

NAAC 'A' Grade



Estb. 1919

Deccan Education Society, Pune

Willingdon College, Sangli

Post - Willingdon College, Vishrambag, Sangli-416415.

(Affiliated to Shivaji University, Kolhapur)

(Junior College Code - J-22-08-001)

Phones -

Off. 0233-3025154

Fax 0233-2601131

Prin. 0233-3025150

Date : 3/8/2018

INTERNAL QUALITY ASSURANCE CELL

Meeting on 7/8/2018

Agenda –

- Academic calendar plan
- Admission process
- Overall academic planning
- AQAR 2017-18 submission discussion
- Any other issue raised at the time of meeting.

Mr. A.Z. Tade,
Co-ordinator, IQAC



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Minutes and Action taken Report

- Committee decided to form the academic calendar for the academic year 2018-19. All the heads of the department and conveners of various committees are given responsibility to contribute in design of the academic calendar. Decided to prepare separate Centenary programme and academic calendars.
- Admission process was discussed by all the members and decided to implement merit based admission system in the college.
- Next year's admission strategy was also discussed and decided to use the same online pattern with merit base.
- Overall discussion of various events held during the academic year 2017-18 were discussed and decided to complete the AQAR for 2018-19. It was decided to collect department wise various events information for the AQAR 2017-18.
- Centenary activities for the current academic year was also discussed and decided to carry out as per the schedule which will be prepared.



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Date – 05/09/2018

INTERNAL QUALITY ASSURANCE CELL

Meeting on Monday, 17/9/2018

Agenda –

- Plan of academic, extra-curricular and extension activities for the year.
- Office Bearer Committees for the year 2018-2019.
- WCS Centenary Celebrations.
- Organizing Lecture Series / Guest Lectures.
- Alumni Meet
- Initiation of Academic Programmes :
 - B.Sc. Part-I Fast track Division & its natural growth
 - M.Sc. Physics
 - M.A. History
 - Certificate Course in French
 - Certificate Course in German
 - Certificate Course in Modi Script
 - Continuation of Affiliation for various courses.
- Teachers Evaluation Process
- Preparation of AQAR for 2017-2018.
- Annual teaching plan, individual and departmental Time-tables and workload distribution.
- Faculty development initiatives.
- Plan for organizing Workshops / Seminars / Conferences.
- Plan for research activities.
- Plans to adopt healthy practices / Social outreach activities.
- Plan of Study tours / Industrial visits.
- Budgetary requirements of Departments, Gymkhana and Library. Planning for various activities under NSS, NCC, and Gymkhana & Culture.

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Minutes and Action taken Report

- Extra-curricular and extension activities for the year 2018-19 were discussed and decided implementation as per the plan laid down.
- With the discussion of various committee members, office bearer list prepared.
- Schedule of WCS centenary celebrations was decided.
- After discussion, it was decided to organization lecture series and guest lectures during the academic year.
- With the consultation of committee members and conveners it was decided to organize alumni meet in the month of December.
- When the issue of initiation of new courses hold in the heads of departments, it was decided to initiate the following Academic Programmes :

B.Sc. Part-I Fast track Division for its natural growth

M.Sc. Physics

M.A. History

Certificate Course in French

Certificate Course in German

Certificate Course in Modi Script

Different issues raised in the meeting and brief discussion was held on each issue and it was decided to-

- Initiate Teachers Evaluation Process
- Initiate Preparation process of AQAR for 2017-2018.
- Annual teaching plan, individual and departmental Time-tables and workload distribution has to be submitted to IQAC by all heads
- Allow faculty to participate in different Faculty Development Programmes
- Two National conferences were decided to conduct in the college.
- Promote research plans for teachers.
- Follow the healthy practices in each department.
- For study tours norm and regulations were asked to follow by each department.
- Adopt plan for NSS, NCC, Cultural and Gymkhana.

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Date – 17/09/2018

INTERNAL QUALITY ASSURANCE CELL

Meeting on Monday, 18/9/2018

Agenda –

Arts Faculty

- Plan of academic, extra-curricular and extension activities for the year.
- Budget Allocations.
- Attendance of students



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Minutes and Action taken Report

- Plan for academic, extra-curricular and extension activities was discussed and asked all the heads of the department to make plan with discussion of their respective department staff and follow the plan for the academic year.
- Budget Allocation of each department was discussed and their requirements were asked to produce in the CDC meeting for finalization of the department budget.
- Attendance of students : To increase the students' attendance, it was decided to follow the measures:
 1. Mail and whatsapp message to the student as well as their parents regarding absence.
 2. Depending on the absentee, parents are to be called for integration.
 3. Daily attendance report to respective class teacher.

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Date – 17/09/2018

INTERNAL QUALITY ASSURANCE CELL

Meeting on Monday, 22/9/2018

Agenda –

Science and BCS Faculty

- Plan of academic, extra-curricular and extension activities for the year.
- Budget Allocation.
- Attendance of students

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Minutes and Action taken Report

- Plan for academic, extra-curricular and extension activities was discussed and asked all the heads of the department to make plan with discussion of their respective department staff and follow the plan for the academic year.
- Budget Allocation of each department was discussed and their requirements were asked produce in the CDC meeting for finalization of the department budget.
- Attendance of students : To increase the students attendance it was decided to follow the measures:
 1. Mail and whatsapp message to the student as well as their parents regarding absence.
 2. Depending on the absentee, parents are to be called for integration with parents.
 3. Daily attendance report to respective class teacher.
 4. Practical attendance was also asked to make certain decision.
 5. All the department teachers were agreed to conduct Extra practical's for absent students on the need base.

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Date – 01/02/2019

INTERNAL QUALITY ASSURANCE CELL

Meeting on Monday, 11/2/2019

Agenda –

- Plan of academic research activities for Permanent teachers
- Research promotions for CHB teachers in M. Phil, Ph. D.
- Planning for DST Scheme

Mr. A.Z. Tade
Co-ordinator, IQAC



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Minutes and Action taken Report

- Plan of academic research activities for Permanent teachers:

All the members agree to carry some research oriented activity such as

1. Registration for M. Phil or Ph. D.
2. Research article writing and publishing.
3. Book writing and publishing.
4. Modules
5. ICT use in research
6. Research projects

- Research promotions for CHB teachers in M. Phil or Ph. D.

All the CHB and temporary teachers must carry out research oriented activity such as

1. Registration for M. Phil or Ph. D.
2. Conference / Workshop attendance.
3. Research article writing and publishing.
4. Book writing and publishing.
5. Modules preparation
6. ICT use in research
7. Research projects

- Planning for DST Fist Scheme

It was decided to apply for the DST FIST – 2019 for PG College at level -0 and Dr. S. R. Kumbhar was given responsibility to prepare the draft and produce to the principal within the prescribed time for further action.

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Date – 01/04/2019

INTERNAL QUALITY ASSURANCE CELL

Meeting on Monday, 8/4/2019

Agenda –

- Meeting of all heads and senior college teachers on following issues
 1. Activities during 2018-19 academic year
 2. Exam planning internal/ external
 3. Exam timetable
- Discussion on future plans
- DST/USA / UGC Schemes discussion.
- AAA initialization in the institute.
- Planning for completion of 2018-19 AQAR

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Minutes and Action taken Report

- Meeting of all heads and senior college teachers on following issues

1. Activities during 2018-19 academic year
2. Exam planning internal/ external

List of activities carried by all the departments was prepared.

Internal examination as well as external examination planning was discussed with examination committee convener and permitted to carry out the examination activities as per the University time table.

- Discussion on future plans

It was decided to apply for Master of Science course in Environmental Studies, to establish PGC centre in Hindi in the college, carryout one value added courses in the department, starting of M. Sc. in Physics course after getting Government permission.

- DST/USA / UGC Schemes discussed and decided to apply at the appropriate time.

Draft application prepared for the DST FIST – 2019 for PG college at level -0 by Dr. S. R. Kumbhar and placed in the meeting and decided to forward with certain corrections on the proper time schedule.

- AAA forms designed by Parent institute (Ferguson College, Pune) and Central administrative D.E. Society Office, was discussed in the meeting and different departments asked to submit these forms to IQAC and decided to carry out analysis by the Team member from DES Pune.

- Planning for completion of AQAR 2018-19

Primarily decided to collect information at department level and after 30th June 2018 submit to IQAC along with the remaining events information.

Mr. A.Z. Tade,
Co-ordinator, IQAC