



# Gokhale Institute of Politics and Economics

(Founded by Rao Bahadur R.R. Kale, Satara)  
(Deemed to be University u/s 3 of the UGC Act, 1956)  
846, Shivajinagar, B.M.C.C. Road  
**PUNE - 411 004 (INDIA)**

## **Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) of Gokhale Institute of Politics and Economics held on Monday, January 16, 2023.**

A meeting of the Internal Quality Assurance Cell (IQAC) of the Institute was held on **Monday, January 16, 2023 at 11 a.m.** in the Institute. The following members were present:

1. Dr. Ajit Ranade, Vice Chancellor, *Chairman*
2. Prof. Sangeeta Shroff, Coordinator, IQAC, *Member*
3. Prof. P. N. Rath, Associate Coordinator, IQAC, *Member*
4. Dr. Anurag Asawa, *Member*
5. Prof. Anjali Radkar, *Member*
6. Dr. Atreyee Sinha Chakraborty, *Member*
7. Mrs. Ashwini Joglekar, *Member*
8. Prof. Dhanmanjiri Sathe, *Member*
9. Dr. K. S. Reddy, *Member*

Mrs. Madhurima Ghosh also attended the meeting as an Assistant to IQAC.

Prof. Rajas Parchure, Prof. Manoj Kar, Prof. Kailas Thaware, Prof. Prashant Bansode, Dr. Savita Kulkarni, Col Kapil Jodh, Dr. Dilip Kajale, Mr. Shirdhar Dhavale, Mr. Mayur Vora and Ms. Udita Makhija could not attend the meeting due to unavoidable circumstances.

### **Minutes:**

1. **Approval of the Annual Quality Assurance Report 2021-2022:** The members unanimously approved the Annual Quality Assurance Report 2021-22. The same will be duly submitted for approval by a Statutory body before uploading on the AQAR portal. In this connection, it was also informed that automation in the Institute for certain processes has been implemented and further, engaging an ERP for total automation is in advanced stages. A number of vendors have given demos and the final selection will be expedited. Hence full automation will facilitate the collation of data and enable proper maintenance of records.
2. **Approval of the AAA format:** The format for conducting internal Academic and Administrative Audit by IQAC circulated earlier with the Agenda was approved by the Committee.
3. **Conduct of Green Audit, Environment Audit and Energy Audit:** The members discussed about the matter and resolved that the Green Audit, Environment Audit and Energy Audit be conducted by the Centre for Sustainable Development (CSD) of the Institute and Prof Gurudas Nulkar will facilitate the process.
4. **Approval of Policy Documents:** The following Policy Documents were approved which will be uploaded on the website.
  - a. IQAC Policy
  - b. Code of Ethics
  - c. Code of Conduct - For management, students, teachers, administrative and non-teaching staff
  - d. Policy of Consultancy
  - e. IT Policy
  - f. PhD Policy
  - g. Examination Policy

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5. **Formation of Student Faculty Committee:** The members discussed about the formation of the Student Faculty Committee and the resolved that the Dean of Students Affairs will be in charge of the committee. The Class representatives, PhD scholars along with a few Faculty members will be members of the committee. Ms Hemagi More and Ms Prajakta Kulkarni will be incharge of maintaining all documents related to the committee.
6. **Designing of NAAC compliant Website:** The Vice Chancellor strongly advocated redesigning the website. It is also pointed out the technical team hired by CSD and CEED websites be consulted on this matter. In this connection, Mrs Ahswini Joglekar , Finance & Accounts Officer suggested that funds earmarked for development of IT infrastructure may be partially used to meet immediate requirements, if any, within 2022-2023 financial year. The remaining amount be made available through appropriate budgetary provision for 2023-2024 financial year.

The following Points were discussed with the permission of the Chair:

7. The IQAC Coordinator, Prof Sangeeta Shroff, stressed the importance of regularly maintaining a record of the Attainment of Programme Outcome, Programme Specific Outcomes and Course Outcomes. The methodology of obtaining the attainment of different Programmes and Courses was discussed and it was resolved that the faculty may prepare the same for their respective Courses/Programmes. The Teaching Assistants and Research Assistants may provide the necessary help in this regard.
8. The need for conducting workshops on professional development and skill enhancement for administrative staff was highlighted in the meeting and the Institute will make all round efforts for capacity building of the staff. It was also informed that IQAC has initiated the steps to conduct of two workshops, one for emotional wellbeing and one pertaining to life skills.
9. The members suggested that since the Institute always strives to improve quality in every aspect, it is necessary to regularly take feedback from all stakeholders such as students, alumni, employers and even parents of students.
10. The Committee discussed strengthening research in the Institute and publishing papers in journals which are under UGC Care List and Scopus indexed. Incentive for the same will also as announced by the Vice Chancellor has been commended. In this connection, it was also brought to the notice of members about considerable improvement in the *h index* of the Institute within last three years.

The meeting ended with a vote of thanks to the chair.

Approved

Ajit Ranade

Sangeeta Shroff

P. N. Rath

Anurag Asawa

Anjali Radkar

Ashwini Joglekar

Dhanmanjiri Sathe

A. S. Chakraborty

K. S. Reddy

Madhurima Ghosh

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