MARATHWADA MITRA MANDAL'S

COLLEGE OF COMMERCE

Affiliated to Savitribai Phule Pune University, Re-Accredited by NAAC with "A" Grade
ISO 9001:2015 Certified, Awarded as Best College by Savitribai Phule Pune University
202/A, Deccan Gymkhana, Pune – 411004
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Sr.No	Particulars
1	IQAC Meeting Minutes dated 10/09/2019
2	IQAC Meeting Minutes dated 04/01/2020
3	IQAC Action taken report

Marathwada Mitramandal's College of Commerce

202 / A, Deccan Gymkhana,
Pune - 411 004, Maharashtra, INDIA
Phone: 020-25651410/020-25651449
Website: www.mmcc.edu.in **Email: principal@mmcc.edu.in**

Minutes of Meeting

Date : 10th September 2019 **Time : 11.30 a.m.**

Venue: Principal Cabin

The following members were present:-

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

Sr. No.	Minutes of Meeting
1.	To read and confirm the minutes of the last meeting Prof. S S Kolhatkar read the minutes of the last meeting conducted on 27th March 2019 and resolution passed.
2	To be aware of new guidelines for AQAR submission. Prof. N Satavlekar discussed the new guidelines for AQAR Submission and the detailed information required to be submitted online in a three month window period. She clarified that AQAR 2018-19 submission would commence one year after the date of NAAC peer team visit.
3	Review of training and implementation of Google Suite for Education All members unanimously agreed about Google Apps as an e learning resource and the importance of sharing the learning resources online. Additionally, the use of Google Calendar and Google Scholar for daily diary and research metric purposes respectively were also confirmed. Proposed by : Dr. Anpat S M Seconded by : Prof Nidhi Satavlekar
4	Counselling session / orientation for first year students Dr. S S Pokharna expressed her views on introducing the first year students to the college by way of career guidance and opportunities in selected areas or courses. She emphasized on the importance of getting feedback from parents in parent teacher meetings for improving facilities and employers for better projects students undertake in companies. Mrs. Dhanashree Ghare also shared her experience of taking a student cheerfulness survey to identify any counseling cases. All members agreed to conduct the student cheerfulness survey. Proposed by : Dr. S S Pokharna Seconded by : Mrs. Dhanashree Ghare
5	To strengthen the existing skill development center Dr. N B Shaikh discussed the need to provide students a platform to showcase their skills at entrepreneurial and business ventures. Dr. S S Pokharna highlighted the potential of students in today's world of IT. As per the suggestions by NAAC Peer Team members, all members discussed and agreed to strengthen the existing skill development center.

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	Proposed by : Dr. N B Shaikh Seconded by : Dr. S S Pokharna
6	As per item no 6 of the agenda ie 'To strengthen quality of research culture through workshops / seminars', Dr. N B Shaikh discussed the importance of research and filing patents where as Dr. S S Kolhatkar also highlighted the need for quality research as per UGC CARE guidelines. All members agreed to organize a state or national level seminar to generate awareness on quality research and its rewards. Proposed by : Dr. N B Shaikh Seconded by : Prof. S M Edke
7	To strengthen value added courses at UG / PG level While discussing innovative and industry oriented programs, Dr. Anpat S M stated the importance of industry oriented programmes and highlighted the need of vocational courses. Prof. Santosh Shenai also showed interest in content writing along with the journalism and mass communication program. Resolution passed : All members agreed to identify industry oriented programs at UG / PG level. Proposed by : Prof. Santosh Shenai Seconded by : Dr. Anpat S M
8	To strengthen the campus placement and internship opportunities It was unanimously decided that the placement and internship activities for third year students will henceforth be carried out under CRD (Corporate Relation Division). Proposed by : Dr. Anpat S M Seconded by : Mr. Rameshwar Mundhe
	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.

Prepared By / Verified By

Dr. S. S. Kolhatkar
IQAC Coordinator

Sign / Date: 10/09/2019

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Approved By

Prof. S M Edke
Principal

Sign / Date: 10/09/2019

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Minutes of Meeting

Date : 04th January 2020 **Time : 11.30 a.m.**

Venue: Central Office

The following members were present:-

1. Prin B G Jadhav
2. Prof. S. M. Edke
3. Mrs. Dhanashree Ghare
4. Prof. R R Pandit
5. Mrs. S P Khese
6. Mrs. Harshala Wadkar
7. Mr. Manohar Gohane
8. Prof. N Satavlekar
9. Dr. N B Shaikh
10. Dr. S S Pokharna
11. Dr. Anpat S M
12. Dr. Swapna S Kolhatkar

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Item No.	Minutes of Meeting
1.	To read and confirm the minutes of previous IQAC meeting Dr. S S Kolhatkar read the minutes of the last meeting conducted on 10th September 2019. The minutes were accepted and approved by the members present in the meeting with ordinary resolution.
2	To confirm submission of AQAR AY 2018-19 Dr. S S Kolhatkar confirmed that AQAR AY 2018-19 was submitted on 26th December 2019 and acceptance for the same was awaited.
3	Preparation for CBCS pattern for second year students. While discussing about the third point of agenda, Prof. N Satavlekar expressed the need of hardware and software upgradation in view of CBCS pattern introduced by Savitribai Phule Pune University. Dr. S S Pokharna seconded the proposal by highlighting some of the technical aspects with regards to examination under CBCS pattern. The resolution was passed with special voting. It has been resolved that the hardware of the present computer laboratory will be upgraded as per the requirements. Proposed by : Prof Nidhi Satavlekar Seconded by : Dr. S S Pokharna
4	Introduce CA / CPT foundation courses Considering the need of the hour, Dr. Sandip Anpat proposed the need for CA / CS Foundation courses for the students of college. Dr. S S Kolhatkar seconded the proposal. It was unanimously decided that the CA / CS Foundation course to be introduced for FYBCom students from the AY 2020-21. Resolution was passed with special voting Proposed by : Dr. Anpat S M Seconded by : Dr. S S Kolhatkar
5	While discussing on the fifth point of agenda i.e. "Integration of Library", Mr. Manohar Gohane pointed out the need for SLIM software for the library. Dr. Sandip Anpat seconded the same by adding the need of a departmental library as recommended by NAAC peer team members. The resolution was passed with 3/4th majority of members present in the meeting. It has been resolved that the central library will be upgraded with NAAC recommended softwares ie SLIM and departmental library facility will be made available as per the needs of respective departments. Proposed by : Mr. Manohar Gohane Seconded by : Prof. Anpat S M

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6	Review of Google Suite for Education Prof. Nidhi Satavlekar confirmed the creation of Google Apps email addresses for first year students and the sharing of online learning resources through the use of Google Classroom. She further added about the conduction of online quiz and assignments using the same. Dr. S S Kolhatkar supported Prof. Nidhi Satavlekar and emphasized on the need and importance of online education in view of submission of assignment, preparing presentations etc. The resolution was passed with simple majority. Proposed by : Prof. Nidhi Satavlekar Seconded by : Dr. S S Kolhatkar
7	While discussing on the seventh point of agenda i.e. "ERP Software having new features for admission, examination, office work etc", Mrs. S P Khese proposed to have an effective ERP system / software for avoiding the complications in admission and examination work. The proposal was seconded by Dr. S S Pokharna. Resolution was passed with a special majority of voting of the members present in the meeting. Proposed by : Mrs. S P Khese Seconded by : Dr. S S Pokharna
8	To discuss innovative and industry oriented programs / value addition program/ certificate courses for the academic year 2020-21 Dr. Anpat S M discussed value addition / certificate courses by proposing various computer topics or technology. Dr. N B Shaikh also discussed plans for commerce and management programs. Resolution passed : All members agreed to implement innovative and industry oriented programs / value addition programs and certificate courses for the next academic year. Proposed by : Dr. Anpat S M Seconded by : Dr. N B Shaikh
	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.

Prepared By / Verified By

Dr. S. S. Kolhatkar
(IQAC Coordinator)

Sign / Date: 04/01/2020

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Approved By

Prof. S M Edke
(Principal)

Sign / Date: 04/01/2020

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Action Taken Report AY 2019-20

Sr. No	Recommendation by IQAC	Action taken and Outcome
1.	To improve the use of ICT in teaching, evaluation and administration process	Google Classroom created for all the students of first year. Teachers posted reading notes, quiz, question bank and assignments on the classroom. All first year students were provided with G Suite email id (mmcc.edu.in) with proper nomenclature (first name, program, year, roll no) to identify the student of various programmes.
2.	To strengthen campus placement and internship opportunities	CRD was established by all sister institutes. Placement orientation session under Corporate Relation Division was conducted.
3.	To strengthen quality of research culture through workshops / seminars	A Two day National Webinar on "Patent, Copyright, Trademark & GI (Intellectual Property Rights) " was organized on 18th & 19th May 2020 by MMCC, Pune, in Association with Faculty of Commerce & Management, SPPU, Pune & GMGC and WhiteCode as technology partner. 162 participants from various states of India attended the webinar. As per the revised syllabus of SPPU, the college had organized a workshop on Syllabus Restructuring under choice based credit system for FYBBA / FYBBA-IB for all SPPU affiliated colleges. 108 faculty members of various colleges attended the workshop.
4.	Integrated library management system	Integrated Library Management System is implemented. The college had organized an LMS program for faculty and students to access & effectively use e resources. This workshop helped the stakeholders during the pandemic situation. 661 students have benefitted.

5	Skill Development	Under the skill development program, the college had organized student events on research bulletin, business plan competition, trade fair & exhibition through which the college had given an opportunity to the small entrepreneurs to sell their products. 58 students and self help groups participated in the trade fair & exhibition.
6	ERP Software having new features for admission, examination, office work etc	The college organized demonstration of various ERP software for admission, examination and office administrative works and accordingly identified the effective software and ERP systems.

Dr. S. S. Kolhatkar
IQAC Coordinator

Prof. S M Edke
Principal

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