

**Lonavala Education Trust's**  
**Dr. B.N. Purandare Arts, Smt. S.G. Gupta Commerce and Science**  
**College, Lonavala-410403.**


**Internal Quality Assurance Cell (IQAC)**

**Academic Year: 2018-19**

**IQAC meeting Agenda, minutes and Action taken reports**

**Date:04.07.2018**

<p><b>Agenda 1:</b> To confirm the minutes of the previous meeting.</p> <p><b>Minutes:</b> Dr. D.J. Darekar, IQAC Co-ordinator read the minutes of previous meeting.</p> <p><b>Action taken:</b> IQAC Co-ordinator read the minutes of the previous meeting and put the minutes for final confirmation. All the members of IQAC unanimously approved the minutes of the meeting.</p>
<p><b>Agenda 2:</b> Academic planning for the current year 2018-19.</p> <p><b>Minutes:</b> Discussion was carried out to plan academic, curricular, co-curricular and extracurricular activities for the year 2018-19.</p> <p><b>Action taken:</b> Vice principals of the college has been created the various committees to implement the academic year planning and activities.</p>
<p><b>Agenda 3:</b> To prepare the academic calendar.</p> <p><b>Minutes:</b> Discussion was carried out regarding the probable programmes and activities of the A.Y. 2018-19 by all members. Suggestions were taken by them.</p> <p><b>Action taken:</b> Vice principals of the college has been taken the responsibility to prepare the academic calendar.</p>
<p><b>Agenda 4:</b> Review of the AQAR 2017-18.</p> <p><b>Minutes:</b> Reading of AQAR before all the IQAC members were taken place and suitable suggestions were noted and revise the AQAR accordingly.</p> <p><b>Action taken:</b> IQAC allowed for submitting the AQAR for A.Y. 2017-18 to NAAC.</p>
<p><b>Agenda 5:</b> Any other subjects with the prior permission of the chair.</p> <p><b>Minutes:</b> it was decided to felicitate the staff members Dr. Deore R.J for PhD guide ship and Prof. Mrs. P.N. Mane for PhD degree award for their academic achievements.</p> <p><b>Action taken:</b> Management of the college congratulated and offered the best wishes for the future progress to the respective staff members.</p>

  
**Coordinator IQAC**  
Lonavala Education Trust's  
Dr. B.N. Purandare Arts,  
Smt. S.G. Gupta Commerce  
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**Principal**  
Lonavala Education Trust's  
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**Internal Quality Assurance Cell (IQAC)**

**Academic Year: 2018-19**

**IQAC meeting Agenda, minutes and Action taken reports**

Date: 24.10.2018

**Agenda 1:** To confirm the minutes of the previous meeting.

**Minutes:** Dr. D.J. Darekar, IQAC Co-ordinator read the minutes of previous meeting.

**Action taken:** All the members of IQAC unanimously approved the minutes of last meeting.

**Agenda 2:** To prepare and discuss the plan for submission of Self Study Reports (SSR)

**Minutes:** Principal and IQAC Coordinator distributed the criterion wise work among the staff members for preparation of SSR.

**Action taken:** Criterion in charge along with their team members has been started the work of preparing the SSR.

**Agenda 3:** To visit the recently NAAC recredited institute

**Minutes:** IQAC has been decided the date and institute to make the visit for understand the new change in recreditation.

**Action taken:** All the members of the college including teaching and non teaching have made the visit to the B.R. Gholap College, Sangvi on 1 Nov 2018.

**Agenda 4:** Any other subjects with the permission of Chair.

**Minutes:** Discussion was made on the updated and new format of feedback process it includes the feedback of students, parents, alumni, employer, etc

**Action taken:** IQAC coordinator has been informed to office to prepare the new format of feedback form and it Was prepared as per requirement.

*DJB*

**Coordinator IQAC**

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*Smt. S.G. Gupta*

**Principal**

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**Internal Quality Assurance Cell (IQAC)**

**Academic Year: 2018-19**

**IQAC meeting Agenda, minutes and Action taken reports**

**Date: 10.04.2019**

**Agenda 1:** To confirm the minutes of the previous meeting.

**Minutes:** Dr. D.J. Darekar, IQAC Co-ordinator read the minutes of previous meeting and presented the progress of IQAC through power point.

**Action taken:** All the members of IQAC unanimously approved the minutes of the meeting and expressed their satisfaction on the work progress of IQAC.

**Agenda 2:** To review the annual activities of the college.

**Minutes:** Review of all the academic planning and activities were taken by the principal of the college in presence of the Secretary of Lonavala Education Trust's.

**Action taken:** It was decided that all the academic and cultural activities for the year 2018-19 would be published in the annual college magazines namely Dnyandeep

**Agenda 3:** To discuss the current status of SSR.

**Minutes:** The entire seven criterions in charge satisfactorily produced the work progress on behalf of their team and also discussion was made on the final designing of the self study reports.

**Action taken:** SSR framing in process.

**Agenda 4:** To plan the preparation of AQAR for A.Y. 2018-19.

**Minutes:** planning of work for preparing the AQAR reports as per the new guidelines was discussed. AQAR should be submitting online before the 31 December 2019 for the A.Y. 2018-19.

**Action taken:** AQAR preparation works has been started under the guidance of IQAC.

**Agenda 5:** Any other subjects with the prior permission of the chair.

**Minutes:** No extra issues were raised.

**Action taken:** NIL

*djda*

**Coordinator IQAC**

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*Smt. S.G. Gupta*

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