



“येथे बहुतांचे हित”

MARATHWADA MITRA MANDAL'S
COLLEGE OF COMMERCE

Affiliated to Savitribai Phule Pune University, Re-Accredited by NAAC with “A” Grade
ISO 9001:2008 Certified, Awarded as Best College by Savitribai Phule Pune University

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Meeting of Internal Quality Assurance Cell Members

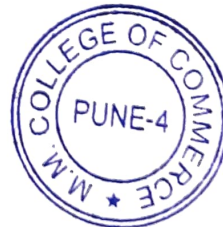
Minutes of Meeting

Day & Date: Tuesday, 08th August, 2020

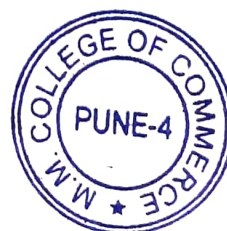
Venue: Principal's Cabin

The following members were present at Principal's cabin / online :-

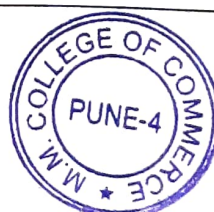
1. Prin B G Jadhav
2. Dr. Devidas Golhar
3. Prof. S. M. Edke
4. Mrs. Dhanashree Ghare
5. Mr. Prashant Kothadiya
6. Mr. Rameshwar Mundhe
7. Prof. R R Pandit
8. Dr. N B Shaikh
9. Dr. S S Pokharna
10. Dr. Anpat S M
11. Prof. Santosh Shenai
12. Prof. N Satavlekar
13. Mrs. S P Khese
14. Mrs. Harshala Wadkar
15. Mr. Manohar Gohane
16. Dr. Swapna S Kolhatkar



Item No.	Minutes of Meeting
1.	<p>To read and confirm the minutes of the previous IQAC meeting.</p> <p>Dr. S S Kolhatkar confirmed the minutes of the meeting conducted on 04th January 2020 and welcomed Dr. Devidas Golhar as the newly appointed Principal. She also appraised the members of the conduction of two day National Webinar on "Patent, Copyright, Trademark & GI (Intellectual Property Rights)" organized on 18th & 19th May 2020. She confirmed that AQAR AY 2018-19 has been accepted by NAAC.</p>
2.	<p>To review the suggestions by NAAC peer team members and appraise the IQAC members about the progress made towards the suggestions</p> <p>Dr. S S Kolhatkar read the recommendations / suggestions by NAAC peer team and appraised the members present about the progress made towards the suggestions as given below :</p> <p>Recommendation i) : Proposal for Three BVoc courses Recommendation ii) : Value added and certificate courses were offered to attract more students Recommendation iii) : Corporate Relation Division for placement and internship activities was established in AY 2019-20 Recommendation iv) : Certificate course on hardware and networking conducted successfully. All programs have proposed certificate courses to be conducted in future. Recommendation v) : IPR webinar for research potential Recommendation vi) : Integrated library management Recommendation vii) : Implementation of Google Suite for Education and access to library e resources</p>
3.	<p>To reform office and administrative committees.</p> <p>The office and administrative committees were reformed considering factors such as skill, hierarchy, designation, experience etc. All agreed on work distribution and role & responsibility considering these factors.</p> <p style="text-align: right;">Proposed by : Mrs. Harshala Wadkar Seconded by : Mrs. S P Khese</p>



4.	<p>To review the preparedness for committee visit for PGRC continuation</p> <p>To revive PGRC, Dr. N B Shaikh assessed the performance of the cell, invited research students to join the center and liaised with SPPU for its continuation. To this end he appraised the members about the proposal and preparation done.</p> <p style="text-align: right;">Proposed by : Dr. N B Shaikh Seconded by : Dr. S S Pokharna</p>
5.	<p>On the backdrop of the Covid-19 pandemic, appraising the members of the preparedness and further planning in the following areas :</p> <ol style="list-style-type: none"> a) Admission process for AY 2020-21 b) Designing of Standard Operating Procedure c) Counselling of students with life skill lessons d) Faculty hands on training for online teaching e) Online examination preparation f) Revision of examination rules and regulations <ol style="list-style-type: none"> a) ERP system has been finalized for the first year admission for all courses. The same system to be used for the second and third year students too. b) Designing of Standard Operating Procedure as per SPPU and UGC guidelines considering sanitization and staggered timing to maintain social distancing. Faculty were provided health cover and leave policies were modified. c) Mrs. Dhanashree Ghare confirmed the counselling of students with life skill lessons and the frequency of such lessons would definitely benefit the students in times of pandemic. Prof. Santosh Shenai supported the counselling sessions as it will address the issues faced by mentee. d) The faculty were prepared for online teaching through Google Meet, Zoom, etc and using Google Classroom for resource sharing. e) All agreed as per SPPU guidelines to conduct FY examinations and practical examination through online mode and provide the students with appropriate systems. f) As per SPPU instructions, CEO confirmed the preparation for online and offline mode of examination conduction. Additionally, rules related to students requesting for duplicate certificates, student verification etc to be updated and made chargeable. This would be decided by examination and administrative committee. <p style="text-align: right;">Proposed by : Dr. Anpat S M Seconded by : Dr. M R Gaikwad</p>

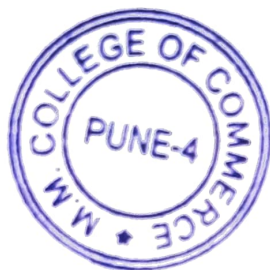


6.	<p>To appraise members about the conduction of national webinar / workshop</p> <p>Dr. S S Kolhatkar appraised the members about the successful conduction of national webinar on "Patent, Copyright, Trademark & GI (Intellectual Property Rights)". She gave details about the expense and read the report.</p> <p style="text-align: right;">Proposed by : Prof. S M Edke Seconded by : Prof. Santosh Shenai</p>
	<p>No other matter was put forth by any of the members. The meeting ended on an assertion by all members who were advised by the Chairman to meet regularly over informal discussion about the status of work completed.</p>

Prepared By / Verified By



Dr. Swapna S. Kolhatkar
IQAC Coordinator



Sign / Date: 08/08/2020

Approved By



Dr. Devidas Golhar
Principal

Sign / Date: 08/08/2020