

M. U. College of Commerce, Pimpri, Pune 411017.

June 15, 2019

Notice

Meeting for the IQAC is scheduled on Monday, June 17, 2019 at 11 am in the IQAC to discuss the points mentioned in the agenda. Agenda is enclosed for your kind perusal.

Dr. Pushpa Pamnani
IQAC Coordinator

Dr. Vinita Basantani
Officiating Principal

No.	Name	Sign
1	Dr. Mrs. V. H. Borgaonkar, Faculty Member: Commerce	
2	Mr. Shakur Sayyad, Director of Phy. Edu. & Sports	
3	Mrs. S. Nadar, Faculty Member: Commerce	
4	Dr. Ajit Gaikwad, Faculty Member: Economics	
5	Mrs. Sunita Desale, Librarian	
6	Dr. Dnyaneshwar Shirode, Faculty Member: English	
7	Dr. Mrs. Leena Modi, NSS Program Coordinator	
8	Ms. Asmita Bhagat, Faculty Member: BBA	
9	Mrs. Bijal Thakkar, Faculty Member: BBA-CA	
10	Mr. Amit Kachare, Office Representative	
11	Mrs. Aruna Jethwani, Management Representative	
12	Mr. Rahul Bhagwani, Student Representative	
13	Mr. Atharva Barve, Student Representative	
14	Mr. Hemant Rajeshth, Alumni Representative	
15	Mr. Sudhakar Bagul, Industry Representative	

M. U. College of Commerce, Pimpri, Pune 411017.

June 15, 2019

Agenda

1. Confirmation of the minutes of the previous meeting held on February 06, 2019.
2. Finalization of Academic Calendar for the year 2019-2020.
3. Plan of action for the academic year 2019-2020.
4. Review of the institute's performance in the previous academic year.
5. Proposal to hold a book exhibition in the first quarter of 2019-20.
6. Discuss the repairs and maintenance related issues for seamless functioning of the college throughout the academic year 2019-20.
7. Conduct of Internal AAA
8. Installation of sanitary napkin dispensing machine in the Ladies' Room.
9. Any other business with the permission of the chair.

Dr. Pushpa Pamnani
IQAC Coordinator

Dr. Vinita Basantani
Officiating Principal

Minutes of IQAC Meeting – 1

The first meeting of IQAC for the Academic Year 2019-2020 was held on June 17, 2019 in IQAC at 11:00 a.m.

1. The minutes of the previous meeting held on February 06, 2019 were read and confirmed.
2. The Academic Calendar was discussed at length and finalized. Monthwise proposed activities were identified and finalized. It was prepared based on the academic calendar of Savitribai Phule Pune University. Admission for the academic year 2019-20 were conducted smoothly. Students had to accompany at least one of his/her parents on the campus for completing the process of admission. Both the parents as well as the students were introduced to various facilities the college offers, discipline issues on the campus, attendance to the classes etc..
3. The college adopted a quarterly pattern for introduction, implementation and review of any student centric programs, workshops, certificate courses, etc. The IQAC meetings were sought to be held in sync with these student centric programs.
4. An evaluation of the targets set and achieved in the previous year was carried out and it was found that most of targets set were achieved but a necessary improvement in certain areas was recommended by the chair.
5. It was decided that Book exhibition would be held in the month of August in association with the leading book suppliers to the college. The book exhibition would be a source of purchase of reference books for the library. Students would also benefit from this exhibition.
6. It was decided that based on the infrastructure maintenance service book maintained by the college administrative office, a review of whether all the recommended repair works were carried out last year, in time or not. Recommendations were invited from the staff members regarding the upkeep of the college infrastructure. The maintenance of the infrastructure would be a continuous process and the queries pertaining to that would be resolved on a real time basis.
7. It was unanimously decided that the college academic and administrative audit be held internally first and then through the outside agencies.
8. Keeping in view the number of girl students in the college and keeping their interests in mind the college has decided to install a sanitary napkin dispensing machine in the Ladies' Room.
9. The meeting ended with the thanks to the chair.

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1	Dr. Vinita Basantani, Officiating Principal	
2	Dr. Mrs. V. H. Borgaonkar, Faculty Member: Commerce	
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5	Dr. Ajit Gaikwad, Faculty Member: Economics	
6	Mrs. Sunita Desale, Librarian	
7	Dr. Dnyaneshwar Shirode, Faculty Member: English	
8	Dr. Mrs. Leena Modi, NSS Program Coordinator	
9	Ms. Asmita Bhagat, Faculty Member: BBA	
10	Mrs. Bijal Thakkar, Faculty Member: BBA-CA	
11	Mr. Amit Kachare, Office Representative	
12	Mrs. Aruna Jethwani, Management Representative	
13	Mr. Rahul Bhagwani, Student Representative	
14	Mr. Atharva Barve, Student Representative	
15	Mr. Hemant Rajeshth, Alumni Representative	
16	Mr. Sudhakar Bagul, Industry Representative	
17	Dr. Pushpa Pamnani, IQAC Coordinator	

M. U. College of Commerce, Pimpri, Pune 411017.

September 10, 2019

Notice

Meeting for the IQAC is scheduled on Friday, September 13, 2019 at 11 am in the IQAC to discuss the points mentioned in the agenda. Agenda is enclosed for your kind perusal.

Dr. Pushpa Pamnani
IQAC Coordinator

Dr. Vinita Basantani
Officiating Principal

No.	Name	Sign
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M. U. College of Commerce, Pimpri, Pune 411017.

September 10, 2019

Agenda

1. Confirmation of the minutes of the previous meeting held on June 17, 2019.
2. Review of the activities conducted in the last quarter i.e. from June 2017 to September 10, 2019.
3. Discussion on AQAR.
4. Discussion on conduct of examination of the first year B.Com
5. Preparation for one of the flagship events of the college 'Late Mrs. Kaushalya Sangtani Memorial Intercollegiate Quiz in Current Affairs and General Knowledge'.
6. Preparation for an important event of the college 'Reflexion', an intercollegiate event to be conducted in December 2019.
7. Discussion on activities conducted and to be conducted under NSS and Students' Welfare.
8. Any other business with the permission of the chair.

Dr. Pushpa Pamnani
IQAC Coordinator

Dr. Vinita Basantani
Officiating Principal

September 13, 2019

Minutes of IQAC Meeting – 2

The second meeting of IQAC for the Academic Year 2019-2020 was held on September 13, 2019 in IQAC at 11:00 a.m.

1. The minutes of the previous meeting held on June 17, 2019 were read and confirmed.
2. The quarter began with the celebration of International Yoga Day on June 21, 2019. An open counseling session for B.Com., M.Com, BBA and BBA-CA students was conducted on July 23, 2019. A number of activities under NSS were conducted at college level as well as in association with the university. Induction of BBA and BBA-CA students was held on July 27, 2019. Commerce Association was inaugurated on August 09, 2019. Short term course in Personal Branding spread over a period of year completed its six sessions until September 13, 2019.
3. It was decided that the college would opt for filling the AQAR online. It was decided that online registration for filling of AQAR be done. The criterion heads were directed to complete the filling up of AQAR online. It was decided to meet on a weekly basis to complete the AQAR.
4. A detailed discussion was held on the conduct of one of the flagship events of the college 'Late Mrs. Kaushalya Sangtani Memorial Intercollegiate Quiz in Current Affairs and General Knowledge'. The event will be held on September 20, 2019 and will be graced by Dr. Dilip Seth, Principal of S. P. College, Pune and Mr. Uday Shinde, General Manager, ThyssenKrupp Industries India Pvt. Ltd. The quiz will be held in Late Mrs. Kaushalya Sangtani Memorial Hall.
5. An important event of the college 'Reflexion', an intercollegiate event will be held on December 14, 2019. Students' talents in areas such as creative ads, mono acting, theme based power point presentation, rangoli and C programming will be tested this year. Experts to assess the talent of the participants will be from outside. It was decided to invite experts from the industry and academia.
6. It was decided to organize a number of activities under the NSS as well as Students' Welfare. It would include mainly the cleanliness drives, gender sensitization, lectures under POSH and the like.
7. Under any other business, it was decided that with increased participation of faculty members M. R. Jaykar Employability Scheme will be implemented.

The meeting ended with thanks to the chair.

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6	Mrs. Sunita Desale, Librarian	
7	Dr. Dnyaneshwar Shirode, Faculty Member: English	
8	Dr. Mrs. Leena Modi, NSS Program Coordinator	
9	Ms. Asmita Bhagat, Faculty Member: BBA	
10	Mrs. Bijal Thakkar, Faculty Member: BBA-CA	
11	Mr. Amit Kachare, Office Representative	
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16	Mr. Sudhakar Bagul, Industry Representative	
17	Dr. Pushpa Pamnani, IQAC Coordinator	

M. U. College of Commerce, Pimpri, Pune 411017.

December 23, 2019

Notice

Meeting for the IQAC is scheduled on Wednesday, December 24, 2019 at 11 am in the IQAC to discuss the points mentioned in the agenda. Agenda is enclosed for your kind perusal.

Dr. Pushpa Pamnani
IQAC Coordinator

Dr. Vinita Basantani
Officiating Principal

No.	Name	Sign
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M. U. College of Commerce, Pimpri, Pune 411017.

December 23, 2019

Agenda

1. Confirmation of the minutes of the previous meeting held on September 13, 2019.
2. Review of the activities conducted in the last quarter i.e. from September 11 to December 23, 2019.
3. Discussion on Annual Interclass sports event to be conducted by Department of Sports and Physical Education between December 27, 2019 and January 07, 2020
4. Discussion on the conduct of NSS winter camp
5. Review of existing stock of books in the Library and suggestions pertaining to future purchases for library in specific.
6. Review of existing electronic equipment in the college campus and its updation
7. Updating the faculty members with regard to solar system for the college
8. Discussion on the conduct of a programme on National Education Policy for all the institutions under the Jai Hind Sindhu Education Trust.
9. Discussion on the conduct of 'Panel discussion on Budget' in association with CMRS Associates & LLP.
10. Any other business with the permission of the chair.

Dr. Pushpa Pamnani
IQAC Coordinator

Dr. Vinita Basantani
Officiating Principal

December 24, 2019

Minutes of IQAC Meeting – 3

The third meeting of IQAC for the Academic Year 2019-2020 was held on December 26, 2019 in IQAC at 11:00 a.m.

1. The minutes of the previous meeting held on September 13, 2019 were read and confirmed.
2. A number of guest lectures on numerous topical issues were held in the previous quarter. The Short term course on Personal Branding continued. The Indira Gandhi Open University induction programme was conducted on October 19, 2019. Internal Academic and Administrative audit was conducted on December 10, 2019. It was decided that AQAR be submitted by the end of December 2019.
3. It was decided by the sports committee of the college that interclass sports event would be conducted for all F.Y.B.Com students. Sports such as table tennis, kabbaddi, volleyball, football and some events from athletics were included while an additional indoor sports carom was added for increasing the girls' participation in sports.
4. Cleanliness drives on the college campus and around Pawana river were held on September 4, 2019 and October 02, 2019 respectively. Meatless day and Constitution day were celebrated to sensitize the students. NSS also came up with the AIDS awareness programme on December 07, 2019. A workshop on PoSH was organised under the aegis of students' welfare.
5. The book exhibition held in the month of August led to purchases of variety of titles written by both Indian and foreign authors. This quarter added the total of 290 books to the college library, taking the book strength to 14196. Keeping in mind the student textbook ratio more textbooks were purchased to increase the per capita availability.
6. To carry out the teaching – learning seamlessly the existing stock of electronic equipment was found sufficient. Keeping in mind the large strength of girls and paying attention to their personal requirements a sanitary napkins dispensing machine was installed in the ladies' common room. All the minor repairs pertaining to electronic equipment and repairs of other physical infrastructure alongwith signing of the necessary annual maintenance contracts was done in the previous quarter.
7. The issue of solar system was pending with University of Pune and necessary documents to procure the same were compiled with.

8. It was decided that a guest lecture on National Education Policy be held for all the institutions under the Jai Hind Sindhu Education Trust and it was decided to invite Shri. Aniruddh Deshpande, former Principal B. M. C.C, Pune for the same.
9. It was decided that a panel discussion on budget be held as an outreach programme in association with CMRS Associates & LLP.

The meeting ended with thanks to the chair.

No.	Name	Sign
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16	Mr. Sudhakar Bagul, Industry Representative	
17	Dr. Pushpa Pamnani, IQAC Coordinator	

M. U. College of Commerce, Pimpri, Pune 411017.

March 07, 2020

Notice

Meeting for the IQAC is scheduled on Tuesday, March 10, 2020 at 11:00 am in the IQAC to discuss the points mentioned in the agenda. Agenda is enclosed for your kind perusal.

Dr. Pushpa Pamnani
IQAC Coordinator

Dr. Vinita Basantani
Officiating Principal

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M. U. College of Commerce, Pimpri, Pune 411017.

March 07, 2020

Agenda

1. Confirmation of the minutes of the previous meeting held on December 26, 2019.
2. Review of the activities conducted in the last quarter i.e. from December 24 to March 07, 2020.
3. A discussion on the possibility of starting Bachelors of Arts and B. Voc from the academic year 2021-2022.
4. Discussion on scheme for conduct of examination for the First Year (IIInd Sem).
5. Preparation of academic calendar for next academic year.
6. Submission of API by faculty members for the academic year 2019-20
7. Discussion on online admission process for the academic year 2020-21
8. Discussion on making the college website dynamic.
9. Discussion on Students' Satisfaction Survey (SSS)
10. Discussion on Teachers' feedback from students.
11. Conduct of Internal Academic and Administrative Audit.
12. Discussion on preparation of Action Taken Report (ATR) for the academic year 2019-20
13. Any other business with the permission of the chair.

Dr. Pushpa Pamnani
IQAC Coordinator

Dr. Vinita Basantani
Officiating Principal

March 10, 2019

Minutes of IQAC Meeting – 4

The fourth meeting of IQAC for the Academic Year 2019-2020 was held on March 10, 2020 in IQAC at 11:00 a.m.

1. The minutes of the previous meeting held on December 26, 2019 were read and confirmed.
2. Review of activities conducted during the previous quarter was taken. A seminar for 'Senior Citizens' and 'Pre – marriage counselling' as a part of our outreach effort were conducted. A number of guest lectures on different topics such as disaster management, success stories of alumni, and stress management were held. Industrial visits to manufacturing companies and academic institutions were held. National voters' day was celebrated. A panel discussion of budget was held. Convocation ceremony was held. Job fair was conducted wherein 8 organizations participated. Annual (academic and sports) prize distribution was conducted. An interactive workshop on 'National Education Policy- A curtain raiser' was held for college as well as school faculty members.
3. IQAC recommended that pending the government and university directives proposals be sent to the college management so as to apply for B.A. and B.Voc courses.
4. The University introduced the semester pattern for the first year B.Com course. The internal examination components of the second semester were discussed and finalized. It was decided to review, if all the students had completed their internal examination for the first semester.
5. Academic calendar for 2020-21 would be prepared during vacation based on the academic calendar of the University.
6. All the faculty members were directed to get their API documents ready and submit a copy of the same to the IQAC coordinator.
7. It was decided that not only would the prospectus be made available online but even the form fees, as well as the admission fees would be paid online by the students. A software to that effect was under consideration. The entire admission process from registering for the process of admission to declaring of the merit lists and finally the payment of fees would be done online. It was also decided that the students would come to the campus to submit the original documents, once their admission is confirmed on payment of admission money. These students would be counseled on

various issues such as their conduct on the campus, use of library in their studies, their attendance, study tours, gymkhana, etc..

8. The college website had to be shifted from being static to dynamic. The college management permitted to do so. Inputs were invited from the faculty members for upgrading the contents in the college website. It was decided that the content would be updated by the college faculty members who would act as administrators of the website.
9. The contents of the students' satisfaction survey were finalized and it was decided that the same would be taken from all the classes and not the outgoing students only. The SSS would be floated online using Google as the platform.
10. It was decided to conduct a classwise teachers' feedback along with feedback on infrastructure to be carried out through respective class mentors.
11. The committee decided to conduct Academic and Administrative Audit through outside experts after the declaration of results for 2020-2021.
12. It was decided to prepare an Action Taken Report (ATR) for the academic year 2019-20 and upload the same on the college website.

The meeting ended with thanks to the chair.

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**ATR 2019-2020 Quarter I
(15/06/2019 to 12/09/2019)**

Criterion 1	Criterion 2	Criterion 3	Criterion 4	Criterion 5	Criterion 6	Criterion 7
Curricular Aspects	Teaching-Learning and Evaluation	Research, Consultancy and Extension	Infrastructure and Learning Resources	Student Support and Progression	Governance, Leadership and Management	Innovations and Best Practices
Educational Tour to National Institute Securities Market, Patalganga: Workshop on 'An overview of securities market' on 06 & 07/09/2019	Induction Program for First Year Students (09 to 12/07/2019)	Celebration of International Yoga Day on 21/06/2019	Review of Infrastructure and Learning Resources	Counselling under Vidyarthini Manch on 23/07/2019		
	Guest lecture on GST on 09/09/2019	Tree Plantation Activity by NSS volunteers in SPPU on 09/07/2019 & 23/07/2019	Book Exhibition on 21 & 22/08/2019	Mahitidoot Awareness Program on 22/08/2019		
		Inauguration of Commerce Association on 09/08/2019		Guest Lecture on Career in Government / Public sector and Banking & Insurance sector on 24/08/2019		
		Celebration of National Sports day on 29/08/2019 by involving a nearby college		Medical check - up of all first year students on 27 & 28/08/2019		
		Inauguration of Literary Association on 30/08/2019		Blood Donation Camp on 29/08/2019		

**ATR 2019-2020 Quarter II
(13/09/2019 to 23/12/2019)**

Criterion 1	Criterion 2	Criterion 3	Criterion 4	Criterion 5	Criterion 6	Criterion 7
Curricular Aspects	Teaching-Learning and Evaluation	Research, Consultancy and Extension	Infrastructure and Learning Resources	Student Support and Progression	Governance, Leadership and Management	Innovations and Best Practices
BBA/BCA Seminar on Management IT & Technology on 14/09/2019	Guest lecture on GST on 13/09/2019	Celebration of Hindi Saptaha from 09 to 16/09/2019		Guest Lecture on Prevention of Sexual Harassment on 18/10/2019	Guest Lecture on Revised Accreditation Framework on 17/10/2019	Guest Lecture on Communication Skills on 23/09/2019
Late Mrs. Kaushalya Sangtani Memorial Intercollegiate Quiz on Current Affairs & General Knowledge on 20/09/2019	Guest Lecture on Online Registration of GST on 23/09/2019	College Campus Cleanliness Drive by NSS volunteers on 24/09/2019		Guest Lecture on POSH on 18/10/2019		Guest Lecture on Entrepreneurship Concept, Introduction and characteristics of Entrepreneurs on 24/09/2019
IGNOU Induction on 19/10/2019	A Course in Dr. M.R Jayakar Employability Scheme	Visit to Thyssen Krupp Industries India Private Limited under EVS on 28/09/2019		AIDS awareness program on 7/12/2019		Guest Lecture on Recent Amendments in Company Law on 25/09/2019
Reflexion, intercollegiate event was held on 14/12/2019	Guest Lecture on Cost Audit Rules & Regulations on 18/12/2019	Cleanliness Drive at Pimpri Railway Station & Pawana River on 30/09/2019 & 02/10/2019		Guest Lecture on Cyber Crime and cyber security on 20/12/2019		Guest Lecture on Climate & Holistic Environment on 18/10/2019
		Guest lecture on Research Skill on 03/12/2019				Guest Lecture on Green start-up on 19/10/2019

**ATR 2019-2020 Quarter III
(24/12/2019 to 09/03/2020)**

Criterion 1	Criterion 2	Criterion 3	Criterion 4	Criterion 5	Criterion 6	Criterion 7
Curricular Aspects	Teaching-Learning and Evaluation	Research, Consultancy and Extension	Infrastructure and Learning Resources	Student Support and Progression	Governance, Leadership and Management	Innovations and Best Practices
Interclass programming Competition on 10/01/2020	Interclass Sales demo Competition on 19/01/2020	Guest lecture on Citizenship Amendment Act, National register of Citizens and National Population Register on 28/12/2020	Visit to Deccan College on 26/02/2020	Annual Interclass Athletics & sports meet from 27/12/2019 to 07/01/2020	Discussion on National Education Policy - A Curtain Raiser on 27/02/2020	Guest Lecture on Best out of Waste on 15/01/2020
Marathi Pandharvada from 03 to 15/01/2020	M.com seminar on intellectual property rights, ethics, laws and technology on 27/01/2020	Guest lecture on IPR on 03/01/2020		Guest Lecture for BCA on Prevention of Sexual Harassment on 15/01/2020		Guest Lecture on Job Application letter and Resume` Writing on 20/01/2020
Completed Short Term course in Entrepreneurship Development	Guest lecture on IPR on 01/02/2020	NSS special Winter Camp at Dehu Gaon from 13 to 19/01/2020		Guest lecture on Disaster Management on 23/01/2020		Guest Lecture on Cost audit -Legal Teamwork on 23/01/2020
Completed Short term Course on Yoga, Health & Stress Management	Convocation Ceremony on 11/02/2020	Industrial visits to Stella Enterprise, Sun Automations Engg. Pvt. Ltd., Panjarpal Goshala and Rawale Engineers on 18/01/2020		Personal Counselling on 30/01/2020		Conducted Lecture Series on Success stories of Alumni
Completed Short Term Course on Financial Management	Annual Prize Distribution on 28/02/2020	Sindhi Shahadad Day, Hemu Kalani Balidan Divas on 21/01/2020		Guest lecture on CAA on 31/01/2020		Guest Lecture on Waste Management on 01/02/2020

**ATR 2019-2020 Quarter III
(24/12/2019 to 09/03/2020)**

Criterion 1	Criterion 2	Criterion 3	Criterion 4	Criterion 5	Criterion 6	Criterion 7
Curricular Aspects	Teaching-Learning and Evaluation	Research, Consultancy and Extension	Infrastructure and Learning Resources	Student Support and Progression	Governance, Leadership and Management	Innovations and Best Practices
Sindhology: Sindhi Elocution Competition on 05/02/2020		Pre marriage counseling on 24/01/2020		Culfest: A Cultural Event was held in February.		Guest Lecture on Recent Updates in Application of Costing on 03/02/2020
Marathi Basha Divas & Marathi poetry recitation competition on 27/02/2020		Pledge & Essay Writing Competition on National Voters' Day		Pre Exam Counselling on 18/02/2020		Study Tour to Ramnandi for River walk & Visit to Central Bee Reasearch Institute on 03/02/2020
		Seminar for Senior Citizens on 31/01/2020		Music Appreciation Session on 18/02/2020		Guest Lecture on Stress Management on 08/02/2020
		Panel Discussion on Budget on 04/02/2020		Placement Drive on 18/02/2020		HR Workshop on 02/03/2020
		Industrial visit to Piaggio Vespa Automibles, Baramati on 08/02/2020		Job Fair on 29/02/2020		
		Guest Lecture for senior citizens on 15/02/2020		Career Counselling on 29/02/2020		
		Industrial Visit to Kalyani Maxion Wheels Pvt Ltd on 22/02/2020				

ATR 2019-2020 Quarter IV (10/03/2019 to 31/05/2020)	Criterion 1	Criterion 2	Criterion 3	Criterion 4	Criterion 5	Criterion 6	Criterion 7
	Curricular Aspects	Teaching-Learning and Evaluation	Research, Consultancy and Extension	Infrastructure and Learning Resources	Student Support and Progression	Governance, Leadership and Management	Innovations and Best Practices
	Completed Short Term Course in Personal Branding	Conduct of all the statutory internal examinations					
	Completed Short Term course in Smart English for Effective Communication in collaboration with ELTIS, Symbiosis.						