

Internal Quality Assurance Cell(IQAC)

Date: 30th May, 2019

Notice

Ref. No. ICCS/IQAC/1/2019-20

To,

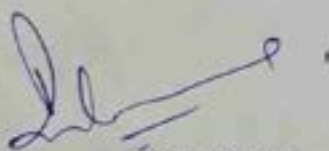
All the Hon. Members of IQAC

Indira College of Commerce & Science, Pune

Dear Sir/Madam,

This is to inform all the members of Internal Quality assurance Cell (IQAC) that the proposed meeting of IQAC for the quarter is scheduled on, **06th June, 2019 at 11.00 am** in the IQAC cell. All are requested to remain present in the IQAC cell along with the copy of agenda and points to be raised for discussion. Furthermore members can write to IQAC secretary for any other items to be placed before the meeting with permission of chair and also present the necessary documents for discussion with IQAC members.

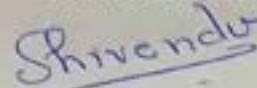
Thanking you.



PRINCIPAL

Indira College of Commerce & Science
Tathwade, Pune - 411 033.

Yours faithfully



IQAC Coordinator

Indira College of Commerce & Science

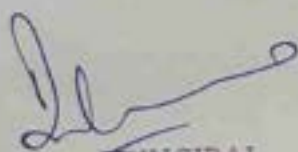
CC:

Secretary ICCS
Principal ICCS
Registrar ICCS
Data documentation Center

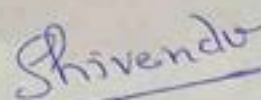


Agenda of the Meetings:

Sr. No.	Item No.	Subject (Regular Activities)
1	1	Discussion on the proposed plan for the Academic year 2019-20
2	2	To plan the activities of each department and prepare the academic calendar
3	3	Organization of activities for first year students (OMT and Induction Program)
4	4	Organization of co-curricular activities like pi-day
5	5	Strengthening of Collaboration with research and academic institutes
Sr. No.	Item No.	Subject (New Activities)
6	6	New proposed plan for the the Academic year 2019-20
7	7	Staff Selection committee for Principal Appointment
8	8	Proposal for BVoc Courses
9	9	Certificate Course of English language and communication Skills



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IQAC, CO-ORDINATOR
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Internal Quality Assurance Cell(IQAC)

Minutes of the meeting of the **Internal Quality Assurance Cell (IQAC)** of Indira College of Commerce & Science, Pune was held **on 06th June, 2019 at 11.30 am in the IQAC cell.**

Following members were present for the meeting.

On the behalf of IQAC, Coordinator Shivendu Bhushan welcomed all the honorable members of the IQAC. Hon. Principal In-charge Dr. Janardan Pawar also welcomed all the honorable members of the IQAC for their presence for the meeting latter with the permission of the chair Shivendu Bhushan commenced and proceedings of the meeting by Announcing the first item of the agenda.

Item No.-1 in the Agenda

Discussion on the proposed plan for the Academic year 2019-20

Discussion:-

Hon, Principal in charge Dr. Janardan pawar highlighted the proposed plan of action of the institution during 2018-19. He told that during the academic year 3rd cycle of Assessment and Accreditation of the college will be completed. Long awaited staff recruitments will be made during this academic year.

By the time IQAC, Coordinator Shivendu Bhushan told the house about the goal set during 3rd cycle of Assessment and Accreditation. He said that, no stone will be left unturned in achieving A⁺⁺ level during the 3rd cycle. During the last five years college has achieved various quality benchmarks. By the time chairperson extended their best wishes for 3rd cycle of Assessment and Accreditation and extended every support and cooperation from the management of the institution.



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Resolution:-

Proposed plan of action of the institution during 2019-20 Discussed noted and accepted.

Action Taken:-

Proposed plan of action of the institution during 2019-20 noted and accepted. The required staff is recruited through staff selection committee. Documentation of NAAC, both offline and online has been started and in progress.

Item No.-2 in the Agenda

To plan the activities of each department and prepare the academic calendar

Discussion:-

The academic, co-curricular and the extracurricular activities to be conducted by each department are to be planned in advance. The schedules of all examinations are also to be brought into notice of the faculty and the students. Thus preparing the academic calendar becomes important for good governance. It was decided that details of all activities and events should be obtained from each department and committee by the timetable committee. All these will then be planned and an academic calendar for the year will be prepared.

Resolution:-

The academic calendar was prepared and circulated to the stakeholders.

Action Taken:-

The academic calendar was prepared and circulated to the stakeholders. Co-curricular and extra-curricular files have been completed by concerned faculties. The dates of examination are finalized.



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Item No.-3 in the Agenda

Organization of activities for students

The IQAC is arranging activities for students for their career developments. In this academic year 2018-19 following activities are proposed.

1. Acquaintance with Indira family for newly admitted first year students.

To organized **Induction Programme (Parichay-2019)** to introduce the F.Y. Students with the pillars of Indira family & realize the vision of Indira & learn to face the Competitive challenging educational environment through all round development. It include the talk of eminent personalities from Indira family.

2. Outdoor Management training for all courses of First year UG and PG students

To conduct **Outdoor Management Training programme** for all courses of newly admitted first year students of UG as well as PG at the start of academic session. To inculcate the spirit of team,self-discipline and leadership qualities & develop interpersonal relations and also group behavior

Resolution:-

IQAC members discussed all these activities in detail and approved all these activities. Also suggested that maximum students must get benefit of these activities which were approved by IQAC were organized in the college

Action Taken:-

Outdoor Management Training is an activity which is conducted at the start of academic year for all first year students. It helps them to learn discipline and unity. It develops their quality of team-building, tolerance, time management, leadership, adjustment power and handling responsibilities. It boosts up their self-confidence and makes them mentally alert and active.

In the academic year 2019-20 Mr. Milind Khedkar conducted OMT session on August 2019. Teaching faculties and two non-teaching staff members participated in the session throughout the day for mentoring the students of first year.



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During the OMT program, four different games were enjoyed by the participating students with 8 teams.

Games were:

1. Sheep and Shepherd
2. Acid river Walk
3. Boucher man
4. Stack

The event was concluded by selecting the best 3 teams and was honored with prizes by Principal Dr. Janardan Pawar

Item No.-4 in the Agenda

Organization of co-curricular activities like pi-day

Discussion:-

IQAC coordinator gave the information of co-curricular activities for students centric like pi-day that are organized every year. The celebration of Pi day was started 10 years ago and this year too, the celebration was a triumph and a successful event with the count crossing 1800 participants, where it was started years ago only with handful of 30 students Earlier it used to be an inter-class competition and now gladly, it is an intercollegiate level competition IQAC members approved the activities proposed. IQAC members suggested that all the faculties should try to increase students' participation.

Resolution:-

This year Indira College was very fortunate to have the participants from 12 colleges and schools in and around Pune. From each college, top three scoring students were awarded with winning trophies, cash prizes respectively and every participant got a participation certificate.

Action Taken:-

This year Indira College was very fortunate to have the participants from 12 colleges and schools in and around Pune. From each college, top three scoring students were awarded with winning trophies, cash prizes respectively and every participant got a participation certificate.



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Item No.-5 in the Agenda

Strengthening of Collaboration with research and academic institutes.

Discussion:-

Collaboration for academic and Co curricular activities help to maintain the quality of education. IQAC coordinator Shivendu Bhushan discussed the need of such collaborations for quality of improvement. The cluster of ideas and knowledge can easily through the collaboration for teaching and research. Promoting the collaboration with institutes, universities, research organization helps in capacity building of various departments participating in the collaboration.

It was decided that the principal and IQAC Coordinator should identify the institutes and make necessary communications with them to sign MOU with organizations and institutes. Information about the MOU must be given to the all other stakeholders.

Resolution:-

Activities were conducted through the MoU signed A draft of such document must be prepared and approved by the IQAC and then submitted to the Principal for the signatures. Information about the MOU must be given to all other stakeholders.

All dead stock registers are maintained and kept in the department. All the registers are duly signed by the HOD and the Principal. These registers are presented for inspection during the LMC meetings.

Action Taken:-

Activities were conducted through the MOU signed. A draft of such document was prepared and approved by the IQAC and then submitted to the Principal for the signatures. Information about the MOU was given to all other stakeholders.



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Subject (New Activities)

Item No.-6 in the Agenda

Discussion on the new proposed plan for the Academic year 2019-20

Discussion:-

As part of the proposed plan for the academic year 2019-20, the members of IQAC highlighted the importance of embracing social media websites such as Facebook, Instagram etc.so as to become prominently visible on a global platform to share trending activities taking place in the institution.

Based on the growing and inevitable importance of social media , it was decided unanimously that the college will soon come up with its exclusive pages on facebook and instagram.

Resolution:-

College will go live on Facebook and Instagram. Faculties will upload and update every event on these two social media websites.

Action Taken:-

Proposed plan of action of the institution during 2019-20 noted and accepted. College has its own facebook and instagram pages where every detail of every event goes live.

Item No.-7 in the Agenda

Staff Selection committee for Principal Appointment

Discussion:-

In order to fill in the vacant post of the Principal, the proposal was unanimously approved by the college committee.

Resolution:-

Accordingly an advertisement was published in the reading newspaper and interviews were conducted .Dr .Prakash Pandare is appointed as the Principal of the college.



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Action Taken:-

Dr. Prakash Pandare is Appointed As the Principle of The College.

Item No.-8 in the Agenda**Proposal of BVoc Courses****Discussion:-**

It was decided unanimously college must start some BVoc degree programmers for up gradation of the Skills of the students.

Resolution:-

Accordingly application for the these Programmes has been submitted to the UGC on 1st July-19

Software development Banking , Finanance and Insurance.

Action Taken:-

BVoc Courses Started

Item No.-9 in the Agenda**Certificate Course of English language and communication Skills****Discussion:-**

It was decided unanimously college must start Certificate Course of English language and communication Skills to enable the students to communicate in English language and enrich student's vocabulary as well as enhance the communication skills

Resolution:-

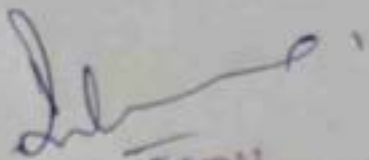
The date and duration of course and fees structure has been finalized.



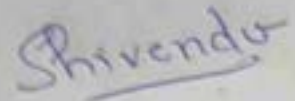
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Action Taken:

20 students enrolled for this course and they learned basic communication skills and develop their confidence and able to speak English language very well.



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Shivendu Bhushan
IQAC Coordinator
(Internal Quality Assurance Cell)

Internal Quality Assurance Cell (IQAC)

Date: 10th Sept, 2019

Notice

Ref. No. ICCS/IQAC/2/2019-20

To,

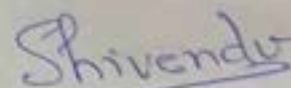
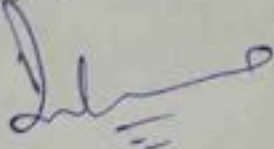
All the Hon. Members of IQAC

Indira College of Commerce & Science, Pune

Dear Sir/Madam

This is to inform all the members of Internal Quality assurance Cell (IQAC) that the proposed meeting of IQAC for the quarter is scheduled on, **17th Sept, 2019 at 11.00 am** in the IQAC cell. All are requested to remain present in the IQAC cell along with the copy of agenda and points to be raised for discussion. Furthermore members can write to IQAC secretary for any other items to be placed before the meeting with permission of chair and also present the necessary documents for discussion with IQAC members.

Thanking you.



IQAC Coordinator

Indira College of Commerce & Science

CC:

Secretary ICCS
Principal ICCS
Registrar ICCS
Data documentation Center



Agenda of the Meetings:

Sr. No	Item No.	Subject (Regular Activities)
1	10	Planning to conduct the schedule of Parents-Teacher Association for all the courses of first year students
2	11	Discussions on time-table of internal and term-end examinations
3	12	Planning for the Central Assessment process (CAP) for all the first year
4	13	Planning to discuss about 8 th National Conference & 5 th Student Conference
6	14	Planning to conduct the International Tour at Malaysia
7	15	Planning to discuss about Industry Visit
8	16	Planning to arrange Jaykar Vyakhyanmala series
Subject (New Activities)		
9	17	In house Faculty Development Program (IFEEP-2)
10	18	Planning to conduct various activities under the NSS and EVS
11	19	To discuss and apply for NIRF ranking
12	20	To discuss and apply for Autonomy
13	21	To conduct a meeting of I-IQAC


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 Indira College of Commerce & Science
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Internal Quality Assurance Cell (IQAC)

Minutes of the meeting of the **Internal Quality Assurance Cell (IQAC)** of Indira College of Commerce & Science, Pune was **17th Sept 2019 at 11.00 am** in the IQAC cell.

Following members were present for the meeting.

On the behalf of IQAC, Coordinator Shivendu Bhushan welcomed all the honorable members of the IQAC. Hon. Principal In-charge Dr. Janardan Pawar also welcomed all the honorable members of the IQAC for their presence for the meeting latter with the permission of the chair Shivendu Bhushan commenced and proceedings of the meeting by announcing the items of the agenda.

Item No.-10 in the Agenda

Planning to conduct the schedule of parents-Teacher Association for all the courses of first year students

Discussion:

All departments of Indira College of Commerce and Science, Pune, invited Parents of First Year students for Parents Teacher's Meet. The Class Teachers addressed parents by briefing on college disciplines, management plans for students, University communications etc. along with it, other faculties discussed on various points like how child has to settle from beginning of the year, how parents are assessing their progress, what parents want as next step in their children's learning and know their expectations from the course as a whole etc. considering all the aspects the schedule of parents meet should be finalized as per the convenience of the students and the timetable in general. The first year class teacher of all the courses has given responsibility to maintain the record.



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COORDINATOR

Indira College of Commerce & Science
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Resolution:-

The Schedule of parent's teacher meet has finalized. The first year class teacher of all the courses has given responsibility to maintain the record.

Action Taken:-

All the departments of Indira College of commerce and Science invited parents of first year students for parents meet. HOD's of respective courses opened the discussion with parents along with other faculties on various point.

We had discussed the following points with the parents:

- (a) Performance of their ward in last semester.
- (b) Attendance and their overall participation in college activities. Also, conveyed to them that 75% attendance is mandatory for appearing the next semester exams (Discussion of this point with parents will definitely help us to improve our lectures attendance).
- (c) Efforts that parent can take for their betterment.

Item No.-11 in the Agenda

Discussions on time-table of internal and term-end examinations.

Discussion:-

IQAC coordinator declared the time-table of internal and term-end examinations. He also discussed required infrastructure, faculty and other facilities for smooth conduct of exam. The Principal approved the same and also the other suggestions after confirming the feasibility. IQAC also instructed Examination committee to make necessary arrangement for smooth conduct of the exam.

The IQAC also suggested that all the process must be communicated by examination committee properly to students and teachers

Resolution:-

The time-table of internal and term-end examinations declared. To make necessary arrangement by the examination committee for smooth conduct of the exam.



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Action Taken:-

Examination committee has taken the follow up. Supervision duty is allotted to the faculty members. Prof More has given responsibility to conduct the Exam. For smooth conduct of examination internal flying squad is appointed.

Item No.-12 in the Agenda

Planning for the Central Assessment process (CAP) for all the first year Courses.

Discussion:

The principal decided that the Central Assessment process (CAP) for all the first year courses will start before Diwali vacation. The committees are formed and assigning specific duties to each committee member.

Subject teacher need to prepare model answer and submit to CAP officer before assessment of papers. IQAC members unanimously approved the same. The IQAC also suggested that all the process must be complete within given schedule.

Resolution:-

The date of the Central Assessment process (CAP) for all the first year courses is finalized.

Action Taken:-

Conducted the Central Assessment process (CAP) for all the first year courses Which been completed in given schedule.

Discussion:-

In order to develop the student's communication skills and their thought process a discussion to organize a debate competition was decided

Item No.-13 in the Agenda

Planning to discuss about 8th National Conference & 5th Student Conference in the academic year 2020



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Discussion:-

For the discussion among the researcher, teachers scholars, students it is necessary to have interactions among themselves IQAC, Coordinator Shivendu Bhushan discussed importance of organization of conference

Resolution

Date is finalize for 8th National Conference & 5th Student Conference in the academic year 2020

Action Taken:-

ICCS hosted its 8th National conference on Recent Trends in Computer Science and Applications and 2nd National Conference on Demographic Dividend-Kalpa Sameeksha.

Dr. N.S.Umarani, Pro Vice-Chancellor, SPPU was the chief guest of the conference who motivated students to take up research actively. The International journal "Sameeksha" for Kalpa-Sameeksha was released during the conference. Mr. Arun Mane-Founder and Director-Amynasec, was the speaker of the first session and he delivered the topic "Information Security". Dr.Sanjay Kaptan, Former HOD, Dept. of Commerce, SPPU was the resource person for the second session and he spoke in "Demographic Dividend". Participants from various colleges presented their research papers. The conference was also graced by Prof Chetan Wakalkar, Group Director IGI, and the members of the editorial and other distinguish guest along with Principal Dr. Prakash Pandare, Vice Principal, Dr. Janardan Pawar, Vice Principal Shivendu Bushan.

The ICCS Student Conferences "Anveshan" and "Revelation" started with enthusiasm as Chief Guest Mr. Atul Kahate, renowned technology author guided and motivated the students to take research actively. The technical talk by Dr. Manisha Patil, Senior Software Engineer from Globant Technologies on Cloud Computing trends in IT industry explored the many aspects and advantages of the same.



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It was followed by the research paper presentations by students from various colleges. Best paper prize was also awarded to the students at the Valedictory ceremony which was given by Chief Guest Mr. Sharif Malik, Solution Architect, N26, Berlin, Germany. A day full of research fiesta.

Item No.- 14 in the Agenda

Planning to conduct the International Tour at Malaysia

Discussion:

With prospective to enrich knowledge, sharpen skill of students and to foster development of teaching learning process with common interest ICCs decided to sign MOA with Forging University. This MOA will give exposure to our students to acquire current knowledge and keep them with them the pace of world by imparting real time experiences. This will also help to students to understand culture

Resolution:-

Above discussion the signing MOA with the Forging University accepted unanimously. Hence it was decided to sign the MOA with Asia Pacific University, Kuala Lumpur, Malaysia from dated 21st Nov to 28th Nov, 2019.

Action Taken:-

A matter of pride and happiness for Indira College of Commerce and Science (ICCS) as we signed the Memorandum of Agreement (MOA) with Asia Pacific University (APU), Kuala Lumpur, Malaysia for imparting training programs in the area of IT, Commerce and Management to ICCS students. Professor Ron Edwards, Vice-Chancellor of Asia Pacific University was present for the MOA signing ceremony. It was indeed a remarkable moment for Indira College and APU. We look forward for long term associations with Asia Pacific University.

The IOT training program at Asia Pacific University, Kuala Lumpur, Malaysia for 31 ICCS students started with full enthusiasm which included Arduino programming, Big Data and Data Analytics too. Students took keen interest in learning these new technology and also gained hands on experience on the



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same. The students learnt the IoT concepts and built a hands on project on the same which was presented by them at the end of the training program. A great learning and cultural exchange at APU.

Item No.-15 in the Agenda

Planning to discuss about Industry Visit

Discussion:-

The industrial visit is considered one of the most tactical methods of teaching. It provides students with an opportunity to learn practically through interaction, working methods and employment practices. Visiting a company gives students a practical perspective on the world of work; it gives them exposure to current work practices as opposed to possibly theoretical knowledge being taught at college.

The IQAC members suggested to increase the number of industry visit. They also suggested to conduct industry visits in foreign countries.

The HODs should prepare a plan to organize the Industry visit for the students. The required permissions should be obtained from the principal and other authorities wherever required.

Resolution:-

To increase the number of industry visit. Also conduct industry visits in Foreign Countries

Action Taken:-

Industrial Visits are the part of college curriculum, seen more often in course like engineering, Management, Computer Science and Information Technology, commerce and so on during which students visit companies and get insight regarding internal environment of the company and how a company functions. It also provides useful information related to practical aspects of the educational course which can hardly be visualized in lectures. Visits: Cottonking Pvt.Ltd. Baramati, Pune, Bombay High Court, Mumbai, Parle



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Biscuits Private Limited, Khopoli and Mapro Foods Private Limited, Shendurjane, Mahabaleshwar, Anibrain Digital Technology,

Item No.-16 in the Agenda

Planning to organize Jaykar Vyakhyanmala series

Discussion:-

In order to develop the student's communication skills and their thought process a discussion to organize Jaykar Vyakhyanmala series was decided

Resolution:-

Accordingly the date for Jaykar Vyakhyanmala series was finalized.

Action Taken:-

Jaykar Vyakhyanmala organized in association with Extra Mural Board of Studies, Pune University. The session was arranged on 4th, 5th and 6th of December 2019. Renowned GAZALKAR Dr. Pradeep Niphadkar, Dr. Bhalchandra Supekar and Dr. Shailesh Tribhuvan talked on the topic, Gazalgappa, Bharatiya Sanvidhan.

New Activity

Item No.-17 in the Agenda

In house Faculty Development program (Indira Faculty Efficiency Enhancement Program)

Discussion:-

In order to develop quality teaching and incorporate new methods of teaching and their overall development. It was discussed that In house Faculty Development program has to be conducted.

Action Taken:-

The following lectures series has to organize for the faculty members.

Dr.K.S.Hari (Preparing Research Proposal for getting Govt. Grant or fellowship")

2 R.Ganeshan (Innovative Teaching Pedagogy)



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The second series of Indira Faculty Efficiency Enhancement Program (IFEET-2) started at ICCS on October 11, 2019 with two brilliant lectures given by renowned speakers –

1. Dr. K.S Hari from Gokhale Institutes of Economics and Political Sciences, who addressed the faculties on the topic "Preparing Research Proposal for getting Govt. Grant or fellowship" in a very lucid manner.
2. Dr. Suvarna Nilakh from ILS Law College, Pune, spoke on the topic "Contribution of IPR In Research".

Both the lectures were quite interactive & intellectually thought-provoking which concluded with a productive question-answer round.

As part of ongoing series of IFEET-2 at ICCS, Dr. R.Ganesan, Director, Allana Institute of Management Sciences, delivered a very informative and intellectually stimulating lecture on "Innovative Teaching Pedagogy". Dr.Ganesan, conducted the session very interactively & innovatively delivered the examples resulting in an impact that was vibrant and powerful.

Item No.-18 in the Agenda

Planning to conduct various new activities under the NSS and EVS

Discussion:-

At Indira, We believe that it is the responsibility of each and every student to be sensitive towards the environmental problems and socio-economic problems of the nation. Business and society can co-exist peacefully only if we all believe in the doctrine of sustainable development our students are encouraged to organize and participate Environmental Protection awareness. The IQAC recommends the following activities

1. BLOOD DONATION CAMP
2. SOCIAL RESPONSIBILITY INITIATIVES

The proposals approved in the meeting should be forwarded to the management to get proper permission for the work to be completed.



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Resolution:-

To encourage students to organize and participate Social responsibilities

Action Taken:-**BLOOD DONATION CAMP**

The National Service Scheme (NSS) unit of ICCS organized blood donation camp in collaboration with Sassoon General Hospital, Pune on 5th Dec, 2019. There was an overwhelming response from students and staff. 135 bottles were collected in the camp.

SOCIAL RESPONSIBILITY INITIATIVES At Indira, we believe it is responsibility of each and every student to be sensitive towards environmental and socio economic problems of the nation. Business and society can coexist peacefully only if we all believe in the principal of sustainable development. ICCS Students are encouraged organize and to participate actively in such social events such as - Clean City Initiative, polio dose, samvidhan diwas, woman safety, promoting voters for casting vote etc. Green India, Clean India mission implemented by ICCS at Pune Airport with coordination with Adar Poonawala Group at Vimannagar, Pune. Eco-friendly Ganesh festival is celebrated by organizing workshop and on the occasion on Anantchaturdashi (Immersion of Idols in River) we have run the ' Donate the Ganesh Idols. About 45,000 Ganesh idols were collected at different ghats of Pavana River in Pune City. E- waste is recycled to Shree recycle'rs, Pune. Indira Group provided the Garbage collection Van to Tathwade village which collects about 4 tonnes of waste on day to day basis.

Item No.-19 in the Agenda

To discuss and apply for NIRF ranking

Discussion:-

It was discussed and unanimously agreed that we should apply for NIRF ranking which would largely benefit the college and its branding.



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Resolution:

It was resolved that we will apply for the said ranking at the earliest

Action Taken

In order to get NIRF ranking adopted by MHRD the college strives hard to achieve excellence in various parameters such as research, resources, teaching and learning productivity, graduation outcomes and so.

Item No.-20 in the Agenda**To discuss and apply for Autonomy****Discussion:-**

It was discussed in the meeting that we need to apply for autonomy so that we can give best to the students and rightly bridge the gap of Industry requirements. It was agreed to apply for Autonomy for programs in BBA, B Com, BSC, and BBA (CA)

Resolution:

It was resolved that we will apply for the autonomy at the earliest

Action Taken

With the objectives to get autonomy to the college has prepared the proposal according to the norms of university grants commission (UGC) and has submitted the proposal to the Savitribai Phule Pune University.

Item No.-21 in the Agenda**To conduct a meeting of i-IQAC**

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Discussion:-

It was discussed that we need to conduct a meet of I-IQAC in order to plan for various aspects in the college and also to report on the progress, and action taken as decided in the previous resolution.

Resolution:

It was resolved that we will schedule the i-IQAC meet and its relevant agenda at the earliest

Action Taken

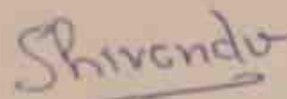
The meeting is scheduled in the first week of Feb and its agenda is prepared.

Thanking you.



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Yours faithfully



Shivendu Bhushan
IQAC Coordinator
(Internal Quality Assurance Cell)

CC:

Secretary ICCS Principal ICCS Registrar ICCS

Data documentation Center



Internal Quality Assurance Cell (IQAC)

Date: 12th Dec, 2019

Notice

Ref. No. ICCS/IQAC/3/2019-20

To,

All the Hon. Members of IQAC

Indira College of Commerce & Science, Pune

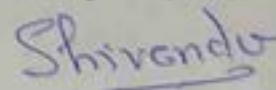
Dear Sir/Madam

This is to inform all the members of Internal Quality assurance Cell (IQAC) that the proposed meeting of IQAC for the quarter is scheduled on, **19th Dec, 2019 at 11.00 am** in the IQAC cell. All are requested to remain present in the IQAC cell along with the copy of agenda and points to be raised for discussion. Furthermore members can write to IQAC secretary for any other items to be placed before the meeting with permission of chair and also present the necessary documents for discussion with IQAC members.

Thanking you.



Yours faithfully



IQAC Coordinator

Indira College of Commerce & Science

CC:

Secretary ICCS

Principal ICCS

Registrar ICCS

Data documentation Center

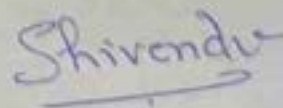


Agenda of the Meetings:

Sr. No	Item No.	Subject (Regular Activities)
1	22	Planning to discuss about STATE LEVEL LATE SHRI SHANKARRAO WAKALKAR DEBATE COMPETITION
2	23	To discuss and apply for MDRA ranking
3	24	Planning to conduct E-skills Enhancement program for Non-Teaching Staff of IGI.
4	25	Organization of "Youth Parliament 2.0 in ICCS"
5	26	Women's day celebration
6	27	Yoga and meditation activity for teaching and non-teaching staff
		Subject (New Activities)
7	28	Designing and Executions of Student's Centric Activities <ul style="list-style-type: none"> a) Covid quiz b) Essay writing on Covid-19 c) Electronics Quiz d) Mathematics Quiz e) Poster competition on Covid -19



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Internal Quality Assurance Cell (IQAC)

Minutes of the meeting of the **Internal Quality Assurance Cell (IQAC)** of Indira College of Commerce & Science, Pune was **19th Dec 2019 at 11.00 am** in the IQAC cell.

Following members were present for the meeting.

On the behalf of IQAC, Coordinator Shivendu Bhushan welcomed all the honorable members of the IQAC. Hon. Principal In-charge Dr. Janardan Pawar also welcomed all the honorable members of the IQAC for their presence for the meeting latter with the permission of the chair Shivendu Bhushan commenced and proceedings of the meeting by announcing the items of the agenda.

Item No.-22 in the Agenda

Planning to discuss about STATE LEVEL LATE SHRI SHANKARRAO WAKALKAR DEBATE COMPETITION

Discussion:-

In order to develop the student's communication skills and their thought process a discussion to organize a debate competition was decided

Resolution:-

Accordingly the date for debate competition was finalized.

Action Taken:-

A Good debate is aimed at the thoughtful conclusion acceptable to all not just winning the verbal dual." ICCS organized "Late Shri Shankarrao Wakalkar State level intercollegiate Debating Competition" on 18th Jan, 2020. The topic of the debate was 'India Doesn't need Uniform Civil Code- For/ Against'.

There was an overwhelming response from all over state with 42 teams participating in it. The arguments especially of the winning team from



Shivendu

IQAC, CO-ORDINATOR

Indira College of Commerce & Science

Aurangabad's Manikchand Pahade College were stimulating & thought provoking.

The individual winners are as follows:

First Prize: Mayur Subhedar from Manikchand Pahade College, Aurangabad.
Second Prize was jointly shared by Anish Tiwari from MIT, Alandi and Riya Shrivastava from Balaji College
Third Prize: Ummersalema Karu from St. Mira's College
Consolation Prize: Pranita Bagmar from Suryadatta College.

Item No.-23 in the Agenda

To discuss and apply for INDIA TODAY MDRA Best college ranking.

Discussion:-

It was discussed and unanimously agreed that we should apply for INDIA TODAY MDRA Best College ranking which would largely benefit the college and its branding. This process of inculcating professional excellence among students will reward all - the society, the industries, the institutes and the faculty.

Resolution:-

It was resolved that we will apply for the said ranking at the earliest

Action Taken:-

In order to get the INDIA TODAY MDRA Best college ranking, college strives hard to achieve excellence in various parameters such as research, resources, teaching and learning productivity, graduation outcomes and so.

Item No.- 24 in the Agenda

Planning to conduct E-skills Enhancement program for Non-Teaching Staff of IGI.

Discussion:-

In the COVID-19 pandemic situation which has resulted in the temporary closure of all the educational institutions across the world, where everyone was doing work from home; IQAC of Indira College of Commerce and Science has initiated to conduct the One-Week Online Training Workshop entitled "e-Skills Enhancement Training Program for Non-Teaching Staff of IGI" to enhance the capabilities and growth of



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employees, also enhance their basic communication skills focuses on written and verbal communication. Which will give direct impact on overall performance of their organization

Resolution:

It is resolved to conduct the one-week Training Workshop from 08th June – 13th June-2020 through Microsoft Teams App.

Action Taken:

The one-week Training Workshop organized by IQAC of Indira College of Commerce and Science which took place from 08th June – 13th June-2020 through Microsoft Teams App. About Training Workshop: This workshop is the blend of MS-Team, Usages of Google forms, Communication skills and Office automation Tools which is extremely important in today's work environment which helps them to make their official work easy and smooth. Training was conducted on Microsoft Teams App. Total 175 candidates participated. All the Participants got digital certificate on the basis of Online Quiz conducted on last day of workshop

They learned how to automate office work easily and quickly by learning basic and necessary concepts of MS-Office tools like MS-Word and MS-Excel. | Usages of Google Forms and Google Sheets. They feel comfortable in operating MS Teams.

Item No.-25 in the Agenda

Organization of "Youth Parliament 2.0 in ICCS"

Discussion:-

The IQAC is arranging activities for students for their career development. In the academic year 2019-20 "Youth Parliament 2.0 in ICCS" activity is proposed in association with NYKS: Ministry of Youth affairs and sports government of India. The schedule of this activity should be finalized considering the convenience of the students and the timetable in general. The reports of the activity should be maintained



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Resolution:

The date and guest speaker is finalized for Student centric activities such as Youth Parliament 2.0

Action Taken

Youth Parliament 2.0 is organized on the 19th Sep 2019, Mr. Yashwant Mankhedkar (District Youth Co-ordinator, NYKS, Govt. of India) Chief Guest, Mr. Vijay Santan (District Sport Officer, Pune) Guest of Honor and Mr. Prakash Manore (Deputy Director, NYKS) inaugurated the session. And Dr. Tarita Shankar (Chairperson Indira Group of Institute) and Prof. Chetan Wakalkar (Group Director IGI) graced the event with their Valuable presence. Objective and outcome of this activity is, Students understand the proceedings of Youth parliament. Total Audience count was 588. Dr. Deepa Jamnik coordinate this event.

Item No.26- in the Agenda**Women's day celebration in ICCS.****Discussion:-**

Maintaining good health of women in ICCS it was discussed to conduct session related to enlighten and create awareness about health.

Resolution:

It was unanimously decided the topic of the session.

Action Taken

On this occasion of women's day Indira College of commerce and Science organized session on the topic of "**Hormonal Imbalance and its remedies**"

Item No.- 27 in the Agenda**Yoga and meditation activity****Discussion:-**

Yoga and meditation can help improve a person's mental well-being. It creates mental clarity and calmness, increases body awareness, relieves chronic stress patterns, relaxes the mind, centers attention, and sharpens concentration. So it is necessary to conduct the session on Yoga and meditation on the occasion



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of international yoga day which helps to manage stress and anxiety and keeps you relaxing as well as increase flexibility.

Resolution:

It is unanimously resolved to celebrate International Yoga Day.

Action Taken

Indira College of Commerce and Science celebrated International Yoga Day. Yoga teacher Shivshankar Renukatalwar conducted this session on 21st June 2020 9.45 AM-11.30 AM Yoga practice creates mental clarity and calmness, increases body awareness, relieves chronic stress patterns, relaxes the mind, centers attention, and sharpens concentration. It helps in curing many diseases like diabetes, blood pressure, alleviating physical injuries, and chronic pain.

Item No.-28 in the Agenda

Designing and Executions of Student's Centric Activities

Discussion:-

The IQAC is arranging activities for students for their career development. In this academic year 2019-20 following activities are proposed.

- a) Essay writing Competition
- b) Covid-19 Quiz
- c) Electronics quiz
- d) Mathematics Quiz
- e) Poster competition

Resolution:

It is unanimously resolved to conduct the student's centric activities.

Action Taken

Essay writing Competition and Poster Competition

Due to this pandemic situation to know more about corona virus, and express their thoughts Indira College of Commerce and Science had organized Essay writing Competition and poster competition on Covid-19 dated 22nd May, 2020 and 17th June 2020 respectively.



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Covid-19 Quiz:

Due to this pandemic situation to know more about corona virus, and awareness about this situation Indira College of Commerce and Science had organized Covid-19 Quiz for the students as we as all teaching and non-teaching staff dated 7th May 2020. Qualified participants awarded by e-certificate instantly on their e-mail id.

Electronics quiz

Indira College of Commerce and Science was organized Electronics Excellence Quiz from 28th May to 10th June. This quiz has been specially organized to utilize their time effectively during the lockdown as well as to enhance and sharpen their knowledge about the electronics subject. This quiz organized by all faculty members from electronics Subject. The Quiz was for Junior College students, undergraduate students and teachers. Total 717 participants from 61 colleges have enrolled for this quiz. Participants were given 50 MCQ's which were based on basics of Electronics. Qualified participants awarded by e-certificate instantly on their e-mail id.

Mathematics Quiz

Indira College of Commerce and Science was organized Mathematics Quiz from 22nd June to 30th June. This quiz has been specially organized to utilize their time effectively during the lockdown as well as to enhance and sharpen their knowledge about the electronics subject. This quiz organized by all faculty members from Mathematics Subject. The Quiz was for Junior College students, undergraduate students and teachers. Total 1900 participants from 167 colleges have enrolled for this quiz. Participants were given 50 MCQ's which were based on basics of Mathematics. Qualified participants awarded by e-certificate instantly on their e-mail id.


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IQAC Coordinator
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