
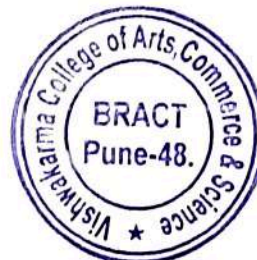



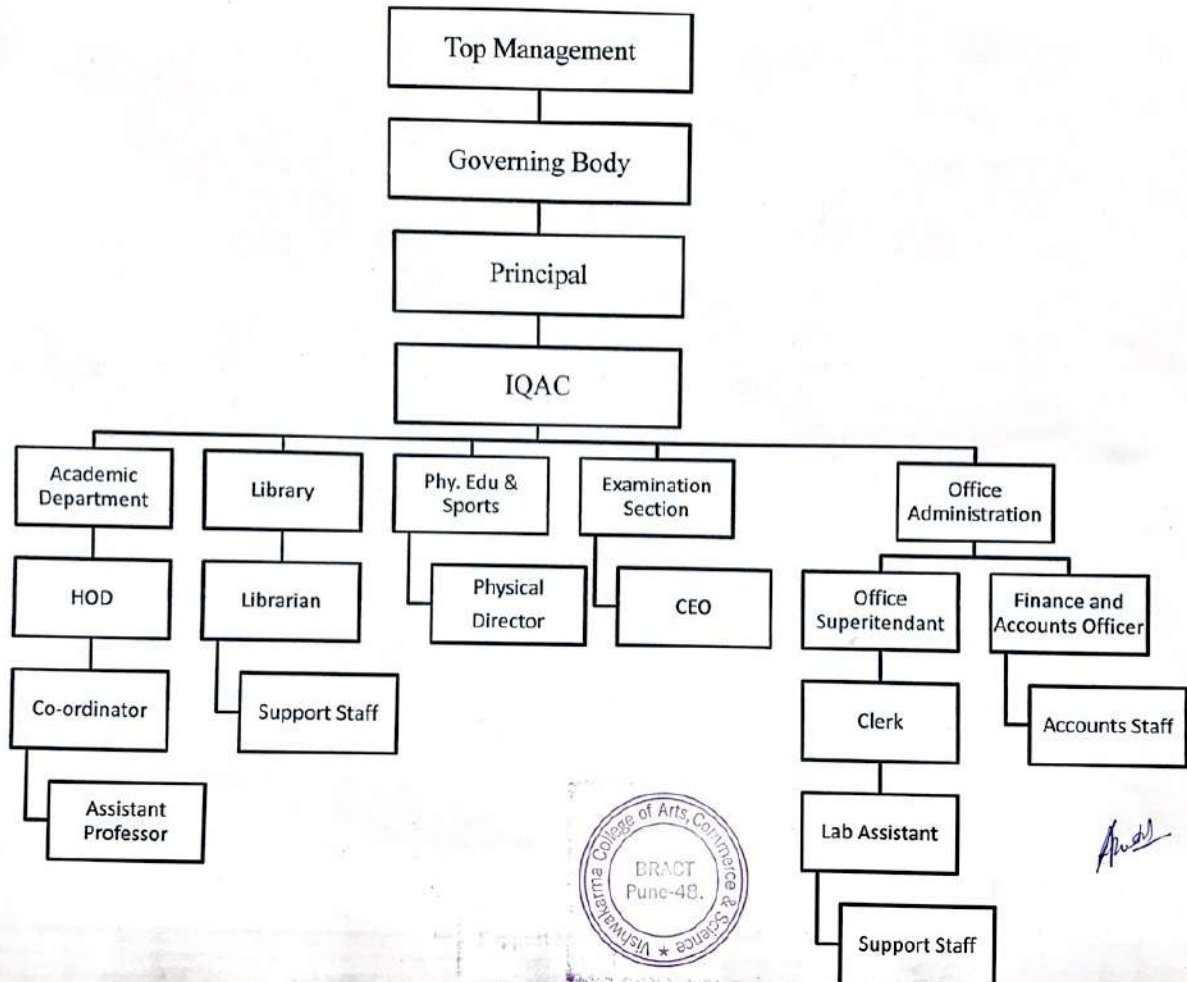
CRITERION VI	
KEY INDICATOR	6.2. Strategy Development and Deployment
METRIC NO.	6.2.1: The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Sr. No.	Name of Document
1	Organization Structure
2	Code of Conduct
3	Strategic Plan
4	Minutes of IQAC Meeting


Asst. Prof. Anjum Patel
IQAC Co-ordinator




Dr. Arun Patil
Principal



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Vishwakarma College of Arts,
Commerce and Science, Pune.



Handbook
on
Code of Conduct.

<http://www.vcacs.ac.in/>

INDEX

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4	CODE OF CONDUCT FOR THE PARENTS	8
5	CODE OF CONDUCT FOR THE PRINCIPAL	9

CODE OF CONDUCT FOR THE STUDENTS

Students are the lifeline and first stakeholders of any educational institution. Their all-round development is of top most priority of the college and in this respect the college has laid guidelines for them. They are expected to abide by the following-

Academic Rectitude

It is expected of students to actively engage them in learning process and must inculcate the habit of acquiring at least 75% attendance in all the courses they are pursuing. Students should enter their lecture classes on time.

Students are supposed to complete their assignments, tests, projects and any other work related to academics in stipulated time. Students should strictly refrain themselves from indulging in plagiarism or resorting to any academic mischief.

Students should develop a healthy attitude with their teachers. They should discuss their problems related to their subject with the concerned teacher during office hours. Students must register their names for exams and other courses as announced on the website and pay the stipulated fee required for exams on time. In case of any financial hurdle/problem they should report the matter to higher authorities and can avail relaxation or concession or a scholarship as the case maybe.

Classroom Behavior

Students should compulsorily wear their identity cards whenever they are in the classroom and college premises. If there is a loss of, I Card the student should immediately report it to his/her HOD and the librarian with an application. Students are expected to give a patient and proper hearing to their teacher in the class. Classroom teaching after all is all about academic excellence.

Students should respect and have high regard for their teachers. They should also not engage in any quarrel/fracas with their fellow classmates. Students are not supposed to draw and write anything on classroom walls, chairs, tables, desks etc.

While in the class room the student is expected to switch off his/her mobile phone.

Behavior Outside the Classroom- Order and discipline have been the cardinal virtues of every educational institution. The moment this is disturbed everything goes haywire. Therefore, the college has a strict and no-nonsense approach with regards to order and discipline.

Students are not supposed to loiter in the campus when they are free.

Smoking, chewing of tobacco in any form (pan masala, gutka etc.) and drinking is strictly prohibited within the college campus. Any such activity is a serious offence with the student liable to be suspended or rusticated.

Students are encouraged to inculcate the values such as honesty, compassion, integrity and truthfulness so they can become better and responsible citizens of the country. Students are expected to maintain cleanliness in the campus and must not litter. Consumption of junk food is strictly prohibited within the college campus.

Student should ensure that no damage is done to college property and the same shall be considered a punishable offence. Use of internet, computers, laptops and tablets by the students within the college campus, must be strictly restricted to academic purpose only. Theft or abuse of the Institute computers and other electronic equipment such as computer, tube light and bulbs, fans and other services which includes unauthorized entry, use, tamper, etc. of Institute classrooms, computers, networks and other restricted facilities and interference with the work of others is a punishable offence.

Presence of every student is mandatory in the induction meeting chaired by the Principal or convened by the department on commencement of an academic session. Students are not supposed to bring expensive camera mobile phones to the college. The loss of the same will solely be the responsibility of the student.

Use of Library

While availing the facility of college library the students are expected to adhere to strict discipline without causing any inconvenience to their fellow students. Any loss or damage of book or magazine is liable to be punished by fine. Theft or stealing of any magazine, book or periodical from the college library can lead to suspension of the student.

The student will get books or periodicals only on showing the identity card. Details regarding opening and closing timings of library plus the issuing of books will be displayed on the notice board from time to time. In case there is a requirement of any book/periodical by the student he/she should give a written application to the librarian for the same. Pin drop silence is required of students while they are sitting in the library.

Ragging

Anti- Ragging Guidelines issued by UGC are enforced and students are made to

Compulsorily sign the declaration form at the beginning of the session.

Any act of mental or physical torture to a fellow student in any form is a punishable offence with the student liable to be suspended from the college.

Instructions Pertaining to Examinations

Students resorting to unfair means at the time of examinations will be dealt in accordance with the provisions of the Govt. of Maharashtra Act. No. XXXI of 1982 and the Maharashtra University Act, 1994. In case of copying the student is liable to punitive action as per the University rules. The gravity of the case and the punishment will be decided by the University. It can be a fine of 500 rupees or six months of suspension or both as per the University statute.

If the student is found guilty, provisional admission/examination form will stand automatically cancelled and paid fees will not be refunded. Students involved in unfair practices can take admission of the college and fill up the examination form at their own risk and responsibility. While appearing for examination it is strictly prohibited to bring mobile phone or any other expensive gadget or valuables in the class room. The loss of any will be solely on the student.

CODE OF CONDUCT FOR THE TEACHERS

Teachers are the guiding lights of society. They nourish and impart values and ethics to their students. Their knowledge, expertise and character has a marked influence on the upbringing of the student. Along with the students teachers also bring laurels and glory to the institution. They are expected to adhere to the following norms-

Professional Ethics

Teachers are supposed to be the mentors and guides to their pupils and therefore must inculcate in their students the necessary virtues which make them better human beings. Teachers should adhere to a responsible pattern of conduct and demeanor, since they are under the constant scrutiny of their students and also of society at large therefore their behavior should not reflect any incompatibility between their precepts and practice. Teachers should display fairness and justice when dealing with their pupils setting aside the difference of caste, gender, creed and religion.

Teachers are expected to perform their duties with utmost dedication and sincerely such as taking lectures and practical's on time. The teacher should be present near his class 5 minutes before the commencement of his/her lecture and must devote entire 50 minutes to the class and should not exit from the class room early.

Teachers are also expected to speak respectfully of their fellow colleagues in the institute and render assistance for professional betterment.

Teachers being also the custodians of discipline and integrity should know that the recovery of pay, of the whole or part of any pensioner loss caused to the college by negligence or breach of any lawful order of the Governing Body or otherwise can result in withholding of increments or withholding of career advancement or both. It can also lead to suspension and compulsorily retirement.

Teachers are not supposed to indulge in any malpractice such as tampering of records, stealing of journal or book, threatening or misguiding their students in any form. Such practices are considered to be a punishable offence. Teachers are also detested from engaging in private tuitions and promoting his or her favorite student which smacks of any partiality or bias.

The teacher should take special notice of the weak student and must devote some extra time to enhance his/her learning and understanding ability. The teaching staff should make use of ICT tools for healthy and effective teaching. He should ensure strict discipline while he is doing examination duty. Any student using any unfair means (copying, asking a fellow student, peeping into someone else's copy etc.) should immediately be brought to task and debarred from the examination. Teachers are expected to adhere to the existing rules and regulations and methods consistent with their profession and respect the guidelines issued by the college management.

Academic Enrichment and Enhancement

Teachers are encouraged to undertake activities which could enhance their promotion and growth such as conducting seminars, organizing workshops and conferences etc.

Teachers should also engage in healthy and meaningful discussion with their students as well as the management body so that an academic and social atmosphere is maintained.

Teachers must enroll themselves as members of professional organizations and other academic bodies so that there is always a scope for enhancement in their knowledge and outlook. Teachers should possess the necessary acumen to recognize the difference in abilities and aptitude among students and should accordingly deal and help the same.

Responsibility towards Students

A teacher first and foremost shall treat all students on the principle of equality without reflecting any partiality or biasedness. A teacher should inculcate moral and sublime values in their pupils such as honesty, compassion and integrity.

A teacher should help out his/her students in solving their academic problems and can also act as felicitator in addressing their personal problems if they share it with him/her. A teacher should strictly refrain from indulging in Anti-academic activities such as writing of questions and answers guides, leaking out examination question papers and allowing students to indulge in any spurious act such as copying or cheating during the examination.

Responsibility towards the Society

A teacher should bear in mind that education is a public service and he/she should strive to keep the same informed of educational programs being carried out by the institution.

A teacher should be a role model for the society and therefore must be aware of social problems and participate in activities that are conducive to the progress of society. A teacher should refrain from taking part or in subscribing to or assisting in any unhealthy activities, which tend to promote feeling of hatred or enmity among different communities.

A teacher should be flexible in his approach. A modern teacher encourages new trends in the field of education. He is ready to make experiments to make the teaching learning process effective by keeping in view the new trends, new waves in the modern society.

CODE OF CONDUCT FOR THE SUPPORT STAFF-

The support or office staff acts as an important link to oversee documentation connected with administration and examination related activities plus also as

Helper in keeping the college premises clean. Their contribution is second to none in maintaining the college as a premier institution. The office/support staff is expected to follow the following norms-

Discipline

The support/office staff should acquaint themselves with the college policies and adhere to them to the best of their ability.

Each and every member of the support/office staff should come well dressed in the proper uniform assigned to him/her. The support/office staff should strictly regulate his/her duties which has been officially assigned and not to undertake any other job within the stipulated working hours.

The support/office staff should not allow themselves to indulge in any political or anti secular activities which can hamper the smooth functioning of the college.

The support/office staff should not indulge in any disrespectful behavior with the teachers and students.

Punctuality and discipline is expected of them as like that of teachers and students.

Administrative and Accounts Staff

The staff should ensure that service book of all teachers should be kept updated and properly maintained.

The staff should assist teachers in college work if the need arises as per the directions of the Principal.

The Accounts department should prepare, examine and analyze accounting and other financial records and other financial statements from time to time.

The Accounts section should also ensure that the necessary documents and records related to various committees are systematically arranged and show no discrepancy.

Lab Attendant

Lab Attendant should help the lab assistant to carry out the lab related activities.

CODE OF CONDUCT FOR THE PARENTS

The College believes in fostering a healthy relationship between the teachers and parents. Parents are in fact the first teachers and important stakeholders in the upbringing of their children. In keeping this dictum, the college organizes regular teacher-student-parent interactions so that the problems if any of the student or any misdemeanor on the part of student can be brought into the notice of the

parents. This is a healthy and corrective mechanism of preventing any further erosion in the growth of the student and a remedial action can be taken. This follow up becomes all the more important as most of the students come from economically vulnerable section of the society. Parents are requested to take proper care of their wards in their home and if problems persist can always take counsel from College Principal and teachers. All these efforts necessarily aim at building a healthier and ideal society.

CODE OF CONDUCT FOR THE PRINCIPAL

The Principal is the pivot. All major decisions regarding academics and extra-curricular activities plus administrative policies fall in his purview. He should be transparent, fair, just, honest, kind and objective in all his approaches.

Academic Monitoring

The Principal is supposed to contribute to the academic growth of the institution/college. Faltering on this aspect can lead to his suspension/removal.

The Principal is expected to participate in teaching, research and training programs of the college.

The Principal shall be assisted by the Heads of the Departments, other faculty members, Chief Examination Officer (CEO) to ensure that the conduct of examinations and procedure for the same is smooth, without any hindrance.

The Principal should constitute an admission committee to oversee that admission process in the college is carried out smoothly. The admission committee should assist him properly in this respect.

The Principal should keenly observe academic activities such as conferences / seminars, cultural and literary fests, workshops etc. being carried out. He must obtain feedback from the same and also ensure that all necessary requirements are in place before any such activity is carried out.

The Principal shall act as channel between the management and college staff. He must therefore cultivate a healthy and positive relationship with his staff and management. He should be a role model to his students-the students should have a healthy rapport with him.

General Administration

The Principal is expected to adhere to Observance of the Act, Statutes, Ordinance, Regulation, Rules and Orders issued there under by the university authorities and

bodies from time to time. Any deviation from this will be strictly unacceptable.

The Principal is also supposed to properly maintain the self-assessment reports of teachers and their service books.

The Principal will also take into account any other work related to the college/institution relating to the administration of the institute as may be assigned to him/her by the Management from time to time.

The Principal shall make proposal for appointment to all posts of cadres including contract, part-time, and daily wage employees.

The Principal possess the right to grant medical/ casual/ earned/duty leave to college staff members subject to the rules enshrined for the same.

The Principal should actively utilize the services of his teaching staff in various institution and department related activities. In this aspect he should act as a true leader who can lead from the front.

Financial Administration

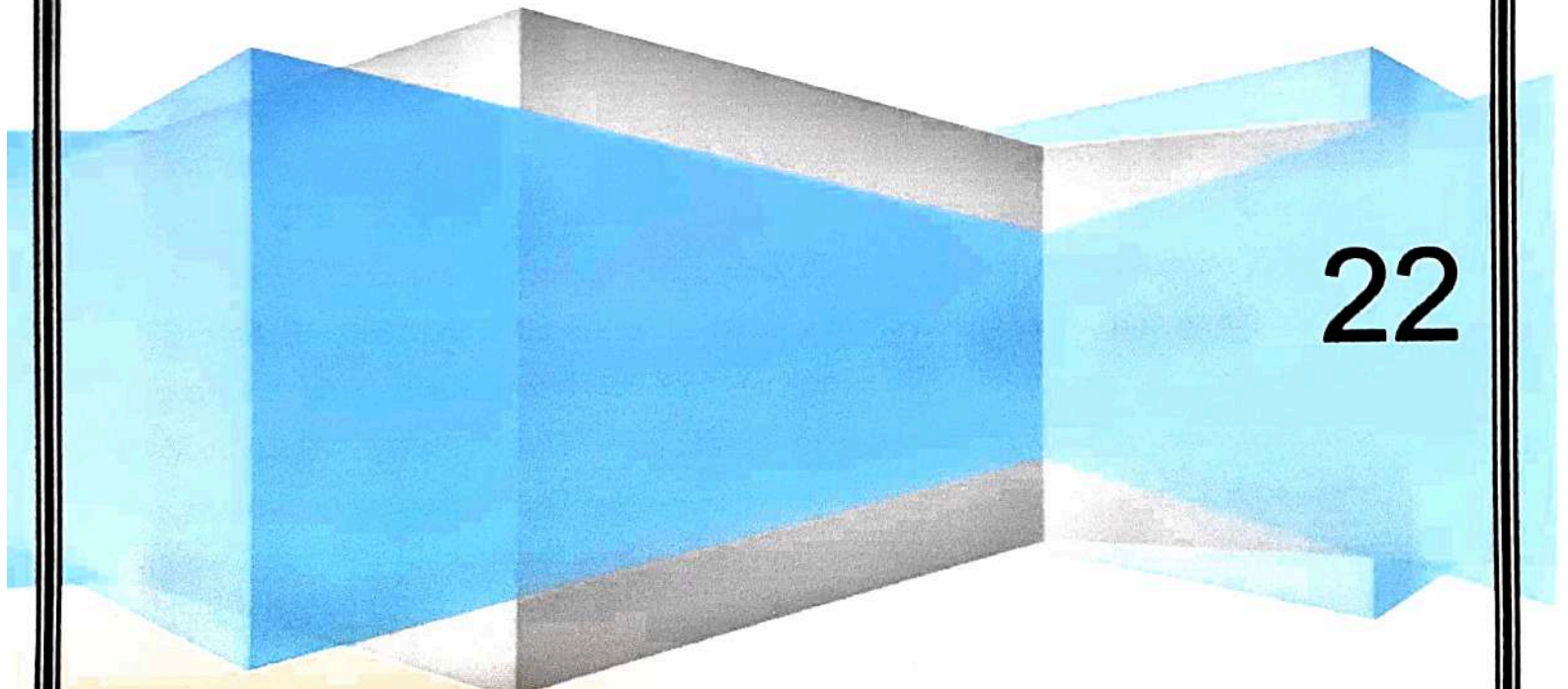
The Principal should constitute a Finance Committee to assist him in matters related to finance. The Principal shall forward the monthly salary bills of all staff members to the management on time.

The Principal shall have the final say in purchase of essential material related to classroom, labs, library, stationery etc. subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions as outlined. The Principal possesses the last right to sanction any scholarship for the student as the condition arises. The Principal shall execute all orders made on behalf of the college subject to the approval and sanction of the management.

**BRACT's
VISHWAKARMA
COLLEGE OF ARTS,
COMMERCE AND
SCIENCE**

STRATEGIC PLAN

2017-2022



22



BRAC's
VISHWAKARMA COLLEGE OF ARTS, COMMERCE AND SCIENCE,
Kondhwa (Bk), Pune-411048



Profile of the College

Vishwakarma College of Arts, Commerce and Science (VCACS) is one of India's leading educational establishments in Pune. It was established in 2007 by the Bansilal Ramnath Agarwal Charitable Trust (BRAC), Pune. The college is spread over an area of 5 acres and is located in Kondhwa (BK) Pune, on the eastern side of Pune-Satara Highway, about 8 km from Swargate. It is an upcoming area, providing a clean atmosphere far from the crowd. In the technology-driven world, the management has provided full support and made provision for the latest technology which enables the student and faculty to utilize it. These new technological developments have opened up a number of challenging opportunities for young enthusiastic graduates. These opportunities create great demands and expectations from young budding graduates, who must acquire added capabilities and skills.



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VISHWAKARMA COLLEGE OF ARTS, COMMERCE AND SCIENCE,
Kondhwa (Bk), Pune-411048

VISION AND MISSION

The college is steadfastly committed to its vision and mission, which are as follows:

Vision :

Our Institute aspires to have a better impact on students through quality education by imparting qualities of confidence and excellence.

उद्धरेदात्मनात्मानं (भगवद्गीता अध्याय ६ ओवी ५ वी)

To put it in simple words -one need to introspect, understand inbuilt qualities, nurture or cultivate those qualities, acquire new knowledge; strive to add on in available knowledge and skill. Thus one can uplift self.

Mission:

"Our mission is to prepare competent enthusiastic, imbued with the spirit of professionalism and responsible citizenship in a competitive global environment. To this end, management and faculty commit themselves to the pursuit of excellence in education through discovery and dissemination of knowledge, development of technical and social skills and inculcation of values that define professional conduct."

Objectives:

- ✚ To transform the students into well-meaning citizens.
- ✚ To nurture vibrant minds and encourage original thinking in the students and to empower them to face challenges.
- ✚ To provide academic excellence and to develop well rounded individuals through various learner centric activities.
- ✚ To inculcate in students proactive citizenship and sensitize them to respect one another.
- ✚ To provide a safe environment for learning and sharing.



BRACT's
VISHWAKARMA COLLEGE OF ARTS, COMMERCE AND SCIENCE,
Kondhwa (Bk), Pune-411048

Strategic plan committee

- | | |
|------------------------------------|-----------------------------------|
| 1. Shri. Rajkumar Bansilal Agarwal | Chief Trustee |
| 2. Smt.Amita Rajkumar Agarwal | Trustee |
| 3. Shri. Bharat Rajkumar Agarwal | Managing Trustee |
| 4. Shri. Narendra Parasmal Jain | Advisory Trustee |
| 5. Dr. Arun Patil | Principal |
| 6. Mrs. Anjum Patel | IQAC Co-ordinator ,Vice Principal |
| 7. Mr. Suresh Sase | Office Superintendent |
| 8. Mr. Santosh Karekar | Finance and Accounts Officer |
| 9. Dr. Sheetal Mantri | HOD Commerce |
| 10. Dr. Sudhir Chitnis | HOD Science |
| 11. Mrs. Vaishali Barse | BBA CA Co-ordinator |
| 12. Mrs. Swati Pujari | B.Sc (CS) Co-ordinator |
| 13. Ms. Poonam Jadhav | B.Com and M.com Co-coordinator |
| 14. Mrs. Prajakta Patil | PG Science Co-ordinator |
| 15. Mrs. Poonam Chavan | Electronics Dept. Co-ordinator |
| 16. Mr. Milind Kadam | Purchase Officer |
| 17. Mr. Sudarshan Bukkele | Lab Assistant |

Strategic Plan 2017-2022

The multifaceted strategies included in the strategy plan from 2017 to 2022 are as follows:

Curricular Aspects

- VCACS to strive for excellence in education by developing and sharpening the intellectual potential of students for the benefit of society. In tune with our mission, we have a common objective to develop the multidimensional personality of our students. This shall be achieved by organizing seminars, webinars, workshops and hands-on training programs. Provide strong conceptual and analytical skills to students and prepare them for leadership roles.
- VCACS encourage students to organize and participate in co-curricular activities.
- VCACS also plans to promote innovative start-ups among the students. Sensitize the students to the social issues of society by involving the students to social organization through a structured program.
- VCACS encourage students to provide opportunities for foreign national universities. The college also plans and conducts certificate courses to enhance the skill sets and employability of the students.
- The Management plans to elevate the college from Degree Level to Post Graduate Level and then to Research Level. The college plans to increase the overall student strength for some courses of the college. It also plans to prepare and submit a proposal for getting permanent affiliation of the SPPU. The college plans to elevate the present academic standard of the college to make the college one of the best colleges in the jurisdiction of Pune
- VCACS plans to provide better mentoring and counseling facilities to reduce failure.
- Admission to all our programs will be strictly as per the university rules and regulations and diversity in all respects will be encouraged.
- VCACS plans to organize Leadership programs for students.



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Kondhwa (Bk), Pune-411048

- To ensure comprehensive and equitable quality education and promote lifelong learning opportunities for all.
- VCACS plans to aim for consistently excellent examination results, producing toppers at University level.
- To initiate research in focused areas from all departments of VCACS.
- Developing technical knowledge and skill among the students for making them competent to face the challenges due to globalization and qualitative academic improvement towards excellence.
- VCACS plan and conduct group discussions and interactive sessions for productive alumni participation. Alumni dedicatedly & actively participate in activities of institutes.

Teaching-Learning

- To motivate faculty for doctoral, NET, SET and further degrees.
- To enhance ICT based teaching level.
- Mentoring support to all faculty members and also provide for development of faculty in curriculum design and delivery.
- To increase the expertise of faculty by evolving them in real world problems, hence enriching their teaching and research work experience.
- VCACS plans to promote advanced research and scholarly enterprise to appoint staff with good research and potential, to support faculty members in pursuing Ph.D. and to provide opportunities for UG research experience by organizing National and International Events like conferences and consortium.
- VCACS plans to establish research facilities and to nurture and develop research culture among the staff.
- VCACS plans to provide training sessions for teachers.



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Extension and Collaboration

- VCACS plans to establish the linkages/collaboration with various industries and organizations to develop skills and promote Entrepreneurship among students.
- Initiate development programs for welfare of the community.
- Encouraging the programs and outreach activities with the help of NSS with collaboration with industry, NGOs and Communities.
- VCACS plans to implement an employment generation program for better development of youth.
- VCACS make available Counseling and social consultancy in social areas.

Infrastructure

- VCACS plans to provide ICT- enabled classrooms and services for innovative teaching.
- Developing a cleaner and greener campus.
- Optimum use of existing infrastructure.
- Improve communication infrastructure in the college.
- Develop a system for waste management and make college plastic free.
- VCACS plans to build 4th Floor.
- Solar powered Campus to save energy
- Plan to build Conference /seminar hall
- Renovation of Library and provide flexible access of library.
- CCTV enabled Campus for safety and security of stakeholders.

Students Support

- To provide financial support for purchasing sports material.
- To organize placement drives.
- Those students who are not able to get Government Scholarship, VCACS is providing a financial support.
- To help students in Sports and other Curricular Activities.



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Kondhwa (Bk), Pune-411048

- To increase contribution of alumni association in different activities.
- VCACS provide placement facilities to alumni.

Governance

- To implement of e-governance in Administration, Finance and Accounts, Examination and Student admission and Support.
- On a regular basis to carry out Internal Audit and Academic and Administration Audit
- To optimum utilization of available finance.

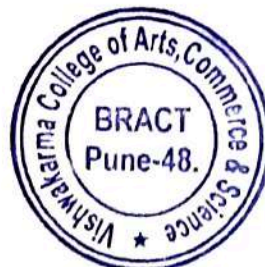
Quality Enhancement Initiatives


- The College provide support to the functional divisions of the Institute for regular monitoring and timely resolution of issues related to administrative, maintenance, IT and financial services
- The College ensures proper management of funds by ensuring budgetary norms and administrative policies and their adherence.
- To get accreditation with excellent grades in NAAC.
- Collaborative quality initiatives with other institution or other statutory bodies like NIRF, ARIIA, IIC, etc
- To apply for autonomy.
- To maintain academic ERP

Environment Friendly Initiative

- Plastic Free Campus
- Promotion for Paperless Work
- Green and Eco-friendly Campus


Asst. Prof. Anjum Patel
IQAC Co-ordinator




Dr. Arun Patil
Principal



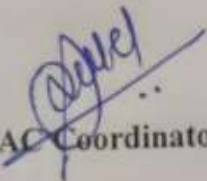
BRACT's
Vishwakarma College of Arts, Commerce and Science, Pune
Internal Quality Assurance Cell
Academic Year 2021-2022

Date: 01/06/2021

NOTICE

It is hereby informed that, the meeting of Internal Quality Assurance Cell (IQAC) is planned on day, Tuesday 15th June 2021 in the Conference room at 2:00 p.m. All IQAC members are invited to attend this meeting. The Meeting will be conducted using Social Distancing norms set by Government. The Agenda of the meeting is attached with this notice.

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


IQAC Coordinator




DR. ARUN R. PATIL
PRINCIPAL
VISHWAKARMA COLLEGE OF ARTS
COMMERCE AND SCIENCE
Kondhwa (BK.), Pune

Copy to:

Mr. Suresh Sase
Mr. Santosh Karekar
Mr. Sudhir Chitnis
Dr. Shital Mantri
Mrs. Vaishali Kale
Ms. Poonam Jadhav
Mrs. Swati Pujari
Mrs. Madhura Thite
Dr. Atul Killedar
Dr. Ajit Phadkule
Mr. Namdev Bhavakar
Dr. Shailesh Kasande
Shri. Sunil Bhat (C.A.)
Ms. Aishwarya Bhavakar



BRACT's
Vishwakarma College of Arts, Commerce and Science, Pune
Internal Quality Assurance Cell
Academic Year 2021-2022

Meeting Agenda

Date:15/06/2021

Venue :Conference Room

Time: 2:00 PM

Called by : IQAC Coordinator

Attendees: IQAC Committee Members

Agenda:

1. Approval of agenda items.
2. Review of the previous IQAC meeting.
3. Admission Process of UG and PG Courses.
4. MoU Signing with industry and research institutes.
5. Fees Concession.
6. Organizing workshop, Webinar, FDP, Add on, Certification courses.
7. NSS and SDO activity proposal



BRACT's
Vishwakarma College of Arts, Commerce and Science, Pune
Internal Quality Assurance Cell
Academic Year 2021-2022

Minutes of Meeting

Date: 15/06/2021

A meeting of the IQAC committee was held on Tuesday 15th June 2021, at 2:00 p.m. in the conference room of the college. The following members were present for the meeting.

- | | |
|--------------------------|-----------------------------|
| 1. Dr. Arun Patil. | 2. Mr. Suresh Sase |
| 3. Mr. Santosh Karekar | 4. Mrs. Anjum Patel |
| 5. Prof. Sudhir Chitnis. | 6. Dr. Sheetal Mantri |
| 7. Mrs. Vaishali Kale | 8. Mrs. Madhura Thite |
| 9. Dr. Atul Killedar | 10. Mrs. Swati Pujari |
| 11. Ms. Poonam Jadhav | 12. Shri. Sunil Bhat (C.A.) |

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

The IQAC Coordinator, Prof Anjum A. Patel, also welcomed the members to the meeting of the IQAC.

1. Approval of Agenda Items:

Accepted

2. Minutes of the Previous IQAC meeting:

Minutes of the previous IQAC meeting are confirmed.

3. Admission Process of UG and PG Courses :

Principal Dr. Arun Patil has suggested members for 'Admission committee' for the academic year 2021-22, with briefing about various suggestions like advertisement in newspapers, hoarding and digital media.

4. MOU Signing with Industry and research Institute:

Sudhir Chitnis informed all IQAC members that national and International tie up is very essential after brief discussion about this, signing of MoU to provide career opportunities to students and fill a gap between industry and academia.

5. Fees Concession

Chairperson Principal Dr.A.R.Patil under his rights decided to grant fees concession to needy students.

6. Organizing online Workshop, Webinar, FDP, Add on , Certification courses:

Workshops, Webinars and FDP should be organized to provide Industry Education Interaction. IQAC Coordinator Anjum Patel laid down planning for National workshop and International Webinar. Also she has presented planning for conduction of Add on and certification courses for this year.

Dr. Shital Mantri and Mr. Sudhir Chitnis enlisted members for the organizing committee. IQAC Coordinator suggested an Online faculty development program and decided to encourage faculty members to attend Online FDP organized by other colleges

7. NSS and SDO activity proposal:

Chairperson Dr. Arun Patil advised to conduct various programs of NSS and SDO under Guidelines and most of the programs should be conducted as per SPPU Guidelines.

Meeting concluded with a Thank You Note.



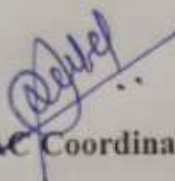
BRACT's
Vishwakarma College of Arts, Commerce and Science, Pune
Internal Quality Assurance Cell
Academic Year 2021-2022

Date: 08/11/2021

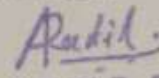
NOTICE

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


IQAC Coordinator




DR. ARUN R. PATIL
PRINCIPAL
VISHWAKARMA COLLEGE OF ARTS
& SCIENCE
Wandhwa (Bk.), Pune 411 003

Copy to:

Mr. Suresh Sase
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Dr. Shital Mantri
Mrs. Vaishali Kale
Ms. Poonam Jadhav
Mrs. Swati Pujari
Mrs. Madhura Thite
Dr. Atul Killedar
Dr. Ajit Phadkule
Mr. Namdev Bhavakar
Dr. Shailesh Kasande
Shri. Sunil Bhat (C.A.)
Ms. Aishwarya Bhavakar



BRACT's
Vishwakarma College of Arts, Commerce and Science, Pune
Internal Quality Assurance Cell
Academic Year 2021-2022

Meeting Agenda

Date: 11/11/2021

Venue : Conference Room

Time: 2:00 PM

Called by : IQAC Coordinator

Attendees: IQAC Committee Members

Agenda:

1. Approval of agenda items
2. Review of the previous IQAC meeting
3. Organizing Online Vishwa Carnival Intercollegiate Competition
4. Review and Uploading of AQAR 2020-21
5. Planning Value Added Courses
6. Preparation and Review of ISO Certification
7. Planning for Social Activity



BRACT's
Vishwakarma College of Arts, Commerce and Science, Pune
Internal Quality Assurance Cell
Academic Year 2021-2022

Minutes of Meeting

Date: 11/11/2021

A meeting of the IQAC committee was held on Thursday 11th November 2021, at 2:00 p.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. Sudhir Chitnis |
| 5. Dr. Shital Mantri | 6. Mrs. Vaishali Kale |
| 7. Dr. Atul Killedar | 8. Mrs. Swati Pujari |
| 9. Ms. Poonam Jadhav | 10. Dr. Ajit Phadkule |
| 11. Shri. Sunil Bhat (C.A.) | 12. Dr. Shailesh Kasande |
| 13. Mr. Namdev Bhavakar | |

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

The IQAC Coordinator, Prof. Anjum A. Patel, also welcomed the members to the meeting of the IQAC.

1. Approval of Agenda Items:

Accepted

2. Minutes of the Previous IQAC meeting:

Minutes of the previous IQAC meeting are confirmed.

3. Organizing Online Vishwa Carnival Intercollegiate Competition

Vishwa Carnival Cultural Secretary Swati Pujari presented planning for conducting online cultural activity for VCACS students. How these competition is helpful for getting credit point was also discussed.. Prof Vaishali Kale and Prof. Poonam Jadhav agreed with the same and all IQAC members decided to Organize Intercollegiate Competition in the month of January.

4. Review and Uploading of AQAR 2020-21

Review of each criterion was carried out. After implementing all suggestions and instructions given by Chairperson and IQAC coordinator, AQAR for AY 2020-21 was successfully reviewed.

5. Planning Value Added Courses

HOD of Commerce Dr. Shital Mantri has Suggested various Value Added Courses for BBA , BBA (IB) and B.Com Students which will be helpful for them in academics as well as in Placement.

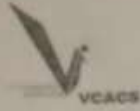
6. Preparation and Review of ISO Certification

QC Coordinator Sudhir Chitnis Sir has reviewed various processes under Process Protocol and Quality Protocol and guided for documentation and implementation of the same.

7. Planning for Social Activity

IQAC Co-ordinator has given suggestion to Vaishali Kale(Barse) SDO Officer to Prepare plan for Conducting Social Activities Like Blood Donation Camp and Various Workshops For students.

Meeting conducted successfully with Thank You Note.



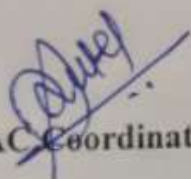
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Vishwakarma College of Arts, Commerce and Science, Pune
Internal Quality Assurance Cell
Academic Year 2021-2022

Date: 15/03/2022

NOTICE

It is hereby informed that, the meeting of Internal Quality Assurance Cell(IQAC) is planned on day, Tuesday 22nd March 2022 in the Conference room at 2:00 p.m. All IQAC members are invited to attend this meeting. The Agenda of the meeting is attached with this notice.

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


IQAC Coordinator




DR. ARUN R. PATIL
PRINCIPAL
Chairperson
VISHWAKARMA COLLEGE OF ARTS,
COMMERCE AND SCIENCE
Kondhwa (Bk.), Pune-411 148

Copy to:

Mr. Suresh Sase
Mr. Santosh Karekar
Mr. Sudhir Chitnis
Dr. Shital Mantri
Mrs. Vaishali Kale
Ms. Poonam Jadhav
Mrs. Swati Pujari
Mrs. Madhura Thite
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BRACT's
Vishwakarma College of Arts, Commerce and Science, Pune
Internal Quality Assurance Cell
Academic Year 2021-2022

Meeting Agenda

Date:22/03/2022

Venue :Conference Room

Time: 2:00 PM

Called by : IQAC Coordinator

Attendees: IQAC Committee Members

Agenda:

1. Approval of agenda items
2. Review of the previous IQAC meeting
3. SPPU Examination
4. Organizing Vidyarthini Manch
5. Analysis of Teacher Evaluation
6. Planning for E-learning Resources
7. Alumni Contribution
8. Research Publication Intimation
9. Placement Details
10. Industry Interaction



BRACT's
Vishwakarma College of Arts, Commerce and Science, Pune
Internal Quality Assurance Cell
Academic Year 2021-2022

Minutes of Meeting

Date:22/03/2022

A meeting of the IQAC committee was held on Tuesday 22nd March 2022, at 2:00 p.m. in the conference room of the college. The following members were present for the meeting.

- | | |
|--------------------------|----------------------------|
| 1. Dr. Arun Patil. | 2. Mr. Suresh Sase |
| 3. Mr. Santosh Karekar | 4. Mrs. Anjum Patel |
| 5. Mr. Sudhir Chitnis. | 6. Dr. Shital Mantri |
| 7. Mrs. Vaishali Kale | 8. Dr. Atul Killedar |
| 9. Mrs. Swati Pujari | 10. Ms. Poonam Jadhav |
| 11. Dr. Ajit Phadkule | 12. Ms. Aishwarya Bhavakar |
| 13. Dr. Shailesh Kasande | |

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

The IQAC Coordinator, Prof Anjum A. Patel, also welcomed the members to the meeting of the IQAC.

1.Approval of Agenda Items:

Accepted

2.Minutes of the Previous IQAC meeting:

Minutes of the previous IQAC meeting are confirmed.

3. SPPU Examination:

IQAC Coordinator and CEO Anjum Patel presented the outline regarding SPPU examination and decided to conduct guidance sessions for the students.

4. Analysis of Teacher Evaluation:

HOD Science Sudhir Chitnis and HOD Commerce Dr. Shital Mantri presented the analysis of all teacher evaluation feedback before the committee for academic year 2021-2022, based on feedback IQAC coordinator Anjum Patel has suggested that concerned teachers should take efforts and try to improve their performance.

5. Plan for E-learning Resources :

IQAC Coordinator Anjum Patel, HoD Science Sudhir Chitnis and HoD Commerce Dr. Shital Mantri Suggested for renewal of INFLIBNET-N-LIST membership for next academic year.

6. Alumni Contribution:

Alumni coordinator Vaishali Kale informed all IQAC members that guidance and motivation sessions were successfully conducted by Alumni, which provided guidance on placement assistance for students.

7. Research Publication Intimation:

HOD Science Sudhir Chitnis informed all IQAC members about Presentation and publication of research paper by various faculty members in international and national conferences. IQAC member Dr. Phadkule suggested to encourage faculty members to enroll in PhD program. It will be helpful for strengthening research activity in college.

8. Placement Details:

Placement Officer and IQAC coordinator Anjum Patel informed all the IQAC members about placement details for the AY 2021-22.

Meeting concluded with Thank You Note