



Rayat Shikshan Sanstha's
Radhabai Kale Mahila Mahavidyalaya, Ahmednagar

Accredited with 'A' Grade by NAAC / ISO 9001:2015 Certified College

Internal Quality Assurance Cell (IQAC)

Action Plan for the AY 2020-21

- **Introduction of programme-** To increase the academic flexibility new programme are decided to be introduced.
- **Introduction of certificate courses-** Departmental level certificate courses of at least 30 hrs durations is proposed to introduce. The curriculum is designed by the department and approved by institutional BoS which include Subject expert, Head, Faculty In charge Coordinator IQAC and Principal. Introduction of the certificate courses which increases skills in the students is appreciable like communication skills, fundamentals of computers, writing skills, personality development etc.
- **Feedback on curriculum is suggested to concern BoS-** New curriculum is introduced by the affiliating university. The feedback committee of the college in consultation with IQAC collect feedback analyzed it. After analysis the suggested feedback feedback is communicate to concerned BoS.
- **Strengthening of Mentor Mentee Scheme-** The College practice the counseling of students by Mentor Mentee Scheme. For that its decided to organize a orientation programme for metor.
- **Incorporation of ICT in teaching learning and evaluation-** Introduction of virtual class room by using Learning Management System like Google Classroom, Moodle, edmodo etc is incorporated at departmental level. For evaluation Google forms, Kahoot, Testmoz etc is incorporated. Promotion of Video lectures preparation and uploading in YouTube and website for the remote access.
- **Submission of research proposal-** The research committee work as catalyst and assist the faculties for the submission of research proposals to various funding agencies, NGO and Alumni.
- **Increasing the quantum of institutional seed money scheme for promoting research-** The research committee with consultation of IQAC frame policy for providing seed money for the research project submitted by the faculties of the institute. The quantum of seed money can be increased to Rs. 5 Lakh.
- **Institutional Awards-** Submission of proposal for Best College Award to Savitribai Phule Pune University, Pune
- **Organization of Webinars-** Online platform is used to organize various academic events.



- **Strengthening Industry Academia Interactions**- To increase the communication with the industry for the purpose of improvement in curriculum, training, students exchange and placements an Academia Industry Cell is established in the institute. The function of the cell is to be in communication with various industries and establish linkages, collaborations with them. It is planned to establish an Innovation Incubation Cell (IIC) in the campus to provide facility and support for different research competition for students and faculties.
- **Signing of MoUs**- with industries and other institution for the purpose of research, placements, students projects work, training etc.
- **Organization of various professional development programmes for the faculties and support staff**-IQAC along with other agencies organized various professional development workshops for the faculties in the themes like Innovative Pedagogy, Intellectual Property Right (IPR), Revised NAAC Manual.
- **Conducting internal audit** -In the new NAAC framework documentation is important of each activity. IQAC going to conduct internal Academic and Administrative Audit (AAA) at end of the current academic year in a framed format by online mode.
- **Conducting green audit**- The IQAC going to conduct green audit with the help of external agency. IQAC also going to implements various green practices in the campus.



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Internal Quality Assurance Cell (IQAC)

(NAAC 4th Cycle Assessment Phase-4th CAP)
rkmmiqac@gmail.com
Academic Year 2020-21

In the situation of COVID-19 pandemic, following points are decided by IQAC after consultation with the Principal.

- All the notices with agenda of students and staff are shared on Whatsapp group/email.
- Most of the meetings are arranged by online mode.
- If meeting is offline, it's conducted by following all the guidelines of COVID 19.
- Regular sanitization of infrastructure.
- Most of the activities are conducted by online mode.
- If the activities are conducted offline, it's by following all the guidelines of COVID-19.
- For the monitoring of teaching a common whatsapp group of all faculties is created for sharing link of online lectures.




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NOTICE

Date: 17/06/2020

All the Members of IQAC are hereby informed that the meeting of IQAC will be held on Saturday, 20th of June, 2020 at 10:30 am in Conference Hall. All are requested to make it convenient to attend the meeting. Follow all the guidelines of COVID 19 during the meeting.


Coordinator, IQAC


Principal,
Radhabai Kale Mahila Mahavidyalaya,
Ahmednagar

IQAC Members	Designation
Prin. Prof. Dr. B.K. Auti	Chairperson
Hon. MLA. Mr. A. A. Kale	Management Representative
Mrs. K. G. Firodiya	Nominee from Local Society
Dr. Mrs. S. D. Mhaske	Nominee from Alumni
Dr. V. B. Halnor	Nominee from Industry
Dr. B. D. Jagtap	Nominee from Stakeholders
Dr. M. B. Karande	Teacher's Representative
Mr. N. I. Sayyed	Teacher's Representative
Mr. A. K. Kapre	Teacher's Representative
Mr. C. D. Dhindale	Teacher's Representative
Dr. Mrs. S. A. Kulkarni	Teacher's Representative
Mr. C. T. Khairnar	Teacher's Representative
Mr. V. U. Elke	Teacher's Representative
Dr. R. D. Thombare	Teacher's Representative
Ms. N. R. Gadalkar	Student's Representative
Mr. C. R. Kokate	Office Representative
Mr. M. R. Khan	Coordinator

Agenda of the meeting:

- Confirmation of the minutes of the previous meeting.
- Discussion on Planning of AY 2020-21.
- Discussion on Action Plan of AY 2020-21.
- Discussion on training of staff for online teaching.
- Discussion on Quality Initiatives.
- Any other related issues.

Minutes of the Meeting of IQAC

Minutes of the meeting of IQAC held on Saturday 20th of June, 2020 at 10:30 am in Conference Hall of Radhabai Kale Mahila Mahavidyalaya, Ahmednagar. The meeting is conducted by following all the guidelines of COVID-19.

- On behalf of IQAC, Coordinator Mr. M.R.Khan welcomed all the respected members of IQAC and gives introduction of all the meeting agenda before the committee.
- **Confirmation of the minutes of the previous meeting-**Mr.M.R.Khan read the last meeting minutes before the respected members of IQAC.
- **Discussion on Planning of AY 2020-21-**
 - It is discussed that Academic Calendar is prepared and it is decided that all the activities are followed according to it.
 - It's suggested that all departments plan their own action plan and take a review of it. The plans of activities are based on COVID 19 Pandemic.
- **Discussion on Action Plan of AY 2020-21-**IQAC has prepared an action plan for the academic year 2020-21. Its decided to arrange all the activities by online mode. Coordinator informs all the respected members about the key points of the action plan.
- **Discussion on training of faculties for online teaching** – In the situation of COVID-19 its become important to arrange a training for the staff for online teaching and evaluation. Its decided to organize a One Week Online Faculty Development Programme on Online Tools for Teaching-Learning, Evaluation and MOOCs for the faculties, which help them in effective curriculum delivery.
- **Discussion on Quality Initiatives-**

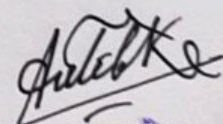
Introduction of Departmental Certificate Courses-Its decided to introduced skill based certificate courses of at least 30 hrs duration offered from the Department.

Knowledge Bank-In the amid of COVID-19 its decided to create Department wise you tube channels and upload the educational videos of the faculties on institutional website as Knowledge bank .

Webinars-Its decided to organize subject related webinars by the department and committees and proper documents should be maintained.

Promotion of quality culture-Its decided to promote the faculties to enrol for SWAYAM courses and keep a track of it.
- **Any other related issues-**Discussion of green audit, energy audit and environment audit is done.
- Mr.N.I.Sayyed proposes vote of thanks and the meeting ends.




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NOTICE

Date: 02/11/2020

All the Members of IQAC are hereby informed that the meeting of IQAC will be held on Thursday 05th of November, 2020 at 10:30 am in Conference Hall. All are requested to make it convenient to attend the meeting. Follow all the guidelines of COVID 19 during the meeting.

Coordinator, IQAC

Principal,
Radhabai Kale Mahila Mahavidyalaya,
Ahmednagar

IQAC Members	Designation
Prin.Dr.B.K.Karale	Chairperson
Hon. MLA. Mr. A. A. Kale	Management Representative
Mrs. K. G. Firodiya	Nominee from Local Society
Dr. Mrs. S. D. Mhaske	Nominee from Alumni
Dr. V. B. Halnor	Nominee from Industry
Dr. B. D. Jagtap	Nominee from Stakeholders
Mr. N. I. Sayyed	Teacher's Representative
Mr. A. K. Kapre	Teacher's Representative
Dr. Mrs. R. S. Endait	Teacher's Representative
Mr. C. T. Khairnar	Teacher's Representative
Mr. V. U. Elke	Teacher's Representative
Dr. E. A. Shaikh	Teacher's Representative
Dr.R.D.Thombare	Teacher's Representative
Ms. N. R. Gadalkar	Student's Representative
Mr.C.R.Kokate	Office Representative
Mr. M. R. Khan	Coordinator

Agenda of the meeting:

- Confirmation of the minutes of the previous meeting.
- Discussion on submission of proposal for the introduction of M.Sc Analytical Chemistry.
- Discussion on submission of proposal for Best College Award.
- Discussion on Review of Teaching Learning Process.
- Discussion on Registration on SWAYAM SPOC.
- Discussion on Submission of AQAR 2019-20.
- Any other related issues.

Minutes of the Meeting of IQAC

Minutes of the meeting of IQAC held on Thursday, 05th of November, 2020 at 10:30 am in Conference Hall of Radhabai Kale Mahila Mahavidyalaya, Ahmednagar. The meeting is conducted by following all the guidelines of COVID-19.

- On behalf of IQAC, Coordinator Mr. M.R.Khan welcomed all the respected members of IQAC and gives introduction of all the meeting agenda before the committee.
- **Confirmation of the minutes of the previous meeting-** Mr.M.R.Khan read the last meeting minutes before the respected members of IQAC.
- **Discussion on submission of proposal for the introduction of M.Sc Analytical Chemistry** – After taking the feedback of the student's Hon. Principal gives emphasis to submit proposal to affiliating university for the introduction of M.Sc programme in Analytical Chemistry. All the respected members of IQAC accepted the need of the programme and it's decided to submit the proposal in the AY 2020-21 and to introduce the programme from AY 2021-22.
- **Discussion on submission of proposal for Best College Award** –The affiliating university during foundation day declare Best College Award. The nomination from the College is called by the university. Hon Principal seeks the feedback from all the respected members of IQAC. It's decided to submit the proposal to affiliating university for Best College Award. For that a committee is constituted to submit the Proposal.
- **Discussion on Review of Teaching Learning Process** –In the amid of COVID all the teaching learning process is by online mode. To monitor all this academic transaction it's decided by the entire respected member that Steering Committee Monitor the teaching learning process. The Steering Committee includes Principal, teacher incharge from Arts, Commerce and Science and Coordinator, IQAC. It's also decided that online review of teaching learning is taken by forming a formal way using Google form.
- **Discussion on Registration on SWAYAM SPOC** –To promote students and faculty for enrolment in certificate courses in MOOCs Coordinator, IQAC explain emphasis Registration of institute in SWAYAM portal as SPOC. Its decided that Coordinator, IQAC do the needful for that.
- **Discussion on Submission of AQAR 2019-20**-Coordinator, IQAC discusses the format of AQAR. Its decided that Criterion Chairman take meeting and divide the metrics with their members and submit the data to IQAC. Its decided to timely submit the AQAR 2019-20.
- **Any other issues-** Looking the importance of Video Recoding Facility all the respected members accepted to form a Lecture Capture Facility.
- Mr.N.I.Sayyed proposes vote of thanks and the meeting ends.




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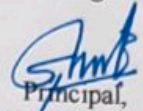
NOTICE

All the Members of IQAC are hereby informed that the meeting of IQAC will be held on Tuesday, 09th February, 2021 at 10:30 am in Conference Hall. All are requested to make it convenient to attend the meeting. Follow all the guidelines of COVID 19 during the meeting.

Date: 08/02/2021


Coordinator, IQAC




Principal,
Radhabai Kale Mahila Mahavidyalaya,
Ahmednagar

IQAC Members	Designation
Prin. Prof. Dr. M.T.Sarode	Chairperson
Hon. MLA. Mr. A. A. Kale	Management Representative
Mrs. K. G. Firodiya	Nominee from Local Society
Dr. Mrs. S. D. Mhaske	Nominee from Alumni
Dr. V. B. Halnor	Nominee from Industry
Dr. B. D. Jagtap	Nominee from Stakeholders
Mr. N. I. Sayyed	Teacher's Representative
Mr. A. K. Kapre	Teacher's Representative
Dr. Mrs. S. A. Kulkarni	Teacher's Representative
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Dr. E. A. Shaikh	Teacher's Representative
Dr. R. D. Thombare	Teacher's Representative
Ms. N. R. Gadalkar	Student's Representative
Mr. C. R. Kokate	Office Representative
Mr. M. R. Khan	Coordinator

Agenda of the meeting:

- Confirmation of the minutes of the previous meeting.
- Discussion on metric wise criterion planning.
- Discussion on Revised AQAR Manual.
- Discussion of Quality Initiatives.
- Discussion on organization of workshop for faculty and support staff.
- Discussion on Academic and Administrative Audit (AAA) 2019-20 and 2020-21.
- Any other related issues.


Minutes of the Meeting of IQAC

Minutes of the meeting of IQAC held on Tuesday 9th of February, 2021 at 10:30 am in Conference Hall of Radhabai Kale Mahila Mahavidyalaya, Ahmednagar. The meeting is conducted by following all the guidelines of COVID-19.

- On behalf of IQAC, Coordinator Mr. M.R.Khan welcomed all the respected members of IQAC and gives introduction of all the meeting agenda before the committee.
- **Confirmation of the minutes of the previous meeting**-Mr.M.R.Khan read the last meeting minutes before the respected members of IQAC.
- **Agenda 1 Discussion on metric wise criterion planning**-A healthy discussion were made between the respected members. It's decided to conduct one workshop on NAAC Metric Wise Discussion and Documentation in the month of April 2021.
- **Agenda 2 Discussion on Revised AQAR Manual**-IQAC Coordinator inform all the respected members about the key changes in the revised framework of AQAR implemented from 2020-21. Its also decided to submit AQAR of AY 2019-20 in time.
- **Agenda 3 Discussion of Quality Initiatives**- The discussion takes on the Criterion wise introduction of quality initiatives.
Criterion I-Introduction of multidisciplinary certificate courses.
Criterion II-Implementation of ERP system for online evaluation.
Criterion III-Organization of workshop on IPR.
Criterion IV-Formation of Smart Classroom.
Criterion V-Organization of Students Competency Workshop.
Criterion VI-To implement e governance.
Criterion VII-To observe no vehicle day.
- **Agenda 4 Discussion on organization of workshop for faculty and support staff**-It decided to arrange Workshop on IPR, Use of ETH.
- **Agenda 5 Discussion on Academic and Administrative Audit (AAA) 2019-20 and 2020-21**-Considering the situation of COVID-19 its decided to conduct Academic audit by online mode, in which by the use of google form information is collected from department and its analysis and action taken report is conducted.
- **Any other related issues**-Discussion of green audit, energy audit and environment audit is done.

Mr.A.K.Kapre proposes vote of thanks and the meeting ends.




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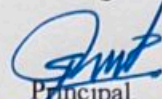
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NOTICE

Date: 01/04/2021
All the Members of IQAC are hereby informed that the meeting of IQAC will be held on Tuesday, 06th of April, 2021 at 10:30 am in Conference Hall. All are requested to make it convenient to attend the meeting. Follow all the guidelines of COVID 19 during the meeting.


Coordinator, IQAC


Principal,
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Ahmednagar

IQAC Members	Designation
Prin. Prof. Dr. M.T.Sarode	Chairperson
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Dr. R. D. Thombare	Teacher's Representative
Ms. N. R. Gadalkar	Student's Representative
Mr. C. R. Kokate	Office Representative
Mr. M. R. Khan	Coordinator

Agenda of the meeting:

- Confirmation of the minutes of the previous meeting.
- Discussion on Action Taken Report of IQAC.
- Discussion on Analysis of Feedback and SSS.
- Discussion of Quality Audits.
- Discussion on CBCS System of SPPU, Pune.
- Any other related issues.



IQAC Meeting Minutes

Minutes of the meeting of IQAC held on Tuesday 06th of April, 2021 at 10:30 am in Conference Hall of Radhabai Kale Mahila Mahavidyalaya, Ahmednagar. The meeting is conducted by following all the guidelines of COVID-19.

On behalf of IQAC, Coordinator Mr. M.R.Khan welcomed all the respected members of IQAC and gives introduction of all the meeting agenda before the committee.

- **Confirmation of the minutes of the previous meeting-** Mr.M.R.Khan read the last meeting minutes before the respected members of IQAC.

- **Discussion on Action Taken Report ATR of IQAC-** Coordinator, IQAC informed all the respected members of IQAC about the key points of Action Taken Report of AY 2020-21. All the members accepted the same.

- **Discussion on Analysis of Feedback and SSS-**The report of the feedback regarding Curriculum, Teachers, Infrastructure Facilities and Students Satisfaction Survey SSS is collected from stakeholders by Feedback Committee. The analysis of the feedback is presented before the respected members of IQAC. All the members accepted the same.

- **Discussion on Quality Audits-**The status regarding ISO 9001-2015 and Green, Energy and Environmental Audits are discussed. It's decided to renew ISO Certification and to do Green, Energy and Environment audit of 2020-21 from the external agency.

- **Discussion on CBCS System of SPPU, Pune-**The Savitribai Phule Pune University has implemented CBCS system from AY 2019-20. The CEO informed all the key points of the same. The respected members suggested informing and making all efforts to complete attainment of mandatory 08 credits to degree.

- **Any other related issues-**

Internal Audit of the Committees - It's decided to conduct an online audit of the Committees work by online mode forming a Google form and all the reports are collected from the Committee by online mode.




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Internal Quality Assurance Cell (IQAC)

Action Taken Report (ATR) 2020-21

- Proposal for introducing **M.Sc Analytical Chemistry** programme is submitted to affiliating university.
- **10** Departmental Certificate courses are introduced.
- Suggestions are conveyed to respective BoS.
- Orientation programme for mentors is organized by Counseling Cell.
- A One Week Faculty Development Programme on Online Tools for Teaching-Learning, Evaluation and MOOCs is organized for faculties by IQAC.
- **01** patent is filed by the Department of Chemistry and **06** research proposals are submitted to Savitribai Phule Pune University, Pune under ASPIRE Scheme.
- Webinars and Workshops are organized by Department and Committee on different themes.
- College is short listed for Best College Award Committee Visit.
- Industry Academic Committee is constituted to promote interactions.
- Three MoUs are signed with NGOs.
- One Week Workshop on NAAC Metric Wise Discussion and Documentation is organized.
- Internal online audit of the academic activity is conducted by IQAC.
- Green audit, energy audit and environment audit is done by external agency Enviro Vision.




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