



BRAC'T's

Vishwakarma College of Arts, Commerce and Science, Pune

Internal Quality Assurance Cell

Academic Year 2023-2024

Date: 7 Jul 2023

**NOTICE**

It is hereby informed that, the meeting of Internal Quality Assurance Cell (IQAC) is scheduled on 12<sup>th</sup> of July 2023 in the Conference Room at 4 pm. All the IQAC members are invited to attend this meeting.

**Agenda:**

1. Confirmation of previous IQAC minutes of meeting.
2. Introduction of new IQAC members to the meeting.
3. Formation of Committees as per the guidelines and selection of respective incharge.
4. Confirmation and review of Criteria incharge for NAAC.
5. Discussion on Committee/Department wise expected activity plans for students.
6. Discussion on IQAC workload for the upcoming year
7. Confirmation on planning and conduction of admission process for the academic year.
8. Vote of Thanks

**Copy to:**

Mrs. Anjum Patel  
Mr. Suresh Sase  
Mr. Santosh Karekar  
Dr. Shital Mantri  
Dr. Sudhir Chitnis  
Mrs. Swati Pujari-Patil  
Mrs. Vaishali Kale-Barse  
Mrs. Prajakta Patil  
Dr. Poonam Jadhav  
Mrs. Rachana Bhagwat  
Ms. Sheela Naik  
Ms. Akanksha Marlecha



*Arjun R. Patil*  
Dr. Arun R. Patil  
PRINCIPAL  
Vishwakarma College of Arts,  
Commerce & Science  
Kondhwa(Bk.), Pune-411 048.



**BRACT's**

**Vishwakarma College of Arts, Commerce and Science, Pune**

**Internal Quality Assurance Cell**

**Academic Year 2023-2024**

**Date: 12 Jul 2023**

**Minutes of Meeting held on 12<sup>th</sup> Jul 2023**

**The Following Members were present for the meeting:**

Mrs. Anjum Patel  
Mr. Suresh Sase  
Dr. Shital Mantri  
Mrs. Swati Pujari-Patil  
Dr. Poonam Jadhav  
Ms. Sheela Naik

Mrs. Vaishali Kale-Barse  
Mr. Santosh Karekar  
Dr. Sudhir Chitnis  
Mrs. Prajakta Patil  
Mrs. Rachana Bhagwat  
Ms. Akanksha Marlecha

**Agenda:**

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7. Confirmation on planning and conduction of admission process for the academic year.
8. Vote of Thanks

**Minutes of Meeting:**



Prof Anjum Patel was in the chair.

She welcomed all the members, subsequently, Register started the proceedings of following agenda items were discussed.

**1. Confirmation of previous IQAC minutes of meeting.**

- The minutes of the previous meeting held on (30 May 2023) was confirmed for approval with previous attendees.

**2. Introduction of new IQAC members to the meeting.**

- Prof Anjum Patel introduced new Student University Representative and stakeholder Ms. Akanksha Marlecha and Ms. Sheela Naik to the meeting.
- She further introduced Mrs. Rachana Bhagwat as the new Coordinator for BBA and BBA (IB) in absence of Mrs. Sarika Ghorpade for the annual year 2023-24.

**3. Formation of Committees as per the guidelines and selection of respective incharge.**

- After discussing and conferring with the cell members 42 committees and their incharge were finalized for carrying out various activities/tasks throughout the year.
- Vaishali Kale Barse was further tasked with confirming faculty count and appointing them for the suitable committees and submit the draft for approval in next week to Anjum Patel.

**4. Confirmation and review of Criteria incharge for NAAC.**

- Criteria incharges were provided login rights for their criteria to confirm data templates and each were assigned and confirmed teaching staff to proceed with the filing and check the storage for relevant information on the existing data.

**5. Discussion on Committee/Department wise expected activity plans for students.**

- IQAC decided on tentative IQAC plan and appointed the relevant committees to carry them out in systematic manner, and were informed to submit reports of each activity within 1 week of completion.

#### **6. Discussion on IQAC workload for the upcoming year**

- Acknowledging upcoming NAAC Visit IQAC members decided on being active on whatsapp for urgent queries of committees and confirmed their active hand in the preparations.

#### **7. Confirmation on planning and conduction of admission process for the academic year.**

- All the course coordinators put forth the tentative schedule of class wise admissions and counseling duties to the teaching faculties.

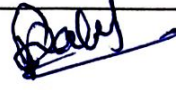
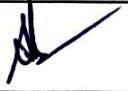

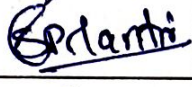
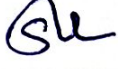


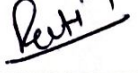

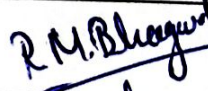


#### **8. Vote of Thanks**

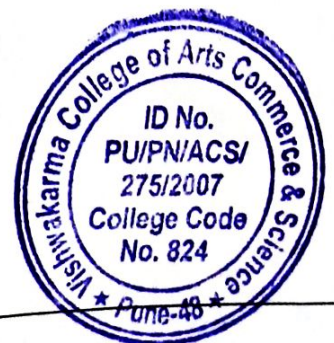
- The members agreed on regular meetings through the months for updates on IQAC as well as NAAC preparations.
- Finally ensued all the agenda points and the meeting was closed with mutual wishes.



**MEETING ATTENDANCE**

The following members were present for the IQAC meeting held on 12<sup>th</sup> July 2023 :

Sr No.	Name	Signature
1	Mrs. Anjum Patel	
2	Mr. Suresh Sase	
3	Mr. Santosh Karekar	
4	Dr. Shital Mantri	
5	Dr. Sudhir Chitnis	
6	Mrs. Swati Pujari-Patil	
7	Mrs. Vaishali Kale-Barse	
8	Mrs. Prajakta Patil	
9	Dr. Poonam Jadhav	
10	Mrs. Rachana Bhagwat	
11	Ms. Sheela Naik	
12	Ms. Akanksha Marlecha	





BRAT C 's

**Vishwakarma College of Arts, Commerce and Science, Pune.**

(Affiliated to Savitribai Phule Pune University)

**NAAC Accredited with 'B+' Grade**

**Internal Quality Assurance Cell Academic Year 2023-24**


Date: - 10/01/2024

### NOTICE

It is hereby informed that, the meeting of Internal Quality Assurance Cell (IQAC) is scheduled on 11<sup>th</sup> JAN 2024 in the Conference Room at 4.30 pm. All IQAC members are invited to attend this meeting.

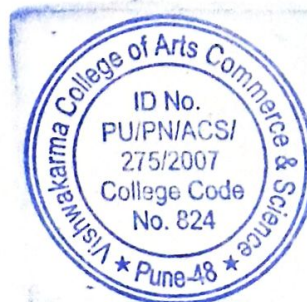
All the concerned are requested to go through it and take necessary action in this regard.

  
**IQAC Coordinator**

  
**Principal**  
**Dr. Arun R. Patil**  
**PRINCIPAL**  
Vishwakarma College of Arts  
Commerce & Science  
Kondhwa (Bk.), Pune - 411 048.

**Copy to:**

Dr. Gurucharan Singh  
Dr. Manoj Agarwal  
Dr. Khurshid Khan A  
Dr. Arun Patil  
Mrs. Anjum Patel  
Mr. Suresh Sase  
Mr. Santosh Karekar  
Dr. Shital Mantri  
Dr. Sudhir Chitnis  
Mrs. Swati Pujari-Patil  
Mrs. Vaishali Kale-Barse  
Dr. Ajit Phadkule  
Dr. Vipin Sule  
Shri. Balasaheb Oswal  
Mr. Shankar Sutar  
Mr. Sachin Marlecha  
Mrs. Prajakta Patil  
Dr. Poonam Jadhav  
Miss. Rachana Bhagwat  
Ms. Sheela Naik  
Mrs. Akanksha Marlecha







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**Internal Quality Assurance Cell Academic Year 2023-24**

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## **Meeting Agenda**

Date: 11<sup>th</sup> Jan 2024

Venue: Conference Room

Time: 4:30 P.M

Called by: IQAC Coordinator

Attendees: IQAC Committee Members

### **Agenda:**

Date: 11<sup>th</sup> JAN 2024

1. Discussion of 5 Years AQAR.
2. Criteria wise explanation of activities.
3. Discussion with IQAC members about quality metrics of college.
4. Valuable suggestion from NAAC peer team for future growth of VCACS.
5. Vote of Thanks.





BRAT C's

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**Internal Quality Assurance Cell Academic Year 2023-24**

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### **Minutes of Meeting:**

Dr. Arun Patil, Principal and chairman of IQAC committee welcomed all the members of IQAC committee for the meeting.

Prof. Anjum Patel was in the chair.

She welcomed all the members, subsequently, Register started the proceedings of following agenda items were discussed.

#### **1. Discussion of 5 Years AQAR.**

- The AQARs from the past five years were presented by the Secretary/Coordinator of the IQAC (Internal Quality Assurance Cell).
- Improvement in academic performance, as demonstrated by the increased pass percentage and faculty development programs.
- Significant advancements in infrastructure, including new classroom facilities and updated technology.
- Success in student-centric initiatives such as co-curricular and extra-curricular programs.

#### **2. Criteria wise explanation of activities.**

- Review and update curriculum based on industry feedback
- Organize faculty workshops on digital teaching tools
- Apply for additional research grants and encourage student research
- Improve infrastructure maintenance and access to e-resources
- Strengthen student placement and industry collaborations

#### **3. Discussion with IQAC members about quality metrics of college.**

- Organize workshops to involve students in curriculum review processes (Criterion 1).
- Increase faculty training on new teaching methods, including flipped/Smart classrooms (Criterion 2).
- Apply for more research grants and foster interdisciplinary research (Criterion 3).
- Plan infrastructure upgrades for laboratories and Wi-Fi systems (Criterion 4).
- Establish more industry-academia partnerships for placements and internships (Criterion 5)
- Strengthen the alumni network to support career progression (Criterion 5).





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- Improve decentralized administrative systems and leadership development programs (Criterion 6).
  - Expand community outreach programs and sustainability initiatives (Criterion 7).

#### **4. Valuable suggestion from NAAC peer team for future growth of VCACS.**

- The peer team suggested that VCACS should invest in continuous professional development for faculty, particularly to enhance their research capabilities.
- Encouraging faculty to attend national and international conferences, participate in research webinars, and collaborate on research projects would help elevate the institution's research profile.

The suggestions from the NAAC peer team emphasize a holistic approach to fostering research at VCACS. By enhancing infrastructure, encouraging faculty and student involvement, seeking external collaborations, and developing a strategic research agenda, VCACS can elevate its research profile and contribute significantly to academic and societal development. The actionable plans discussed in this meeting will serve as the foundation for the growth of research initiatives at VCACS in the coming years.

#### **5. Vote of Thanks**

The members agreed to hold regular meetings throughout the coming months to receive updates on the progress of IQAC activities as well as the preparations for the NAAC accreditation process.

In conclusion, all agenda items were discussed thoroughly, and the meeting was adjourned with mutual good wishes.





BRAT C's

Vishwakarma College of Arts, Commerce and Science, Pune.

(Affiliated to Savitribai Phule Pune University)

NAAC Accredited with 'B+' Grade

Internal Quality Assurance Cell Academic Year 2023-24

## Meeting Attendance

A meeting of the IQAC committee was held on Thursday 11<sup>th</sup> January 2024 at 4.30pm in the Conference room of the college.

Following Members were present for the meeting:

Sr.No	Name	Signature
1	Dr.Gurucharan Singh	G Singh
2	Dr.Manoj Agarwal	M Agarwal
3	Dr.Khurshid Khan A	Khurshid Khan A
4	Dr.Arun Patil	Arun Patil
5	Mrs. Anjum Patel	Anjum Patel
6	Mr.Sachin Marlecha	Sachin Marlecha
7	Mrs. Prajakta Patil	Prajakta Patil
8	Dr. Poonam Jadhav	P Jadhav
9	Miss.Rachana Bhagwat	R.M. Bhagwat
10	Ms.Sheela Naik	Sheela Naik
11	Mrs.Akanksha Marlecha	Akanksha Marlecha
12	Mr. Suresh Sase	S Sase
13	Mr. Santosh Karekar	Santosh Karekar
14	Dr. Shital Mantri	Shital Mantri
15	Dr. Sudhir Chitnis	Sudhir Chitnis
16	Mrs. Swati Pujari-Patil	Swati Pujari-Patil
17	Mrs. Vaishali Kale-Barse	Vaishali Kale-Barse
18	Dr.Ajit Phadkule	Ajit Phadkule
19	Dr.Bipin Sule	Bipin Sule
20	Mr.Shankar Sutar	Shankar Sutar
21	Shri.Balasaheb Oswal	Balasaheb Oswal







**BRACT's**  
**Vishwakarma College of Arts, Commerce and Science, Pune**  
**Internal Quality Assurance Cell**  
**Academic Year 2023-2024**

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Date: 07/03/2024

**NOTICE**

It is hereby informed that, the meeting of Internal Quality Assurance Cell (IQAC) is planned on 11/03/2024 in the Conference room at 11:30 A.M. All the IQAC members are invited to attend this meeting.

The Agenda of the meeting is attached with this notice.

All the members of IQAC are requested to go through the notice and take necessary action in this regard.

  
IQAC Coordinator

  
Chairperson

**Copy to:**

- Mr. Suresh Sase
- Mr. Santosh Karekar
- Dr. Sudhir Chitnis
- Dr. Shital Mantri
- Mrs. Vaishali Kale
- Ms. Sheela Naik
- Mrs. Swati Pujari
- Dr. Poonam Jadhav
- Dr. Ajit Phadkule
- Dr. Bipin Sule
- Shri. Balasaheb Oswal
- Mrs. Prajakta Patil
- Mr. Sachin Marlecha
- Mr. Shankar Sutar
- Akakansha Marlecha

**BRACT's**  
**Vishwakarma College of Arts, Commerce and Science, Pune**  
**Internal Quality Assurance Cell**  
**Academic Year 2023-2024**

**Minutes of Meeting**

**Date: 11/03/2024**

The meeting of the IQAC committee was held on 11/03/2024 at 11:30 a.m. in the conference room of the college. The following members were present for the meeting.

- |                        |                        |
|------------------------|------------------------|
| 1. Dr. Arun Patil.     | 2. Mrs. Anjum Patel    |
| 3. Mr. Suresh Sase     | 4. Mr. Santosh Karekar |
| 5. Dr. Sudhir Chitnis. | 6. Dr. Shital Mantri   |
| 7. Mrs. Vaishali Kale  | 8. Ms. Sheela Naik     |
| 9. Mrs. Swati Pujari   | 10. Dr. Poonam Jadhav  |
| 11. Dr. Ajit Phadkule  | 12. Dr. Bipin Sule     |
| 13. Prajakta Patil     |                        |

Dr. Arun Patil, Principal Chairperson of the IQAC committee welcomed all the members of IQAC committee for the meeting. He briefed the members about the agenda of the meeting and invited various suggestions from members of IQAC.

The IQAC Coordinator Anjum Patel has also welcomed the members to the meeting of the IQAC.





**BRACT's**  
**Vishwakarma College of Arts, Commerce and Science, Pune**  
**Internal Quality Assurance Cell**  
**Academic Year 2023-2024**

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**Meeting Agenda**

**Date:** 11/03/2024

**Venue :** Conference Room

**Time:** 11:30 AM

**Called by :** IQAC Coordinator

**Attendees:** IQAC Committee Members

**Agenda:**

1. Approval of agenda items.
2. Review of the previous IQAC meeting.
3. Appreciation for securing 'A' grade in NAAC accreditation.
4. Guidance and Promotion for writing Research paper
5. MoU Signing with industry and research institutes.
6. Feedback Analysis and review
7. Organizing international workshop for UG and PG students.
8. AQAR Document verification
9. Review of various NSS and SDO activities

### **1.Approval of Agenda Items:**

Accepted

### **2.Minutes of the Previous IQAC meeting:**

Minutes of the previous IQAC meeting are confirmed.

### **3 Appreciation for securing 'A' grade in NAAC accreditation**

IQAC Chairman and Principal Dr. Arun Patil Sir appreciated and congratulated IQAC coordinator Prof. Anjum Patel as well as all members for their efforts and dedication in securing "A grade" under NAAC Accreditation. All members also congratulated Chairman and IQAC coordinator for their support and guidance

### **4. Guidance and Promotion for writing Research paper**

HOD Commerce Dr.Shital Mantri and HOD of science Dr. Chitnis explained the importance of writing research paper and active participation in research publication. Dr. Mantri explains in brief about research paper writing and insist faculty members for research paper writing.

### **5.MOU Signing with Industry and research Institute:**

Dr. Shital Mantri informed about signing of MoU between Vishwakarma Institute and Universidad María Auxiliadora as well as another MOU with Asian Institute of Technology. IQAC Coordinator Anjum Patel elaborate importance of national and international tie up for students and faculty members.

### **6.Feedback Analysis and review**

HoD , Science Dr. Sudhir chitins has presented the feedback of various faculties by evaluating feedback form .Based on feedback Dr. Patil suggested some measures to improve performance of certain teachers with low feedback and appreciated teachers with highest feedback.

### **7. Organizing international workshop for UG and PG students**

IQAC Coordinator Anjum Patel laid down plan for international workshop by Jonathan Wakefield from Huddersfield University, UK. this workshop will be organized for UG and PG students.

### **8. AQAR Document verification and compiling**

IQAC coordinator Anjum Patel recommended compiling of structured data for AQAR submission, and all members agreed upon this and verification of files for AQAR submission.



**9.NSS and SDO activity conduction:**

Chairperson Dr. Arun Patil advised to conduct various programs of NSS and SDO as per SPPU guidelines

**10.Meeting concluded with a Thank You Note.**

BRAC's  
Vishwakarma College of Arts, Commerce and Science, Pune  
Internal Quality Assurance Cell  
Academic Year 2023-2024

Meeting Attendance

IQAC meeting held 11/03/2024 at Vishwakarma College Of Arts Commerce and Science  
,Kondhawa, Pune

Following Members were present:

- Dr. Arun Patil *Arun H. Patil*
- Prof. Anjum Patel *Anjum Patel*
- Mr. Suresh Sase *Suresh Sase*
- Mr. Santosh Karekar *Santosh Karekar*
- Dr. Sudhir Chitnis *Sudhir Chitnis*
- Dr. Shital Mantri *Shital Mantri*
- Mrs. Vaishali Kale *Vaishali Kale*
- Ms. Sheela Naik *Sheela Naik*
- Mrs. Swati Pujari(Patil) *Swati Pujari*
- Dr. Poonam Jadhav *Poonam Jadhav*
- Dr. Ajit Phadkule -
- Dr. Bipin Sule -
- Mrs. Prajakta Patil *Prajakta Patil*