



Maharashtra Girl's Education Society's
Huzurpaga Mahila Vanijya Mahavidyalaya

Laxmi Road, Pune - 411 030.

ID No. PU/PN/C/169/2001

Ph.: Mahavidyalaya : 020-24497538, Sanstha : 020-24455484

Email : hmvm2001@gmail.com

Mission - (Global Education with Indian Culture)

NOTICE

NOTICE is hereby given that the Meeting of IQAC will be held on Wednesday, 15th November 2017 at 1.p.m. in the Staff Room to transact the following business:

Agenda:

1. Information about State Level Seminar.
2. Restructuring of IQAC.
3. Appointment of CDC
4. Preparation of NAAC report and allocation of Criterion among faculty
5. To decide the curricular, co-curricular and extra-curricular activities for second semester.
6. Planning of Annual Social Gathering and Prize Distribution.
7. To establish various Statutory Committees.
8. To sign the Functional Memorandum of Understanding (MOU) of faculty exchange programme.
9. Any other subject with permission of the Chair.

Dr. Gurunath Pawar



Co - Ordinator
Internal Quality Assurance Cell
Huzurpaga Mahila Vanijya Mahavidyalaya
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**Minutes of the IQAC Meeting held on Wednesday, 15th November 2017
at 1.p.m.in the Staff Room.**

Dr. G. B. Pawar read the minutes of last meeting held on 2nd August 2017. All the members unanimously confirmed the minutes.

Attendees

Dr. K. P. Bairagi	Chairperson
Dr. Gurunath Pawar	IQAC Co-ordinator
Dr. Smita Pande	Teacher Representative
Dr. Rupali Sheth	Teacher Representative
Dr. Neha Puranik	Teacher Representative
Prof. Sursarita Tarlekar	Teacher Representative
Dr. Jyoti Mane	Teacher Representative
Prof. Christina Dhende	Teacher Representative
Prof. Asmita Kulkarni	Teacher Representative
Dr. Sushma Keskar	Member of Management
Mrs. Vidya Shinde	Administrative Officer
Ms. Payal More	Student Representative
Mrs. Gayatri Khadke	Alumni
Mr. Suresh Kote	Industrialist

The following was discussed and decided.

1. Condolence of Kum. Pooja Chavan student of SY BBA(CA)
Dr. G. B. Pawar gave information about the accidental death of Kum. Pooja Chavan to all the members. The members paid respect by standing silently for one minute and offered condolence. After condolence the Principal suggested that everyone must contribute some amount to the parents as help. Prof. Mayuri Padhye was given responsibility to collect the money from staff and students. The Principal appealed to the members to contribute in cash so that a small purse could be given to the grieving family.
2. Information about State Level Seminar.
The Principal provided information about organising a State Level Seminar. He mentioned that Savitribai Phule Pune University has sanctioned a grant of Rs. 60,000/- for the seminar. As per Savitribai Phule Pune University approval letter, college has to spend Rs. 80,000/- for this seminar. Dr. Jyoti Mane and Dr. Neha Puranik accepted the responsibility to co-ordinate the seminar. Responsibility of editing the proceedings of seminar was given to Dr. Prasant Mohite.



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3. Restructuring of IQAC.

The Principal made a few changes in the existing IQAC Committee and restructured it as per the guidelines and mandates of NAAC. The faculty members unanimously accepted the change.

4. Appointment of CDC.

Principal has stated the importance and functions of College Development Committee (CDC). This committee has been formed according to the provisions of Section 97 of Maharashtra Public University Act 2016 (June 2016). The meeting was conducted to elect of three representatives from the teaching staff members.

The Principal also suggested that co-operation from the teaching staff is required for smooth functioning and administration of the college. So, Principal stated the need of CDC. Following are the representatives of CDC.

1. Prof. Vaijayanti Chiplonkar

Proposed by – Dr. Prashant Mohite

Seconded by – Dr. G. B. Pawar

2. Dr. Jyoti Mane

Proposed by – Dr. Neha Puranik

Seconded by – Dr. G. B. Pawar

3. Prof. Gauri Shinde

Proposed by – Prof. Christina Dhende

Seconded by – Prof. Priyanka Borade

All teaching staff unanimously elected three members for CDC.

The Principal congratulated the elected members and thanked the staff.

5. Preparation of NAAC report and allocation of Criterion among faculty

Principal Dr. K. P. Bairagi informed about the importance of NAAC and preparation of NAAC report. According to the new norms mentioned in the manual all 7 criterion has been allotted to the faculty.

6. Discussion on curricular, co-curricular and extra-curricular activities for second semester

The Principal mentioned that all the curricular, co-curricular and extra-curricular activities have to be prepared and scheduled as per the Academic Calendar.

7. Planning of Annual Social Gathering and Prize Distribution.

The Principal informed that the Annual Social Gathering and Prize Distribution of this Academic Year should be conducted before 21st December 2017. The Principal announced the name of the Chief Guest – Ms. Prajakta Mali. The task of organising the Annual Social Gathering and Prize Distribution was allotted to Prof. Vaijayanti Chiplonkar, Head of Art Circle.



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8. Establishment of various Statutory Committees

The Principal has mentioned the need for various Statutory Committees as per the mandate. Accordingly, the Principal established necessary Statutory Committees. Further the Principal appointed following staff members.

- a) Head of Student Counsellor – Dr. Smita Pande
- b) Head of Staff Academy – Dr. Rupali Sheth
- c) Discipline Committee - Dr. G. B. Pawar
Dr. Rupali Sheth
Prof. Mayuri Padhye

9. It was proposed to sign the functional Memorandum of Understanding (MOU) of Multiple Institutions for Cooperation, Promotion and Networking of IQAC for standardisation of policies and procedures.

There being no further subject to discuss. The meeting was concluded with a vote of thanks by Dr. Jyoti Mane.

Dr. Gurunath Pawar

Co - Ordinator

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