



Pune district Education Association's

Mamasaheb Mohol College, Paud Road, Pune-38

Internal Quality Assurance Cell

Action taken report of the meeting held on 20th July 2018

Item 1: The review of faculty wise result is presented by Vice Principal and NAAC coordinator Dr. Mahendra Avaghade. After discussion it is decided to assess the level of students by conducting diagnostic test at the onset of the first term and to classify the students as advanced and slow learners and devise the teaching methodology accordingly.

Action Taken: It has been informed to all head of the departments to work on enhancing the result.

Item 2: Academic planning and starting of the new courses:

Prof. Sapana Rane IQAC coordinator presented Academic calendar for year 2018-19. All members discussed on academic planning, teacher's diary co curricular and extracurricular activities of the academic year.

Hon. Principal Dr. Sushama Bhosale suggested submitting proposals for B.Voc. Degree programs in sport and tourism to be started in academic year 2018-19. All members agreed on the same.

Action Taken: The proposals for B.Voc. Degree programs in sport and tourism submitted to UGC.

Item 3: It is decided to form Teaching Learning and Evaluation (TLE) Committee look after Diagnostic, Remedial and Bridge Course. SOP of diagnostic evaluation test is discussed and finalized. It is unanimously decided to conduct remedial course for backlog students .it is decided to conduct bridge course for BBACA and B Com at entry level.

Action Taken:

The TLE subcommittee is formed to coordinate Diagnostic, Remedial and Bridge Course. The remedial coaching of backlog students for the courses having pass percentage less than 40 percent was conducted and documents maintained at

corresponding departments. The bridge course for F Y B Com, F Y BBA (CA) is conducted.

The diagnostic tests to assess the learning level of the students were conducted through TLE. The advance and slow learners identified; the teachers decided their teaching methodology accordingly. The documentation of the test is maintained at the departmental level.

Item 4: It is unanimously decided to conduct continuous evaluation for academic benefit of students. Hon. Principal Dr.Sushama Bhasale suggested that every teacher will decide their own method of CIE for academic enhancement of the students.

Action Taken:

The CIE is conducted by subject teachers at their levels by giving assignments and tutorials.

Item 5: The processes of Remedial and Bridge Courses were communicated by IQAC coordinator with all HODs & criterion heads. All members agreed with the SOP and finalization of SOP is done. It is decided to run this activity under coordination of TLE Committee.

Action Taken:

TLE committee is formed; SOPs for diagnostic test, remedial coaching and Bridge course are drafted under the guidance of Chairperson IQAC.

Item 6: It is unanimously decided that at least five outcomes should be written. After discussion and permission of Hon Principal, the outcome work distribution is done.

Action Taken:

The outcomes POs, PSOs, COs, and CSOs were listed out by experienced teachers of the college and uploaded on the college website.

Not only PO PSO CO was drafted but also CSO **course specific outcomes** were drafted by each subject teacher, along with the outcome for each chapters teaching methodologies used for different points in the course were outlined.

Item 7: It is decided that Personal profiles must be filled up by each faculty member

Action Taken:

The personal profiles filled and kept at the corresponding departments.

Item 8: Departmental Evaluative reports for academic year 2015-16, 2016-17, 2017-18 must be written

Action Taken:

Departmental Evaluative reports were filled up and kept at corresponding departments.

Item 9: Documentation: It has been decided by all members that, the documentation process must be fulfilled as follows:

Academic Year	Date of Completion
2015-16	05/09/2018
2016-17	15/09/2018
2017-18	25/09/2018

Action Taken:

The documentation process for academic year 2017-18, academic year 2016-17 and academic year 2015-16 for SSR is partially completed. The process of collecting the documents is in progress.

Item 10: It is decided to form Entrepreneurship Development Cell in the college in order to inculcate Entrepreneur skills among students. Hon. Principal Dr. Sushama Bhosale suggested that the BAZAR can be conducted on every last Saturday of the month. It will inculcate business skills, foster creativity and innovative thinking amongst the students.

Action Taken:

The Entrepreneurship Development Cell started under guidance of Hon Principal and started conducting very useful activities. Besides that, through this cell college has entered into Memorandum of Understanding on 29th August 2018 with

Maharashtra Centre for Entrepreneurship Development. This MOU is for the period of four years.

Item 11: Dr.Yogesh Pawar BCUD UGC committee chair person proposed the following conferences to be conducted during Academic year 2018-19.

Teaching Learning with ICT: An innovative Approach	1 st and 2 nd Feb 2019
Recent Trends in Tourism.	1 st and 2 nd Feb 2019

All members unanimously approved to organize above two events. It is decided to give the responsibility of interdisciplinary national conference to IQAC, Electronics Department and Computer Science Department. The responsibility of state level seminar assigned to Geography Department.

Action Taken: Proposals for national and state level conferences were submitted to the board of development SPPU.

Item 12: It is collectively decided after discussion to conduct following workshops for students.

Internet of Things	In the Month of January
Internet of Things in Application Development	In the Month of January
Skill Development	In the Month of January
EDC Skill Development	In the Month of January
IPR Workshop	In the Month of February
Research Paper Competition	In the Month of February

IQAC coordinator suggested submitting proposals of the workshops to BSD for financial assistance.

Action Taken: Proposals for all the workshops were submitted through board of student development to SPPU.

Item 13: Planning of Staff Academy Lectures. It is unanimously decided to organize four lectures under staff academy during year 2018-19.

Action Taken: Following lectures were organized under staff academy. The lecture on "Examination reform and Innovative teaching pedagogy" was conducted on 31st July 2018 by Dr. Ravindra Kshirsagar Associate Professor and College Exam Officer Modern College, Ganesh khind, Pune. He explained about outcomes and diagnostic test for categorizing slow and advanced learners.

The expert talk "Class room teaching: An Innovative approach" by Prof. Peeyush Pahade Associate Professor H. V. Desai College, Pune. Is planned in the month of September.

The Workshop on "Intellectual Property Right" by Dr. A. D. Shaligram, Dean Science and technology SPPU is planned in the month of October

Item 14: As a continuation of previous year's activity it is decided to conduct following skill based courses for the students.

Course Name	Class
Basic Account Writing	F.Y.B.Com
Business Entrepreneurship	S.Y.B.Com
Agro Tourism	S.Y.B.Com
GST	S.Y.B.Com
E-filing of Income Tax	T.Y.B.Com
Spoken English	F.Y. B.A.
Journalism	S.Y./T.Y.B.A.
Insurance	S.Y./T.Y.B.A.
Yoga Prashikshan	Open to all
Beauty Care	Open to all
Competitive Exam	Open to all
Coral Draw and Photosop	F.Y.B.Sc/BBA
Digital Marketing	S.Y.B.Sc/BBA
Advanced Programming in java with project	T.Y.B.Sc/BBA

The responsibility of the above courses was assigned to Prof. A. P. Jadhav (Economics department).

Action Taken: Following skill based courses were started successfully during first term

Course Name	Class
Basic Account Writing	F.Y.B.Com
Business Entrepreneurship	S.Y.B.Com
Agro Tourism	S.Y.B.Com
E-filing of Income Tax	T.Y.B.Com
Spoken English	F.Y. B.A.
Journalism	S.Y./T.Y.B.A.
Yoga Prashikshan	Open to all
Beauty Care	Open to all
Competitive Exam	Open to all
Coral Draw and Photoshop	F.Y.B.Sc/BBA

Remaining courses decided to conduct in second semester.

Item 15: Miscellaneous subjects:

With the permission of the chair BOD UGC committee chairperson Dr. Yogesh Pawar appealed all members to submit research proposals to BOD SPPU

Action Taken:

Two research proposals were submitted to BOD SPPU in sport and library.

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