



Dadasaheb Tirodkar Educational Academy's  
**PADMASHRI BABASAHEB VENGURLEKAR  
MAHAVIDYALAYA, PANDURTITHA**  
(Affiliated to University of Mumbai)  
Tal- Kudal, Dist- Sindhudurg, Pin – 416812, Phone: 02362-248077

Establishment  
1<sup>st</sup> July 2011

Email: [pbvmpandur@gmail.com](mailto:pbvmpandur@gmail.com)

Website: [www.pbvm.co.in](http://www.pbvm.co.in)

Date: 07/02/2024

## DVV Clarification


### Metric Level Deviations

#### 6.5.2. Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented
2. Academic and Administrative Audit (AAA) and follow-up action taken
3. Collaborative quality initiatives with other institution(s)
4. Participation in NIRF and other recognized rankings
5. Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.

Response: 1 of the above



  
Principal  
Padmashri Babasaheb Vengurlekar  
Mahavidyalaya, Pandurtitha



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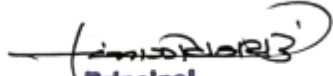
**Date: 07/02/2024**

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पणदूरतिठा, ता. कुदाल, जि. सिंधुदुर्ग.



  
**Principal**  
Padmashri Babasaheb Vengurlekar  
Mahavidyalaya, Pandurtitha



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## **DVV Declaration**

This is to certify that the information supplied in the enclosed PDF Files have been verified and found correct.



**D.T.E. Academy's**  
**Padmashri Babasaheb Vengurlekar Mahavidyalaya Pandurtitha**  
**(Affiliated to University of Mumbai)**

**Pandur, Tal- Kudal, Dist - Sindhudurg, 416812, Office Tel - 02362-248077**

**6.5.2: Quality assurance initiatives of the institution include:**

1. Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented.

Response: **Yes**

2. Academic and Administrative Audit (AAA) and follow-up action taken

Response: **NIL**

3. Collaborative quality initiatives with other institution(s)

Response: **NIL**

4. Participation in NIRF and other recognized rankings


Response: **NIL**

5. Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.

Response: **NIL**

Response: **1 of the above**



  
**Principal**  
Padmashri Babasaheb Vengurlekar  
Mahavidyalaya, Pandurtitha



# **Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions**

## **Introduction**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

## ***IQAC – Vision***

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

## **Objective**

*The primary aim of IQAC is*

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

## Strategies

### *IQAC shall evolve mechanisms and procedures for*

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) Relevant and quality academic/ research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of assessment and evaluation process;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

## Functions

### *Some of the functions expected of the IQAC are:*

- a) Development and application of quality benchmarks
- b) Parameters for various academic and administrative activities of the institution;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters to all stakeholders;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Periodical conduct of Academic and Administrative Audit and its follow-up
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

## Benefits

### *IQAC will facilitate / contribute to*

- a) Ensure clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

## **Composition of the IQAC**

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.

- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

### **The role of the Coordinator**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

### **Operational Features of the IQAC**

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The Institutions are requested to submit the AQAR after one year from date of Accreditation every year. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing

Council/Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

**The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.**

### **Revised Accreditation Framework**

NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI's for upcoming cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response.

***The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC.***  
**Mandatory Submission of AQAR by IQAC**

The Executive Committee of NAAC has decided that **regular submission of AQARs is mandatory for 2<sup>nd</sup> and subsequent cycles of accreditation with effect from 16<sup>th</sup> September 2016:**

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2<sup>nd</sup> and subsequent cycles of A& A:

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

***Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.***





Date: - 29/06/2023

**IQAC COMMITTEE**

Sr. No.	Name of Faculty	Designation
1.	Dr. Sambhaji K. Shinde	I/C Principal/Chairperson
2.	Prof. Dhondu V. Gawade	Teacher Representative
3.	Prof. Bhagyashri R. Gawade	Teacher Representative
4.	Prof. Tanvi R. Singhan	Teacher Representative
5.	Prof. Prathmesh P. Gosavi	Teacher Representative
6.	Shri. Shashikant S. Anavkar	Member – Management
7.	Shri. Nikhil N. Sonar	Administrative Officer
8.	Shri. Tushar L. Mathakar	Administrative Officer
9.	Mrs. Rina D. Sawant	Member - Local Society
10.	Shr. Dnyaneshwar Y. Chavan	Alumni
11.	Shri. Pushkraj R. Kole	Employer
12.	Shri. Prakash R. Jaitapkar	Industrialist
13.	Dr. Arun J. Godkar	Stakeholder
14.	Miss Shruti C. Kode	IQAC Coordinator

  
Principal  
Padmashri Babasaheb Vengurlekar  
Mahavidyalaya, Pandurthia

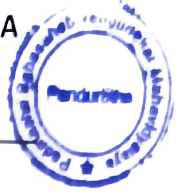


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**Pandur, Tal- Kudal, Dist - Sindhudurg, 416812, Office Tel - 02362-248077**

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**IQAC COMMITTEE**  
**MINUTES OF MEETING**  
**A.Y. 2019-20**



Notice: - 05

Date: - 19/10/2019

### Meeting Notice

All staff members are informed that the Monthly staff meeting is held on 21/10/2019 at 12:30 a.m./p.m. in Principal Room. Meeting Agenda is given below: -

### Meeting Agenda

- 1) Reading the proceeding of previous meeting.
- 2) Discussion on Second year Exam result.
- 3) Discussion on college vacation planning.
- 4) Discussion on current topic.
- 5) \_\_\_\_\_

(Re meeting will be arrange after one hours if meeting Coram is not fulfill.)

Yours Faithfully,

  
(Prof. Anantesh P. Satose)  
I/C Principal



# ACKNOWLEDGE

We received the notice of the Staff Meeting on 21/10/2019  
Thanking You.

Sr. No.	Name of the Staff	Department	Sign
1	Mr. A. P. Satose	science(IT)	
2	Miss. A. A. Shetkar	commerce	
3	Mr. Uma U. Sawant	science(IT)	
4	Mr. M. M. Kolambekar	science(IT)	
5	Miss. A. D. Mahapatra	science(IT)	
6	Miss. B. R. Gavude	commerce	
7	Miss. K. D. Mudye	science(IT)	
8	Miss. T. G. Kokare	science(IT)	
9	Mr. J. Sharda Naik	commerce	
10	Mr. N. N. Shetty	commerce	

Principal

Padmashri Babasaheb Vengurdekar  
Mahavidyalaya Pandharpur



## NOTICE

Date: 19/10/2019.

All staff members are informed that the monthly staff meeting is being held on 21/10/2019 at 12-30 P.M. in the Principal Room. All the members are requested to attend and cooperate.

## AGENDA

1. To confirm the minutes of the previous meeting.
2. To review the S.Y. Results.
3. To discuss on college vacation planning.
4. To discuss on current topic: NAAC.

### \* MINUTES OF THE MEETING \*

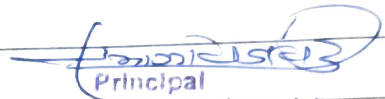
N.B: The list of the signatories has been enclosed for information.

1. To confirm the minutes of the previous meeting:  
The Chairman read the minutes and discussed the matters. The minutes were confirmed with the consent of all.
2. To review the S.Y. Exam. Results.  
The results were reviewed. The chairman directed all the members to take a serious note on the quality results to be maintained. He advised all to prepare model Questions-Answers and circulate.
3. To discuss on college vacation planning:  
The chairman invited the attention of all to the Diwali Vacation. He talked about the NBS YPRR Camp. He also reviewed other activities like University Exams and assessment - i.e. CAP.
4. To discuss on current topic: NAAC:  
The preparation for NAAC data is being done seriously. The incharge of each criterion was advised to be serious to review the scope of each metric i.e. Quality and Quantity.

metrics. The criterion-head was directed to update the data required time to time with the help of the office.

5. Vote of Thanks:

The meeting ended with vote of thanks to all.

  
Principal

Padmasri Babasaheb Vengurdekar  
Mahavidyalaya, Panduritha





## NOTICE

Date: 24/10/2019.

All the staff members are (informal) that the monthly staff meeting is being held on 07/11/2019 at 12:30 pm in the Principal Room. All the members are requested to attend and cooperate.

### \* AGENDA \*

1. Reading the proceeding of previous meeting.
2. Second Term planning.
3. First and Third year exams. planning
4. Current topic discussion: i.e. submission of NAAC papers.

### \* Minutes of the meeting \*

N.B: The list of signatories has been enclosed for information.

1. Reading the proceeding of previous meeting:  
The chairman read the proceeding, discussed and with the consent of all confirmed the minutes.
2. Second Term Planning: The matter related to syllabus, curricular, extra-curricular activities were discussed in the meeting and the directions were given by the chairman to follow up the planning being done by the consequence Heads, for the smooth conduct of all activities.
3. First and third year Exams. Planning:  
It was decided to conduct the first year exam. in the beginning of the second term. The University TY. Exams will be conducted as per the University schedule under the able guidance of the chairman. The CAP procedure should be followed both for the FY and TY exams.



4. Current topic discussion: Submission of NAAC Papers:

The chairman directed all to take help from the neighbouring colleges if needed so as to update NAAC papers. The heads were directed to be serious in follow up.

5. Vote of thanks.

The meeting ended with vote of thanks to the Chairman and all.

  
Principal

Sadmahari Babasaheb Vengurlekar  
Mahavidyalaya, Pandharpur



Notice: - 06

Date: - 24/10/2019

### Meeting Notice


All staff members are informed that the Monthly staff meeting is held on 07/11/2019 at 12:30 a.m./p.m. in Principal Room. Meeting Agenda is given below: -

### Meeting Agenda

- 1) Reading the proceeding of previous meeting.
- 2) Second Term Planning
- 3) First & third year Exam planning.
- 4) Current topic discussion
- 5) \_\_\_\_\_

(Re meeting will be arrange after one hours if meeting Coram is not fulfill.)

Yours Faithfully,

  
(Prof. Anantesh P. Satose)  
I/C Principal





## NOTICE

All the members of the Teaching-Non-Teaching Staff are hereby informed that there will be a meeting on 14th November, 2019 at 10.00 a.m. in the Board Room under the Chairmanship of Honble Director Shri. Gurusuprasad Anavkar. All the members are requested to attend the meeting.

Principal.

### \* AGENDA \*

1. To verify the NAAC files - criterion-wise.
2. To discuss the need in the II Term.
3. To review fee collection.
4. To maintain Service Books.
5. To verify the workload.
6. To discuss NSS Programmes.
7. To plan for the Annual Social and College Days.
8. To verify remedial classes Report.
9. To review the Student C.R. (feedback).

### A minutes:

N.B.: The list of the signatories has been enclosed.

1. To verify the NAAC files criterionwise :-

The Chairman discussed the matter and verified the work pertaining to each criterion carried out by the members. He found it satisfactory. However he encouraged all to update the documents time to time with proper revision file-wise.

2. To discuss the need in the II Term.

The required material for the activities will be provided in advance as per requirement.

The Principal was directed to make it available.

3. To review fee collection:

The chairman reviewed it. It was found that the students are poor hence installments for payment are sanctioned by the Principal with the consent of the management. The fees are collected stepwise.





#### 4. To maintain service Books:

The Chairman reviewed the matter. It was discussed with the staff. Being the non-qualified teachers, the Service Books were not maintained. However, the Chairman directed to maintain the Service Books in the due course.

#### 5. To verify the workload: The chairman verified the workload and the staff requirements.

#### 6. To discuss the NSS Programme:

The Chairman directed the Principal and the NSS Co-ordinator to be functional in arranging the programmes as per the norms.

#### 7. To play for the Annual social or College Days:

The Principal submitted the plan for the celebration of both activities and promised the chairman to carry out the activities smoothly.

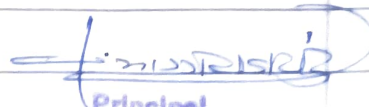
#### 8. To verify remedial classes Report:

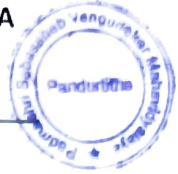
The chairman reviewed the Time Table and Remedial classes Report - conducted as per need.

#### 9. To review the Students' C.R. (Feedback).

The Students' feedback was analysed and the instructions were given to the staff to take the feedback seriously.

The meeting ended with vote of thanks to all and the Chairman extended by the Principal.

  
Principal



Notice: - 07

Date: - 10 / 12 / 2019

### Meeting Notice

All staff members are informed that the Monthly staff meeting is held on 12/12/2019 at 12:30 a.m. /p.m. in Principal Room. Meeting Agenda is given below: -

### Meeting Agenda

- 1) Reading the proceeding of previous meeting
- 2) Annual Gathering, Sports, Days Planning
- 3) Last month student attendance
- 4) Current topic discussion
- 5) \_\_\_\_\_

(Re meeting will be arrange after one hours if meeting Coram is not fulfill.)

Yours Faithfully,









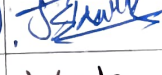

  
(Prof. Amal P. Satose)

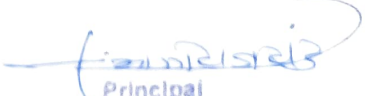
I/C Principal  
Padmashri Babasaheb Vengurlekar  
Mahavidyalaya, Pandurtitha



## ACKNOWLEDGE

We received the notice of the Staff Meeting on 12/12/2019  
Thanking You.

Sr. No.	Name of the Staff	Department	Sign
1.	Mr. A. P. Sufase	science(IT)	
2.	Miss. A. A. Shetkar	commerce	
3.	Mrs. Uma Unmesh Sawant	science(IT)	
4.	Mr. M. M. Kolambekar	science(IT)	
5.	Miss. A. D. Mahapatra	science(IT)	
6.	Miss. B. R. Gorade	commerce	
7.	Miss. K. D. Madye	science(IT)	
8.	Miss. T. G. Kokare	science(IT)	
9.	Mr. J. S. Naik	science(IT)	
10.	Mr. N. N. Shetye	commerce	

  
Principal

Padmashri Babasaheb Vengurkara  
Mahavidyalaya, Pandharpur

## NOTICE

Date: 10/12/2019.

All staff members are informed that the monthly staff meeting is being held on 12/12/2019 at 12:30 p.m. in the Principal Room. All the members are requested to attend and co-operate.

### \* AGENDA \*

1. Reading the proceeding of previous meeting.
2. Annual Gathering, Sports, Days planning.
3. Last month student attendance.
4. Current topic discussion.

### \* Minutes of the Meeting \*

N.B: The list of the signatories is enclosed.

1. Reading the proceeding of previous meeting:

The minutes of the previous meeting were read by the chairman and confirmed with the consent of all.

2. Annual Gathering, sports, Days planning:  
The Departmental heads suggested the probable dates for the Annual Gathering, sports and Days' celebration.

Accordingly, the consolidated plans were discussed and confirmed. It was decided to conduct all these activities by nominatory students on committees for smooth conduct of the activities.

The chairman directed all to be punctual in making the activities a success.

3. Last month student attendance:

The chairman reviewed the attendance. He alerted all to encourage students to attend the classes regularly. The regular absentees are to be marked and their parents be informed to improve attendance.

DATE



4. Current topic discussion: i.e. NAAC.

The IGAC Co-ordinator appealed all to collect the criterion-wise data from the office and prepare the rough draft to update the NAAC documentation.

5. Vote of thanks:

The meeting ended with the vote of thanks to all.

  
Principal

Padmashri Babasaheb Vengurdekar  
Mahavidyalaya, Pandhurna

Notice - 08

Date: - 26 / 12 / 2019

### Meeting Notice


All staff members are informed that the Monthly staff meeting is held on 28/12/2019 at 12.30 a.m. /p.m. in Principal Room. Meeting Agenda is given below: -

### Meeting Agenda

- 1) Reading the proceeding of previous meeting
- 2) Annual function review.
- 3) Monthly attendance & teaching report.
- 4) Winter vacation planning
- 5) Discussion on current topic

(Re meeting will be arrange after one hours if meeting Coram is not fulfill.)

Yours Faithfully,

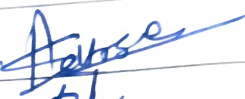

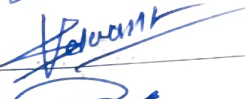
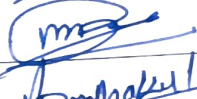
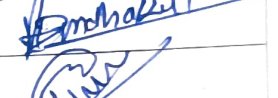


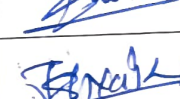

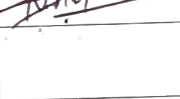
  
(Prof. Amarech P. Satose)  
I/C Principal  
Padmashri Babasaheb Vengurlekar  
Mahavidyalaya Pandurtitha

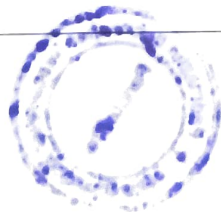




## ACKNOWLEDGE

We received the notice of the Staff Meeting on 28/12/2019,  
Thanking You.

Sr. No.	Name of the Staff	Department	Sign
1.	Mr. Amaresh Pundlik Satose	Science(IT)	
2.	Miss: Anita Arun Shetkar	Commerce	
3.	Mrs. Uma Umesh Sawant	Science(IT)	
4.	Mr. Mahesh Madhukar Kolambekar	Science(IT)	
5.	Miss: Aparna Dipak Mahakal	Science(IT)	
6.	Miss: Bhagashree R. Gavade	Commerce(-)	
7.	Miss: Kirfimala D. Madye	Science(IT)	
8.	Miss: Trupti Gangaram Kokare	Science	
9.	Mr. Jagdish Sharad Naik	Commerce(IT)	
10.	Mr. Naresh Nivrutti Sheetye	Commerce	



**Principal**

Amaresh Babasaheb Vengurdekar

Vengurdekar Talaya



## \* NOTICE \*

Date: 26/12/2019

All staff members are informed that the monthly meeting is being held on 28/12/2019 at 12:30 P.M. in the principal room. All the members are requested to attend and cooperate.

## \* AGENDA \*

1. Reading the proceeding of previous meeting
2. Annual Function Review.
3. Monthly attendance and Teaching Report.
4. Winter vacation planning.
5. Discussion on current topic:

## \* MINUTES OF THE MEETING \*

N.B: The list of the signatories is enclosed.

1. Reading the proceeding of previous meeting:

The chairman read the minutes of the previous meeting and confirmed with the consent of all.

2. Annual Function Review:

The planning was reviewed. The activities to be carried out were discussed. The committees were formed. The members were alerted to nominate reliable students and make the activities a success.

3. Monthly attendance and Teaching Report:

The forms were submitted and discussed. It was decided to alert the students for attendance. The teachers were alerted to be punctual in completion of the syllabus regularly.

4. Winter Vacation Planning:

The chairman declared the winter vacation as per the University schedule. However, he directed the NBS Programme co-ordinator to plan for YFRR Camp and plan for it seriously.



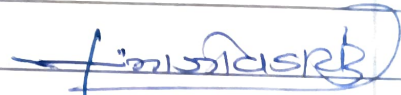


## 5. Discussion on Current-topic:

1. NAAC: The NAAC-co-ordinator requested the office to make the scholarships data available to update documents. The teachers discussed the problems being faced while preparing NAAC files. The Chairman directed them to read the literature given.

## 6. Vote of thanks:

The meeting ended with the vote of thanks to the Chairman and all.

  
Principal

**D.T.E. Academy's**  
**Padmashri Babasaheb Vengurlekar Mahavidyalaya Pandurtitha**  
**(Affiliated to University of Mumbai)**

**Pandur, Tal- Kudal, Dist - Sindhudurg, 416812, Office Tel - 02362-248077**

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**IQAC COMMITTEE**  
**MINUTES OF MEETING**  
**A.Y. 2020-21**



## \* Minutes of the IQAC Meeting \*

The meeting of the Teaching staff of the PBMaha vidyalaya was held under the Chairmanship of Hon. Shri. Gurusprasad Anarkar, the Director of Dadasaheb Tiradkar Education Academy on Saturday, the 05 December 2020 at 9:30 a.m on Online Google meet. The list of the members who attended the meeting has been enclosed. i.e. 7 To 16 Members.

### Minutes of the Meeting.

The Principal - in-charge Prof. A.P. Satose welcomed all and appealed Hon. Anarkar to guide the members.

### AGENDA

1. To review the sharing of the responsibility of each employee in NAAC:

The chairman reviewed the contribution of each member in NAAC process and directed all to share the responsibilities and submit the report.

2. To discuss the matters related to the Portfolios of all teachers:

It was observed that all the teachers Portfolios for last five years have been completed hence Mr. Anarkar directed all to submit the report to the Sanstha.

3. To review the day today work of all the teaching and non-teaching staff:

The chairman reviewed the work of all. It was decided to give the time-limit to all to complete the work and report the management on time.

4. To train the Students by organizing Training Programme

It was decided to start the training programme for students from 18<sup>th</sup> January 2021 upto 15<sup>th</sup> March 2021 by appointing trained teachers as mentors.

The meeting was concluded by extending vote of thanks to the Chair on behalf of the Incharge-Principal.

Date: 05/12/2021.

  
Principal



## NOTICE

The meeting of the staff for the month of January is being held in the Conference Hall on 29th January 2021 at 3-00 PM. All the members are requested to attend the meeting.

### AGENDA

1. To review the work of various committees and the minutes of the meetings.
2. To review the role of each employee and responsibility of each employee in the NAAC process.
3. To review the daily work of the teaching and non-teaching staff and make the changes.
4. To discuss the matter of college examination Results.
5. Any other point - with the permission of the chairman.

Place: Pandurthi.

Date: 28/01/2021.

### \* Minutes of the meeting \*

The minutes of the meeting held on 29th January 2021.

1. To review the work of various committees and the minutes of the meeting.

The chairman reviewed the work of various committees and the minutes of the respective committees, discussed and gave suggestions to follow up accordingly.

2. To review the role of each employee and responsibility of each employee in the NAAC process.

The chairman reviewed the role and responsibilities shared by each staff member in the process of NAAC and alerted them all to be punctual in completion.

3. To review the daily work of the teaching and non-teaching staff and make the changes:



The chairman reviewed the day to day work of all the staff members and directed them to make the changes as per their need and carry out the duties punctually.

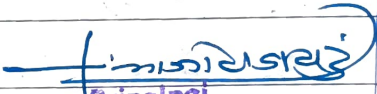
4. To discuss the matter of college examination Results?

The results of the college exams. were reviewed. The chairman directed all the teachers to note the results and guide the students properly for quality results.

5. Any other point with the permission of the chairman:

The chairman briefed them all to be punctual in attendance, preparation of lectures, notes, model answers.

The meeting ended with vote of thanks to all.

  
Principal  
Padmashri Babasaheb Vengurtekar  
Mahavidyalaya Pandhurna



## minutes of the Meeting :

The meeting of the Teaching and Non-Teaching Staff was held in the conference Hall of the PIBVMaha Vidyalaya on Friday, the 26th February 2021 at 10.30 a.m. The following 14 members attended the meeting. (List enclosed).

### \* BUSINESS \*

1. To review the work of various committees and the minutes of the Committee meetings:

The Chairman Prin. Satose discussed the matters and reviewed the work done by the various committees pertaining to NAAC IQAC work and review the minutes of the committees. He directed all to continue the NAAC process seriously.

2. To discuss the matter of Students' attendance:

The Principal invited the attention of all to the fact of poor attendance of the students due to COVID-19. Still, he directed all to be serious in advising students to encourage attendance of all and maintain the records as usual.

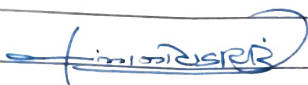
3. Submission of Month-End Teaching Report:

The Chairman directed all the teachers to be punctual in submission of the month-end Teaching Report without fail.

4. Any other point with the permission of the Chairman.

The chairman of the Meeting Prin. Satose alerted all to be serious about NAAC criterionwise sharing of responsibilities by following guidelines of IQAC

The meeting ended with vote of thanks to all.

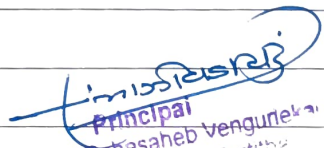
  
Principal  
Padmeshri Babasaheb Vengurlekar  
Mahavidyalaya, Pandharpur

the meeting of the staff is being held in the Conference Room on Friday, the 26th February 2021 at 10-30 a.m. All the members are requested to attend the meeting.

Sd/-

### AGENDA.

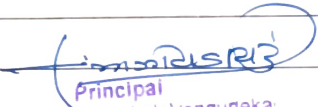
1. To review the work of various committees and the minutes of the Committee meetings.
2. To discuss the matter of students' attendance.
3. Submission of month-End Teaching Report.
4. Any other point with the prior permission of the Chairman.

  
Principal  
Padmashri Babasaheb Vengurdekar  
Mahavidyalaya Pandharpur



The meeting of the Teaching and Non-Teaching Staff was held on Friday, the 26th February, 2023 at 10.30 am in the Conference Room of the college. The Incharge Principal Prof. Amresh P. Satose was the chairman. The following members attended the meeting.

- |     |                             |                     |       |
|-----|-----------------------------|---------------------|-------|
| 1.  | Prof: A. P. Satose          | Incharge Principal. | Signl |
| 2.  | " Son. V. U. Sawant         | Ass. Prof.          |       |
| 3.  | " / A. A. Shetkar           | "                   |       |
| 4.  | " / B. R. Gawade            | "                   |       |
| 5.  | " Mahesh M. Kolambekar      | "                   |       |
| 6.  | " / Aparna D. Mahalkar      | "                   |       |
| 7.  | " / T. G. Kokare            | "                   |       |
| 8.  | " / S. C. Kode              | "                   |       |
| 9.  | " S. V. Dalani              | "                   |       |
| 10. | " / P. G. Gawade            | "                   |       |
| 11. | " S. A. Waskar              | "                   |       |
| 12. | Shri. Sushant G. Walawalkar | Librarian           |       |
| 13. | " T. L. Mathakar            | Sr. Clerk.          |       |
| 14. | " Nikhil Sonar              | Jr. Clerk.          |       |

  
Principal  
Padmashri Babasaheb Vengurkar  
Mahavidyalaya Pandhrittha



**D.T.E. Academy's**  
**Padmashri Babasaheb Vengurlekar Mahavidyalaya Pandurtitha**  
**(Affiliated to University of Mumbai)**

**Pandur, Tal- Kudal, Dist - Sindhudurg, 416812, Office Tel - 02362-248077**

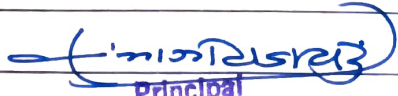
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**IQAC COMMITTEE**  
**MINUTES OF MEETING**  
**A.Y. 2022-23**



## NOTICE.

The first meeting of the Teaching and Non-Teaching Staff is being held on Thursday, the 30th June, 2022 at 11-30 a.m. in the Board Room. All the members are requested to attend the meeting and co-operate.

  
Principal

Padmashri Babasaheb Vengurkari  
Mahavidyalaya, Pandurtitha

## BUSINESS.

1. To follow up the admission procedure of FY classes.
2. To submit the Semester-wise Statement of Studies for 2022-23.
3. To nominate the Teacher-Guardians.
4. To Review the TY Results 2021-22.
5. To review the department-wise and subject-wise workload.
6. To review the NAAC/PAC follow-up.
7. To appoint Committees for the year-long activities for the year 2022-23.
8. Any other point with the prior permission of the chairman.



The First meeting of the Teaching and Non-Teaching staff was held on Thursday, the 30th June, 2022 at 11-30 am in the Board Room. The following members attended the meeting.

- |                           |  |
|---------------------------|--|
| 1. Prin. Dr. S.K. Shinde. |  |
| 2. Prof. S. D. Waskar.    |  |
| 3. " P.B. Otawkar.        |  |
| 4. " S. G. Walavalkar.    |  |
| 5. Prof. A. M. Patkar.    |  |
| 6. " P. P. Gosavi.        |  |
| 7. " S. V. Parab.         |  |
| 8. " T. G. Kokase.        |  |
| 9. " M. S. Kudtarkar.     |  |
| 10. " B. R. K.            |  |
| 11. " T. N. Singhan       |  |
| 12. " S. S. Kuthale.      |  |
| 13. Shri. B. V. Pusab.    |  |
| 14. " N. N. Sonar.        |  |

Minutes of the First Meeting of the Teaching and Non-Teaching Staff held on Thursday, the 30th June, 2022 at 11-30 am in the Board Room of PBV Mahavidyalaya, Pandurthi.

The Chairman of the meeting Prin. Dr. S.K. Shinde read the Notice of the meeting. He extended warm-welcome to all the members who attended the meeting and sought permission to stick to the business of the meeting.

- To follow-up the admission procedure of FY classes:  
The chairman appreciated the Admission Committee



members' role in encouraging the students for the FYB.COM/BSC.IT/BBI admissions and follow-up. He encouraged all the members to follow-up the procedure and contact the prospective students on mobile and even to collect the Mesit lists of Kudal college.

2. To submit the Semester-wise Statement of Study for 2022-23.

The chairman discussed the earlier formats and advised all to review the format prepared by him which consolidates the Semester/Yearly Programme and requested to submit the statement-subject-wise on or before 30th July, 2022.

3. To nominate the Teacher-Guardians.

The nomination of the Teacher-Guardian was done in the meeting in consultation with the members. The office will prepare the list accordingly.

4. To review the T.Y. Results 2021-22.

The chairman reviewed the consolidated statement of the TY Results for the information and recorded his deep sense of happiness for the satisfactory results and congratulated all even on behalf of the Management. He advised all to plan and be prepared for the good results even for the year 2022-23 as well. i.e. 100%.

5. To review the department-wise and subjectwise workload.

The consolidated list of the departmentwise and subjectwise workload was reviewed and the changes done were taken for granted. The members were advised to be punctual in minimum 20 to 22, 23 etc. lectures if needed. Even the IT workload was reviewed and the members promised to engage the classes accordingly.

6. To appoint committees for the Yearlong activities for the year 2022-23.

The consolidated list of the Committees was





read for the information of the Staff. The necessary changes were suggested, discussed and the final decision was taken. The committees were formed for the smooth working of the academic, curricular and co-curricular activities of the college. The chairman thanked all and advised to perform their role to meet the commitments of each committee with co-ordination and cooperation.

To review the NAAC/PAC followup :-

The list of the Steering Committee was read and the review of the criterion was taken. The PAC preparation was also discussed. Each one was directed to initiate and contribute in updating the Digital/written record for submission.

8. Any other point with the prior permission of the Chairman.

The chairman invited the kind attention of the Teaching Staff towards the briefings and advice of the President-Hon'ble Kolesahab encouraging all to appear for Net/set/Pet-as well.

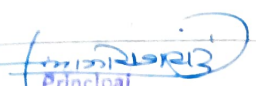
The chairman ensured the members his cooperation to the concerned members. He also encouraged them to publish Research Papers, contribute in daily Newspapers. He also briefed about the Programme on 05/07/22 and requested the Teaching Staff to attend the Students of FY classes from 4th July, 2022. Even the Diary Writing system is being followed shortly.

He also advised the members to apply for leaves in advance with adjustment of work entrusted.

Even the Term-wise schedule, Vacations etc. was read for the information to alert the Staff to plan in advance accordingly.

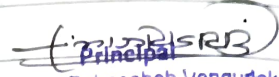
The chairman thanked all for their kind cooperation.

The meeting ended with the vote of thanks to the Chairman.

  
 Principal  
 Padmashri Mahasabeh Vengudekar  
 Mahavidyalaya, Pandhrittha  
 27/07/22

# NOTICE

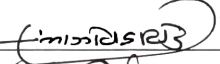
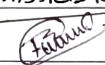
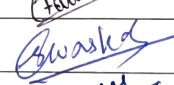
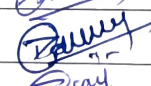
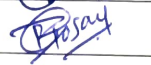
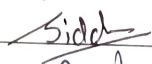


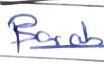

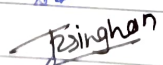

The monthly meeting of the Teaching and Non Teaching Staff is being held on Friday, the 23rd December, 2022 at 11:40 a.m. in the Board Room. All the members are requested to attend the meeting and cooperate.

  
Principal

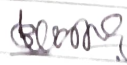




Padmashri Babasaheb Vengurlekar  
Mahavidyalaya Pandhurna

## AGENDA:

1. To confirm the minutes of the meeting held on 30th Nov. 2022.
2. Declaration of the Semester I, III, Unit Test and Semester End Exam. Results.
3. Conduct of the Sports, Cultural, NSS and Annual Social activities.
4. Plan to follow up NAAC guidelines.
5. Purchase of sports material required.
6. To invite quotations for the publication of College Miscellany 2022-23.
7. Any other point with the prior permission of the chairman.

1. Prin. Dr. S.K. Shinde 
2. Prof. B.R. Lawade 
3. " S.A. Waskar 
4. " A.W. Lawade 
5. " P.P. Gadavi 
6. " S.S. Kuthale 
7. " P.B. Otawkar 
8. " A.M. Patkar 
9. " S.V. Parab 
10. " M.S. Kudfuskar 
11. " T.R. Singhan 
12. " S.S. Kelapate 

## Non-Teaching

1. Mr. S.G. Walawalkar 
2. " N.N. Sonar 
3. " T.h. Mathaker 
4. " S.S. Shiradkar 
5. " S.S. Saini 
6. "





The monthly meeting of the Teaching and Non-Teaching staff was held on Friday, the 23rd December, 2022 at 11.40 a.m. in the Board Room. The following members attended the meeting.

- |                         |                 |
|-------------------------|-----------------|
| 1. Mr. Ar. S. K. Shinde | (Chairman)      |
| 2. Prof. B.R. Gawade    | (Vice-Chairman) |
| 3. " S.A. Waskar        | Banskar         |
| 4. " A.W. Gawade        | Dawde           |
| 5. " P.P. Gosavi        | Gosavi          |
| 6. " S.S. Kuthale       | Siddh           |
| 7. " P.B. Otawkar       | Patil           |
| 8. " A.M. Patkar        | Samrath         |
| 9. " S.V. Patil         | Patil           |
| 10. " M.S. Kulkarni     | Kulkarni        |
| 11. " T.R. Singhan      | Tsinghan        |
| 12. " S.S. Kokapale     | Kokapale        |

Non-Teaching :

- |                        |            |
|------------------------|------------|
| 1. Mr. S.G. Walawalkar | Walawalkar |
| 2. " N.N. Sonar        | Sonar      |
| 3. " T.L. Mathakar     | Mathakar   |
| 4. " S.B. Shiradkar    | Shiradkar  |
| 5. " S.B. Sait         | Sait       |
| 6. "                   |            |

Minutes :

Minutes of the monthly meeting of the Teaching and Non-Teaching staff held on 23rd December, 2022 at 11.40 a.m. in the Board Room of P.B.V. Mahavidyalaya, Pandharpur.

The chairman of the meeting Ar. S.K. Shinde read the Notice of the meeting. He welcomed all the members and sought permission to stick to the agenda of the meeting.

- To confirm the minutes of the meeting held on 30th Nov. 2022. The chairman read the minutes, reviewed and confirmed the minutes with the consent of all.
- Declaration of the Semester I, III exam. and Unit Test Results :  
The results of the said exams. and unit tests were

declared in the consolidated manner. Even the cross verification for each answer book was done by the teachers. The consolidated Manuscript was prepared class wise and the Office members Shri. Tushar Mathkar had uploaded the results and input was properly done. The chairman thanked all and advised to be punctual in following the suggestions. He thanked all the Exam. Dept. members and the Head Prof. Gawade.

### 3. Conduct of the Sports, Cultural, NSS and Annual Social Activities:

The chairman directed the concerned Heads for the proper planning of the activities. It was decided to conduct sports activities on 3<sup>rd</sup> to 5<sup>th</sup> January 2023. Prof. Otavkar highlighted his Plan and advised to carry out the activities very systematically with the help of all staff and students.

Besides, the College Days were scheduled from 6<sup>th</sup> January to 14<sup>th</sup> January 2023 by engaging the students for first-Three lectures. The Annual Social will be organized by the end of January i.e. 31<sup>st</sup> January 2023 as per the guidance of the Management.

The NSS activities and YFRK Camp will be conducted on 18<sup>th</sup> January 2023 to 24<sup>th</sup> January 2023. The Chairman advised all to form committees, Finalize the events and follow up accordingly.

### 4. Plan to follow up NAAC guidelines:

Prof. Waskar was reminded of the discussion and decision in the Board Meeting and advised to lead accordingly. Even the list of the Committees formed was given to him as per his demand for information and necessary follow up. Prof. Otavkar had collected the file to initiate his criterion. The chairman advised all to initiate in each one's criterion and plan for the rough draft. He promised all to extend co-operation and guidance to anyone who needs it.

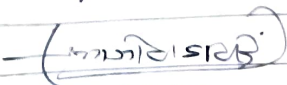
### 5. Purchase of sport-material required: Prof. Otavkar was



directed to submit the list of the required sports material to the Office on time. The Chairman promised to provide required material on time.

6. To invite quotation for the Publication of college miscellany 2023: The Chairman reviewed the earlier procedure of the College. He opined/opined about the academic year-coverage of the events and activities. Hon. Chairman of the institution agreed on the publication of 'AARAMBH' by April 2023. Accordingly, all the members were requested to appeal the students to write for the miscellany. It was decided to Publish handwritten Manuscript of 'AARAMBH' during Annual social. The planning be made by the Editorial Board under the leadership of Shri. S. Walawalkar to bring out the AARAMBH 2022-23 on time.

7. Any other point with the prior permission of the Chairman: The Principal invited the attention of all the members to the indiscipline of the TY students who had gone on Tour. Such students be called and parents be informed on time. If any mishappening takes place, the parents shall consider teachers responsible for the <sup>same</sup> stuff. However, during the discussion Prof. Waskar had his comments which were offending to the chair. Still, the Principal convinced him and advised him to understand the situation and control himself even though he regards himself right. The Principal warned him never to argue like it hereafter. If he has any say, he can come to the Principal's Table and discuss the matter or grievances if any. The Principal cited some examples to alert all to recognise the importance of seriousness of any matter though we feel it easier. The meeting ended with vote of thanks -

  
Principal  
Padmesh Babasaheb Vengurleka  
Mahavidyalaya, Pandhrite

## NOTICE

Date: 27/03/23

The Monthly Meeting of the Teaching and Non-Teaching Staff will be held in the Board Room of the PBVMahavidyalaya on Wednesday, the 29th March, 2023 at 11.35 a.m. All the members are requested to attend and co-operate.

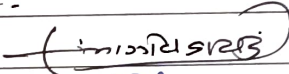

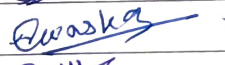
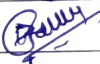


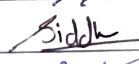


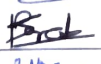



  
Principal

Padmashri Babasaheb Vengurkara  
Mahavidyalaya, Panduritha


## BUSINESS.

1. To confirm the minutes of the last meeting held on 24th Feb, 2023.
2. Declaration of the Additional Exam. 2023 Result.
3. Review of the completion of syllabus in each paper by all the teachers.
4. Conduet of the University Exams. April 2023.
5. Conduet of the Semester II and III Examinations April 2023.
6. Conduet of the Practical Exams.
7. Publication of the college Miscellany 2022-23.
8. Review of the 'NAAC' & IQAC follow up.
9. Any other point - with the prior permission of the chairman -

## Teaching Staff-

1. Prin. Ar. S.K. Shinde - 
2. / Prof. B.R. Gawade 
3. " S.A. Waskar 
4. " A.W. Gawade 
5. / " T.G. Kokare - 
6. " P.P. Gosavi 
7. / " S.S. Kuthale 
8. " P.B. Otawkar. 
9. " A.M. Patkar. 
10. / " S.V. Parab. 
11. / " M.S. Kudtarkar. 
12. / " T.R. Singhan. 
13. / " S.S. Kolapale. 

## NON TEACHING.

1. Shri. S.S. Walawalkar. 



## NOTICE

Date: 27/03/23

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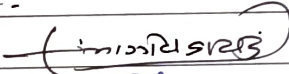

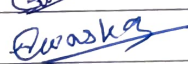








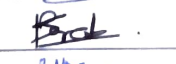

  
Principal

Padmashri Babasaheb Vengurkara  
Mahavidyalaya, Panduritha


## BUSINESS.

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## Teaching Staff-

1. Prin. Ar. S.K. Shinde - 
2. / Prof. B.R. Gawade 
3. " S.A. Waskar 
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5. / " T.G. Kokare - 
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8. " P.B. Otawkar. 
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10. / " S.V. Parab. 
11. / " M.S. Kudtarkar. 
12. / " T.R. Singhan. 
13. / " S.S. Kolapale. 

## NON TEACHING.

1. Shri. S.S. Walawalkar. 

2. Mr. N. N. Sonar.
3. T. G. Mathakar.
4. S. S. Shiralkar.
5. S. S. Sail.
6. A. E. Sawant.

Atms  
Timmathakar:  
Sail:

The monthly meeting of the Teaching and Non-Teaching Staff was held in the Board Room of the PBM Mahavidyalaya on Wednesday, the 29th March 2023 at 11:35. The following members attended the meeting.

\* Teaching Staff \*

1. Mr. Dr. S. K. Shinde (in-charge)
2. Prof. B. R. Gawade
3. Prof. S. A. Waskar
4. " D. W. Gawade
5. " T. G. Kokare
6. " P. P. Gosavi
7. " S. S. Kuthale.
8. " P. B. Ojarkar
9. " A. M. Patkar.
10. " S. V. Parab.
11. " M. S. Kulatarkar
12. " T. R. Singhan.
13. " S. S. Kolapate.

TSinghan  
Sail

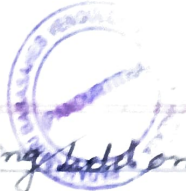
\* Non-Teaching Staff \*

1. Shri. S. S. Walawalkar.
2. " N. N. Sonar.
3. " T. G. Mathakar.
4. " S. S. Shiralkar.
5. " S. S. Sail.
6. " A. E. Sawant.

Minutes:

Minutes of the monthly meeting of the Teaching and Non-Teaching Staff held in the Board Room of the PBM Mahavidyalaya, on Wednesday, the 29th March 2023 at 11:35 a.m.



- 
1. To confirm the minutes of the last meeting held on Friday, the 24th February 2023.

The chairman read the Notice of the meeting and sought permission of all to stick to the Agenda and confirmed the minutes with the consent of all.

2. Declaration of the Result of the Additional Exam - March 2023.

The chairman directed the Head, Dept of Exam. to declare the result in the first week of April 2023 and the office was directed to notify/send it on group for the convenience of the students.

3. Review of the completion of the syllabus in each paper by all the teachers.

The chairman directed the members to be free and fair to report the non-completion of the syllabus paper-wise. Prof. Waskan, Prof. Miss Parab and Prof. Ahondu Crawade reported the fact and said to complete the paper-wise syllabus within two/three days or 31st March 2023. Each one has reported the completion and promised to have the revision in the first week of April 2023.

4. Conduct of the Uni. Exam. April 2023.

The chairman brought to the notice of all the fact of the University Exams to be conducted by the Principal as the Chief Conductor. Besides, the planning for the exam. will be done by the office. All the teachers were appealed to make the exam. a success in all respect. The teachers were directed to register on the Uni Portal for the TY assessment work.

5. Conduct of the Semester II and IV Exam. April 2023.

The chairman invited the attention of all to the meeting of the Exam. Department. The

Schedule has been finalized. Accordingly, the Semester Exams commence from 10th April 2023 and conclude by 18th April, 2023. All the members were directed to submit the three question Paper sets and keep the selected self-printed and submit the same to the examination Department. Prof. Gawade briefed all regarding Semester End Exams April 2023.

6. Conduct of the Practical Exams.

The chairman directed all to be alert in case of practical Exams. i.e. attendance, Time schedule, preparation etc. for the smooth conduct of the practical Exams - April 2023.

7. Publication of the college Miscellany 2022-23.

The chairman highlighted the matters to be included in the miscellany. He appealed all to submit the photographs selected to Shri. Walawalkar. The quotation was invited. The Editorial Board should initiate to make the miscellany a success. He thanked Shri Walawalkar for his Editorial job and sincerity in following the guidelines. The Miscellany will be brought out on or before 30th April 2023.

8. Review of NAAC and IBAC follow up:

The chairman invited the attention of Prof. Wuskar to the meeting of CDC on 28th March 2023 and appealed him to initiate accordingly. He promised his guidance and availability any time the IBAC coordinator demands. He also highlighted the CDC meeting discussion which needs serious consideration while talking with the authority. He also appreciated some initiation in collecting Criterion-wise files by some members.

9. Any other point with the prior permission of the Chairman:

The overall review of all activities was taken. There is no restriction to anyone to see him in person and work in the college even after 1.00 pm in the interest of college activities.

10. Vote of thanks: The chairman concluded the meeting with and thanked all

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**Analysis Reports**

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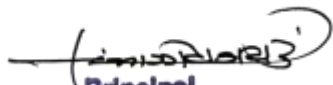
## Analysis of Teacher's Feedback Report

The institution has scheduled the feedback form consisting of 32 questions covering all the possible NAAC 07 criteria to measure the performance of the institution in the eyes of the teachers. The feedback was collected on 30<sup>th</sup> March, 2023. The institution needs to collect 10% Teachers feedback form as such. Still, the institution collect 90% feedback forms highlighting their response. The questionnaire has been uploaded covering 32 questions. The consolidated analysis statement has been prepared hiding their identity and giving 01 to 09 numbers to the respondents. The institution found the feedback quite satisfactory almost in all 01 to 28 questions scheduled. The teachers have appraised the best practices in the institutions like infrastructure, discipline, gender equality, no ragging cases. Besides, the respondents have given suggestions for upgradation of LAN in Computer Laboratory, additions of new arrivals in the library, provide marker pens, chalks, dusters for the teachers in advance to make teaching learning effective.

Questions No. 06 to 12 refer to the use of ICT tools in teaching and preparation of notes, question bank and model answers where only 2 teachers have reported non-use and non-preparation of notes, question bank and model answer in their teaching and no research oriented units in the syllabus they teach. i.e. 02 teachers.

The total respondent have favourably said 'yes' in all questions scheduled which are recorded in the consolidated analysis tabulated statement.



  
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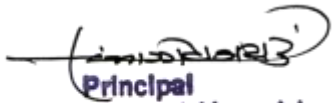
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## Analysis of Alumni feedback

The institution had scheduled the ALUMNI feedback form online and invited online feedback form from the passed out alumni. The institution received 14 online responses from the yearwise alumni. The consolidated statement of online feedback of all the 14 alumni has been uploaded in the excel sheet for reference and perusal.

The feedback of alumni is quite satisfactory pertaining to all the scheduled questions 1 to 21. Most of them have recorded their satisfaction in all respect. Alumni number 03 has suggested to introduce English speaking course, no.07 has suggested to strengthen Placement Cell, no.09 has suggested to be strict to the students to make all study well, no.11 has suggestion to upgrade campus facility and no.14 has responded as the institution is very nice. The Feedback is quite satisfactory.



  
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**Analysis of Student Feedback Report**

The principal designed the questionnaire covering all the NAAC criteria for the Student Satisfaction Survey as shown in the following Table 01

Criterion wise questions for the Students Satisfaction survey.

Criteria	I	II	III	IV	V	VI	VII	Total
No. of Questions	15	19	15	20	20	20	23	132

The institutions schedule the designed questionnaire consisting of seven Criteria and 132 questions as shown in the table 01. The questionnaire designed covered all the important areas to measure the success of the institution. The feedback forms were scheduled offline for the total number of students i.e. 200. Then the 10% filled in questionnaire were randomly selected. The feedback was analysed seriously and jointly by the principal and the IQAC coordinator. The consolidated statement showing the feedback of Students Satisfaction Survey of 20 student (i.e. 10%) was prepared in tabular form to record the responses as per the serial number given to them covering responses for all the 132 questions. The responses given under each criterion were found satisfactory. The statement of analysis is the evidence for the same. The feedback of all the selected student received from different UG classes is satisfactory for all the criteria and 132 total questions I.e. 95% +.

The designed questionnaire and any three suggestions /observation to be given by the student i.e. Criterion II, VII had been noted.

The suggestions given by the student to improve teaching learning are

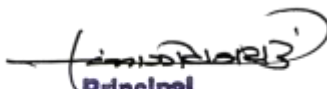
1. Practicals are to be conducted properly.
2. Outdoor games be organized.
3. General knowledge for job interviews be given

The analysis of criterion VII recorded the observations /suggestions of the student as follows:

1. Sports facilities be made available for outdoor games.
2. Teachers should be well prepared.

However 95% percent of student have recorded their satisfaction under the seven criteria covering 132 questions.



  
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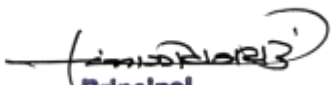
### Analysis of Employers' Feedback Report

The institution had designed Questionnaire of 21 questions covering the areas to be considered by the Employer. The Questionnaire was scheduled to all the members of the Management. The feedback forms of two members have been uploaded for perusal on the basis of Random Sampling. The collected feedback forms were analysed by the Principal and the IQAC coordinator very seriously. The feedback is quite satisfactory. The observations have been noted. The overall observations and feedback are noteworthy recording satisfaction of the management in case of the Performance of the institution. The feedback on results, teaching, infrastructure, participatory governance and management, best practices and maintaining cooperation and co-ordination among all stakeholders is quite encouraging and satisfactory.

The employers have suggestive feedback on teaching-learning process, progression of students and appointments of the qualified staff.

The Principal had done the analysis and discussed the feedback in the monthly staff/IQAC meeting.



  
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Padmashri Babasaheb Vengurlekar  
Mahavidyalaya, Pandurtitha



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# **Action Taken Reports**

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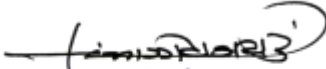
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## Action Taken Report on Teachers Feedback

The Principal collected the scheduled feedback forms from the teachers. He tabulated the responses with the help of the IQAC coordinator. He analysed the responses very seriously and noted the point to be seriously considered and improvement be made.

1. The Principal readout analysis statement in the staff and informed all the teachers to be serious in making use of ICT tools in teaching by the teachers. i.e. 10% who are not habituated to the modern method of digital classroom.
2. The Principal directed all the teachers to prepare the lecture notes and model answers in the paper they teach encourage the students for the research oriented units in the syllabus and make the students research oriented even though they have 10% no research oriented units in the syllabus they teach.



  
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## Action taken report on Alumni Feedback

The Principal analysed the online consolidated statement of alumni feedback of 14 alumni. The Principal found the feedback to all the 21 questions quite satisfactory in all respect. However, the suggestion made were consolidated. The Principal discussed the feedback in the staff meeting and directed all the teachers to be punctual in the area of suggestions as follows:

1. The Principal promise to start English Speaking Course since 2024-25 onwards.
2. The Principal directed to strengthen to placement activities of placement cell.
3. The Principal alerted all teachers to strengthen personal approach with the student and to be strict in attendance, discipline and make the students study hard regularly.



  
Principal  
Padmashri Babasaheb Vengurlekar  
Mahavidyalaya. Pandurtitha

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**Action taken report on Student Satisfaction Survey**

The principal analysed the feedback obtained from the students from all classes. The principal discussed the analysis of the feedback and invited the attention of the teachers to take the observations and suggestions seriously. 50% students have no suggestions and observations.

The principal discussed the feedback even in the CDC meeting and took the action as follows:

1. In the timetable fixed there should be one hour reserved for sports once in a week for all classes for outdoor games.
2. The principal instructed the teachers to prepare themselves well in the papers they teach.
3. The competitive examination guidance is needed for the improvement of general knowledge and preparation for job interview for the students



  
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## Action Taken Report on Employers Feedback

The Principal collected the scheduled designed Questionnaire from the concerned Employers. The Principal seriously analysed the feedback and noted the observations found in the feedback forms.

The Principal discussed the feedback in the Staff/IQAC meeting. He had directed the staff members to follow up the suggestions/observation in the form of the action to be taken.

- 1) The Principal directed the staff members to make the teaching-learning process novel to satisfy the students.
- 2) The Principal instructed the staff members and Heads of the Department to record the Progression of the students regularly with the help of the administrative staff.
- 3) The Principal instructed and encouraged the staff to appear for the NET/SET Examinations to qualify for the appointment procedures. The designed Questionnaire scheduled to the employers was in Google form but submitted offline for receiving feedback.



  
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