

Tilak Maharashtra Vidyapeeth

Gultekdi, Pune 411 037

Internal Quality Assurance Cell (IQAC)

20th February 2022

Minutes of the meeting

A meeting of IQAC was conducted on Tuesday, 15th February 2022 at 11.00 a.m. in the meeting hall of the main building. The following members were present for the meeting.

Dr. Geetali Tilak, Dr. Pranati Tilak, Dr. Suvarna Sathe, Dr. Madhuri Shelke, Mrs. Geeta Joshi, Smt. Sarita Sathe and Mr. Shreedhar Deshpande and Mr. Rishikesh Kelkar were present for the meeting.

Dr. Asmita Dani, Dy. Registrar was invited for this meeting.

Dr. Abhijit Joshi, Dr. Ambarish Khare, Dr. C. Sunanda Yadav and Dr. Hemant Abhyankar conveyed their inability to attend the meeting.

The following points were presented for discussion at length and decisions were taken unanimously.

1. To discuss and decide a policy for 100% involvement of faculty in research publications and research projects.

Decision: IQAC/2022/27

As per NAAC and UGC guidelines, every teacher needs to publish two papers one of which should be published in UGC Care. Similarly every faculty must be involved in two research projects. Based on this requirement, every department to review their research projects and faculty involved. Follow up for research publications should also be taken.

2. To take a review of fellowships received by the faculty and students.

Decision: IQAC/2022/28

To increase the no. of fellowships, all the departments will be asked to take detailed information about various fellowship schemes and make sincere efforts to get the fellowships from renowned Govt. and Non Govt. Institutions.

3. To discuss and decide a policy to increase no. of books published / chapters edited by the faculty.

Decision: IQAC/2022/29

It has been decided that the faculty would be encouraged to write subject related notes which can be then converted into books or chapters.

4. To take a review of the current syllabus of various academic programs and decide about the revision of syllabus.

Decision: IQAC/2022/30

As per UGC guidelines it is necessary to revise the syllabus after every three years. IQAC to communicate with every department for the proposal of syllabus revision.

5. To take a note of the Refresher Program for Ph.D. Research Guides scheduled from 21st to 23rd February 2022.

Decision: IQAC/2022/31

Dr. Geetali Tilak informed that Lokmanya Tilak Centre for Research and Development has organized a Refresher Program for the Ph.D. Research Guides of the Vidyapeeth from 21st to 23rd February 2022. She briefed about the program schedule and the members noted the same.

6. To discuss about distribution of various academic and administrative activities to the members of IQAC necessary for quality enhancement of the Vidyapeeth.

Decision: IQAC/2022/32

Dr. Geetali Tilak proposed that for the sake of convenience and quick implementation, the academic and administrative activities necessary for quality enhancement of the Vidyapeeth should be distributed amongst the IQAC members. Accordingly it has been decided that the the Refresher Program for Ph.D. Guides will be co-ordinated by Dr. C.Sunanda Yadav and Co-ordination for the International Conference “**Sustainable Development and Social Equity**” will be done by Dr. Asmita Dani. Mrs. Geeta Joshi will co-ordinate for the lecture on Women safety to be organized on Women’s day.

7. To take a note of the activity organized by the Vidyapeeth to celebrate Marathi Rajyabhasha Din.

Decision: IQAC/2022/33

To celebrate Marathi Rajyabhasha Din, the Vidyapeeth organized a Self Composed Marathi Poem Competition. We received over 350 poems from the participants within and outside India. It has been decided to give away five main prizes and five consolation prizes. The prize distribution function is scheduled on 9th March 2022.

8. To plan activities for Women's Day.

Decision: IQAC/2022/34

Every year the Vidyapeeth celebrates the Women's day. Various activities for this occasion were discussed. Dr. Madhuri Shelked informed that A Guest Lecture on the theme "Break the Bias" by Dr. Reshma Puranik (Consultant Medical Oncologist and Haemato-Oncologist) will be organized by Institute of Nursing Education and Research. Also a lecture on women safety will be organized with the help of Police Dept. This will be co-ordinated by MSW Department. This whole day celebration will also include an entertainment program which will be chalked out shortly.

9. To discuss about inclusion of two programs, viz. First Aid and Road Safety under value added courses, as suggested by the UGC.

Decision: IQAC/2022/35

It has been decided to include the above two courses either as a Credit Course or a Value Added Program from the academic year 2022-23. The evaluation system for these courses to be defined by the concerned department.

10. To take a note of the International Conference titled "**Sustainable Development and Social Equity**" scheduled on 10th and 11th of May 2022.

Decision: IQAC/2022/36

Dr. Geetali Tilak informed about Vidyapeeth's proposed International Conference "**Sustainable Development and Social Equity**" scheduled on 10th and 11th May 2022. The Departments have been notified about the same and she requested the members of ensure active participation of every department. She further informed that Dr. Asmita Dani, Dy. Registrar will co-ordinate this event.

11. To discuss and decide giving a demo for the use of fire extinguishers installed in the various departments of the Vidyapeeth.

Decision: IQAC/2022/37

It is necessary that each staff of the Vidyapeeth is aware with handling and using of the Fire Extinguishers installed in their respective departments. Hence it has been decided to arrange demo session for use of fire extinguishers on a priority basis.

12. To discuss and design various training programs for the non teaching staff.

Decision: IQAC/2022/38

A feedback about current work, its challenges and requirements was taken from the Non teaching staff. Based on the analysis needs for particular training have been identified. It has been decided to organized various training programs for the non teaching staff to enhance their skills, capabilities of knowledge. Dr. Asmita Dani, Dy. Registrar will design the programs and co-ordinate to implement the same.

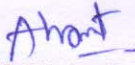
13. To discuss about involving the respective students in various academic/administrative activities of the department.

Decision: IQAC/2022/39

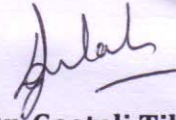
Dr. Pranati Tilak, Dean – Faculty of Management proposed to involve students of respective departments in various academic and administrative activities, e.g. Follow up for new admissions, counseling of new students, co-ordination of student, parents meets, etc. She also suggested that these students can be included under Earn and Learn Scheme.

14. To discuss about identifying a qualified, experienced and dedicated person to look after the placement cell.

All the members agreed that for the smooth functioning of Placement Cell and up-to-date placement data, it is necessary that all the departments keep proper records. The members unanimously suggested that each department should appoint one faculty as a co-ordinator for placement of their students. Each department will be informed about the decision and will be asked to do the needful.



Prof.(Dr.)Abhijit Joshi
Coordinator - IQAC



Dr. Geetali Tilak
Chairman - IQAC

INTERNAL QUALITY ASSURANCE CELL
Action Taken Report

Date of the meeting: 15th February 2022

Time : 11.00 a.m.

Sr.No.	Action Topic	Action Taken
1	To discuss and decide a policy for 100% involvement of faculty in research publications and research projects.	The faculty were informed about the provision made for reimbursement of registration charges for seminar, workshop, conference, paper publication, etc.
2	To take a review of fellowships received by the faculty and students	Review taken
3	To discuss and decide a policy to increase no. of books published / chapters edited by the faculty.	The policy will be framed shortly.
4	To take a review of the current syllabus of various academic programs and decide about the revision of syllabus.	Review taken.
5	To take a note of the Refresher Program for Ph.D. Research Guides scheduled from 21 st to 23 rd February 2022.	Noted.
6	To discuss about distribution of various academic and administrative activities to the members of IQAC, necessary for quality enhancement of the Vidyapeeth	The faculty members are identified for arranging and conducting the activities.
7	To take a note of the activity organized by the Vidyapeeth to celebrate Marathi Rajyabhasha Din.	Noted.
8	To plan activities for Women's Day.	The responsibility given to the Administration Department.
9	To discuss about inclusion of two programs, viz. First Aid and Road Safety under value added courses, as suggested by the UGC.	The course Road Safety and Emergency First Aid Care of six month duration has been added under Value Added Courses.
10	To take a note of the International Conference titled " Sustainable Development and Social Equity " scheduled on 10 th and 11 th of May 2022.	Noted.