

MAHATMA GANDHI VIDYAMANDIR'S  
PANCHAVTI COLLEGE OF MANAGEMENT & COMPUTER SCIENCE,  
PANCHAVATI, NASHIK – 422 003.



**Mahatma Gandhi Vidyamandir's**  
**PANCHAVATI COLLEGE OF MANAGEMENT AND**  
**COMPUTER SCIENCE, NASHIK**

**Affiliated to Savitribai Phule Pune University, Pune.**



**SPPU ID: PU/NS/CS/65/2001**  
**Mumbai – Agra Road, (NH-03), Panchavati, Nashik-422003. (Maha.) INDIA**

**Off.: 91-253-2628273/74**  
**Resi.: 91-253-2360678**  
**Email: [pcmcs\\_bcs@rediffmail.com](mailto:pcmcs_bcs@rediffmail.com)**



**Date :- 05/06/2023**

## **NOTICE**

All the renowned members of the Internal Quality Assurance Cell are hereby informed that the IQAC has scheduled the meeting on **10<sup>th</sup> June 2023** in the department of IQAC at 11:00 AM to ensure the academic excellence of the institute.

**The agenda of the meeting is as follows:**

1. To confirm the minutes of previous IQAC meeting.
2. To Discuss the Admission Process of Academic Year 2023-24
3. To Discuss the various research activities online/offline for the Academic Year 2023-24
4. Discussion on online & offline seminar, webinar in the academic year 2023-24
5. Any other point with the permission of Hon'ble chairman

### Minutes of Meeting

The meeting was presided over by the Principal Dr.Nandu Bhila Pawar , the IQAC coordinator Prof.Deepak Shivaji Dandwate welcomed the renowned members of the IQAC to the meeting and put forth the agenda for the discussion and suggestion .

**The members were present for the meeting as follows:**

<b>Sr.No.</b>	<b>Name</b>	<b>Designation</b>
1.	Dr. B S Jagdale	Management Representative
2.	Mrs. Bhagyashree S Bhandari	CDC Vice Chairperson
3.	Dr. Nandu Bhila pawar	Chairperson
4.	Mrs.Rupali Deshpande	Administrative Officer
5.	Mr. Ashish Kale	Employer Representative
6.	Mr. Pratik Gangile	Alumni Representative
7.	Dr. Laxmi V Karanjikar	Teacher Representative
8.	Prof. Chetna Desale	Teacher Representative
9.	Prof. Nikhil Deshmukh	Teacher Representative
10.	Prof. Shweta Deshmukh	Teacher Representative
11.	Prof. Deepak Shivaji Dandwate	IQAC Coordinator & NAAC
12.	Prof. Roshani Satish Gujarati	Assistant Coordinator, NAAC
13.	Mr. Shubham Paradake	Student Representative
14.	Ms. Janhavi Shirsath	Student Representative

The Minutes of the meeting are as follows:

**Item No.1. Confirmation of minutes of the previous IQAC meeting**

Minutes of the previous meeting was presented by the coordinator Prof. Deepak Shivaji Dandwate and was confirmed after the discussion by the members.

**Item No.2.To discuss Admission Process for the Academic Year 2023-24**

The principal, Dr.Nandu Bhila Pawar raised the serious concern for the admission process and faculties were instructed to ensure the maximum students shall get admitted to the courses. The principal emphasized further and instructed the faculties to extend all the support to the student who wish to take admission in the process. Mrs. Rupali Deshpande , Senior Administrative Officers ensured the support for the same.

**Item.No.3. To Discuss the various research activities online/offline for the Academic Year 2023-24**

The principal instructed the faculties to enlist the research based activates like; field visit, survey and many more. He also instructed to enhance the project based learning and brain storming activities in the classroom to generate innovative ideas by the students. He also suggested the faculties to organize these activities to promote research culture among the students.

**Item No.4.Discussion on online & offline seminar, webinar in the academic year 2023-24**

The member from the management, Dr. B S Jagdale instructed the faculties to organize the webinar and workshops. He also guided and encouraged the faculties for the same. The principal also instructed the faculties to organize the webinar on modern day technology.

**Item No.5.Any other point with the permission of Hon'ble chairman**

As no any other point was raised, the meeting was concluded with vote of thanks delivered by the IQAC Coordinator,Prof. Deepak Shivaji Dandwate.

Date :- 8<sup>th</sup> September 2023.

**Action Taken Report of the meeting held on 10<sup>th</sup> June 2023**

<b>Sr.No.</b>	<b>Resolution / Suggestion</b>	<b>Action Taken report</b>
1.	About the admission of maximum number of Students to the courses	All the faculties along with non-teaching faculties took the efforts ensured the maximum number of the students admitted to the course. Admission for the all courses are full.
2	About organization of seminar /webinar/workshops	The principal scheduled the webinar and workshops as per the instruction given by the management representative
3	About inculcation research culture among the students and faculties	The faculties conducted project based and brain storming learning activities in the classroom and reports for the same were also prepared.

**Date :- 04/09/2023**

## **NOTICE**

All the renowned members of the Internal Quality Assurance Cell are hereby informed that the IQAC has scheduled the meeting on **8<sup>th</sup> September 2023** in the department of IQAC at 10:00 AM to ensure the academic excellence of the institute.

**The agenda of the meeting is as follows:**

1. To confirm the minutes of IQAC meeting.
2. To Discuss the requirement of teaching staff for Academic Year 2023-24
3. To review the academic performance of the institute in the Academic Year 2023-24
4. To prepare the draft of IIQA & SSR
5. Any other point with the permission of Hon'ble chairman

### Minutes of Meeting

The meeting was presided over by the Principal Dr.Nandu Bhila Pawar , the IQAC coordinator Prof.Deepak Shivaji Dandwate welcomed the renowned members of the IQAC to the meeting and put forth the agenda for the discussion and suggestion .

**The members were present for the meeting as follows:**

<b>Sr.No.</b>	<b>Name</b>	<b>Designation</b>
1.	Dr. B S Jagdale	Management Representative
2.	Mrs. Bhagyashree S Bhandari	CDC Vice Chairperson
3.	Dr. Nandu Bhila pawar	Chairperson
4.	Mrs.Rupali Deshpande	Administrative Officer
5.	Mr. Ashish Kale	Employer Representative
6.	Mr. Pratik Gangile	Alumni Representative
7.	Dr. Laxmi V Karanjikar	Teacher Representative
8.	Prof. Chetna Desale	Teacher Representative
9.	Prof. Nikhil Deshmukh	Teacher Representative
10.	Prof. Shweta Deshmukh	Teacher Representative
11.	Prof. Deepak Shivaji Dandwate	IQAC Coordinator & NAAC
12.	Prof. Roshani Satish Gujarati	Assistant Coordinator, NAAC
13.	Mr. Shubham Paradake	Student Representative
14.	Ms. Janhavi Shirsath	Student Representative

**The Minutes of the meeting are as follows:**

**Item.No.1.To confirm the minutes of IQAC meeting.**

Minutes of the previous meeting was presented by the coordinator Prof. Deepak Shivaji Dandwate and was confirmed after the discussion by the members.

**Item.No.2.To Discuss the requirement of teaching staff for Academic  
Year 2023-24**

The principal reviewed the staff ratio and prepared the number of faculty requirement for the particular course report as per the work load. He also discussed the work load with faculties.

**Item.No.3.To review the academic performance of the institute in the  
Academic Year 2023-24**

The management representative, Dr BS jagdale reviewed the number of activities and programs conducted in the semester and guided for the scheduled programs to be conducted the in the next semester. Mrs. Bhagyashree S Bhandari, CDC Vice Chairperson also suggested the principal to conduct career oriented programs.

**Item.No.4. To prepare the draft of IIQA & SSR**

The management representative, Dr BS jagdale guided for the drafting SSR and mentioned some key points to be added meticulously in IIQA and SSR. The principal and faculties discussed the required documents for the NAAC accreditation process.

**Item.No.5.Any other point with the permission of Hon'ble chairman**

As no any other point was raised, the meeting was concluded with vote of thanks delivered by the IQAC Coordinator, Prof. Deepak Shivaji Dandwate.



Date :- 12<sup>th</sup> December 2023

**Action Taken Report of the meeting held on 08<sup>th</sup> September 2023**

<b>Sr.No.</b>	<b>Resolution / Suggestion</b>	<b>Action Taken report</b>
1.	About the requirement of the teaching staff	The principal prepared the detail staff requirement report as per the workload of particular papers and submitted to the management for the approval. Management appointed the faculties.
2	About the enhancement of Academic performance of the institute	The principal monitored the each activity carried out by the faculties.
3	About the preparation of the IIQA and SSR	IIQA and SSR was submitted on 3 <sup>rd</sup> December 2023

**Date :- 16<sup>th</sup> January 2024**

## **NOTICE**

All the renowned members of the Internal Quality Assurance Cell are hereby informed that the IQAC has scheduled the meeting on **19<sup>th</sup> January 2024** in the department of IQAC at 11:00 AM to ensure the academic excellence of the institute.

**The agenda of the meeting is as follows:**

1. To confirm the minutes of IQAC meeting.
2. To Discuss the Internal Examination in Academic Year 2023-24
- 3.To Review of all Criteria Documents
4. To Review on sports activities.
5. To Review on different activity under various cells
- 6.Any other point with the permission of Hon'ble chairman

## Minutes of Meeting

The meeting was presided over by the Principal Dr. Apoorva Prashant Hiray, the IQAC coordinator Prof. Deepak Shivaji Dandwate welcomed the renowned members of the IQAC to the meeting and put forth the agenda for the discussion and suggestion.

**The members were present for the meeting as follows:**

<b>Sr.No.</b>	<b>Name</b>	<b>Designation</b>
1.	Dr. B S Jagdale	Management Representative
2.	Mrs. Bhagyashree S Bhandari	CDC Vice Chairperson
3.	Dr. Apoorva Prashant Hiray	Chairperson
4.	Mr. P.M. Borse	Administrative Officer
5.	Mr. Ashish Kale	Employer Representative
6.	Mr. Pratik Gangile	Alumni Representative
7.	Dr. Nandkumar Mali	Teacher Representative
8.	Dr. Laxmi V Karanjikar	Teacher Representative
9.	Prof. Manisha Borse	Teacher Representative
10.	Prof. Nikhil Deshmukh	Teacher Representative
11.	Prof. Shweta Deshmukh	Teacher Representative
12.	Prof. Deepak Shivaji Dandwate	IQAC Coordinator & NAAC
13.	Prof. Roshani Satish Gujarati	Assistant Coordinator, NAAC
14.	Mr. Shubham Paradake	Student Representative
15.	Ms. Janhavi Shirsath	Student Representative

**The Minutes of the meeting are as follows:**

**Item.No.1. To confirm the minutes of IQAC meeting**

Minutes of the previous meeting was presented by the coordinator Prof. Deepak Shivaji Dandwate and was confirmed after the discussion by the members.

**Item.No.2. To Discuss the Internal Examination in Academic Year 2023-24**

The principal, Dr.Apoorva Hiray directed the faculties to schedule internal exam schedule in time and same should be notified to the students. He also suggested the faculties to ensure the fair assessment and evaluation process. He also instructed the faculty to prepare the project title list assigned to the students sincerely.

**Item.No.3.To Review of all Criteria Documents**

The principal instructed the all the criteria convener to get the all the required document prepared by the criteria member and also instructed the IQAC coordinator to prepare NAAC work completion status report.

**Item.No.4. To Review on sports activities**

The principal reviewed the sports activities conducted throughout the academic year. He also instructed the physical director to prepare the detail report of sports activities denoting the Number of students participated, number of games played and number of awards and medals received.

**Item.No.5. To Review on different activity under various cells**

The principal and management representative reviewed the activates carried out by each cell. The principal instructed all the coordinator of the respective cell to prepare detail reports. He also guided for the activities which will be conducted in future. He also instructed to prepare the Alumni record of the college.

**Item No.6.Any other point with the permission of Hon'ble chairman**

As no any other point was raised, the meeting was concluded with vote of thanks delivered by the IQAC Coordinator, Prof. Deepak Shivaji Dandwate.

**Action Taken Report of the meeting held on 19<sup>th</sup> January 2024**

<b>Sr.No.</b>	<b>Resolution / Suggestion</b>	<b>Action Taken report</b>
1.	About the preparation and planning of the internal examination	The Chief officer of exams planned and scheduled the internal examination schedule.
2	About the preparation of criteria wise documents	The IQAC coordinator get the criteria wise documents prepared by the criteria conveners.
3	About the preparation of Sports activities report	The physical director prepared the detail report of each sports.
4	About the preparation of each cell activities	The coordinator of the every cell prepared the report of every activity in detail.
5.	About the preparation Alumni record	The alumni record was prepared along with the number of students placed in the past.

**Date :- 15<sup>th</sup> April 2024**

## **NOTICE**

All the renowned members of the Internal Quality Assurance Cell are hereby informed that the IQAC has scheduled the meeting on **18<sup>th</sup> April 2024** in the department of IQAC at 11:00 AM to ensure the academic excellence of the institute.

**The agenda of the meeting is as follows:**

1. To confirm the minutes of IQAC meeting.
2. Brief discussion on role of IQAC.
3. Discussion on NAAC team report.
4. Guidelines to prepare departmental academic calendar.
5. Discussion for preparation of IQAC action plan 2024-25.
6. Any other point with the permission of Hon'ble chairman.

**Date :- 18/04/2024**

### Minutes of Meeting

The meeting was presided over by the Principal Dr. Apoorva Prashant Hiray, the IQAC coordinator Prof. Deepak Shivaji Dandwate welcomed the renowned members of the IQAC to the meeting and put forth the agenda for the discussion and suggestion.

**The members were present for the meeting as follows:**

<b>Sr.No.</b>	<b>Name</b>	<b>Designation</b>
1.	Dr. B S Jagdale	Management Representative
2.	Mrs. Bhagyashree S Bhandari	CDC Vice Chairperson
3.	Dr. Apoorva Prashant Hiray	Chairperson
4.	Mr. P.M. Borse	Administrative Officer
5.	Mr. Ashish Kale	Employer Representative
6.	Mr. Pratik Gangile	Alumni Representative
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9.	Prof. Manisha Borse	Teacher Representative
10.	Prof. Nikhil Deshmukh	Teacher Representative
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13.	Prof. Roshani Satish Gujarati	Assistant Coordinator, NAAC
14.	Mr. Shubham Paradake	Student Representative
15.	Ms. Janhavi Shirsath	Student Representative

**The Minutes of the meeting are as follows:**

**Item.No.1. To confirm the minutes of IQAC meeting**

Minutes of the previous meeting was presented by the coordinator Prof. Deepak Shivaji Dandwate and confirmed after the discussion by the members.

**Item.No.2. Brief discussion on role of IQAC**

The principal, Dr.Apoorva Hiray tell to develop and apply quality benchmarks for academic and administrative activities. Ensure adherence to best practices in teaching, research, and operations. Encourage a culture of innovation, accountability, and ethical practices. Organize workshops, seminars, and awareness programs to sensitize stakeholders about quality.

**Item.No.3. Discussion on NAAC team report.**

The principal discuss areas where the institution performed well. Pinpoint the areas that received critical feedback or need improvement. Set clear objectives for maintaining or improving grades in future cycles. Ensure that processes align with the quality benchmarks set by NAAC.

**Item.No.4 Guidelines to prepare departmental academic calendar.**

The principal tells to prepare the calendar aligns with the institution's academic calendar and policies. Include key academic, co-curricular, and administrative activities.

**Item.No.5. Discussion for preparation of IQAC action plan 2024-25.**

The principal analyze the implementation status of the 2023-24 action plan. Highlight successes, challenges, and areas needing improvement.

**Item No.6.Any other point with the permission of Hon'ble chairman**

As no any other point was raised, the meeting was concluded with vote of thanks delivered by the IQAC Coordinator, Prof. Deepak Shivaji Dandwate.



Date :- 18<sup>th</sup> April 2024

**Action Taken Report of the meeting held on 18<sup>th</sup> April 2024**

<b>Sr.No.</b>	<b>Resolution / Suggestion</b>	<b>Action Taken report</b>
1.	About the Brief discussion on role of IQAC	The IQAC coordinator delicately planned and scheduled everything accordingly.
2	About Discussion on NAAC team report.	The IQAC coordinator set clear objectives for maintaining or improving grades in future cycles.
3	About the guidelines to prepare departmental academic calendar.	The academic head prepared the academic calendar.
4	Discussion for preparation of IQAC action plan 2024-25.	The coordinator prepared action plan for 2024-25