confirmed.
2. Various committees were finalized and some new committees were also formed.
3. Dr. V. P. Ubale suggested website committee.
4. Principal Dr. S.K. Vadagbalkar suggested staff welfare committees for both teaching and non-teaching and university exam committee.
5. Up-gradation of computers in college.
6. Planning of work of new academic year.
7. Preparation of academic calendar
8. Different committees are formed and Incharge are appointed.

Finally Dr. V. P. Ubale offered vote of thanks to all.

Action taken Report

1. A duty of website development was assigned to Dr. V. P. Ubale.
2. Staff Welfare Committee was formed under the chairmanship of Dr. D.G. Kadam.
3. The work of up-gradation of computers was undertaken. by BCS department and new computers and related software were purchased.
4. Preparation of academic calendar for the forthcoming academic assigned to Dr. D.S. Sutrave.
5. Admission Committees for the various classes are formed.

Dr. D. S. Sutrave
IQAC Coordinator

Dr. S. K. Vadagbalkar
Principal

D.B.F. Dayanand College of Arts and Science, Solapur



IQAC MEETINGS

Minutes of Meeting

27 June, 2014

Welcome by Dr. D.S. Sutrave

Following items are discussed and finalized.

1. The minutes of last meeting were confirmed.
2. Felicitation of Principal and Coordinator of IQAC for achieving 'A' grade.
3. Discuss with the incharges of various committees.
4. Various measures were discussed for strengthening of academic development.
5. It was resolved to promote research activities in the college and to organise the conferences.
6. It was resolved to encourage the faculty for academic excellence.
7. It was decided to introduce M.Sc. II (Mathematics).
8. It was resolved to celebrate a Platinum Jubilee of College.
9. To organise the *DHERMASHIKSHA PARIKSHA*
10. Apply to RUSA grants.
11. Apply for Star College Scheme.
12. Preparation for second phase of CPE.
13. To plan for academic progress of entire 2014-15 year.

Action Taken Report

1. In charge of various committees are intimated to do their specific duties.
2. The students are motivated to use library facility regularly. The students are also encouraged to participate in various competitions.
3. The students and research scholars are motivated to participate in the Research Festival of *Avishkar*. The faculty also promoted to prepare proposals for Major and Minor Research Projects.
4. The faculty encouraged to undertake various activities for academic excellence.
5. All formalities are completed to introduce the M.Sc. II (Mathematics).
6. Various events and functions are planned as a part of Platinum Jubilee celebration of college.
7. Application prepared with necessary document to receive grants from RUSA.
8. A proposal under Star College Scheme is prepared and submitted to the authority.
9. Necessary preparation is made for second phase of CPE.
10. Hindi department is asked to conduct the *DHERMASHIKSHA PARIKSHA*
11. A thorough plan of various events and programmes is prepared in the form of academic calendar.

Dr. D. S. Sutrave
IQAC Coordinator

Dr. S. K. Vadagbalkar
Principal

D.B.F. Dayanand College of Arts and Science, Solapur



IQAC MEETINGS

Minutes of Meeting

24 April 2015

Welcome by Dr. D.S. Sutrave coordinator of IQAC

Following items are discussed and finalized.

1. The minutes of last meeting were confirmed.
2. It was resolved that to start the short term courses like Brahmi, Modi, Spoken English, Textile chemistry, Electronics (Maintenance of home appliances).
3. It was decided to organize Skill Development Workshops for women health, beautician course, food festival etc. for the enhancement of professional efficiency.
4. To organize courses in designing of Rangoli, Mehandi, Yoga, Sports, Soil work etc.
5. It was also resolved that the faculty to be motivated and encouraged for the Memorandum of Understanding (MOU).
6. MOU to be undertaken for the exchange of services as well as placement of students.
7. Smart Classrooms to be developed gradually. At least one smart classroom to be started by June/July, 2015.
8. New I-cards with barcodes to be issued from June, 2015.
9. Admission procedure to be executed on the basis of merit.
10. Preparation of admission forms, hand book, brochure.
11. Drop-out ratio to be reduced.
12. Syllabus to be completed within stipulated period.
13. It is Proposed to form the centre for boosting the research activities

Vote of thanks was proposed by Dr. V. P. Ubale.

Action taken Report

1. The proposals of Certificate Courses are prepared for the recognition of Solapur University, Solapur.
2. A schedule of food festival, Skill Development Workshops for women health and beautician course is prepared.
3. A course of Rangoli, Mehandi, Yoga, Sports and Soil Work is finalized.
4. All the HOD and members of departments are requested to prepare proposal for MOU.
5. A progress of smart classroom is reviewed and it is ensured that the classroom will be ready latest by June/July, 2015.
6. A design of new I-card with barcode is finalized.
7. A meeting of all conveners of Admission Committee held in the principal's office and instructions are given so that admission procedure is executed on the basis of merit.
8. A responsibility of preparation of admission forms, hand book, brochure etc is shouldered on Admission Forms and Brochure Committee.
9. Special instructions are given to all faculty members to complete the syllabus within stipulated period so that revision of syllabus can be taken and discussion of previous question papers can be held.

Dr. D. S. Sutrave
IQAC Coordinator

Dr. S. K. Vadagbalkar
Principal

D.B.F. Dayanand College of Arts and Science, Solapur



IQAC MEETINGS

Minutes of Meeting

Date: 29 June, 2015

Welcome by Dr. D. S. Sutrave.

1. Minutes of last meeting were confirmed.
2. To prepare Result analysis.
3. To conduct the Prize Distribution Function.
4. Short Term Course- Add on Courses.
5. IQAC room.
6. To organise the *DHERMASHIKSHA PARIKSHA*
7. Workshop of IQAC for NAAC proposal.
8. To obtain grants from UGC or University for one/two days Workshops/Seminars/ Conferences
9. Strengthening of cultural activities in the college.
10. To establish the Incubation centre
11. Apply for AAA (Academic and Administrative Audit) from Solapur University, Solapur

Vote of thanks proposed by Dr. V. P. Ubale.

Action taken Report

1. Class-wise committees are formed for the Result Analysis.
2. The tentative dates of Sports Prize Distribution and Annual Academic Prize Distribution function were finalized. Various committees are formed for the overall preparation of the function. Class-wise committees are formed for the preparation of prize winners list.
3. The proposals for the Short Term Courses- Add on Courses are prepared.
4. A Special Room with required furniture, computers and internet connectivity is prepared for IQAC. It is the office of the IQAC of the college.
5. A workshop on preparation of Report to be submitted to NAAC is organized on
6. The faculty are informed to prepare the proposal for obtaining funds from UGC for the organization of One Day Workshops on various themes.
7. Various committees are formed for the cultural activities and the required material, instruments etc. are provided to the participants. Moreover, the arrangement of special coach is also made for the strengthening of cultural activities.
8. The incubation centre is established. Dr. M.N. Jagtap is asked to work as a incharge.
9. Mr. G.D. Birajdar is made incharge to organise the *DHERMASHIKSHA PARIKSHA*
10. A committee is formed for preparation of AAA

Dr. D. S. Sutrave
IQAC Coordinator

Dr. S. K. Vadagbalkar
Principal

D.B.F. Dayanand College of Arts and Science, Solapur



IQAC MEETINGS

Minutes of Meeting

Date: 28 March 2016.

Welcome by Dr. D. S. Sutrave

- The minutes of last meeting were confirmed.
- Arts & science and P.G department seminar arrangement.
- To send IQAC proposal of Arts, Science,
- To conduct Activities for non-teaching.
- Student centered activity should be actively conducted.
- To strengthen Placement cell activity.
- Urban planning
- Carrier oriented courses
 - a. Life science
 - b. Physics & electronics
 - c. Mathematics & statistics
- Fund transfer to Alumni Association
- For teaching faculty one day seminar arrangement by IQAC and also for non-teaching faculty.
- P.G. students paper I & II for SET/NET appearance.
- Youth festival development.
- NCC & sports organization – event/ competition.
- Adopt children of suicide farmers and give them free education.

Vote of thanks given by Dr. V. P. Ubale.

Action Taken Report

1. The preparation of proposals for organizing the Seminar by UG and PG departments is reviewed and necessary instructions are given by Principal Dr. S. K. Vadagbalkar.
2. Various activities like sports, counselling etc. are designed for non-teaching staff of the college.
3. The departments from Arts and Science sections are ensured to organize various student centric activities in the college. Elocution Competition, Essay Writing Competition, Spelling Writing Competition etc.
4. All departments are given instructions to arrange for the placement activities in the college. The faculty are advised to encourage the students to participate in such placement activities. Initiatives are also taken to invite various companies in the campus for the placement activities.
5. The faculty and PG students are motivated to participate in the urban planning process.
6. The process of commencing the carrier oriented courses in Life Sciences, Physics & Electronics, Mathematics and Statistics has been initiated.
7. The alumni of the college are requested to transfer the funds collected so far by them.
8. The IQAC decided to organize a One Day Seminar for both teaching and non-teaching faculty of the college.
9. The PG students are encouraged to appear for NET/SET.
10. A review of performance of students in Youth Festival is taken and participation in some new events in Youth Festival is confirmed.
11. The NCC, NSS and Sports Department planning to organize various events and competitions for the benefit of the students.
12. The students/children of farmers committed suicides are identified. The adoption of such students /children is confirmed and it is also ensured that they will be given free education.

Dr. D. S. Sutrave
IQAC Coordinator

Dr. S. K. Vadagbalkar
Principal

D.B.F. Dayanand College of Arts and Science, Solapur



IQAC MEETINGS

Minutes of Meeting

Date -20 June 2016

Welcome by Dr. D. S. Sutrave

- The minutes of last meeting were confirmed.
- To start PG courses – chemistry, life science, mathematics, physics
- To Register alumni association
- To strengthen the Research activity
- PG – NET / SET exam preparation workshop
- Review Activities of Youth festival
- NSS strengthen
- To organize Dayanand Handball tournament.
- To establish the IPR (Intellectual Property Right) Cell
- Help extended to NAAM foundation by teaching and non-teaching

Vote of thanks given by Dr. V. P. Ubale.

Action Taken Report

1. The process of introducing PG courses in Chemistry, Life Sciences, Mathematics, and Physics has been started.
2. All PG departments are instructed to organize a workshop for the preparation of NET/SET in their respective subjects. The departments have started their planning in this regard.
3. The list of events in which the students participate in the Youth Festival is finalized. The students are encouraged and motivated to participate in more events. Their training and practice sessions are also scheduled to start from July/August 2016.
4. The base of activities undertaken by NSS is broadened. The volunteers are promoted to participate in various competitions and programmes organized by government and NGOs.
5. The unit of NCC is being strengthened by its participation in various activities.
6. The IPR Cell is established and Mrs. Dr. Laxmi Mushan as Coordinator with all the research guides are members of this cell.
7. The teaching and non-teaching faculty have contributed to NAAM foundation.

Dr. D. S. Sutrave
IQAC Coordinator

Dr. S. K. Vadagbalkar
Principal

D.B.F. Dayanand College of Arts and Science, Solapur



IQAC MEETINGS

Minutes of Meeting

Date: 25 April 2017

Welcome by Dr. D.S. Sutrave.

- The minutes of last meeting were confirmed.
- Principal V.P. Ubale is Felicitated
- IQAC committee formation.
- To discuss research committees work
- Distribution workload to faculty by forming various committees.
- New look for college magazine.
- New multicolored brochure.
- Preparation of next academic calendar.
- Proposal submission for starting new PG courses (Physics, Pharmaceutical Chemistry, Microbiology, Economics)
- Proposal for new add on courses/COP.
- Proposal for new RUSA grant.
- Starting of new foundation/bridge courses.
- Submission to NIRF.
- Preparation of AQAR.

Vote of thanks by Dr. S.R. Pujari.

Action Taken Report

1. IQAC is formed as per the new provisions.
2. Various committees are formed for the distribution of workload among the faculty members.
3. A new look is given to the college magazine under the guidance of Principal Dr. V. P. Ubale. The college magazine also named as *Dayanand*.
4. New multicoloured brochure of the college is prepared. It contains comprehensive information of the college.
5. An Academic Calendar has been prepared under the leadership of Principal Dr. V. P. Ubale and Dr. D. S. Sutrave.
6. A process of preparation and submission of proposal for the new PG courses in Physics, Pharmaceutical Chemistry, Microbiology and Economics has been initiated.
7. The procedure of preparing proposals for new add on courses/COP has been started. Dr. S. V. Rajmane is looking after this work.
8. The proposal for obtaining funds/grants from RUSA is being prepared.
9. A design and time table of new foundation course/bridge courses has been prepared. All faculty members are informed to execute the same in the first week of academic year.
10. The information of college is submitted to NIRF.
11. The preparation of AQAR is undertaken by the IQAC coordinator and its members.

Dr. D. S. Sutrave
IQAC Coordinator

Prof. V. P. Ubale
Principal

D.B.F. Dayanand College of Arts and Science, Solapur



IQAC MEETINGS

Minutes of Meeting

Date : 11 July 2017.

Welcome by Dr. D. S. Sutrave

- The minutes of last meeting were confirmed
- Mission 3.51. It is planned to achieve good score in NAAC
- To Prepare AQAR.
- Proposal for NAAC workshop.
- To start new Student center activity.
- To operate CAS / PBAS.
- To make new MoU.
- To establish Botanical garden (park).
- To arrange the Quarterly meeting
- To strengthen the Co-ordination between members.
- To plan for Proper documentation.
- Meeting notice along with agenda and earlier meeting minutes should be sent before 7 days.
- To conduct the workshop for NAAC with new mode of assessment
- CAS/PBAS – collection every year wise.
Notice regarding PBAS last three years per the format.
- MoU-Activation of MoUs
- Student centric activity
- Competitive exams
- Life science-olympiad

Three level exam planning

Level I – Higher school

Level II – 10-12

Level III – BSc

For graduate students.

- Talent Hunt
Seminar on preparation of competitive exams – Shri. VishwasNangrePatil.
Seminar on GST – govt. nominee.
- Other activity –
Voice culture (one day workshop) – D. Deshpande.
- Yoga –
Girl students – short terms courses
- “Yuvati Mohotsav”.
- Library
NET/SET/GATE
Competitive exam – books purchase.
MPSC/UPSC.
“campus walk”
Ind botanical garden formation
- Message facility
- Involvement of staff
- Parent-teacher meeting

Vote of thanks by Dr. B. H. Damji.

Action Taken Report

1. Principal Dr. V. P. Ubale called a meeting of all staff members and made an appeal to work hard for the Mission 3.51 score in NAAC re-accreditation. Dr. D. S. Sutrave explained the pathway to the desired goal.
2. A committee is set up for the preparation of AQAR.
3. A proposal has been prepared for the workshop on *SSR Writing* to be organized by IQAC.
4. Various departments are informed to undertake activities for the benefit of the students.
5. All staff members are intimated to prepare their forms of CAS/PBAS.
6. The faculty members are motivated to proceed for the MOU with different competent academic bodies.
7. The Botanical Garden (Park) is being prepared under the leadership of Dr. M. N. Jagtap.
8. All heads of Department are informed to conduct Quarterly Meeting of the department and take a review of their departmental work.
9. Considering the significance of coordination among the staff members as far as preparation of AQAR and SSR, various committees are formed and the conveners of the respective committees are shouldered with the responsibility of proper coordination.
10. For the preparation of SSR proper documentation is necessary. Hence, all faculty members are instructed to submit their relevant documents by e-mail (dayanand.net) and also submit its hard copy to the IQAC office within the stipulated period.
11. The meeting notice along with agenda and last meeting minutes to be sent before seven days is prepared.
12. A proposal for Workshop on NAAC is finalized. Dr. D. S. Sutrave, Worked as a convener, It is decided to invite Prof. Vanikar (SRTMU, Nanded) and Prof Navanath Dharmadhikari from Pune as a resource persons for the workshop. The said workshop is scheduled to be held in August, 2017.
13. All faculty members are informed to submit their duly filled in year-wise forms of CAS/PBAS. The same are being collected from them. The forms are especially pertaining to the last three academic years.
14. The faculty members are instructed to keep the MOUs active.
15. The faculty members are informed to prepare the plan for students centric of activities.

16. The Competitive Exam. Preparation Committee organized lectures of eminent resource persons and class I officers. Mr. Vishwas Nangare Patil invited for the seminar on preparation of competitive exams.
17. The Olympiad in Life Sciences is planned. The exam conducted at three levels.
Level I – Higher School, Level II- X-XII, Level III-B.Sc. students.
18. In order to search the talent in the college, DTSE is conducted.
19. The One Day Workshop on *Voice Culture* is conducted. Mr. D. Deshpande invited as a resource person.
20. A Short Term Course of Yoga for girl students is started in the college.
21. In order to explore the talent and hidden skill in the girl students *Yuvati Mahotsav* is organized in the college.
22. The Lala Lajpat Rai Knowledge Resource Centre (Library) has purchased various books on NET/SET/GATE and Competitive Exams like MPSC/UPSC.
23. Campus walk is conducted.
24. The second Botanical Garden is formed by Department of Botany.
25. The SMS facility has been started by the college office. All important notices are sent to the faculty members and students by SMS.
26. The schedule of *Parent-Teacher Meeting* of the college is prepared.

Dr. D. S. Sutrave
IQAC Coordinator

Prof. V. P. Ubale
Principal

D.B.F. Dayanand College of Arts and Science, Solapur



IQAC MEETINGS

Minutes of Meeting

Date : 26 April 2018

Welcome by Dr. D. S. Sutrave

Principal Dr.V.P. Ubale sir gave information to all the members about different works undertaken for college development. He also informed about registration of Alumni association and MoU with 37 colleges

- The minutes of last meeting were confirmed.
- Full fledged botanical garden
- Poly house and Green House to be prepared
- To search donor for scholarship
- The committee to modify vision and mission.
- To conduct Bridge courses – one week after admission
- Courses wise in charge and subject wise in charge
- Planning for next academic year
- Remedial coaching – needed , slow learners and advanced learners
- Mentor – mentee – upto June
- Seed money for research work
- CAS/PBAS

Vote of thanks given by Dr. S. R. Pujari.

Action Taken Report

1. The full fledged Botanical Garden has been started in the college.
2. The preparation of Poly House and Green House has been undertaken by the Department of Botany.
3. Mr. Kishor Chandak, alumni of the college, has voluntarily accepted the responsibility of payment of scholarship of Rs. 18,000 per year. The scholarship of Rs. 3000/- is paid to each student. (Rs.3000/-*6= Rs.18,000) Thus the scholarship is given to six students every year.
4. Mr. Kishor Chandak also accepted the responsibility of payment of Rs. 25,000 for the student whose (farmer) father has committed a suicide or the student is poorest of the poor.
5. A Committee is formed for the modification of vision and mission of the college.
6. All departments are informed to conduct Bridge Courses after one week of the admission.
7. In order to smooth conduct of various activities, course-wise and subject-wise in charge are appointed.
8. A well designed plan is prepared for the execution during next academic year.
9. Taking in to account the importance of Remedial Coaching, slow learners and advanced learners are identified and additional classes are conducted accordingly.
10. The Mentor-Mentee plan has been executed properly. All departments are informed to keep its systematic record and to produce the same to IQAC office up to June, 2018.
11. The proposals are invited from the faculty members for the Seed Money for the research work. In all 6 proposals received by IQAC among which proposal of 3 sanctioned.
12. All faculty members are informed to submit their CAS/PBAS in both soft and hard copy to the IQAC office.

Dr. D. S. Sutrave
IQAC Coordinator

Prof. V. P. Ubale
Principal

D.B.F. Dayanand College of Arts and Science, Solapur



IQAC MEETINGS

Minutes of meeting

Date : 31 July 2018

Welcome by Dr. D. S. Sutrave

1. The minutes of last meeting were confirmed.
2. Collect the Photographs of gold medalist
3. To aware student's for e-Media
4. To Prepare AQAR.
5. Plan for Slow learners
6. Feed back from faculty, stake holders etc.
7. SWOC analysis to be started soon.
8. Feedback (online / offline) of all stake holders
9. International MoU.
10. Video clips to be uploaded by faculty.
11. Strengthen MoU with
12. To organise the *DHERMASHIKSHA PARIKSHA*
13. New Website designing and updating of data
14. To conduct Students counseling
15. To Visit to other standard colleges.
16. Data to be collected from retired professors and other employees (2014 to till date)
17. The respective department should arrange for the data collection in connection with retired faculty.

Vote of thanks given by Dr. B. H. Damji.

Action Taken Report

1. The details and photographs of Gold Medal holder students are collected by the respective departments.
2. All departments are instructed to collect the details of email id of the students so that the notices and other information can be shared through email.
3. The slow learners in all departments are identified and special efforts are taken to bring the slow learners at par with the other regular learners.
4. The feedback from all faculty members has been collected.
5. The head of departments are informed to collect the feedback (online/offline) from students, parents and other stake holders.
6. A committee is formed for the preparation of SWOC analysis.
7. The faculty members are motivated to undertake MOU at international level.
8. The IQAC has taken leadership to motivate the faculty members for preparing and uploading of Academic Video Clips on U Tube.
9. The Memorandum of Understanding (MOU) has been made with Dr. Alure.
10. A committee is set up for Website designing and updating the data. The committee has collected up to date information of students, faculty members, their achievements etc. and the same has been uploaded on the website of the college.
11. Special technical sessions are organized for students counselling. Dr. Chaphalkar was the resource person.
12. In order to prepare the SSR for the re-accreditation (third cycle), the data is being collected from the faculty members and other employees who superannuated during period of 2014 to till date.
14. The respective departments are asked to collect the said data from the retired faculty.
15. To organise the *DHERMASHIKSHA PARIKSHA* by Hindi department

Dr. D. S. Sutrave
IQAC Coordinator

Prof. V. P. Ubale
Principal