

Ref. No.: .....

Date: .....

## Internal Quality Assurance Cell (IQAC)

Date: 20<sup>th</sup> May 2021


### NOTICE

All faculty members are hereby informed that Internal Quality Assurance Cell meeting will be held on 25/5/2021 at 10:00 am in Director's office on fourth floor.

Agenda for the meeting is as given below:

1. Addition of new members in Formation (Body) of IQAC.
2. Deciding the frequency of meeting and related matters.
3. Discussing the nomination of student's representative.
4. Regarding the nomination of Alumni representative.
5. Regarding the nomination of Employer representative.
6. Any other matter with permission of chair.

PRERNA COLLEGE OF COMMERCE  
NAGPUR

  
Dr Liladhar Rewatkar  
IQAC Coordinator

## Internal Quality Assurance Cell (IQAC)

Date: 25<sup>th</sup> May 2021

### Minutes of Meeting

**Resolution No. 1-** The Chairperson welcomed all the members of IQAC. All the members gave their brief introduction and expressed their eagerness to work for quality enhancement of the institution. He briefed everyone about the importance of IQAC its role, duties, responsibilities and importance. He highlighted that IQAC plays an important role in quality enhancement. It was proposed that Dr. Liladhar Rewatkar, Assistant Professor, Department of Computer Science should take over as Coordinator of IQAC. This was unanimously accepted.

**Resolution No. 2-** The Coordinator IQAC proposed that the meeting of IQAC will be conducted 5 to 6 times in a year and the presence of 7 to 8 of total members shall be considered as quorum to conduct the meeting. Apart from the regular meeting the committee will also when required.

**Resolution No. 3-** The Chairperson IQAC proposed that the student representative shall be nominated with the recommendation of class teacher of all final years and their nomination will automatically be terminate after their graduation. With the recommendation of class teachers, Mr. Ved Khare and Ms. Ashwini Soni was nominated as UG and PG student nominee.

**Resolution No. 4-** The coordinator proposed the names of alumni as there is still no formal association in the college. Coordinator also proposed to form an alumni association with an executive body of alumni association. Then representative nominated was Mr. Saurav Shirpurkar.

**Resolution No. 6-** Coordinator suggested the name of Mr. Kshitij Ingle as the employer representative.

#### **Any other matter with permission of chair.**

As no other issues was raised meeting was concluded with the permission of chair.

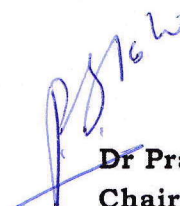
Vote of Thanks was proposed by the IQAC Coordinator.



**Dr Liladhar Rewatkar**

**IQAC Coordinator**

Internal Quality Assurance Cell  
Prerna College of Commerce  
Reshimbag Square, Nagpur



**Dr Pravin Joshi**  
**Chairperson**



Body Members of IQAC				
S. N.	IQAC Members	Name	Designation	Signature
1	Co-Chairperson: Principal of the Institution	Dr Ujwal Lanjewar	Principal, Prerna College of Commerce	
2	Senior Administrative Officer	Mr. R. Shrikhande	Registrar, Prerna College of Commerce	
3	Senior Teacher	1. Dr Manjiri Pathak Department of Computer Application	Assistant Professor, Prerna College of Commerce	
		2. Dr Shivani Katakwar Department of Commerce	Assistant Professor, Prerna College of Commerce	
		3. Dr Bharti Deshmukh Department of Computer Application	Assistant Professor, Prerna College of Commerce	
		4. Dr Avinash Hedao Department of Computer Science	Assistant Professor, Prerna College of Commerce	
4	Management Member	Dr S.C. Gulhane	Secretary, Prerna Sewa Mandal	
5	Nominee from Local Society	Dr Leena Chandani	Associate Professor Dept. of English Sindhu Mahavidyalaya	
		Dr Urmila Dabir	Principal, Rajkumar Kewalramani Mahavidyalaya	
6	Students Nominee UG	Mr. Ved Khare	B. Com. III Student	
7	Students Nominee PG	Ms. Ashwini Soni	M. Com. II Student	
8	Alumni Nominee	Mr. Saurav Shirpurkar	Alumni	
9	Employer Nominee	Mr. Kshitij Ingle	Entrepreneur	
10	Member from Industry	Mr. Vishal Agrawal	Businessman	
11	Parents Nominee	Mr. Pramod Harne (Pharmacist)	Secretary, Parent Teacher Association	

Ref. No.: .....

Date: .....

## Internal Quality Assurance Cell (IQAC)

Date: 10<sup>th</sup> June 2021

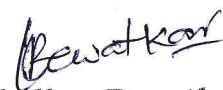
### NOTICE

All faculty members are hereby informed that of Internal Quality Assurance Cell meeting will be held on 14/6/2021 at 10:00 am in Director's office on fourth floor.

Agenda for the meeting is as given below:

1. To Prepare academic calendar- Committee decided to prepare academic calendar and implement them.
2. To organize International, National Seminars/Conferences/Workshops- Decision is taken to organize seminars/conferences.
3. To organize FIP on research Methodology-
4. To purchase new computers for online admission process.
5. To improve the professional qualifications of the faculty- Attending seminar, conference and FDP.

PRERNA COLLEGE OF COMMERCE  
NAGPUR

  
**Dr Liladhar Rewatkar**  
IQAC Coordinator



## **Internal Quality Assurance Cell (IQAC)**

**Date: 15<sup>th</sup> June 2021**

### **Minutes of Meeting**

**To read and confirm the minutes of the previous IQAC meeting.**

Minutes of the IQAC meeting held on 25<sup>th</sup> May 2021 were confirmed by the IQAC Coordinator in the presence of the Chairperson and other members.

**Resolution No. 1-** Discussion took place on planning and strategies of teaching and learning activities of the academic year 2021-22. The same is decided to communicate to the faculty through head of respective departments. IQAC appointed Dr Ashish Gupta and Ms. Shweta Mankar to prepare academic calendar and inform all Heads to implement them.

**Resolution No. 2-** All the members are decided to organize a joint multidisciplinary national and international conferences on current trends under various departments. For this, the work of identification of the disciplines and domains is being carried out. All members discussed relevant areas of interdisciplinary research like management, computer science, engineering etc. that would benefit the faculty members in teaching as well as research work. Once finalization of the disciplines, domains and dates, the information would be circulated to the maximum extent possible at National and International level and papers would be called accordingly.


**Resolution No. 3-** As research is one of the most inevitable parts of academic, Chairperson put the proposal to organized FIP on research methodology. After brief discussion, IQAC has decided to organized 10-days national level FIP under research and promotion cell under IQAC.


**Resolution No. 4-** RTM Nagpur University has started the online admission process from session 2020-21. In response to that IQAC has suggested to purchase 4 new computers with two advance printers to smoothly conduct admission process 2021-22.

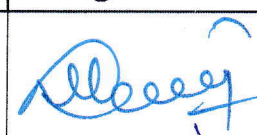
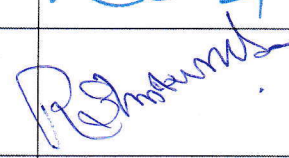
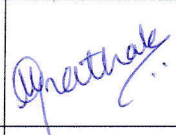


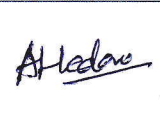

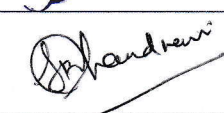
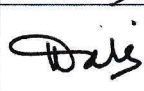
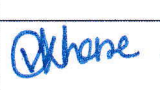
**Resolution No. 5-** All the members agreed to motivate the faculty to participate and attend FIP, Refresher course and FDP organized by various institutions to improve teacher skills and research areas.

**Any other matter with permission of chair.**

As there are no other points of discussion, the meeting ended with a vote of thanks to the Chair.

  
**Dr Liladhar Rewatkar**  
**IQAC Coordinator**  
**Co-ordinator**  
 Internal Quality Assurance Cell  
 Prerna College of Commerce  
 Reshimbag Square, Nagpur

  
**Dr Pravin Joshi**  
**Chairperson**

Body Members of IQAC				
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6	Students Nominee UG	Mr. Ved Khare	B. Com. III Student	



7	Students Nominee PG	Ms. Ashwini Soni	M. Com. II Student	<u>Ashwini Soni</u>
8	Alumni Nominee	Mr. Saurav Shirpurkar	Alumni	<u>S. R. Shirpurkar</u>
9	Employer Nominee	Mr. Kshitij Ingle	Entrepreneur	<u>K. Ingle</u>
10	Member from Industry	Mr. Vishal Agrawal	Businessman	<u>V. Agrawal</u>
11	Parents Nominee	Mr. Pramod Harne (Pharmacist)	Secretary, Parent Teacher Association	<u>P. Harne</u>

Ref. No.: .....

Date: .....

## Internal Quality Assurance Cell (IQAC)

Date: 5<sup>th</sup> September 2021


### NOTICE

All faculty members are hereby informed that of Internal Quality Assurance Cell meeting will be held on 10/9/2021 at 10:00 am in Director's office on fourth floor.

Agenda for the meeting is as given below:

1. To organize the extension activities through NSS
2. To organize academic programmes on various disciplines
3. To conduct the skill based and short-term courses
4. To introduce new courses and additional sections of various streams
5. To purchase text books for library
6. To construct two new computer labs.

PRERNA COLLEGE OF COMMERCE  
NAGPUR

  
Dr Liladhar Rewatkar  
IQAC Coordinator



## **Internal Quality Assurance Cell (IQAC)**

**Date: 11<sup>th</sup> September 2021**

### **Minutes of Meeting**

**To read and confirm the minutes of the previous IQAC meeting.**

Minutes of the IQAC meeting held on 15<sup>th</sup> June 2021 were confirmed by the IQAC Coordinator in the presence of the Chairperson and other members.

**Resolution No. 1-** Every year NSS unit of the college organizes various activities under various schemes. This year also chairperson has prepared the list of various programs to be organized. Prerna College of Commerce has adopted Adyali village in last year. Principal suggested to organize one health checkup camp in the village which will be beneficial for Adyali village as well as surrounding areas.

**Resolution No. 2-** The Chairperson mentioned that Enrichment Programs for students & Faculty Members can be done through organizing Seminars/ Workshops/Special Lectures/ FDP. Each department and NAAC committees will organize at least two enrichment programs per year. This year as it is not possible to organize all the Enrichment programs offline due to pandemic, so it was decided to organize online programs by each department in collaboration with IQAC.

**Resolution No. 3-** Chairperson and principal mentioned that various skill based and short-term courses must be started for the overall growth of students. After discussion, it was decided that IQAC will organize at least one certificate course under each department and some other courses on gender sensitization and sustainability development.

**Resolution No. 4-** Chairperson and Principal appreciated the hard work of each and every faculty to make this college one of the topmost in Nagpur city. Number of admissions are increasing year by year. So, Principal suggested to apply for additional sections of B. Com. And M. Sc. (Computer Science)

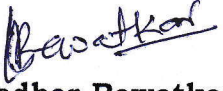
**Resolution No. 5-** It has been decided that coordinator of library committee formed in each department will purchase new books for the library by obtaining required list of books from the faculty. Library Committee and IQAC will decide the budget for purchase of books, magazines, journals, and other things required for the library.


**Resolution No. 6-** As the number of admissions are increasing every year, the Computer Lab of the College should have more number of computers with internet connectivity, to be used by faculty and students for teaching and research and also for initiating job oriented courses for students. Chairman stated that a new twenty-terminal server-based Computer Lab will be constructed on the fourth floor. The Computer Lab will be fully equipped with computers and all necessary equipment and accessories as well as a




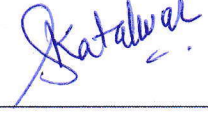


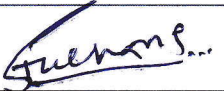
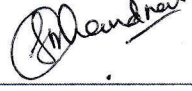

projection system and two air-conditioners as well as a new Broadband connection for full Internet connectivity. Students may access the Internet in the Computer Lab under the supervision of subject teachers. The Computer Lab may also be used by faculty members to make power-point presentations.

**Any other matter with permission of chair.**

As there are no other points of discussion, the meeting ended with a vote of thanks to the Chair.

  
**Dr Liladhar Rewatkar**  
**IQAC Coordinator**  
**Co-ordinator**  
Internal Quality Assurance Cell  
Perna College of Commerce  
Reshimbag Square, Nagpur

  
**Dr Pravin Joshi**  
**Chairperson**

Body Members of IQAC				
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		Dr Urmila Dabir	Principal, Rajkumar Kewalramani Mahavidyalaya	



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## Internal Quality Assurance Cell (IQAC)

Date: 11<sup>th</sup> October 2021

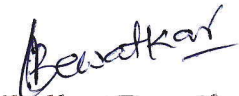
### NOTICE

All faculty members are hereby informed that the Internal Quality Assurance Cell meeting will be held on 15/10/2021 at 10:00 am in Director's office on fourth floor.

Agenda for the meeting is as given below:

1. To take a review of department wise syllabus completion
2. To conduct remedial coaching classes for the slow learners
3. To develop the infrastructure of the college/ departments/classrooms
4. To reopening of college in physical mode
5. To purchase 50 PCs for computer lab.
6. To construct Principal cabin.

PRERNA COLLEGE OF COMMERCE  
NAGPUR

  
Dr Liladhar Rewatkar  
IQAC Coordinator



## **Internal Quality Assurance Cell (IQAC)**

**Date: 16<sup>th</sup> October 2021**

### **Minutes of Meeting**

#### **To read and confirm the minutes of the previous IQAC meeting.**

Minutes of the IQAC meeting held on 10<sup>th</sup> September 2021 were confirmed by the IQAC Coordinator in the presence of the Chairperson and other members.

**Resolution No. 1-** Head of faculty Commerce, Management, Languages, Computer science and application directed to conduct departmental meeting regarding to syllabus completion, Unit wise test, Submission of Assignment, Project work, Seminar and record of test examination in concerned department and submit report to Hon'ble Principal.

**Resolution No. 2-** The members suggested that slow learners should be identified by the class in charge and reviewed by HoD. The Chairperson instructed to coordinator of remedial committee to design special time table to conduct remedial classes for slow learners and for needy students in the college time without disturbing regular time table.

**Resolution No. 3-** The institution has a policy to provide ample infrastructural facilities for effective teaching and learning. Respective departments submit departmental requirements to IQAC. After discussion and as per needs IQAC forwards it to Principal, and LMC. On receiving approval from Parent Institute, execution is made. The available physical infrastructure is optimally utilized beyond regular college hours, to conduct certificate courses, co-curricular activities/extra - curricular activities, parent teacher meetings, Campus Recruitment Training classes, campus recruitments, meetings, seminars, conferences etc.

**Resolution No. 4-** As per notification by Govt. of Maharashtra and RTM Nagpur university, Chairperson and Principal has decided to reopen the college in physical mode. Chairman and Principal has decided certain guidelines as per RTMNU letter and will inform to all faculty.

**Resolution No. 5-** IQAC members suggested to purchase UPS, computers, Printers, scanners etc. and required software for the computer lab. Chairman has formed a committee of 3 members including principal to find best suitable hardware configuration. It was decided that college will ask for quotations from various suppliers. Principal will place an order to supplier quoted lower cost.

**Resolution No. 6-** IQAC has suggested to construct a new principal office for smooth administration and also suggested CDC to construct a new computer lab with 50 computers which will occupy nearly 100 students at a time for practical session.

**Resolution No. 7-** NAAC stipulates to upload only publications/Articles in Web of Science/ Scopus/ UGC CARE list. It has been decided that each faculty will publish 2 research papers in each academic calendar and college will pay 50% publication charges for each paper for publication.

**Any other matter with permission of chair.**

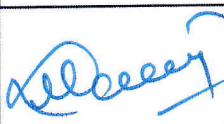
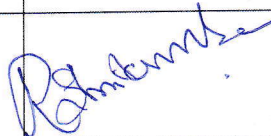
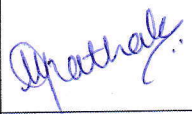

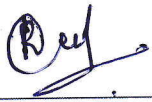

As there are no other points of discussion, the meeting ended with a vote of thanks to the Chair.

  
Dr Liladhar Rewatkar

IQAC Coordinator

Co-ordinator  
Internal Quality Assurance Cell  
Perna College of Commerce  
Resnimbag Square, Nagpur

  
Dr Pravin Joshi  
Chairperson

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## Internal Quality Assurance Cell (IQAC)

Date: 30<sup>th</sup> January 2022

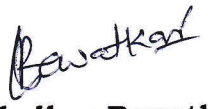
### NOTICE

All faculty members are hereby informed that of Internal Quality Assurance Cell meeting will be held on 03/02/2022 at 12:00 noon in Director's office on fourth floor.

Agenda for the meeting is as given below:

1. To promote faculty under CAS
2. To conduct RTMNU Winter 21 examination of all first semesters
3. To organize sports events
4. To build new classrooms for conducting the lectures.
5. To build staff room for Commerce and Management Department
6. To construct playground at Vihirgao campus
7. To collect the API-PBAS forms for the academic year 2021-22.

PRERNA COLLEGE OF COMMERCE  
NAGPUR

  
**Dr Liladhar Rewatkar**  
IQAC Coordinator



## **Internal Quality Assurance Cell (IQAC)**

**Date: 3<sup>rd</sup> February 2022**

### **Minutes of Meeting**

#### **To read and confirm the minutes of the previous IQAC meeting.**

Minutes of the IQAC meeting held on 15<sup>th</sup> October 2022 were confirmed by the IQAC Coordinator in the presence of the Chairperson and other members.

**Resolution No. 1-** The coordinator IQAC reported that all the papers related to CAS of Dr. Liladhar Rewatkar (Stage I) has been checked thoroughly and signed. Next week the screening committee will scrutinize their papers & supporting documents and give their valuable suggestions, if any.

**Resolution No. 2-** The Principal said that Final notification regarding all semester I University Examinations has been published by the RTMNU Nagpur University. The Principal announced that there will be online University Examinations of all first semester, Winter 2021. Instruction regarding examination for students, faculty members & HOD has been prepared in the Principal Council Meeting on the basis of the instruction given by the University & it will be given to the teachers. Principal also mentioned that all HODs are requested to aware the students & the faculty members regarding the rules to be followed in Online examinations.

**Resolution No. 3-** The institution has a policy to promote students in academic as well as in sports. In that regard, it has been decided that Director of Sports will organize two-day sports event at Vihirgao campus ground. Chairperson has given instruction to make a plan and all necessary arrangements to organize various sports events. It has been suggested that, Director of Sports will identify best players to prepare college team for the participation in various events on university/state/national level.

**Resolution No. 4-** As college has started new courses and taken additional sections of various courses, it was found that the present infrastructure is not sufficient to execute the teaching. it was decided by all the members that IQAC will put the proposal to construct at least 4 new classrooms having capacity of 100 students each. If the proposal is accepted by college authority, construction work will start immediately.

**Resolution No. 5-** IQAC members suggested to present staff room of Commerce and Management department is not sufficient due to new appointment of faculty. After discussion it was decided that a new staff room will be constructed on fourth floor with desktop, internet and Wi-Fi facility.

**Resolution No. 6-** IQAC has suggested to principal and CDC to construct open air play ground to organize various sports events as well as sport practice for student.

**Resolution No. 7-** The API-PBAS Proforma for the year 2021-22 has been discussed and finalized. IQAC will distribute this proforma among all faculty and collect the filled in Proformas from the faculty members along with evidences within one month time. It is also decided that The IQAC collected the Confidential Reports, Self-Appraisal form, year wise teaching plan and teaching diary from all faculty.

**Any other matter with permission of chair.**

As there are no other points of discussion, the meeting ended with a vote of thanks to the Chair.



**Dr Liladhar Rewatkar**

**IQAC Coordinator**

**Co-ordinator**


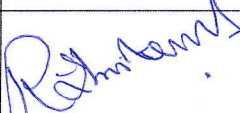



Internal Quality Assurance Cell

Perna College of Commerce

Limbag Square, Nagpur



**Dr Pravin Joshi**  
**Chairperson**

Body Members of IQAC				
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		2. Dr Shivani Katakwar Department of Commerce	Assistant Professor, Perna College of Commerce	
		3. Dr Bharti Deshmukh Department of Computer Application	Assistant Professor, Perna College of Commerce	



		4. Dr Avinash Hedao Department of Computer Science	Assistant Professor, Prerna College of Commerce	<i>A.Hedao</i>
4	Management Member	Dr S.C. Gulhane	Secretary, Prerna Sewa Mandal	<i>Gulhane...</i>
5	Nominee from Local Society	Dr Leena Chandani	Associate Professor Dept. of English Sindhu Mahavidyalaya	<i>Leena Chandani</i>
		Dr Urmila Dabir	Principal, Rajkumar Kewalramani Mahavidyalaya	<i>Dabir</i>
6	Students Nominee UG	Mr. Ved Khare	B. Com. III Student	<i>V.Khare.</i>
7	Students Nominee PG	Ms. Ashwini Soni	M. Com. II Student	<i>Ashwini Soni</i>
8	Alumni Nominee	Mr. Saurav Shirpurkar	Alumni	<i>S.R.Shirpurkar</i>
9	Employer Nominee	Mr. Kshitij Ingle	Entrepreneur	<i>K.Ingle</i>
10	Member from Industry	Mr. Vishal Agrawal	Businessman	<i>V.Agrawal</i>
11	Parents Nominee	Mr. Pramod Harne (Pharmacist)	Secretary, Parent Teacher Association	<i>P.Harne</i>