



Maharashtra Education Society's
GARWARE COLLEGE OF COMMERCE

Empowering generations since 1967...

NAAC Re-Accredited 'A' Grade (CGPA 3.45)

Best College Award by Savitribai Phule Pune University

Dr. Geeta V. Acharya
M.Com. Ph.D.
Officiating Principal

Karve Road, Deccan Gymkhana, Pune - 411 004 (India) Phone : Office 020 41038 300 Offg. Principal 020 41038 301
E-mail : Office : office.gcc@mespune.in Offg. Principal : gva.gcc@mespune.in Website : www.mesgcc.in
[Univ. I.D. No. : PU/PN/C/018/(1967)] AISHE Code : C - 41864

Ref. No. :

Date :

Date: 29/1/2021

Notice of IQAC Meeting

This is to inform all the members of the IQAC that a meeting for AY 2021 has been scheduled. The details of the meeting are as follows:

- Day and Date: 2nd February 2021
- Timing: 4.00 pm.
- Venue: Savarkar Sabhagruha

The agenda for the meeting is attached herewith.

(Dr. Smita Wadaskar)

Coordinator - IQAC

(Dr. Geeta Acharya)

Chairman - IQAC





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29/1/2021

Agenda of the Meeting

1. ✓ To confirm the Minutes and ATR of earlier meeting (18/1/2020)
2. ✓ To update the activities being conducted.
3. ✓ To discuss the action taken on AAA Report.
4. ✓ To inform of the application submitted for College Autonomous proposal to UGC through SPPU in October 2020.
5. ✓ To place before the meeting, AQAR 2019-20 for approval
6. ✓ To inform about preparations of SSR
7. ✓ To inform about the promotion of Associate Professor to 'Professor' under CAS and from CTO to 'Associate NCC Officer' in respect of Shri Bhushan Rathod.
8. ✓ To inform of the drafting of the College Vision Document: 2021-2026
9. To inform of the Green Audit/ Energy Audit
10. To invite suggestions/consider any other topic with permission of the Chair.

(Dr. Smita Wadaskar)

Coordinator - IQAC

(Dr. Geeta Acharya)

Chairman - IQAC





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IQAC Meeting

02.02.2021

Minutes of Meeting

Internal Quality Assurance Cell had conducted meeting on 02.02.2021 to take the review and update the members about activities being conducted. Following members were present for the meeting-

1. Dr. Geeta Acharya- IQAC Chairman
2. CA A. P. Kshirsagar (Member, Governing Body, M.E.S and chairman, CAC, MESGCC)
3. Shri Kedar Mate- Alumni Representative
4. Dr. A. P. Kulkarni- Industry Representative
5. Shri Vivek Borkar- Parent Representative
6. Dr. Bharat Vhankate Vice-Principal
7. Dr. Ketaki Modak- Vice-Principal
8. CA Dr. Sudam Ghongatepatil- Vice-Principal
9. Dr. Smita Wadsakar- IQAC Coordinator
10. Dr. Sandeep Rathod- IQAC Secretary
11. Shri. Kaustubh Divekar- Officiating Administrative Officer- Self Finance Unit
12. Smt. Ashwini Thakur
13. Dr. Asha Khilare
14. Dr. Umesh Bibave
15. Dr. Vinayak Pawar
16. Shri. Bhushan Rathod
17. Dr. Ganesh Patare
18. Smt. Padma Nene

Following are the minutes of the meeting-

Honourable Officiating Principal and Chairman IQAC Dr. Geeta Acharya welcomed all the members of IQAC committee.





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1. Dr. Sandeep Rathod- IQAC Secretary had presented the minutes of earlier meeting and minutes were confirmed.
2. Dr. Smita Wadaskar-IQAC Coordinator had presented the activities being conducted by the college.
3. Dr. Smita Wadaskar-IQAC Coordinator updated the members about AAA report received from the AAA Peer team and Action Taken.
4. Dr. Smita Wadaskar-IQAC Coordinator updated the members about the Proposal Submission for the College Autonomy to UGC through SPPU.
5. The AQAR 2019-20 was placed for the approval and it was approved by the members.
6. The member of IQAC were informed about the preparation of AQAR.
7. The members were informed about the promotion of Associate Professor to 'Professor' under CAS and from CTO to 'Associate NCC Officer' in respect of Shri Bhushan Rathod.
8. The member were informed about the drafting of Vision Document 2021-2026.
9. The members were informed about the Green Audit and Energy Audit.
10. Dr. Ketaki Modak- Vice-Principal had briefed the members about various interdisciplinary courses being conducted.
11. Dr. Sudam Ghongatepatil-Vice-Principal briefed the members about the status of submission of report for NIRF.
12. Shri Kedar Mate suggested to have special trainings for HR specialization students, Students feedback after the placement should be taken from the employers and renting the college ground for sports events.
13. Dr. A. P. Kulkarni suggested to design such courses which can be fully sponsored by the companies.
14. Vote of thanks was proposed by Dr. Sandeep Rathod-IQAC Secretary.

Suggestions	Action Taken Report
Shri Kedar Mate suggested to have 1. Special trainings for HR specialization students	1. To get the real time industry requirements the college had conducted HR meet and some guest





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<ol style="list-style-type: none">2. Students feedback after the placement should be taken from the employers and3. Renting the college ground for sports events.	<ol style="list-style-type: none">lectures were conducted for the HR specialization students.2. The feedback from the employers are taken.3. The College has submitted the proposal to the parent body MES for ground development.
<p>Dr. A. P. Kulkarni suggested to design such courses which can be sponsored by the companies.</p>	<ol style="list-style-type: none">1. The college has developed tie-ups with WTC Pune, iiEM Pune - Institute of Import & Export Management, Janata Sahakari Bank Ltd., Institutes of Cost and Works Accountants of India for the purpose of conduction of courses, training of guest lectures, networking etc. All these facilities are either available free of cost or at reasonable fees.

(Dr. Smita Wadaskar)

Coordinator - IQAC

(Dr. Geeta Acharya)

Chairman - IQAC





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Ref. No. :

Date :

IQAC Meeting with Stakeholders at 4:00 pm in Savarkar Sabhagruha			
Attendance List			
Day & Date: Tuesday, 02.02.2021			
Sr. No.	Designation	Name	Signature
1	Officiating Principal & Chairman	Dr. G.V. Acharya	
2	Vice-Principal	Dr. A. Y. Lele	
3	Vice-Principal	Dr. B.S. Vhankate	
4	Vice-Principal	Dr. Ketaki Modak	
5	Vice-Principal	CA Dr. G. Patil	
6	Co-ordinator	Dr. Smita Wadaskar	
7	Secretary	Dr. Sandeep Rathod	
8	Officiating Registrar	Shri. Sable	
9	Officiating Admin Officer-Self Finance Unit	Shri Kaustubh Divekar	
10	Management members:	Shri. R. R. Sahasrabudhe (Chairman, Governing Body. M.E.S)	
		CA A. P. Kshirsagar (Member, Governing Body, M.E.S and chairman, CAC, MESGCC)	
11	Industry representative	Shri. Swanand Dhawale	
12	(Industrialist)	Shri. Kedar Mate	
13	Parent Representative	Dr. D. S. Borkar	
14	Alumni	Dr. A. P. Kulkarni (Educationist)	
15	Criterion 1 - Curricular Aspects	Dr. Tanuja Devi	
16	Criterion 2.- Teaching, Learning and Evaluation	Dr. Jayshree Pawar	
		Shri Bhushan Rathod (Dr. Rohini Gote)	
17	Criterion 3 - Research Innovations & Extension		





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18	Criterion 4 - Infrastructure and Learning Resources:	Smt. Ashwini Thakur	
		Dr. Umesh Bibave	
		Smt. Priyanka Jain	
19	Criterion 5 - Student Support and Progression	Dr. Asha Khilare	
20	Criterion 6 - Governance and Leadership	Shri S. V. Gaikwad	
21	Criterion 7 - Institutional Values and Best Practices	Dr. Archana Joshi	
22	Feedback and Data analysis	Dr. Ganesh Patare	
23	Admissions Website, Magazine and Publication	Dr. Ketaki Modak	
24	College Examination Officer	Shri Vinayak Pawar	
25	Documentation committee	Smt. Padma Nene	





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Ref. No. :

Date :

NOTICE

IQAC

This is to inform that IQAC has scheduled an online meeting on Saturday - 3rd October, 2020
4:00 pm for Criteria-wise Content Generation of Self Study Report (SSR) - 2020-21.

Agenda:

- 1) To discuss certain guidelines for the completion of the SSR related work.
- 2) To take the review of the Content Generation done by the Criteria Heads until now and discuss issues related to it (if any).
- 3) To discuss any other related matter with the permission of the Chair.

Following teachers/members are requested to be present for the meeting:

- 1) Dr. Geeta Acharya - Officiating Principal & Chairman - IQAC
- 2) Dr. A. Y. Lele - Vice Principal
- 3) Dr. B. S. Vhankate - Vice Principal
- 4) Dr. Ketaki Modak - Vice Principal
- 5) CA Dr. S. D. Ghongte Patil - Vice Principal
- 6) Shri V. Pawar - College Exam Officer
- 7) Criteria Heads and Documentation Assistant of each Criteria
- 8) Documentation Committee Head and Members

IQAC requests the active presence and cooperation of all respected teachers for the meeting.

(Dr. Smita Wadaskar)
Coordinator - IQAC

(Dr. Geeta Acharya)
Chairman - IQAC





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Ref. No. :

Date :

**Minutes of IQAC Meeting for "Criteria-wise Content Generation
for Self Study Report (SSR) 2020-21"**

IQAC had scheduled a meeting for the purpose of Criteria-wise Content Generation for Self Study Report (SSR) 2020-21 on 3rd October, 2020 at 4:00pm.

Following members were present for the meeting:

1. Dr. Geeta Acharya – Officiating Principal & Chairman – IQAC
2. Dr. Ketaki Modak - Vice Principal
3. CA Dr. S. D. Ghongte Patil - Vice Principal
4. Dr. Smita Wadaskar, Coordinator- IQAC
5. Dr. Sandeep Rathod, Secretary - IQAC
6. Shri V. Pawar - College Exam Officer
7. Criteria Heads and Documentation Assistant of each Criteria
8. Documentation Committee Head and Members

IQAC Coordinator Dr. Smita Wadaskar initiated the meeting by giving a brief introduction about the preparation of the Self Study Report (SSR) 2020-21. She also emphasized the need and urgency of the Criteria-wise Content Generation for timely submission of the SSR. Further she gave a reference of the earlier meeting related to the submission of the Academic Performance Indicators (APIs) and requested the present staff members to submit their APIs in the given time.

Further, Dr. Geeta Acharya, Officiating Principal & Chairman – IQAC explained the procedural details for the submission of SSR which were read by Dr. Sandeep Rathod, Secretary – IQAC. Dr. Acharya also stressed on the need and urgency of the Criteria-wise Content Generation within time.

Agenda Point 1: To discuss certain guidelines for the completion of the SSR related work.

This was followed by a detailed explanation by Dr. Ketaki Modak, Vice-Principal on the changed guidelines about NAAC related to the documentation. Dr. Modak also clearly defined the roles of the Criterion Heads, Document Assistants and the Documentation Committee member for each Criteria. Further, she made it clear that the Criterion Heads are expected to fill in the Qualitative as well as Quantitative Data within the given time limit by IQAC. She also stressed on the point that the work of the Documentation Committee can be started only after the content is generated for each Criteria by the Criterion Heads.





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Agenda Point 2: To take the review of the Content Generation done by the Criteria Heads until now and discuss issues related to it (if any).

Thereafter a brief review of the content generated so far was taken by the concerned authorities. In continuation of this, Documentation Committee Head Smt. Padma Nene gave certain guidelines regarding using the Systematic Operating Procedure (SOP) for the document generation. Three important points were specifically mentioned by her which are as follows:

- Geo-tagging the photographs of the events conducted henceforth using relevant mobile applications.
- Mandatory translation of the Marathi Notices into English as per the requirement of NAAC.
- The Qualitative Data (Descriptive data) should be split into separate rows and the relevant Document IDs should be mentioned against each activity.

Agenda Point 3: To discuss any other related matter with the permission of the Chair.

Towards the end of the meeting, a deadline of 30th October, 2020 was set for the Criteria-wise content generation of SSR for 3 years that is from 2016-17 to 2018-19. It was suggested that a new deadline be set for the content generation of 2019-20 and 2020-21 after the previous years' work was completed within the given timeframe.

(Dr. Smita Wadaskar)

Coordinator - IQAC

(Dr. Geeta Acharya)

Chairman - IQAC





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Ref. No. :

Date :

NOTICE
IQAC

A meeting is being conducted for the Administrative Staff (Class III), grant and self-finance units of the College as per details below:

Day & Date: Tuesday, 5/1/2021

Time: 3.30 pm

Venue: Savarkar Sabhagruha

Agenda: To explain the data and supportive document collection process from the office for the preparation of AQAR 2019-10 and SSR.

(Dr. Smita Wadaskar)

Coordinator - IQAC

(Dr. Geeta Acharya)

Chairman - IQAC





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Ref. No. :

Date :

Minutes of IQAC Meeting with Administrative Staff (Class III)

IQAC had scheduled a meeting for the Administrative Staff (Class III), grant and self-finance units of the College. The Agenda of the meeting was to explain the data and supportive document collection process from the office for the preparation of AQAR 2019-20 and Self Study Report (SSR).

Following members were present for the meeting:

- 1) Dr. Ketaki Modak,
- 2) Dr. Smita Wadaskar, IQAC Coordinator
- 3) Dr. Sandeep Rathod, IQAC Secretary
- 4) Office staff (Grantable and Self-finance Unit)

IQAC Coordinator Dr. Smita Wadaskar initiated the meeting by giving a brief introduction about the preparation of the Annual Quality Assurance Report AQAR 2019-20 and the Self Study Report (SSR) 2020-21.

Further, Dr. Ketaki Modak, Vice-Principal addressed the present administrative staff members and emphasized the need and urgency for the timely submission of the AQAR 2019-20 and the SSR. She further explained the importance and weightage for the data to be received from the Office in the entire process of NAAC Visit. Two important instructions were given to the office staff by her as follows:

- 1) In case of any doubt while providing the required information, the office staff should directly contact the concerned Criterion Head.
- 2) The office staff should prepare separate backfiles wherever necessary.

Considering the time constraint, Dr. Modak gave a deadline of 9th January, 2021 to the office staff for providing the data and documents related to the AQAR 2019-20 for one year.





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This was followed by a detailed powerpoint presentation by IQAC Secretary Dr. Sandeep Rathod. He started his presentation by explaining the difference between the AQAR 2019-20 and the SSR to the office staff. Further he clarified the requirements of the documents and the data from the office staff for each criteria and metric no. for AQAR and SSR separately.

In the question-answer session Dr. Wadaskar and Dr. Rathod both clarified the doubts of the office staff. Towards the end of the meeting, it was mutually agreed that IQAC should prepare a compiled Google Sheet clearly stating the requirement of data and documents for the preparation of SSR from 2016 to 2021 and share it with the office staff.

The meeting was concluded by Dr. Wadaskar and it was decided that a follow up meeting would be conducted to review the work done at the earliest.

(Dr. Smita Wadaskar)
Coordinator - IQAC

(Dr. Geeta Acharya)
Chairman - IQAC





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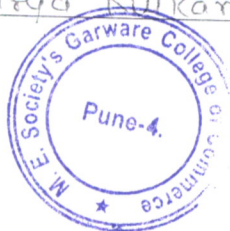
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Ref. No. : IOAC Meeting with Administrative Staff (Class III) at 3:30 pm in Savarkar Sabhagruha for AQAR & SSR

Attendance List

Date: 05.01.2021

Sr. No.	Name	Designation	Signature
1)	Shivaji R. Kate	Jr. Clerk	[Signature]
2)	BHARAT. H. BODKE	JAB ASSTT.	[Signature]
3)	Mamata P. Pedram	Accountant	[Signature]
4)	Pournima Nikhare	Jr Clerk	[Signature]
5)	Ashwini Haty	Jr. clerk	[Signature]
6)	Rity R. Mali	Jr. clerk	[Signature]
7)	Manur Kimbhure	Jr. clerk	[Signature]
8)	Pardhi D.K.	Sr. Clerk	[Signature]
		Sr. Clerk	[Signature]
9)	Waje D.H.	O.S.	[Signature]
10)	Gore A.C.	Head Clerk	[Signature]
11)	Pore Chinmay	Jr. Stenographer	[Signature]
12)	Divekar Kaustubh	Administrative Officer	[Signature]
13)	Kedar - K. Lonkar	Jr. Clerk	[Signature]
14)	Dr. Sandeep Rathod	IOAC Secretary	[Signature]
15)	Ashlesha Deshpande	Assistant Professor	[Signature]
16)	Aishwarya Kulkarni	Asst. Professor	[Signature]



[Dr. Smita Wadalkar]
IOAC - Co-ordinator.