

"Education for Knowledge, Science and Culture."

- Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha's

VIVEKANAND COLLEGE (Autonomous) , KOLHAPUR

Estd. June 1964

2130 E, Tarabai Park, Tal. Karveer, Dist. Kolhapur 416 003

UGC Recognition Under 2 F & 12(B) UGC Act 1956

Affiliated to Shivaji University, Kolhapur (M.S.)

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Internal Quality Assurance Cell (IQAC)

Notice of Meeting

All the members of Internal Quality Assurance Cell are hereby informed that a meeting of the IQAC is scheduled on Saturday, 20th April, 2019 at 10.00 am in the Board Room.

Please make it convenient to attend the meeting.

Agenda

1. Confirmation of the minutes of the previous meeting.
2. Review of the activities suggested by the IQAC in the second semester.
3. To discuss Action Plan for the academic year 2019-20.
4. To discuss and finalize the fee structure for COCs.
5. To discuss and finalize the scheme of Dr. Bapuji Salunkhe Merit Scholarship.
6. To discuss and finalize the research promotion policy of the institution.
7. To discuss and finalize a policy on Consultancy.
8. Any other matter with the permission of the Chair.

Place: Kolhapur

Date: 10/04/2018

(Dr. S. M. Joshi)
Coordinator - IQAC
Vivekanand College,
Kolhapur



(Dr. S. Y. Hongekar)
PRINCIPAL
Vivekanand College
Kolhapur

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Held on 20th April 2019

A meeting of all the members of the Internal Quality Assurance Cell (IQAC) was held on Saturday, 20th April 2019 at 10.00 a.m. in the Board Room. The meeting was chaired by Prin. Dr. S.Y. Hongekar.

Members Present:

- 1) Prin. Abhaykumar Salunkhe, Chairman
- 2) Dr. S. Y. Hongekar, Chairperson
- 3) Dr. S. M. Joshi, IQAC Coordinator
- 4) Mr. C.B. Dodamani, Registrar
- 5) Mr. Anil Pawar, OS
- 6) Dr. B.M. Hirdekar, Member of society
- 7) Mr. N. R. Ranbhare, Member of alumni
- 8) Mr. Prakash Medshinge, Member of Industry
- 9) Dr. D.B. Patil
- 10) Dr. P.A. Patil
- 11) Dr. K. P. Shinde
- 12) Mr. S.G. Kulkarni
- 13) Mr. S.S. Kale
- 1) Ms. S. A. Farakate
- 2) Ms. Madhura Kulkarni, student representative

Members Absent:

- 3) Dr. R. K. Kamat, External expert
- 4) Mr. Surendra Jain
- 5) Mr. Praktan Trivedi

The minutes of the meeting are as follows:

1. Confirmation of the minutes of the previous meeting:

Sr. No.	Item	Action Taken
1.	Minutes of the last meeting held on 8 th December 2018.	Read and confirmed the minutes.
2	To plan the implementation of the activities in Semester II.	- A workshop on "Intellectual Property Rights and Drafting Patents" was organized on 19/02/2019. - The templates of Employers' feedback are launched on college website.. - The process of establishing Innovation and Incubation Center has started.
3	To discuss about standardizing documentation process for AAA.	Based on the NAAC manual, Criterion heads were given templates for Marks

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		weightage. Marks were calculated and documents were filed uniformly before the AAA committee visit.
4	To plan activities of Vivekanand Mahotsav 2018-19	Vivekanand Mahotsav was organized from 14 th - 16 th February 2019.
5	Any other matter 1. To organize visits of teachers to villages.	Under the institutional initiative "Shikshak Aplya Daari", 20 teams of teachers visited nearby villages between 8 th to 18 th January 2019 after 5.00 p.m.; to establish contact with the parents and students from these villages.

2. Review of the activities suggested by the IQAC in the second semester.

The following quality initiatives were taken by the IQAC during Semester II :

Sr. No.	Event name	Date of organization
1	Proposal to NAAC for national Seminar on "Developing Quality Culture in HEIs"	1/11/18
2	Felicitation of teachers who received A++ grade in Sem I students' feedback	7/12/18
3	Submission of three months' report to Shivaji University	08/12/2018
4	Updating the college website	Throughout the year
5	Observation of 'Cycle day' on every 2 nd and 4 th Saturday	From 08/12/ 2018
6	Guest lecture by Dr. Jagannath Patil, Advisor, NAAC on 'Revised Guidelines of NAAC'	01/01/2019
7	Shikshak Apalya Daari initiative : Village visits undertaken to establish a contact with parents of students from remote areas.	08-18/01/19
8	Aumni Asociation Grand Meet	20/01/ 2019
9	Organization of Vivekanand Mahotsav 2018	14-16/02/ 2019
10	Workshop on "Intellectual Property Rights and Drafting Patents"	19/02/19
11	Pradhyapak prabodhini lecture by Dr. S. Y. Hongekar on "Shikshakanchi Acharsanhita ani prabhavi Adhyapan"	21/02/19
12	Study visits to four eminent educational institutes in Bengaluru	11-12/03/ 2019
13	NAAC sponsored seminar on "Developing Quality Culture in HEIs"	15/03/19
14	Two days Workshop on "E-content Development for Pedagogical Skills"	18-19/03/ 2019

Dr. Hirdekar suggested that achievement of proactive completion of planned activities should be recognized by the management.

3. To discuss Action Plan for the Academic year 2019-20.

- Dr. S. Y. Hongekar suggested organizing at least 2 workshops on IPR and Industry-Academia Innovative activities each.



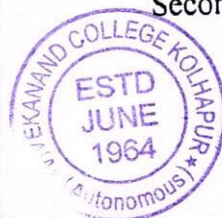
- As an examination reform, on-screen assessment of answer books will be practiced in the professional courses, on experimental level.
Proposed by: Dr. S.Y. HONGEKAR
Seconded by: Dr. Hirdekar
- It was resolved that a proposal for establishing Women's Studies Center will be sent to UGC.
Proposed by: Dr. P.A. Patil
Seconded by: Dr. S. Y. HONGEKAR
- Dr. B.M. Hirdekar advised to incorporate MOOCs in the newly framed syllabi as a mandatory part. Such courses can be a part of internal evaluation or can be given credits. It was resolved that a meeting of HoDs will be held to discuss and plan the matter.
- Dr. B.M. Hirdekar suggested that the objective of planning for the next academic year should be in the direction of NIRF ranking.
- It was resolved that 40 hrs of training sessions for (only registered) students will be planned as a part of pre-placement activities.
Proposed by: S.A. Farakate
Seconded by: Dr. D. B. Patil
- Dr. Hirdekar suggested that workshops for non-teaching staff on e-governance should be conducted by MHRD's resource persons or the expert officers of Autonomous Colleges.
- It was decided that a training course for primary teachers of corporation schools will be organized.
Proposed by : Dr. P.A. Patil
Seconded by: S.S.Kale
- It was resolved that a film festival on the theme "Gender Equality" will be organized in collaboration with the Bhalji Pendharkar Cultural Institute and Film Club and the responsibility was given to Mr.N.R. Ranbhare and Dr. S. M. Joshi.
- A workshop on "Pre-Marital Counselling" will be organized in collaboration with Manaspandan Foundation.
Proposed by : Mr. N.R. Ranbhare
Seconded by: Dr. S.Y.HONGEKAR
- Dr. S. M. Joshi suggested that every department should prepare at least 2 educational videos with the help of e-content development technology. It was unanimously accepted.
- It was decided that small orientation programmes will be organized for the villagers around Kolhapur city on topics like "Net-banking" and "Government Policies". The responsibilities were given to Mr. S.S.Kale and Ms. S. A.Farakate.
- It was resolved that orientation sessions for parents and newly admitted students regarding courses and future career counseling will be carried out.
Proposed by: Dr. P.A. Patil
Seconded by : Mr. Prakash Medsinge

4. **To discuss and finalize the fee structure for COCs.**

It was resolved that at the time of admission itself minimum fee of Rs.500/- for COCs will be charged to all faculty students. They will be asked to complete at least 2 courses within the programme.

Proposed by: Dr. S. Y. HONGEKAR

Seconded by: Dr. B. M. Hirdekar



5. **To discuss and finalize the scheme of Dr. Bapuji Salunkhe Merit Scholarship.**
It was decided that a scheme of Dr. Bapuji Salunkhe Merit Scholarship for the meritorious students of the college will be initiated. Dr. B.M. Hirdekar suggested that an elaborate plan regarding this should be chalked out.

6. **To discuss and finalize the research promotion policy of the institution.**

Dr. B. M. Hirdekar suggested following points –

- The number of Ph.D. scholars on the campus should be increased.
- The provision of Research and Development budget should be made every year.
- Funded projects should be called for from the nearby industries (from 25000 to 5,00,000).
- 2/3 teachers from different faculties should team up to do interdisciplinary project work and write research papers.
- Prizes should be given to those publishing papers in peer reviewed journals.

7. **To discuss and finalize a policy on consultancy.**

It was decided to publish the available expertise of the college on the website (the list of expert teachers with their specialized areas). No free consultancy should be provided.

Suggested by: Dr. B.M.Hirdekar

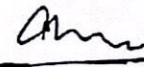
Seconded by: Mr. Prakash Medsinghe

8. **Any other matter with the permission of the Chair.**

- It was suggested and resolved that every college committee should increase the participation of students. Two new student representatives will be identified and nominated on IQAC in the new academic year.


As there was no other matter to discuss, the meeting ended with the vote of thanks presented by Dr. D. B. Patil



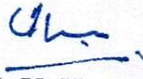

(Dr. S. Y. Hongekar)
PRINCIPAL
Vivekanand College
Kolhapur.

Action Taken on the IQAC Meeting of 20/04/2019

Sr. No.	Item	Action Taken
1.	Minutes of the last meeting held 8 December, 2018.	Read and confirmed the minutes.
2	Review of the activities suggested by the IQAC in the second semester.	Read and confirmed
3	To discuss Action Plan for the academic year 2019-20.	<ul style="list-style-type: none">- The responsibility of IPR workshops given to Dr. S. S. Kale.- The on-screen examination shall be conducted for BCA programme on trial basis.- HoDs of PG programmes have been conveyed to look for the prospects of incorporating MOOCs in curriculum.- Departments have been given the directive to prepare two educational videos each in this academic year. The process has started.- It is decided to form a linkage with Zilla Parishad Shikshan Vibhag for English language training of corporation schools.- The workshop on pre-marital counseling shall be conducted in the February 2020 in collaboration with Manspandan.- The responsibility of placement training was given to placement cell.
4	To discuss finalize the fee structure of COCs.	The changes in the fee structure are introduced in the admissions of Academic Year 2019-20.
5	To discuss and finalize the scheme of Dr. Bapuji Salunkhe Merit Scholarship.	The criteria and guidelines of the scholarship have been finalized.
6	To discuss and finalize the research promotion policy of the institution.	The Research Promotion Policy of the institute is drafted by incorporating the points discussed in the meeting of 20 th April, 2019.
7	To discuss and finalize a policy on Consultancy.	The Consultancy Policy of the institute is drafted by incorporating the points discussed in the meeting of 20 th April, 2019.
8	Any other matter with the permission of the Chair.	Student participation in college activities shall be enhanced through Student Development Cell. A new student representative Mr. Aniruddha Ingale, B.Sc. III is appointed to IQAC.


(Dr. Kailas S Patil)

Coordinator - IQAC
Vivekanand College,
Kolhapur


(Dr. S. Y. Hongekar)

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