



**MARATHWADA MITRA MANDAL'S
COLLEGE OF COMMERCE,
PUNE -411004**

Minutes of the IQAC Meeting on 12th June 2014

Members Present

Sr. No.	Names of IQAC Committee Members	Designation	Signature
1.	Dr. M. D. Lawrence	Chairperson	
2.	Dr. N. B. Shaikh	IQAC Co-ordinator	
3.	Prof. V. N. Wagh	Teacher Representative	
4.	Prof. Madhuri Pawar	Teacher Representative	
5.	Prof. Uday Kiran	Teacher Representative	
6.	Prof. Teja Dighe	Teacher Representative	
7.	Prof. Meenal Kabra	Teacher Representative	
8.	Prof. Rutuja Deshpande	Teacher Representative	
9.	Mr. B. A. Atole	Senior Administrative Officer	
10.	Mr. R. V. Kamthe	Senior Administrative Officer	
11.	Mr. R. V. Mane	Senior Administrative Officer	
11.	Mr. Govind Chandak	Nominees of Student/Alumni	
12.	Prof. B. B. Mane	Nominees of Stakeholder	

Agenda:

1. Confirmation of Minutes of last IQAC meeting.
2. Proposal to design and implement certificate course in Retail Management.
3. Recruitment of qualified teaching staff.
4. To effectively review teaching learning methodologies and learning outcomes through IQAC monitoring.
5. Discussion on workshops and seminar to be organised.
6. Proposal of campus coordination committee.

The IQAC coordinator welcomed the members.

Item 1. The minutes of previous IQAC meeting were reviewed and the efforts were taken for planning activities for academic year 2014 – 2015 were discussed.

Item 2. To supplement the students, an initiative was taken to design and implement a certificate course in Retail Management.

Proposed By: - Uday Kiran **Seconded By:** - Rutuja Deshpande

Item 3. As per the workload audit report, few teaching staff to be appointed with necessary skills. Interview dates were finalized. It was decided to have a demonstration of lecture, preliminary round of interview and final scrutiny of candidates by management.

Proposed By: - Dr. N. B. Shaikh **Seconded By:** - V. N. Wagh

Item 4. IQAC members reviewed the process of teaching learning in the context of each department and advised to introduce new teaching learning pedagogies. Also IQAC members devised methodologies to monitor attainment of learning of outcomes.

Item 5. In order to have continuous enrichment and enhancement in Teaching Learning, Department suggested few workshops and seminar. IQAC members asked to get best qualified resource people for seminars and workshop.

Proposed By: - Meenal Kabra **Seconded By:** - Uday Kiran

Item 6. Keeping in mind, expansion and growth of the Institution IQAC members suggested establishing a campus coordination committee.

Proposed By: - Dr. N. B. Shaikh **Seconded By:** - V. N. Wagh

Dr. N. B. Shaikh, IQAC Co-ordinator, concluded the meeting by proposing vote of thanks.



**MARATHWADA MITRA MANDAL'S
COLLEGE OF COMMERCE,
PUNE -411004**

Minutes of the IQAC Meeting on 9th September 2014

Members Present

Sr. No.	Names of IQAC Committee Members	Designation	Signature
1.	Dr. M. D. Lawrence	Chairperson	
2.	Dr. N. B. Shaikh	IQAC Co-ordinator	
3.	Prof. V. N. Wagh	Teacher Representative	
4.	Prof. Madhuri Pawar	Teacher Representative	
5.	Prof. Uday Kiran	Teacher Representative	
6.	Prof. Teja Dighe	Teacher Representative	
7.	Prof. Meenal Kabra	Teacher Representative	
8.	Prof. Rutuja Deshpande	Teacher Representative	
9.	Mr. B. A. Atole	Senior Administrative Officer	
10.	Mr. R. V. Kamthe	Senior Administrative Officer	
11.	Mr. R. V. Mane	Senior Administrative Officer	
11.	Mr. Govind Chandak	Nominees of Student/Alumni	
12.	Prof. B. B. Mane	Nominees of Stakeholder	

The IQAC coordinator welcomed the members.

Agenda:

1. Confirmation of the minutes of the last IQAC meeting.
2. Implement Vridhhi Software for handling Examinations.
3. Proposal for designing and implementation of a certificate course Cyber Security.
4. Discussion on NSS activities.
5. Proposal to approve guidance for MPSC, UPSC for student.
6. Discussion of Theme and committee for College Magazine.

Item 1. The meeting was started with the permission of the chair. In the first part of the meeting, the IQAC coordinator read the minutes of the last meeting. It was the subject matter already discussed therefore everybody heard it patiently and agreed upon.

Item 2. Prof. Madhuri Pawar proposed to implement 'Vridhhi Software' for all the transaction and record maintenance related with examination. It was finalized to purchase the software and ask the vendor to give few more orientation of its use.

Proposed By: - Madhuri Pawar Seconded By: - V. N. Wagh

Item 3. In the view of changing and challenging internet transaction, it was felt to start a certificate course in cyber security. Designing of syllabus was completed by team of teachers. Dr. N. B. Shaikh suggested it to implement for M.Com students which everyone agreed.

Proposed By: - Dr. N. B. Shaikh Seconded By: - Madhuri Pawar

Item 4. The Principal and the IQAC coordinator asked the NSS in charge to give list of activities under NSS unit and the venue of winter camp to be finalized.

Item 5. To give benefit to number of students for registered for competitive exam, senior IQAC members proposed to start a MPSC/UPSC guidance centre in collaboration with SPACE.

Proposed By: - V. N. Wagh Seconded By: - Meenal Kabra

Item 6. Likewise every year, it was proposed to form student editorial committee and teacher editorial board for publication of college magazine. Suggestion and discussion on suitable theme for college magazine were taken up.

Proposed By: - Meenal Kabra Seconded By: - Teja Dighe

Dr. N. B. Shaikh, IQAC Co-ordinator, concluded the meeting by proposing vote of thanks.



**MARATHWADA MITRA MANDAL'S
COLLEGE OF COMMERCE,
PUNE -411004**

Minutes of the IQAC Meeting on 5th January 2015

Members Present

Sr. No.	Names of IQAC Committee Members	Designation	Signature
1.	Dr. M. D. Lawrence	Chairperson	
2.	Dr. N. B. Shaikh	IQAC Co-ordinator	
3.	Prof. V. N. Wagh	Teacher Representative	
4.	Prof. Madhuri Pawar	Teacher Representative	
5.	Prof. Uday Kiran	Teacher Representative	
6.	Prof. Teja Dighe	Teacher Representative	
7.	Prof. Meenal Kabra	Teacher Representative	
8.	Prof. Rutuja Deshpande	Teacher Representative	
9.	Mr. B. A. Atole	Senior Administrative Officer	
10.	Mr. R. V. Kamthe	Senior Administrative Officer	
11.	Mr. R. V. Mane	Senior Administrative Officer	
11.	Mr. Govind Chandak	Nominees of Student/Alumni	
12.	Prof. B. B. Mane	Nominees of Stakeholder	

Agenda:

1. Confirmation of the minutes of the last IQAC meeting.
2. Full automation of SLIM.
3. To strengthen the learning resources, subscription of NList.
4. Proposal to arrange more number of Placement Campus Drives.
5. To renew Quickheal Antivirus software.

The IQAC coordinator welcomed the members.

Item 1. Previous IQAC meeting minutes were read reviewed and the efforts were taken for magazine theme, competitive exam guidance centre were discussed.

Item 2. The proposal put by Library Committee for full automation of library software was discussed and it was decided to initiate the process of library automation.

Proposed By: - Dr. N. B. Shaikh Seconded By: - V. N. Wagh

Item 3. With advent of reading resources online, it was decided to subscribe for N-List so as to have access to e-resources to student and faculties of college.

Item 4. The student representative requested and other IQAC members decide to plan the campus drive for BBA, B.Sc., BCA, and B.Com. students.

Proposed By: - Uday Kiran Seconded By: - Meenal Kabra

Item 5. Routine renewal of Quickheal Antivirus Software to be taken up. Everyone agreed upon it.

Proposed By: - Teja Dighe Seconded By: - Rutuja Deshpande

Dr. N. B. Shaikh, IQAC Co-ordinator, concluded the meeting by proposing vote of thanks.



**MARATHWADA MITRA MANDAL'S
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Minutes of the IQAC Meeting on 3rd April 2015

Members Present

Sr. No.	Names of IQAC Committee Members	Designation	Signature
1.	Dr. M. D. Lawrence	Chairperson	
2.	Dr. N. B. Shaikh	IQAC Co-ordinator	
3.	Prof. V. N. Wagh	Teacher Representative	
4.	Prof. Madhuri Pawar	Teacher Representative	
5.	Prof. Uday Kiran	Teacher Representative	
6.	Prof. Teja Dighe	Teacher Representative	
7.	Prof. Meenal Kabra	Teacher Representative	
8.	Prof. Rutuja Deshpande	Teacher Representative	
9.	Mr. B. A. Atole	Senior Administrative Officer	
10.	Mr. R. V. Kamthe	Senior Administrative Officer	
11.	Mr. R. V. Mane	Senior Administrative Officer	
11.	Mr. Govind Chandak	Nominees of Student/Alumni	
12.	Prof. B. B. Mane	Nominees of Stakeholder	

Agenda:

1. Confirmation of the minutes of the last IQAC meeting.
2. Completion of AQAR for 2014-15.
3. Planning and discussion for Preparation of Academic Calendar, College prospectus for new academic year 2015-16.
4. Audit and compliance.
5. Proposal to establish MMCC Retract Club. ✓

The IQAC coordinator welcomed the members.

Item 1. The minutes of last IQAC meeting were discussed and supported by resolution passed.

Item 2. IQAC coordinator discussed all the proposal and activities carried out during the academic year 2014-2015 so as to finalize report writing and completing AQAR 2014-2015.

Item 3. The discussion on preparation of Academic Calendar, college prospectus for the new academic year 2015-2016 was brought to light. All HODs were asked to prepare a plan of their departmental activities and examination schedule.

Proposed By: - Meenal Kabra Seconded By: - Madhuri Pawar

Item 4. It was decided to ask all administrative and clerical staff to fulfil the compliance of external audit.

Proposed By: - B. A. Atole Seconded By: - R. V. Kamthe

Item 5. IQAC coordinator and Prof. V. N. Wagh suggested collaborating with Retract Club and forming a MMCC Retract Club. All members agreed upon as Institutes mission of "Welfare of Masses" will be taken up in a larger spectrum.

Proposed By: - Dr. N. B. Shaikh Seconded By: - V. N. Wagh

Dr. N. B. Shaikh, IQAC Co-ordinator, concluded the meeting by proposing vote of thanks.