



**Mahatma Phule Shikshan Sanstha's**  
**Karmaveer Bhaurao Patil College,**  
**Urum-Islampur Tal-Walwa, Dist-Sanli – 415409**  
**NAAC "A" Grade: CGPA - 3.17- 2021-2026**  
**Internal Quality Assurance Cell**



[www.kbpislampur.com](http://www.kbpislampur.com)

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**Date: 23/09/2022**

**Notice**

All the members of Internal Quality Assurance Cell (IQAC) are hereby directed to attend the meeting that will be held on 29/09/2022 at 11:30 AM at IQAC office.

**The agenda for the meeting is:**

1. To confirm minutes of the previous meeting.
2. To discuss the activities from June 2022 to September 2022.
3. To review the admission of different programs and courses in 2022-23.
4. To discuss the new courses and programs commenced in the college.
5. To review the skill and vocational courses.
6. To discuss the software installation with its utility and expansion.
7. To discuss the NEP guidelines of SUK and UGC and its implementation.
8. To discuss different proposals and schemes.
9. To discuss and review National conference of IQAC sponsored by NAAC.
10. To discuss the new programs to be initiated from 2022-23.
11. To discuss the establishment of dining hall or lunch room for students.
12. Any other issue permitted by the chairman.

**IQAC:**


Sr. No.	Name	Designation	Sign
1	Principal, Dr. Arun. B. Patil	Chairman	
2	Dr. S. A. Kamble	Member	
3	Dr. P. V. Gaikwad	Member	
4	Mr. S. R. Garud	Member	
5	Dr. S. K. Khadase	Member	
6	Mrs. M. V. Gaikwad	Member	
7	Dr. S. K. Mane	Member	
8	Mr. C. J. Bharsakle	Member	
9	Dr. B. A. Sawant	Member	
10	Mr. A. U. Mane	Member	
11	Dr. P. M. Athavale	Member	

12	Prin. Dr. M. M. Rajmane	Management Representative	
13	Mrs. S. P. Patil	Management Representative	
14	Mr. D. A. Bichkar	Administrative office	
15	Mr. V. G. Tibile	Administrative office	
16	Adv. S. S. Patil	Nominee from local society	
17	Miss. Priyanka Patil	Students' Representative	
18	Dr. T. T. Jagtap	Nominee from Alumni	
19	Prin. Dr. A. S. Bhoite	Nominee from Employer	
20	Mr. Sarjerao Yadav	Nominee from Industrialist	
21	Vice-Principal, Dr. N. S. Shinde	Nominee from Stakeholder	
22	Dr. P. A. Ganganmale	IQAC-Coordinator	

Co-ordinator, IQAC

  
**Coordinator**  
 Internal Quality Assurance Cell  
 Karmaveer Bhaurao Patil College  
 Urun-Islampur, Dist-Sangli-415409

Principal, Chairman-IQAC

  
**PRINCIPAL**  
 Karmaveer Bhaurao Patil College  
 URUN-ISLAMPUR. (Sangli)



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**Date: 23/09/2022**

**Minutes**

The meeting of the members of Internal Quality Assurance Cell (IQAC) was held on 26 October 2021 at the IQAC room at 11.30 a.m.

The Members present and the member absent:

Sr.No.	Name	Sign	Member Absent
1	Principal, Dr. Arun. B. Patil		
2	Dr. S. A. Kamble		
3	Dr. P. V. Gaikwad		
4	Mr. S. R. Garud		
5	Dr. S. K. Khadase		
6	Mrs. M. V. Gaikwad		
7	Dr. S. K. Mane		
8	Mr. C. J. Bharsakle		
9	Dr. B. A. Sawant		
10	Mr. A. U. Maane		
11	Dr. P. M. Athavale		
12	Prin. Dr. M. M. Rajmane		
13	Mrs. S. P. Patil		
14	Mr. D. A. Bichkar		

15	Mr. V. G. Tibile		
16	Adv. S. S. Patil		
17	Miss. Priyanka Patil		
18	Dr. T. T. Jagtap		
19	Prin. Dr. A. S. Bhoite		
20	Mr. Sarjerao Yadav		
21	Vice-Principal, Dr. N. S. Shinde		
22	Dr. P. A. Ganganmale		

Co-ordinator, IQAC



Coordinator

Internal Quality Assurance Cell  
Karmaveer Bhaurao Patil College  
Urun-Islampur, Dist-Sangli-415409

Principal, Chairman-IQAC



PRINCIPAL  
Karmaveer Bhaurao Patil College  
URUN-ISLAMPUR. (Sangli)

### **Agenda-wise discussion:**

#### **Agenda No. 1. To confirm minutes of the previous meeting.**

The minutes of the previous meeting were read by Dr. Pramod Ganganmale, Coordinator IQAC, and were confirmed unanimously.

#### **Agenda No. 2. To discuss the activities from June 2022 to September 2022.**

Dr. Pramod Ganganmale presented the report of different academic, curricular, co-curricular activities in the college. University examinations, admission process of different classes, installation of office software, Karmaveer Birth Anniversary, Hindi Divas, Sport Day, Independence Day, Blood donation are a few major activities that are conducted successfully. Students, faculty, and other stakeholders participated in all activities.

Mrs. Sangita Patil suggested to utilize all component of office software with adequate and required training programs by the supplier.

#### **Agenda No. 3. To review the admission of different programs and courses in 2022-23.**

Mr. Dhananjay Bichkar presented the number of admitted students to different classes in the college. There is a noticeable difference between the number of seats sanctioned and number of seats admitted to different courses and programs. On reviewing the dropout rate of the admission, Hon. Saroj Patil, Hon. Sangita Patil, Hon. Sunil Patil, Hon. Adv. N. R. Patil suggested to implement different schemes and student welfare activities to lessen the dropout rate of the admission.

1. 'Earn and Learn scheme' should be implemented to provide financial support to the students.
2. Financial support should be provided to weaker sections of the society and female students for admission and examination fee of the university.
3. Extra coaching classes should be conducted for the tough subjects.
4. Personal communication should be maintained with the students of 2021-22 who are not admitted during 2022-23 through the Mentor-Mentee scheme.
5. Wide publicity drive of different courses, programs, and other activities of the college should be conducted during the admission period in the vicinity.
6. All departments should organize different career counselling activities related to core areas of the subject of the department.
7. Traditional education should be allied with counselling and administration of the career opportunities through vocational education as per the guidelines of NEP-2020 at the centre of departmental activities.

#### **Agenda No. 4. To discuss the new courses and programs commenced in the college.**

The college had applied for new courses and programs to the university and government authorities. On complying all the requisite conditions, the college is sanctioned following new courses/programs to run from 2022-23. The meeting

unanimously congratulate Prin. Dr. Arun Patil, Hon. Saroj Patil, Hon. Adv. N. R. Patil, and Hon. Sunil Patil to follow-up the proposals of the said courses and programs at different stages.

1. B. Com. IT
2. M. A./ M. Sc. Geography
3. M. Sc. IT
4. B. Sc. Statistics
5. B. Sc. Electronics

**Agenda No. 5. To review the skill and vocational courses.**

NEP-2020 emphasizes on skill, value and vocational education to maintain the approval of the HEIs as multidisciplinary institution. To nurture and develop the overall and comprehensive development of the college as multidisciplinary institution the college should commence new skill, value and vocational courses. Following measures should be practiced:

1. The college should apply for approval of Shivaji University, Kolhapur to the skill, value and add-on courses commenced by the college.
2. Hon. Principal should form a committee to study the guidelines of Maharashtra State Vocational Board, Government of India, and Shivaji University, Kolhapur regarding the vocational courses and programs. On reviewing the geographical, commercial, agricultural, industrial, and financial development of the vicinity, the committee should submit a list of vocational courses to IQAC. IQAC should discuss the vocational courses to be commenced in the college and recommend the list to the CDC. The college should commence the vocational courses provided the approval of CDC and Mahatma Phule Shikshan Sanstha.
3. All the requisite procedures should be complied in 2022-23 and a few vocational courses should be commenced in 2023-24.

**Agenda No. 6. To discuss the software installation with its utility and expansion.**

The college has initiated to install the software through duly process of MasterSoft software for office, library, and NAAC works of the college. All components of the purchase order should be utilized by the different departments. There should be a committee to review the installation process and work reports of the software with the proper feedback of concerned personnel. The committee should meet once in a month and submit their recommendations to Hon. Principal. The LMS components of the software should be presented to the faculty of the college and required LMS components should be purchased by the MasterSoft on the requisite recommendations and requirements of the faculty.

**Agenda No. 7. To discuss the NEP guidelines of SUK and UGC and its implementation.**

Dr. P. A. Ganganmale, IQAC Coordinator, presented UGC's guidelines for Transforming Higher Education Institutions into Multidisciplinary Institutions and Shivaji University's NEP guidelines to be implemented by all affiliated colleges. Comprehensive inputs presented by IQAC coordinator and the guidance by all honourable members generated the following measures to be implemented in the college:

1. All courses and programs should be practised in the light of NEP guidelines.
2. A committee should be formed to study the guidelines of Autonomous College. The committee should study the guidelines, have a dialogue with students, alumni, other stakeholders and visit a few autonomous colleges in the vicinity to have a complete idea on whether our college should go for autonomous. A complete report should be submitted within three months and the necessary actions should be acted in accordance with the prior permissions and approvals of Mahatma Phule Shikshan Sanstha.
3. The process should be initiated for necessary approvals of the Shivaji University to commence the departments of Education and Physical Education at last year of B. A. in the college along with the requisite approvals of Research Centre and Incubation Centre of SUK.
4. Shivaji University has suggested to run two credit value and skills courses in the college to comply the NEP initiatives. The college should apply for necessary approvals for the skill and values courses of the college.
5. Karmaveer Bhaurao Patil College Alumni Association should commence two credit courses on music, drama, acting, and script writing as there is a huge number of artists, alumni of the college, performing in these fields like film, TV serials, and stage performance shows etc.

**Agenda No. 8. To discuss different proposals and schemes.**

The college, faculty, and other stakeholders should initiate the applications for the following schemes:

1. The college should apply for the Indian Knowledge System Centre and faculty should apply for the individual research projects under IKS.
2. NIRF application procedure should be commenced.
3. The college should apply for RUSA and UGC schemes.
4. Dr. U. S. Mote has submitted the proposal for DBT Star College scheme. The proper follow-up should be maintained for the proposal.
5. The college and faculty should apply for different schemes of Shivaji University, Kolhapur.
6. The college and faculty should apply for different schemes of ICSSR to organize national and international seminars, conferences and symposiums.

7. The college should apply for different proposals of Vidyanjali portal.

**Agenda No. 9. To discuss and review National conference of IQAC sponsored by NAAC.**

Dr. P. A. Ganganmale presented the information of national conference organized by IQAC on Shifting Paradigms of Higher Education with Dynamics of National Education Policy 2020 and Accreditation of HEIs. Dr. Devendra Kawdy, Advisor of NAAC, Bengaluru has accepted the invitation as resource person for inaugural session. The other resource persons, Dr. Rajnish Kamat, Vice Chancellor of State Cluster Univeristy, Mumbai and Prof. Sudhakar Mankar, will share their visions on NEP in the conference.

**Agenda No. 10. To discuss the new programs to be initiated from 2022-23.**

The college should initiate the process of application for the following new courses from next year:

1. B. A. III-Education
2. B. A. III-Physical Education
3. M. Sc. Analytical Chemistry
4. Research Centre of SUK
5. Incubation Centre of SUK

**Agenda No. 11. To discuss the establishment of dining hall or lunch room for students.**

There is a demand of Student Council to have a separate dining hall in the college for the students. On considering the demand, the members agreed to provide the separate dining hall in the building of New Gymkhana. Till that, the present gymkhana should be made available for students to have their lunch.

**Agenda No. 12. Any other issue permitted by the chairman.**

1. Sound system of hall No. 14 should be repaired as the voice is not audible at the last benches.
2. All departments should register the 50 % students of the last year to SWAYM, MOOC, and other Open Learning Platforms as it is necessary to comply the conditions of NEP and to avail the students the national and international level courses.
3. All the concerned personnel should have a proper training of the college software. The supplier should organize the training workshops for the administrative staff of the college.
4. Five thousand copies of Memoir of the Diamond Jubilee of the college should be published.
5. Research, IPR, Patent, Career Counselling, Yoga, Soft Skill Enhancement programs, Personality Development programs should be organized at college and department level.
6. The AQAR preparation process of 2021-22 should be commenced.



7. Green, Energy, and requisite audits should be processed through proper procedures.
8. Gender Sensitization Action Plan and other Gender Equity Activities should be initiated by ICC or Savitraibai Phule Yuvati Manch.
9. Dr. Pramod Ganganmale presented the Overall Comments by NAAC on AQAR 2020-21 submitted by the IQAC. The IQAC should make available these comments to all faculty of the college. Faculty and Hon. Principal should try to fulfil the comments.
  - 9.1 A few new Certificate/ Diploma/Value added Courses be introduced during the next academic year.
  - 9.2 Efforts may be made by teacher for using ICT (LMS, eResources), ICT Tools and resources available.
  - 9.3 Efforts be made to have Research funds sanctioned and received from various agencies, industry and other organizations.
  - 9.4 Workshops/Seminars be conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the next year.
  - 9.5 Incubation centre be created, and start-ups are incubated on campus
  - 9.6 Kindly increase No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year.
  - 9.7 Activities on Gender Equity be increased (Number of gender equity promotion programmes organized by the institution during the year)
  - 9.8 Efforts may be made towards E-content developed by teachers.

Minutes prepared by: Dr. Pramod Ganganmale

  
**Coordinator**  
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Minutes approved by: Principal Dr. Arun Patil

  
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## Internal Quality Assurance Cell



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Date: 01/01/2023

### Notice

All the members of Internal Quality Assurance Cell (IQAC) are hereby directed to attend the meeting that will be held on 29/01/2023 at 11:00 AM at IQAC office.

#### The agenda for the meeting is:

1. To confirm minutes of the previous meeting.
2. To discuss the activities from October 2022 to December 2022.
3. To discuss the new SSR guidelines of NAAC.
4. To discuss different guidelines of UGC regarding NEP and other institutional reformations.
5. To review the IQAC conference organized on 8<sup>th</sup> Oct. 2022.
6. To discuss different proposals and schemes.
7. To discuss and review National conference of IQAC sponsored by ICSSR.
8. To review the works of different committees.
9. To discuss the AQAR submission: 2021-22.
10. Any other issue permitted by the chairman.

#### IQAC:

Sr. No.	Name	Designation	Sign
1	Principal, Dr. Arun. B. Patil	Chairman	
2	Dr. S. A. Kamble	Member	
3	Dr. P. V. Gaikwad	Member	
4	Mr. S. R. Garud	Member	
5	Dr. S. K. Khadase	Member	
6	Mrs. M. V. Gaikwad	Member	
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8	Mr. C. J. Bharsakle	Member	

9	Dr. B. A. Sawant	Member	
10	Mr. A. U. Mane	Member	
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22	Dr. P. A. Ganganmale	IQAC-Coordinator	

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## **Agenda-wise discussion:**

### **Agenda No. 1. To confirm minutes of the previous meeting.**

The minutes of the previous meeting were read by Dr. Pramod Ganganmale, Coordinator IQAC, and were confirmed unanimously.

### **Agenda No. 2. To discuss the activities from October 2022 to December 2022.**

The following activities are reviewed:

- IQAC successfully organized National Conference on Shifting Paradigms of Higher Education and Accreditation of HEIs. The report of the conference is reviewed by all honourable members.
- Principal Dr. A. B. Patil nominated on Senate of Shivaji University, Kolhapur
- Dr. S. K. Khadase nominated on BoS of Political Science of Shivaji University.
- The results of all courses and final year students are discussed. The honorable management representatives suggested to improve the results of all programs and organize programs for slow and advanced learners.
- Skill/Add on and Value Courses are completed of 2021-22. All the students completed the courses with successful results.
- The field work/study tours/ and internships are carried out by all departments.
- The departments, history, chemistry, Botany, Economics, Politics, Physics, Sports, and Library different co and extra-curricular activities.
- Internal Examination Committee conducted home assignments, unit tests and preparatory exams of all courses.

On reviewing the activities carried out by all departments, honorable members suggested:

- To inspire students to participate more students in co-curricular and extra-curricular activities.

- The record of Internal Examination Committee with results should be maintained by all teachers and departments.
- The home assignments, unit test papers, and answer papers of preparatory exam should be returned with comments and suggestions to students for their references and improvements for university examinations.
- All departments should organize Alumni programs in the departments to avail the present students the experience and the expertise of the alumni.

### **Agenda No. 3. To discuss the new SSR guidelines of NAAC.**

Dr. Pramod Ganganmale, IQAC coordinator, presented the New SSR guidelines published by NAAC in December 2021. He presented the assignments to faculty, departments, subjects, and coordinators of several committees of the college as follows. Hon. Members unanimously agreed to carry out the following activities to sustain and improve the accreditation grade of the college.

### **Professor Allotments**

1. To maintain the academic diary provided by the college.
2. To prepare the unit plans of all the courses that a teacher teaches.
3. To take initiative to participate in university and autonomous college bodies like Academic Council/BoS etc.
4. To participate in University Examination works like supervision, question paper setting, assessment and moderation of question papers etc.
5. To participate in design and development of curriculum for Add on/certificate diploma courses.
6. To complete internal evaluations of all students admitted for different courses like: per semester two home assignments, two unit tests, two online tests, seminars, project works, field work, internship, maintain all results of internal assessment with signs of authorities, etc.
7. Teacher should organize various (minimum four) activities based on the performance of the students in the internal assessment or examination to develop overall performance of the students in the university examinations. Extra classes, personal guidance, mock tests, presentation should be conducted in the classes.

8. To use ICT tools for daily teaching learning practice. To maintain the record of use of ICT tools.
9. To enhance the teaching learning practice through:
  - To enhance the Experiential and participative learning
  - Use of Problem solving methodologies
  - To develop two teaching models per year and to maintain the record of the models.
  - To enhance the teaching learning process through Poster Presentation, seminar, group discussion, practical, model developing by students, soft skill development programs etc.
  - To enhance the Students' Research Activities. Minimum five students of a teacher should attend conferences, seminars, workshops, research paper presentation and publication etc.
    - Teacher should use Google classroom, personal and department's blog
    - Every teacher must have active YouTube channel. A teacher has to upload minimum five videos per year of syllabus on his/her YouTube channel.
    - Online tools for teaching learning practices. A teacher has to develop minimum five ICT/online tools per year of syllabus.
10. Mentor-Mentee Scheme: A teacher has to administer the mentor mentee scheme through innovative and active ideas. To follow the mentees throughout the year like admission, registration and appearing for the examination, result track record, admission to next class, to conduct two meetings per semester with mentees, to track the mentees' participation in various other activities, to maintain the personal, academic, and other record of the mentees etc.
11. A teacher should practice extra coaching for the subject with proper record. Online teaching platforms like google meet/zoom should be used for extra coaching.
12. A teacher should maintain the record of extra coaching with signs of the students.
13. Course Outcomes:
  - A teacher should know well in advance the course outcomes and should list them proper.
  - A teacher should tune daily teaching-learning-evaluation activities with the course outcomes.

- A teacher should organize different (minimum 4 per semester) activities to inculcate and attain the course outcomes among the students.
14. A teacher has to apply for research grants. Minimum two applications per year should be sent to government or non government agencies for research projects. Minimum Rs. 10000/- per year or Rs. 50000/- once in a five year period should be accomplished by the teacher for research projects.
  15. A teacher should try to register minimum one patent in five years.
  16. A teacher has to publish three research papers in UGC notified journal in an academic year.
  17. A teacher has to publish one book in five years.
  18. A teacher has to publish three research papers in conference proceedings in an academic year.
  19. A teacher should use maximum online/offline facilities of the library.
  - 20.

### **Department/subject Allotments**

1. To maintain academic calendar of the department/subject for effective curriculum planning.
2. Well planned and documented process of the curricular activities of the department.
3. To complete internal evaluations of all students admitted for different courses of the department like with the signatures of the students:
  - 3.1 Per semester per course two home assignments
  - 3.2 Per Semester per courses two unit tests
  - 3.3 Per semester two online tests
  - 3.4 Students' seminars
  - 3.5 Project works, field work, internship etc. as per university guidelines/syllaubs and policy of the college as well as management.
4. To administer the preparatory exam of all the courses of the department as per the notice of Examination Unit of the college, maintain and submit the record of the same with signatures of students.
5. To form the strength/weakness/opportunities and challenges of the department.
6. To maintain records of all courses and programs of the department.
7. To maintain the individual records of all faculty working in the department.
8. To maintain the students' record like:
  - 8.1 List of admitted students for all courses of the department.



- 8.2 Examination record like: registered number, appeared number, course-wise result, meritorious students, and examination achievements of the students.
- 8.3 The record of extension activities of the students. Minimum 4 extension activities to be organized.
- 8.4 List of alumni of the department/subject with present occupation/success.
- 8.5 To collect the amount of alumni as per the decision of the college and management.
- 8.6 To organize 3 alumni guidance activities per semester for present students of the department.
- 8.7 To collect 5 gifts from alumni for the department.
- 8.8 To organize two alumni meet at department level.
9. Each department/subject has to commence one add on/ certificate/value added program.
10. Each department/subject has to run one skill or vocational program related to main domain of the department.
  - To maintain all the records of add on/certificate/value added/skill or vocational program like Name of the program, admission list (with the signatures of the students), attendance sheet with signatures of the students, duration (minimum 30 hours), assessment procedure and examination records, curriculum, BoS (formation, meeting, work, procedure records), syllabus, results, copies of certificates distributed etc. of the courses in the college.
11. Each department has to register minimum 50 percent students of final year program for MOOC/SWAYAM courses per semester.
12. A department has to maintain the list of crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum.
13. Department has to organize minimum, per course- per semester, two co-curricular or extra-curricular activities to disseminate the crosscutting issues among the students.
14. To enhance the percentage of students admitted for different courses of the department in project work/field work/ internship up to 50 percent.
15. Department has to conduct two parent meeting of the final year students per semester to maintain active dialogue with the parents.
16. Program Outcomes:
  - Department should list the program outcomes and maintain it properly.

- Program outcomes should be displayed at visible places in the department and at the college website.
  - Department should take care to verify program outcomes displayed at college website once in an academic year.
  - Department should organize various (minimum two per semester) activities like orientation and refresher programs on program outcomes and the course outcomes of the department.
  - Maintain the record of all activities related to program outcomes.
  - To organize different activities to attain the program outcomes.
  - To plan and execute the attainment of the program outcomes.
  - To create the constructive dialogue with students, parents, and alumni to shape and inculcate the program outcomes among the students. (minimum two activities per semester).
  - To follow theoretical framework or structured methods like Bloom's Taxonomy or other methods to map the program outcomes and course outcomes and their attainments.
17. Department should record the results of final year students with university result sheet.
  18. Assessment and analysis report should be prepared and maintained by the department/subject regarding students' performance in internal assessment and university result.
  19. Department should contribute in college incubation center through minimum 4 subject based incubation activities of teachers/students.
  20. Department should organize minimum one workshop/seminar/conference per semester on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship.
  21. Department should organize minimum one workshop/seminar conference at national or international level once in a two years with paper publication in conference proceedings with ISBN and UGC care listed journal.
  22. Department has to organize one extension activity per semester in the neighborhood community as per the policy of extension activity.
  23. Participation of students should be focused in organization and administration of extension activity.
  24. Department should apply for more awards and recognitions for extension activities.
  25. MoU/Collaboration:

- Each department has to sign an MoU or collaboration with other institutions for activities.
- Try to sign the MoU or Collaboration with national or international institutions, universities, industries, corporate houses etc.
- Maintain the List of activities conducted under each MoU along with dates of starting and completion year-wise signed by both parties.
- The collaboration activities of research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work should be facilitated through the mentioned collaboration only.
- Department has to sign the MoU and collaboration within the guidelines of UGC and other bodies.
- Don't sign MoU or collaboration with sister institutions of the same trust or management.
- Minimum two activities of functional MoUs should be organized in an academic year.
- Participation of maximum number of students and faculty of the department should be achieved in student/faculty exchange programme under MoU.
- Activities like Faculty exchange, Student exchange, Internship, Field project, On-the- job training, research and other academic activities should be concentrated in an active MoU/ collaboration.

26. Available infrastructure classrooms, laboratories, ICT facilities in the department:

26.1 Perspective plan of infrastructure.

26.2 Details of ICT facilities available in the department.

26.3 Enhancement of infrastructural or ICT facilities in the department.

27. To make policies/systems and procedures for maintaining and utilizing physical, academic, and support facilities of the department like laboratory, library, classroom, computers etc.

28. Department should develop departmental library with the help of central library, students, and alumni of the department.

29. Department should try to register more students of the department for private and NGO's scholarship.

30. Department should organize two programs of capacity building and skill enhancement per semester comprising the programs on soft skills, language and

communication skills, Life skills like Yoga, physical fitness, health and hygiene, and ICT/computing skills.

31. To organize activities for guidance for competitive examinations and career counselling related to core areas of the subject and courses of the department.

### **Committee Allotments**

#### **Electoral Literacy Club**

1. To organize various activities to enrich the electoral processes like participation in voter registration of students and communities.
2. To organize various activities for voter awareness campaigns along with local government and non-government organizations and bodies.
3. To organize various activities for ethical voting.
4. To organize various programs and initiatives to enhance participation of under privileged sections in voting.
5. To initiate research projects in electoral related issues by faculty and students with collaboration or independent.
6. To enhance registration of students above 18 in local voting register.
7. To organize other innovative activities related to voting.
8. To maintain meeting record of the club.
9. To tune the activities with academic calendar of the college.

#### **Skill/Add on/ Value Added/ CoC/ Vocational Programs Committee.**

1. All department should run one program.
2. All interdisciplinary subjects should run one program.
3. All department should register 50 percent of the final year students for MOOC/ SWAYAM OR Online Courses per semester.
4. There should be 5 vocational courses in the colleges.
5. Committee should take approval of university for all courses that commenced by the college.
6. To maintain all the records like Name of the program, admission list (with the signatures of the students), attendance sheet with signatures of the students, duration (minimum 30 hours), assessment procedure and examination records, curriculum, BoS (formation, meeting, work, procedure records), syllabus, results, copies of certificates distributed, etc. of the courses in the college.
7. To initiate separate budget title in college budget for the courses.

## **Feedback Committee**

1. To prepare the policy document for feedback activities.
2. To conduct at least 2 meetings of the committee per semester.
3. The committee should obtain the feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, and Alumni.
4. To prepare the feedback analysis report.
5. To prepare the action taken report along with all necessary actions.
6. To send the feedback analysis report and suggestions to affiliating university.
7. To collect and maintain the document showing the communication with the affiliating university for the feedback provided.
8. To maintain the filled-in feedback forms.
9. To upload the necessary feedback forms, analysis report, action taken report on institutional website.
10. To collect and maintain the action taken by the affiliating university on the feedback provided by the college. (if any)
11. To send the feedback analysis report and action taken report for the approval of the management.
12. To create and maintain a separate window for the feedback procedures on the college website.

## **Registrar office**

1. To maintain the document related to sanction of intake from affiliating university/government/statutory body of all the courses and programs.
2. To maintain the record of approved admission list year wise (first year admission/lateral entry admission) program wise from the affiliating university.
3. To formulate the policy document of the institute for award of non-government scholarship and freeships.
4. To execute the audit of the college.
5. To make budgetary provisions for IQAC suggested activities:
  - 5.1 To spend above 25% budget excluding salary on infrastructure augmentation per year.
  - 5.2 To spend above 25% budget excluding salary on maintenance of infrastructure like physical and academic support facilities per year.

- 5.3 To update IT facilities and provide sufficient bandwidth for internet connection: Wi-Fi
- 5.4 Bandwidth of internet connection in the Institution:  $\geq$  50 MBPS.
- 5.5 Student: Computer ratio should be: 5:1

## **NSS**

1. To frame and execute policy document of NSS activities throughout the year.
2. To organize minimum 10 extension/outreach activities on Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs
3. To organize different activities in college, adopted village, and in neighborhood community on different themes.
4. To include all students (maximum number of students) of the college in NSS extension/outreach activities.
5. To apply for awards and recognitions for extension/outreach activities organized by the unit.
6. To enhance the participation of the students in NGO's activities and in different camps and activities of university, state government etc.
7. To maintain the meeting record of the NSS unit.
8. To maintain all reports of the activity and geotag photos.
9. To publish and maintain the media news reports of all activities.
10. Availability of NSS Room and other required facilities.
11. To frame a policy to execute the development of NSS programs and activities along with the development of facilities in the college for students.

## **NCC**

1. To frame and execute policy document of NCC activities throughout the year.
2. To organize minimum 10 extension/outreach activities on Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs
3. To organize different activities in college and in neighborhood community on different themes.
4. To include all students (maximum number of students) of the college in NCC extension/outreach activities.
5. To apply for awards and recognitions for extension/outreach activities organized by the unit.

6. To enhance the participation of the students in NGO's activities and in different camps and activities of university, state government etc.
7. To maintain the meeting record of the NCC unit.
8. To maintain all reports of the activity and geotag photos.
9. To publish and maintain the media news reports of all activities.

### **Gymkhana**

1. To frame the policy of gymkhana and sport activities and facilities in the college.
2. To make policies/systems and procedures for maintaining and utilizing physical, academic, and support facilities of the sport complex or gymkhana etc.
3. To organize activities/programs/courses etc. on Life skills like Yoga, physical fitness, health and hygiene.

### **Library**

1. Library automation using integrated library management system.
2. To subscribe e-resources including OER repositories, E-journals, E-shodh sindhu, Shodhganga Membership, E-books, databases, remote access to e-resources.
3. To spend amount for purchase of books/e-books in lakhs.
4. Foot falls and log in data for online access and usage of library by teachers and students.

### **Student Welfare**

1. There should be a comprehensive policy for students' welfare.
2. The committee should try to benefit more and more students provided by the NGO and Philanthropists.

### **Anti Ragging Committee**

1. To make policy of redressal mechanism to address students' grievances.
2. To implement the guidelines of statutory/regulatory bodies.
3. To organize wide awareness and undertakings on policies with zero tolerance.
4. To develop and execute the mechanism for submission of online/offline students' grievances.
5. Timely redressal of the grievances through appropriate committees.

## **Internal Complaints Committee**

1. To make policy of redressal mechanism to address students' and working staff's grievances related to sexual harassment.
2. To make policy and run the activities for gender sensitization programs as per the guidelines of statutory bodies.
3. To make annual gender sensitization action plan and execute the same.
4. To comply all notifications of UGC, NAAC, Maharashtra Government, SUK, and Central Government regarding gender sensitization and awareness activities etc.
5. To implement the guidelines of statutory/regulatory bodies.
6. To organize wide awareness and undertakings on policies with zero tolerance.
7. To develop and execute the mechanism for submission of online/offline students' grievances.
8. Timely redressal of the grievances through appropriate committees.

## **Infrastructure Committee**

1. To review the availability and requirement of infrastructure and physical facilities in the college like classrooms, laboratories, ICT infrastructure, facilities for cultural and sports activities, sport, yoga, gymnastic etc.

## **Agenda No. 4. To discuss different guidelines of UGC regarding NEP and other institutional reformations.**

The IQAC confirms to execute the following policies of UGC provided the approvals of CDC and MPSS.

1. Guidelines For Pursuing Two Academic Programmes Simultaneously.
2. Guidelines For Credit Based Course On Pedagogical Aspects For Teaching Divyangjans And Specific Learning Disabilities (Slds).
3. Guidelines For Admission And Supernumerary Seats Of International Students In Undergraduate And Postgraduate Programmes In Higher Educational Institutions In India



4. University Grants Commission (Conferment Of Autonomous Status Upon Colleges And Measures For Maintenance Of Standards In Autonomous Colleges) Regulations, 2022
5. Appointment Of Compliance Officers In Educational Institutions.
6. Basic Facilities & Amenities For Safe Secure Environment For Women & Women Cell (For Sensitization, Policy Implementation, Monitoring And Grievance Redressal) In Higher Educational Institutions.
7. The Report Of The High-Level Inter-Ministerial Committee On National Credit Accumulation & Transfer Framework.
8. Guidelines For Innovative Pedagogical Approaches & Evaluation Reforms.
9. University Grants Commission (Minimum Standards And Procedures Forward Of Ph.D. Degree) Regulations, 2022.
10. Advisory On Sexual Harassment Of Women At Workplace.
11. Recognition Process For Offering Programmes Under Open And Distance Learning (Odl) Mode And Online Mode.
12. Curriculum And Credit Framework For Undergraduate Programmes.
13. Guidelines For Training Of Faculty On Indian Knowledge Systems.
14. Guidelines For Introduction Of Bachelor Of Vocation (B.Voc.) Programme In Universities And Colleges Under The National Skills Qualifications Framework (Nsqf).
15. Guidelines For Optimum Utilization Of The Resources Available In Central Universities/Higher Educational Institutions.
16. Guidelines For Fostering Social Responsibility & Community Engagement In Higher Education Institutions In India 2.0.

**Agenda No. 5. To review the IQAC conference organized on 8th Oct. 2022.**

The report and audit statement of the conference organized by IQAC is discussed and instructed to send to the appropriate authorities. The IQAC congratulates Dr. Pramod Ganganmale for organizing successful conference.

**Agenda No. 6. To discuss different proposals and schemes.**

AICTE approved the research proposal of Dr. Pramod Ganganmale under the scheme of Indian Knowledge System. All congratulated Dr. Ganganmale for receiving he grants for the proposal.

Hon. Sangita Patil, Hon. Adv. N. R. Patil and Hon. Sunil Patil suggested that all faculty should submit different research proposals to different agencies.

**Agenda No. 7. To discuss and review National conference of IQAC sponsored by ICSSR.**

ICSSR has been granted the amount of 150000/- Rs. for a conference. The proposal of the conference is submitted by IQAC coordinator as convener to ICSSR. All members suggested to organize the conference in month of March on the convenient dates of resource persons.

**Agenda No. 8. To review the works of different committees.**

Though the college and IQAC has constituted different committees for active and smooth running of different activities in the college throughout the year, few committees have to boost their activities.

All the chairman of the committees should strictly follow the instructions and suggestions of IQAC in their daily works.

**Agenda No. 9. To discuss the AQAR submission: 2021-22.**

IQAC has prepared department and faculty profile to collect the concerned information from all stakeholders. IQAC approved these profiles.

**Agenda No. 10. Any other issue permitted by the chairman.**

1. Student uniform should be strictly followed.
2. Daily attendance should be maintained by the faculty through a unified format for the college.
3. Online classes and use of ICT should be improved by the teachers.
4. Review of software installation and activation should be maintained by a separate committee under the faculty of computer science department.
5. Faculty should apply for the research proposals of the Shivaji University, Kolhapur.
6. The Gender Sensitization Action Plan should be prepared by the Savitribai Phule Yuvati Manch and the same should be strictly followed throughout the year.



Mahatma Phule Shikshan Sanstha's

# Karmaveer Bhaurao Patil College,

Urun-Islampur Tal-Walwa, Dist-Sanli - 415409

NAAC "A" Grade: CGPA - 3.17- 2021-2026

## Internal Quality Assurance Cell



[www.kbpislampur.com](http://www.kbpislampur.com)

[iqackbp1961@gmail.com](mailto:iqackbp1961@gmail.com)

Date: 15/04/2023

### Notice

All the members of Internal Quality Assurance Cell (IQAC) are hereby directed to attend the meeting that will be held on 01/05/2023 at 11:00 AM at IQAC office.

#### The agenda for the meeting is:

1. To confirm minutes of the previous meeting.
2. To discuss the activities from January 2023 to April 2023.
3. To discuss different guidelines and regulations.
4. To review the IQAC conference organized on 17<sup>th</sup> and 18<sup>th</sup> March, 2023.
5. To discuss different proposals and schemes.
6. To review the works of different committees.
7. To discuss the AQAR submission: 2021-22.
8. Any other issue permitted by the chairman.

#### IQAC:


Sr. No.	Name	Designation	Sign
1	Principal, Dr. Arun. B. Patil	Chairman	
2	Dr. S. A. Kamble	Member	
3	Dr. P. V. Gaikwad	Member	
4	Mr. S. R. Garud	Member	
5	Dr. S. K. Khadase	Member	
6	Mrs. M. V. Gaikwad	Member	
7	Dr. S. K. Mane	Member	
8	Mr. C. J. Bharsakle	Member	
9	Dr. B. A. Sawant	Member	
10	Mr. A. U. Mane	Member	
11	Dr. P. M. Athavale	Member	
12	Prin. Dr. M. M. Rajmane	Management Representative	
13	Mrs. S. P. Patil	Management Representative	

14	Mr. D. A. Bichkar	Administrative office	
15	Mr. V.V. Gurav	Administrative office	
16	Adv. S. S. Patil	Nominee from local society	
17	Miss. Shreya Jadhav	Students' Representative	
18	Dr. T. T. Jagtap	Nominee from Alumni	
19	Prin. Dr. A. S. Bhoite	Nominee from Employer	
20	Mr. Sarjerao Yadav	Nominee from Industrialist	
21	Vice-Principal, Dr. N. S. Shinde	Nominee from Stakeholder	
22	Dr. P. A. Ganganmale	IQAC-Coordinator	

  
Coordinator

Internal Quality Assurance Cell  
Karmaveer Bhaurao Patil College  
Urun-Islampur, Dist-Sangli-415409

Co-ordinator, IQAC

  
PRINCIPAL  
Karmaveer Bhaurao Patil College  
URUN-ISLAMPUR. (Sangli)



Principal, Chairman-IQAC

## **Agenda No. 1. To confirm minutes of the previous meeting.**

Discussion on the Action Taken Report:

### **Agenda No. 3 of the previous Meeting: To discuss the New SSR Guidelines of NAAC**

All faculty, head of the departments, College Committee Chairpersons, and administrative units of the college should complete the allotments of works as per prepared by coordinator of IQAC and did resolute by IQAC and CDC.

### **Agenda No. 10.4 of the previous Meeting: The issue of software installation and online payment for the admission:-**

Mr. S. B. Jadhav, coordinator of the software committee, presented the payment gateway issue before the meeting. On reviewing the rates of payment gateway company, it is confirmed to increase the 2% admission fee of all courses and programs to avail the facilities of online payment for student admission transactions of the college. The decision will be implemented on the prior approval of the management of Mahatma Phule Shikshan Sanstha.

### **Agenda No. 10.6 of the previous Meeting: To implement UGC's Advisory: SAKSHAM**

To comply the gender audit as per the guidelines of different regulations, it is confirmed that Gender Audit should be completed within the stipulated time period and comply all the suggestions in the concerned report. Savitribai Phule Yuvati Manch and ICC should shoulder the responsibility of Gender Audit.

With this complementary discussions, the minutes of the previous meeting were read by Dr. Pramod Ganganmale, Coordinator IQAC, and were confirmed unanimously.

## **Agenda No. 2:- To discuss the activities from January 2023 to April 2023.**

The following departments have submitted the reports of different activities organized by them. The reports are discussed and following suggestions are made for further improvements.

### **A. Department of Marathi:**

- Soham Jagtap, a student of department of Marathi, is awarded with Chancellor's Award for being First across all languages at M. A. Examinations held in 2022.
- The faculty of the department Mr. Eknath Patil published a collection of long poem entitled "आरपार झुंजार" on the life and works of Hon. Prof. N. D. Patil. The book is awarded with several awards.

- Mr. Eknath Patil is nominated as one of the members of a selection committee of Sahitya Akadami, New Delhi 'Sahitya Akadami Young Laureate' for Marathi Language.

### **B. Department of Chemistry**

- Industrial Visit to Rajarambapu Patil Sahakari Sakhar Karkhana, Sakhrale
- Industrial Visit to Rajarambapu Patil Sahakari Dudh Sangh, Islampur
- Career Guidance programs
- Study Tour to Goa, Malwan, Sindhudurga, Tarkarli and Konkan
- Lead College Activity: Methodology in Chemistry
- Farewell Function of M. Sc.

### **C. Department of Political Science**

- The students organized a Study Tour to Maharashtra Assembly, Mumbai
- The students' Study Meeting with Hon. Raju Shetty, former member of parliament.
- Study tour to Shirol Municipality.

### **D. Department of Economics**

- NET/SET workshop for PG students
- Shivaji University granted Research Grant of Rs. 10000/- to Miss Puja Wangikar, a student of the department.
- Shivaji University Economics Association awarded the research paper of Miss Monali Kamble as Best Research Paper.
- Five research papers of the students are published in issue of research journal of Shivaji University Economics Association.

### **E. Gymkhana**

- Annual Sport Competition was organized in the college. 347 students participated in different games.
- Annual Prize Distribution Program was organized in the college on 17<sup>th</sup> April, 2023. 160 students are awarded different recognitions, prizes and awards.

### **F. Cultural Unit**

- Omkar Mandle and Prashik Kamble participated in different youth festivals at University, Regional, National and International level. Their achievements are:
  - Selection in Shivaji University team to participate at interuniversity youth festival at Mahatma Phule Agricultural University, Rahuri.
  - Selection in Shivaji University team to participate at West India Youth Festival at Ganpat University, Gujrat.
  - Selection in Shivaji University team to participate at National Level Kawali Competition at Sharada University, Noida, UP.

- Selection in Shivaji University team to participate at National Youth Festival at Bengaluru. The team stood first in country in Folk Dance Event and third in Folk Music.
- Annual Cultural Program of students was organized on 20<sup>th</sup> April, 2023. 184 students participated in the program and presented different art forms on the stage.

### **G. Department of English**

- Guest Lecture on Career Counselling: Career Opportunities in Law Field.

### **H. Department of Botany**

- Completed Foundation course, Bridge Course, Study Tour, Book writing activity, Extension Activity, Millet Year Activity etc.

## **Agenda No. 3:- To discuss different guidelines and regulations.**

UGC has published the following guidelines, regulations, and notifications from January 2023 to April 2023.

- a. Nari Shakti Puraskar (Women Empowerment)
- b. Adult Education
- c. SWAYAM/MOOC guidelines
- d. Appointment of artists in the college as art teacher.
- e. Gazette Note on Autonomous College Guidelines
- f. Indian Knowledge System
- g. Guidelines for promotion of physical fitness, sports, psychological well being and to establish Student Services Centre.
- h. Redressal of Grievances of students.

On reviewing the guidelines, it is decided to execute the guidelines provided the approval of Mahatma Phule Shikshan Sanstha wherever required.

## **Agenda No. 4:- To review the IQAC conference organized on 17<sup>th</sup> and 18<sup>th</sup> March, 2023.**

The IQAC of the college organized National conference on Shifting Paradigms of Higher Education and Accreditation of HEIs. ICSSR sponsored the conference. 280 participants participated in the conference and 38 research papers presented by the researchers.

Dr. Arun Adsul, Prof. Dr. M. S. Deshmukh, Dr. Dhanraj Mane, and Mr. Kishor Bedkihal presented their different ideas on NEP and Azadi Ka Amrit Mahotsav as resource persons. Dr. Pramod Ganganmale worked as convener of the conference.

## **Agenda No. :- 5 To discuss different proposals and schemes.**



The faculty and departments of the college should apply for different proposals of ICSSR, UGC, SUK, IKS, Maharashtra Government and other government and non-government organizations.

All faculty should apply for subject related proposals of concerned subject organizations and centres established by government and NGOs.

### **Agenda No. :- 6 To review the works of different committees.**

Dr. Pramod Ganganmale presented the reports of the committees and their activities received by the chairpersons. The following discussions transacted during the presentation.

- All committee chairpersons should execute and plan the works of their committees considering the highest achievements of the activities.
- The academic committee should plan different activities to make the teaching learning process of the college more student and result centric.
- Faculty should engage themselves in different research activities.
- All the achievements of the college should be placed on the college website within the 10 days of the activity.
- The grievances of the students regarding placement activities or third party service provider are to be redressed by the chairperson of the placement committee.
- The committees established as per guidelines of government and university should strictly follow the rules, regulations, and guidelines of the concerned authority and comply all the works accordingly.
- The committee reformation should be complied at the commencement of next academic year as per the interest of the faculty and requirement of the college administration.

### **Agenda No. 7 :- To discuss the AQAR submission: 2021-22.**

Dr. Pramod Ganganmale presented the AQAR details in the meeting. All faculty, departments, and administrative units should submit the required data and reports before 20<sup>th</sup> May, 2023. AQAR should be submitted within stipulated time to NAAC. No further extension should be allowed.

### **Agenda No. 8:- Any other issue permitted by the chairman.**

- All faculty should submit various research proposals to different agencies like UGC, ICSSR, SUK etc.

- The departments should submit the research proposals to different agencies.
- All faculty and departments should work rigorously to reduce the dropout rate of the students. The college administration should plan different activities for different sections of the society.
- Earn and Learn Committee should be established and separate budget should allocated to the committee to avail the needy students to complete their education through self-reliance.



**Coordinator**

Internal Quality Assurance Cell  
Karmaveer Bhaurao Patil College  
Urun-Islampur, Dist-Sangli-415409



**PRINCIPAL**

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