

Deccan Education Society's Fergusson College (Autonomous), Pune Internal Quality Assurance Cell (IQAC) Meeting on Gap Analysis

Date: 08/06/2021, Day: Tuesday

Venue: IQAC Office.

Time: 10. 00. a. m. to 12. 00. p. m.

Agenda:

Discussion on GAP Analysis of NAAC IVth Assessment and Accreditation Cycle. Any other item with the permission of Chairman. 1.

2.

Sr. No.	Name of the Member	Designation	Signature
1.	Dr. Ravindrasing Pardeshi, Principal.	Chairman	(A)
2.	Teachers to represent all levels		10
	Dr. Nitin Kulkarni,	Member	Bacc
	Vice Principal.		X
	Dr. Chitra Sreedharan,	Member	Philip
	Department of English.		7
	Dr. Sonali Joshi,	Member	lali
	Head, Department of Biotechnology.		201310
	Smt. Arati Khatu,	Member	
	Department of Political Science and		expans.
	Member, Academic Council, Fergusson College (Autonomous), Pune.		114"
	Dr. Ashish Mane,	Member	Alexander
	Department of Environmental Science.		Cierca
	Dr. Ashish Yengantiwar,	Member	An
	Department of Physics, Co-ordinator ARC + RCC.		1
	Smt. Swati Satpute,	Member	Syntput
	Department of Computer Science and Co-ordinator, Team Feedback.		013001
	Dr. Radhika Jadhav,	Member	1010
	Head, Department of Philosophy and Controller of Examinations.		Just
3.	Member from Management	Member	,
٥.	Smt. Swati Joglekar,		10
	(Prof-In-Charge, B. J. Wadia Library)		1
4.	Alumnus+ Industry Expert	Member	Out
	Shri.Aniket Anikhindi, Engineering Leader, Bluepineapple, Pune		/aminz
5.	Administrative Officers	Members	0.
	(a) Shri. Sanjay Gosavi (Registrar)		ON ON
	(b) Shri. Chetan Ankalkote		Was and
6	Student Nominees	Members	1
0	(a) Priyam Chatterjee (Zoology)		Doott
	(b) Ketaki Mangrulkar (Psychology)		vatabing-
7.	Nominee Stakeholder / Placements / Career Guidance	Member	MAN 1.1
	Shri. Makarand Pandit, Managing Director, Technowrites, Pune		Mardit
8.	External Expert	Member	1
0.	Dr. Hrishikesh Soman, Principal, Symbiosis College of Arts and Commerce	Member	11
	(Autonomous), Pune.		of
9	External Expert		1 / 1
,	Dr. Jaya Rajagopalan, In-Charge Principal, St.Mira's College for Girls		1/10/
	(Autonomous), Pune		ayar
9.	Dr. Sheetal Ruikar,	Marshau	CNO. NON
9.	Di. Shectai Kulkai,	Member	Mula

Sr. No.	Name of the Member	Designation	Signature
	Department of Psychology and Assistant Co-ordinator, IQAC		
10.	Dr. Poonam Deshpande, Department of Chemistry (Biochemistry) and Assistant Co-ordinator, IQAC. Member, Academic Council, Fergusson College (Autonomous), Pune.	Member	Poorain
11.	Dr. Samir Terdalkar, Department of Zoology.	Coordinator, IQAC	6lan

Deccan Education Society's Fergusson College (Autonomous), Pune Internal Quality Assurance Cell

Meeting

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Sr. No.	Name of the Member	Designation	Signature
1.	Shri. Mahesh Athavale	Chairman, CDC and Governing Body, FCP	Milhim
2.	Shri. Dhananjay Kulkarni	Secretary, DES	Inability
3.	Dr. Ravindrasing Pardeshi	Principal	Por
4.	Dr. Nitin Kulkarni	Vice Principal	XX
5.	Smt. Swati Joglekar	Vice Principal	M
6.	Dr. Vinaykumar Acharya	Life Member, DES	by
7.	Dr. Anand Katikar	Life Member, DES	SIM
8.	Dr. Prasanna Deshpande	Life Member, DES	fram,
9.	Dr. Poonam Deshpande	Assistant Co-ordinator, IQAC	Romani West pand
10.	Dr. Sheetal Ruikar	Assistant Co-ordinator, IQAC	Kluskan
11.	Dr. Samir Terdalkar	Co-ordinator, IQAC	2 mis
12.	Dr. Shriram Nerlekar	CEO, DES Special Invitee	soller

Minutes:

- 1. A detailed presentation on GAP Analysis of NAAC Assessment and Accreditation Metric was given by Dr. Samir Terdalkar.
- 2. An Action Plan was prepared with time lines as per suggestions given by Shri. Mahesh Athavale.

Meeting ended with Vote of Thanks.

Dr. Samir Teralkar Terdalka

Coordinator, IQAC

Dr. Ravindrasing Pardeshi

Principal

Fergusson College (Autonomous), Pune



Deccan Education Society's Fergusson College (Autonomous), Pune

Internal Quality Assurance Cell Meeting

Date: 02.03.2021

Venue: A. V. Hall, Main Building Time: 11. 30. a. m. onwards

Members Present:

	Dr. Ravindrasing Pardeshi, Principal.	Chairman	C* M
	Teachers to represent all levels		N. ss
	Dr. Nitin Kulkarni, Vice Principal	Member	FYX.
-	Dr. Chitra Sreedharan, Department of English	Member	ent.
-	Dr. Sonali Joshi, Head, Department of Biotechnology	Member	
	Smt. Arati Khatu, Department of Political Science	Member	Rhall
	Dr. Sheetal Ruikar, Department of Psychology	Member	SkRuikar
	Dr. Ashish Mane, Department of Environmental Science	Member	Artisas
	Dr. Ashish Yengantiwar, Department of Physics	Academic and Research Co-ordinator (ARC)	#C
	Smt. Swati Satpute, Department of Computer Science	Member	Sysatpute
	Dr. Radhika Jadhav, Department of Philosophy	Member	Reco
3	Member from Management Smt. Swati Joglekar (Prof-In-Charge, B. J. Wadia Library)	Member	ha
4	Alumnus+ Industry Expert Shri. Nilesh Depolkar, Lead Engineer, Spring Computing, Pune	Member	
5	Administrative Officers (a) Shri. Sanjay Gosavi (b) Shri. Chetan Ankalkote	Member Member	Odli 2/3/20
6	Student Nominees	Member	
7	(a) Ms. Jigisha Zope Nominee Stakeholder / Placements / Career Guidance Shri. Makarand Pandit, Managing Director, Technowrites, Pune	Member	Marghit.
8	Two External Experts (a) Dr. Hrishikesh Soman, Principal, Symbiosis College of Arts and Commerce (Autonomous), Pune.	Member	4
9.	Shri. Jeevan Limaye	Member and Technical Expert	Ag lang.
10.	Ms. Margaret Salve	Member and Technical Expert	Margarel
11.	Dr. Sheetal Ruikar	Assistant Co-ordinator	& Klevikar
12	. Dr. Poonam Deshpande	Assistant Co-ordinator	Lovam
13	Dr. Samir Terdalkar	Coordinator	an

Agenda

- Confirmation of Minutes of previous IQAC Meeting. 1.
- Efforts taken by the College for Online Education and Assessment. 2.
- Discussion on following Quality Initiatives: 3.
 - Efforts towards developing OBE Module and subsequent reforms in Question Bank / a. Assessment.
 - Compliance of Academic and Administrative Audit. b.
 - Policies and SOPs. c.
 - Diagnostic Test for identifying slow and advance learners. d.
 - Mentoring Mechanism implemented in the College. e.
 - Revisions in Feedback Formats on Teaching-Learning and Curricula. f.
 - MoUs and IQAC Collaborative Initiatives. g.
 - Skill Enhancement Initiatives. h.
- Efforts for enhancing research activities (Research, Publications) 4.
- Placements and Industries 5.
- Overview of Social Outreach Activities and SAATHI Enabling Center. 6.
- Progress of preparation of 4th Cycle of Assessment and Accreditation by NAAC. 7.
- Action Plan for the year 2021-2022. 8.
- Any other item with permission of Principal. 9.

Reference Meetings

Sr. No.	Dates	Agenda	
1.	15/01/2020	CBCS Revised (Arts) (2019-2020) and (Science)	
2.	27/01/2020	CO and PO Outcome	
3.	05/02/2020	Workshop on IPR for teachers	
4.	15/02/2020	Workshop on MOOC's (SWAYAM)	
5.	02/10/2020	Office Staff	
6.	03/10/2020	PO / CO Mapping PEO's	
7.	16/10/2020	Preparation for NAAC - IV th Cycle	
8.	02/11/2020	PO / CO Attainment	
		MoUs for Internship	
9.	06/11/2020	Gap Analysis	
10.	28/01/2021	Mentoring Data Template	
10.		Action Plan for Mentoring	
11.	12/02/2021	Mentoring Manual and Journal (Science)	
12.	15/02/2021	Mentoring Manual and Journal (Arts)	

Minutes:

- 1. Minutes were confirmed by all IQAC Members.
- 2. Efforts taken by the College for Online Education and Assessment / Examination were conveyed and discussed with IQAC Members. The efforts are as follows:
 - MASTERSOFT ERP and Subscription of MICROSOFT TEAMS PLATFORM for conducting lectures and Practicals.
 - Microsoft Teams engage students with virtual face-to-face connection and activities.
 It offers effective learning, all in one place. Students, teaching and non-teaching staff meet, create content and share resources in Office 365 education featuring the simple intuitive power of Microsoft.
 - Microsoft teams helps to collaborate with ease, engage learners and elevate day-to-day work. Some of the features that educators can use to engage the learners are listed below: Assignments MCQ based or Subjective, Screen Sharing, Immersive screen reader, Whiteboard, Raise your hand, Together mode, Accessibility, LMS, integration, Team of type class creation, Class Notebook, Chat, Grades.
 - Mastersoft ERP Modules: Examination (Internal + ESE), ITLE and Library.
- 3. Efforts towards developing OBE Module and subsequent reforms in Question Bank / Assessment:

The IQAC has taken following efforts for developing OBE Module:

- a. Programme Educational Objectives (PEOs) of Arts, Science (UG & PG Programmes) and B. Voc. Programmes have been written, which are aligning with the Mission of College.
- b. Programme Outcomes (POs) have been defined for Arts, Science (UG & PG Programmes) and B. Voc. Programmes
- c. Course Outcomes (COs) have been written for all the courses of Arts, Science and B. Voc. Programmes using measurable verbs from Revised Bloom's Taxonomy.
- d. Guidelines for preparing Question Bank mapping to COs and Revised Bloom's Taxonomy have been communicated to all the Departments.
- e. Several Orientation / Training Programmes for all Departments were extensively conducted by IQAC to understand OBE Module.
- 4. Compliance of Academic and Administrative Audit: The compliance of Academic and Administrative Audit conducted for a period from 2016-2017 to 2018-2019 is as follows:

Recommendation	Compliance / ATR
Mapping of Course / Learning Outcomes	In process
Guidelines for preparation of questions	Prepared and Communicated
Feedback on curriculum	Prepared and communicated
Diagnostic Test	Implemented for PG programmes
Orientation of CHB teachers	Not done

Recommendation	Compliance / ATR	
Quality Publication in SCOPUS / WoS Journals	Botany=04, Environmental Science=02 Geology=05, Physics=07 and Statistics=01 (2019-2020)	
SCOPUS / WoS publications (Student Participation)	Considerable increase Student participation: 03 (Physics), 03 (Computer Science)	
Appointment of Counsellor	Not done	
International Collaborations	ERASMUS Plus	
Seed Money for Research	Communicated to parent organization	
Linkages and Collaborations	NGOS and Companies	
Alumni-Networking	It has been decided by the IQAC to form and register a new Alumni Association of the College under Section 8 of Companies Act. Such a decision has been taken by the College Development Committee as well as the Governing Body of Deccan Education Society.	
Local Advantages and Disadvantages	Not Done	

- 5. Policies and SOPs: Policies and SOPs were discussed and placed for approval in the meeting. (Research Policy, Policy for Consultancy, SOP for applying and obtaining for Research, Environmental Policy, Ethics Research, Green Initiatives, Industry Institute Interaction Cell, Maintenance Policy, Mentoring, Plagiarism, Placement, Policy for Feedback on Teaching-Learning, SOP for Purchases, SOP for Alumni Registration Process and Sports Policy).
- 6. Diagnostic Test for identifying slow and advance learners: As suggested by the experts during the Academic and Administrative Audit, Diagnostic Test was implemented for all PG Programmes. The Guidelines for conducting Diagnostic Test were written down by the IQAC and circulated to the respective PG Coordinators. Based on the Diagnostic Test, the Teaching-Learning Process needs to be modified as per the requirement of the present class.
- 7. Mentoring Mechanism implemented in the College: The process / mechanism of Mentoring has been well defined and implemented in the College for all academic programmes. A brief presentation regarding the process and making it online was discussed and approved in the meeting. A Mentoring Team has been formed to support Teacher-Mentors and receive inputs from them to improve the system.
- 8. Revisions in Feedback Formats on Teaching-Learning and Curricula:

Revisions have been made in Feedback Format for Teaching-Learning by including Online Education and effectiveness of Online Education in the Format. In the Feedback Format on Curriculum, Course outcomes stated and its relevance to the course content has been included. The Formats were approved by all IQAC Members.

9. MoUs and IQAC Collaborative Initiatives:

IQAC has facilitation continuation of MoUs for NGOs - Seva Sahayog Foundation, Muse Club, Welfare Association of Youth - Project Aasra. Apart from this, the IQAC has facilitation MoU with Department of Physics, Rajaram College, Kolhapur (Government of Maharashtra) and Department of Physics, Bajaj College of Science (Autonomous), Wardha. Further, IQAC has collaborated with Vivekanand College (Autonomous), Kolhapur for IQAC Initiatives between two Colleges. The College has entered into collaboration with Jagiellonian University in Krakow (Poland) and signed 'Inter-Institutional Agreement 2021 - 2023' under Erasmus Plus Programme.

Other Collaborative Activities

1. 30hrs Course in "Women Leadership" - in collaboration with NHRDN.

 30hrs. Course entitled," ASPIRE to ACHIEVE" - in collaboration with SWASTI Institute of Learning.

Other IQAC Initiatives undertaken

1. Special Lectures / Sessions

- a. Interaction with Shri. Kundana Lal, President, Vitti Research Foundation, 2nd June, 2020.
- b. % Days Course on YOGA- RESTORE-REGAIN- RECLAIM- 1ST August, 2020 to 7th August, 2020
- One special Lecture on "Values and Education", Dr. Deepti Gangavane, 9th June, 2020.

PMRF - Prime Minister's Research Fellows

a. Teaching association for PMRF Fellows (Life Sciences, Chemistry, Geology, Physics and Mathematics)- in association with IISER, Pune.

10. Skill Enhancement Initiatives:

Overview of programmes conducted for Skill Enhancement under DBT STAR COLLEGE SCHEME and UGC-STRIDE SCHEME (COMPONENT-I) were also presented.

11. Efforts for enhancing research activities (Research, Publications):

Orientation Programmes for all Teaching Staff for Schemes like UGC-SPARC Programme, ISRO Funding Programmes and UGC-STRIDE (Component-II) was conducted by Research Co-ordination Committee (RCC). Special Lectures / Webinars in Specific Research Areas like Scanning Electron Microscopy, Optical Absorption Spectroscopy, 'Atom Probe Tomography (APT)', 'Electrical Mobility and New Technology' were conducted. Teaching Staff was also motivated to publish in UGC-CARE listed Journals.

12. Placements and Industries:

Overview of Pre-Placement and Placement Activities was presented. Special Efforts in the form of ten different lectures / interactions to create awareness IPR / Patents have been facilitated by Career Facilitation Centre. (CFC).

Overview of Social Outreach Activities and SAATHI Enabling Center: 13.

The SOEC has conducted Orientation Programme on Poster Exhibition and Themes like Gender Atrocities, Inequality in Profession, Gender Fluidity, Socially Accepted Gender roles and the Transgender Bill. Apart from that, SOEC also has collaborated with different NGOs and our students have volunteered / participated in social activities of these NGOs. A remarkable activity of audio recording of books was undertaken by our college students and this activity was called as 'Let's record activity.' This activity has received a huge response from the students as well as the society and it has created a new platform for learning for visually challenged students of our college.

Progress of preparation of 4th Cycle of Assessment and Accreditation by NAAC: 14.

The progress of preparation of 4th Cycle of Assessment and Accreditation by NAAC is as follows:

Formation of a NAAC Core Team and distribution of Criterion groupwise. i.

Gray areas in the Quantitative and Qualitative Matrices have been identified and ii. efforts to improve on them are undertaken.

A detailed Gap Analysis Report has been prepared by IQAC. The Report has been prepared and shared with the parent organization (Deccan Education Society). iii.

Data filling in Data Templates is in progress, which will also be verified by IQAC.

Development of an OBE Module for the entire college is in progress. iv. v.

Action Plan for the year 2021-2022: 15.

Preparation for forthcoming 4th Cycle of Assessment and Accreditation by NAAC. i.

Implementing OBE Module for all academic programme.

- Continue with implementation of On-line mentoring activities as initiated and ii. iii. upgrade the process by introducing digital tools
- Conducting collaborative activities with colleges / institutions through MoUs. iv.

Enhance Industry participation in academic activities.

Promote skill enhancement initiatives for teachers and students. v.

- Design Audit Courses (for both the faculties) which would be multi-disciplinary in vi. vii. nature.
- Promotion and starting of courses decided under MoUs. viii.

Fine tuning of Policies and SoPs.

Establish Alumni association under section 8 of Company Act. ix. X.

Any other item with permission of Principal: 16.

It was decided in the IQAC Meeting to include Smt. Sreelalitha Talluri (Department of Computer Science) in the IQAC. Her help and support in finalizing COs and PSOs were appreciated.

Dr. Samir Terdalkar Coordinator, IQAC



Dr. Ravindrasing Pardeshi Principal

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Deccan Education Society's Fergusson College (Autonomous), Pune Internal Quality Assurance Cell

Meeting

Date: 08/06/2021. **Day:** Tuesday.

Venue: IQAC Office.

Time: 10.00. a. m. to 12.00. p. m.

Agenda:

Discussion on GAP Analysis of NAAC IVth Assessment and Accreditation Cycle.

2. Any other item with the permission of Chairman.

Sr. No.	Name of the Member	Designation	Signature
1.	Shri. Mahesh Athavale	Chairman, CDC and Governing Body, FCP	Mishin
2.	Shri. Dhananjay Kulkarni	Secretary, DES	Inability
3.	Dr. Ravindrasing Pardeshi	Principal	Cov
4.	Dr. Nitin Kulkarni	Vice Principal	XX
5.	Smt. Swati Joglekar	Vice Principal	h
6.	Dr. Vinaykumar Acharya	Life Member, DES	\dots
7.	Dr. Anand Katikar	Life Member, DES	SIM
8.	Dr. Prasanna Deshpande	Life Member, DES	fram.
9.	Dr. Poonam Deshpande	Assistant Co-ordinator, IQAC	Econami Destroand
10.	Dr. Sheetal Ruikar	Assistant Co-ordinator, IQAC	Kluston
11.	Dr. Samir Terdalkar	Co-ordinator, IQAC	2 mis
12.	Dr. Shriram Nerlekar	CEO, DES Special Invitee	Solution

Minutes:

- A detailed presentation on GAP Analysis of NAAC Assessment and Accreditation Metric was given by Dr. Samir Terdalkar.
- 2. An Action Plan was prepared with time lines as per suggestions given by Shri. Mahesh Athavale.

Meeting ended with Vote of Thanks.

Dr. Samir Teralkar Coordinator, IQAC



Deccan Education Society's FERGUSSON COLLEGE (AUTONOMOUS), PUNE Internal Quality Assurance Cell

MEETING

Date: 24/11/2021 Day: Wednesday Venue: IQAC Office Time: 2. 30. p. m.

Agenda:

Discussion on Implementation of Mentoring for 2021-2022.

2. Any other item with permission of Principal.

Members Present

Sr. No.	Name	Designation / Department	Signature
1.	Dr Sheetal Ruikar	Asst-Coordinator IQAC	Sice
2.	Pa. Ameuta Kuikarii	Assi. Prof. German	Shukarin
3.	Madhai wicey	Asst Prof. Geology	A-
4.		Associate Professor, Chemista	c Telve M
5.	Do Nasayon fiske	Associate Rolewor-Chemista	
6.	Dr. Squi Terdalka	Corrdinator, IQAC	Slavy
7.			
8.			
9.			
10.			

1. Discussed in détail DVV process 2. Emportance of Offer leters for DVV process 3. Data compilation of Placements Camp



Deccan Education Society's FERGUSSON COLLEGE (AUTONOMOUS), PUNE Internal Quality Assurance Cell

Minutes of Mentoring Meeting

Date: 24.11.2021 Time: 2. 30. p. m. Venue: IQAC Office

The meeting was conducted at the IQAC to discuss the plan for mentoring in the year 2021-2022.

The following are points were discussed:

1. It is important to lower the mentor mentee ratio therefore we would involve all faculty in the mentoring program in this academic year.

2. The allocation for the Mentor-Mentee would be completed by 30th November.

3. An orientation of teachers for the mentoring program would be done on 6th of

December at 12. 30. p. m. in Amphitheatre.

- 4. Important personalities from the field of Film, Defence, Social Work or Science can be invited for inauguration of the mentoring Program. The attendance at this program should be considered as an activity completion. This would be organised in the 3rd week of December.
- 5. Firke Sir would create the google form including the changes requested by the teacher members.
- A telegram account would be created to include all students and teachers for ease of communication.
- 7. A Google Form for PG teachers would be created to collect the feedback of Semester 2 taken in the period June 2021-22.

The details are as follows:

- Name of the Teacher / Mentor:
- Upload name of Mentees allotted:
- Write broad issues discussed in the mentee interaction:
- Name of the resource person who was invited for the "Meet A Friend" activity:
- Topic that was discussed in the "Meet A Friend" activity:

• Upload the attendance sheet:

8. The activities that were taken under mentoring would remain the same for this year.

9. Interaction with students would be encouraged.

Dr. Sheetal Ruikar Co-ordinator, Mentoring Dr. Samir Terdalkar Co-ordinator, IQAC

Deccan Education Society's FERGUSSON COLLEGE (AUTONOMOUS), PUNE Internal Quality Assurance Cell PLACEMENT MEETING

Date: 25/11/2021 Day: Thursday Venue: A. V. Hall Time: 3. 00. p. m.

Members Present

Sr.	Name	Signature
No.		
1.	Dr. Ravindrasing Pardeshi,	
	Principal	
2.	Dr. Samir Terdalkar,	Laur
2	Co-ordinator, IQAC De Sheetal Rukar	0.00
3.	Asst Coordinator ECIAC	ychura
4.	Priyanka Kalbhor	Ralbhor
5.	Charata Dabir	el)
6.	Aneesh Soman	391
7.	Dr. Kini Lingaolcan	Plit
8.	Dr. Suneeli Gore	88gm
9.	Dr. Memasnei Grusjar	ang
10.	Swat Satpute	Sysatpule
11.	Kimaya Melita	Kimaya Melita
12.	Rachana Khake	Phale
13.	Anjohi Naik	clifail
14.	Anusadha Wagh	Juffy
15.	Dr. Sanket Tembe	Janliet
16.	Dr. Amir Mulla	Amin
17.	GAWAYE NITIN Y.	hon.
18.	Dr. Poonam Deshpande	Laouau
19.	Mo. Fanchsheela Kambie	Are Consultan
20.	Dr. Kalpana Kulkarne	Subur 1
21.	Dr. Konlorsh. B. Sapour	Dur.
22.		
23.		
24.		
25.		

Minutes

- 1. The NAAC assessment and accreditation process was discussed in detail.
- Special emphasis and explanation as well as discussion was done on the DVV
 process and its requirements with reference to placement data.
- 3. Significance/ Importance of Offer Letters was categorically discussed during the meeting.
- Status of data (offer letters) was asked from each individual department and the department coordinator.
- 5. A standard reference data template for Placements was also shared with all the members for reference.
- 6. Meeting ended with Vote of Thanks.

Dr. Samir Terdalkar Coordinator, IQAC