



Late. Mhatarba Laxman Pa. Aher Pratishthan's  
**SITAI ART'S, COMMERCE AND SCIENCE COLLEGE**  
At-Kurkundi, Post-Ghargoan Tal: Sangamner Dist: Ahmednagar (Maharashtra)



Approved by Govt. of Maharashtra  
Affiliated to Savitribai Phule Pune University



CRITERIA 6.5.2

*Phuchai*

**Principal**  
Sitai Art's, Commerce & Science College  
At Kurkundi, Po. Ghargoan, Tal. Sangamner, Dist. A'Nagar



## 6.5.2

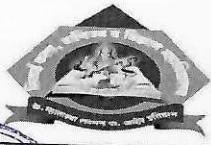
**Quality assurance initiatives of the institution include:**

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)/ membership of international networks
3. Participation in NIRF
4. any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc

*Phudaei*

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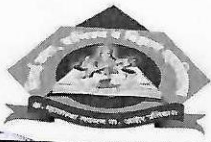
### Notice

Date: 03/08/2019

All the I.Q.A.C. members are hereby informed that the 1st meeting for the year 2019-20 is scheduled to be held on 10/08/2019 in I.Q.A.C. office at 2.00 p.m. The brief agenda of the meeting has been attached herewith. All are therefore requested to kindly make it convenient to attend the meeting.

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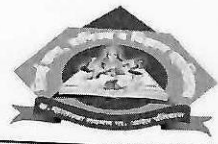


## Agenda of the Meeting

1. To discuss and finalize the academic calendar.
2. To review and discuss issues related with admission.
3. To prepare and submit annual teaching plan and maintain diary.
4. To plan co-curricular, extra-curricular skill development programs.
5. To review library up gradation strategy.
6. To discuss about organization of Seminar/Conferences.

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## Minutes of the Meeting

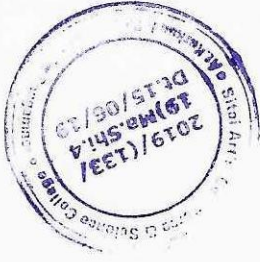
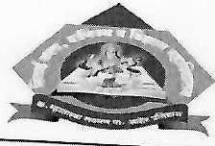
The first meeting of the Internal Quality Assurance Cell for the academic year 2019-20 was held on 10/08/2019 at 2.00p.m. in I.Q.A.C. Lab of Sitai College.

The following agenda items were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks to the chair.

Sr. No.	Agenda	Resolution
	To discuss the finalize the academic calendar	The faculty In-Charge presented the planning of the activity in the meeting. With some minor changes and modifications, the academic calendar was approved. The academic calendar will be displayed on the institutional website for the convenience of the students.
	To review and discuss issues related with admission	The class wise admission committee coordinator will monitor the admission process on a daily basis. The admission committee head will ensure that the reservation and merit rules of the govt. and the University are strictly followed.
	To prepare and submit annual teaching plan and maintain diary	It was decided to instruct teachers to prepare an annual teaching plan by keeping in view the University prescribed syllabuses. The same is to be discussed in the departmental meeting and will be verified by the respective head of the departments.
	To plan co-curricular, extra-curricular skill development programs.	It was decided to conduct induction program for First-year students so as to give them detailed information about the programs, courses they offered and about various committees and facilities meant for students. The programs for female students were discussed and it was decided that the women's cell will implement activities in this regard.
	To review library up gradation strategy.	The librarian presented the existing system of library. After detailed review, it was decided to introduce Bar Coding system in the college library
	To discuss about organization of Seminar/Conferences.	It was decided that the State level seminar will be organized by the departments of English and Economics.

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## Report of the compliance

The following is the compliance of the decisions taken in the meeting, compliance with the resolution made in the 1- meeting of IQAC for the year, 2019-20 held on 10/08/2019.

Subject	Action Taken Report
To discuss the finalize the academic calendar	Academic calendar has been prepared by the faculty in charge and is uploaded on the institutional website.
To review and discuss issues related with admission	The College B.A. & B.Sc. department assisted students in filling up the Guidline forms and the merit lists were prepared by complying government. Reservation norms.
To prepare and submit annual teaching plan and maintain diary	All the teachers have submitted their teaching plans to their heads. The H.O. D. of the departments have also been instructed to monitor the regular updating of the teachers' diaries.
To plan co-curricular, extra-curricular and extra-mural activities and skill development programs.	The gender sensitization programs are organized periodically. Pre-marriage counseling sessions are also organized for female students. Celebration of Yoga Day for students and Teacher
To discuss about organization of seminar conferences.	The two day collage level seminar were conducted

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## Notice

Date: 14/10/2019

All the I.Q.A.C. members are hereby informed that the 1st meeting for the year 2019-20 is scheduled to be held on 28/10/2019 in I.Q.A.C. office at 3.00 p.m. The brief agenda of the meeting has been attached herewith. All are therefore requested to kindly make it convenient to attend the meeting.

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## Agenda of the Meeting

1. To confirm the minutes of the previous meeting.
2. Review of Syllabus completion.
3. To review execution of curricular, co-curricular, extra-curricular skill development programs
4. To discuss and finalize a new program/course to be introduced next academic year.
5. Planning of Annual Convocation Program.
6. Review and planning of gender sensitization programs
7. Planning of annual gathering.
8. Any other subject with the permission of honorable Chairperson

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## AAA Report

Academic Audit Report Generated for year 2022-2023 and  
2023-2024

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