

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 INSTITUTE WITH IQAC CLUSTER HELD ON 29TH MAY, 2023

A meeting of the IQAC Steering and Executive Committees of the Institute with representatives of IQAC Cluster was convened on May 29, 2023 at 11 a.m. in the Institute. The following members were present:

1. Prof. P. N. Rath, Associate Coordinator, IQAC,
2. Prof. Jayanti Kajale, Dean of Students Affairs
3. Prof. Nanaji Shewale, Librarian
4. Prof. Kailash Thaware, Controller of Examinations
5. Col Kapil Jodh, Registrar
6. Dr Savita Kulkarni, Coordinator, M. A. (Economics)
7. Dr Pooja Thakur, Campus Secretary
8. Dr Balu Pawde, Assistant Professor
9. Mr Shardul Manurkar. OSD to VC
10. Mrs Rupali Bawiskar, Chief of Staff, VC Office
11. Mrs. Ashwini Joglekar, Finance and Accounts Officer
12. Mr Pramod Joshi, Information Scientist
13. Mrs Hemangi More, Placement Officer
14. Mr Akash Gulankar, Communication Officer
15. Mrs Swati Waghmare, Stenographer
16. Mrs Prajakta Kulkarni, Stenographer.
17. Mr Kuber Gophane, Data Entry Operator
18. Mr Ashish Suryawanshi, Library Assistant
19. Ms Suchita Shinde, Accounts Assistant
20. Mrs Sarika Kulkarni, Academic Assistant
21. Mrs. Pradyna Raut, Ph. D. Section
22. Mr Kunal Rajput, Academic Section
23. Mrs Madhurima Ghosh, IQAC

Prof, Prashant Bansode, Dean of Faculty Affairs could not attend the meeting.

Minutes:

1. Mr. Ayub Shaik, the representative from IQAC Cluster, commenced the meeting with a detailed introduction regarding IQAC CLUSTER and its potential to assist Gokhale Institute of Politics and Economics in five crucial audits: Energy Audit, Environmental Audit, Green Audit, Gender Audit, and Academic and Administrative.Audit. He informed that IQAC CLUSTER would soon send a Letter

of Intent (LoI), giving the process details and information about the auditors involved. Subsequently, direct communication between the Institute and the auditors for Energy, Green, and Environment audits would be established to ensure a smooth execution of the audit process.

2. **Green, Energy and Environment Audit:** The Energy Audit, Green Audit and Environment Audit of the Institute will happen in the following way:

(a) The Green, Energy and Environment audits of the Institute will be conducted by IQAC Cluster, through their designated auditor, Ms. Nahida Shaik who was also present in the meeting virtually. She informed that she would be organizing a technical meeting within the coming week to discuss data requirements and other related information pertinent to these three audits. Based on the data and information provided by the Institute, IQAC Institute Cluster will furnish recommendations that can be incorporated as part of the Institute's annual plans.

(b) The auditors responsible for Energy, Green, and Environment audits will share the required format and provide instructions regarding the information and data that the Institute needs to furnish within the stipulated time frame.

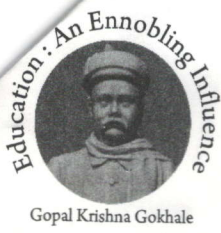
(c) To streamline this process, an institutional portal will be created, facilitating the uploading of data. The auditors will meticulously study the submitted data and, if necessary, may request revisions or additional information

(d) Furthermore, the auditors will plan a site visit to the Institute in consultation with the Institute management. During the site visit, the auditors will assess the Institute's infrastructure and subsequently prepare a report.

(e) The draft report will be shared with the Institute, and upon reimbursement of the remaining funds, the final report will be provided.

(f) To streamline this process, an institutional portal will be created, facilitating the uploading of data. The auditors will meticulously study the submitted data and, if necessary, may request revisions or additional information.

3. **Academic and Administrative Audit and Gender Audit:** Gender and Academic and Administrative audits, Mr. Ayub Shaik confirmed that he would share the required formats by the end of today. He also highlighted that the audits would cover a span of two years, specifically 2021-2022 and 2022-2023, with a



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)

possibility of extension for the subsequent year, 2023-2024. A team of three auditors from various regions of Maharashtra will visit the Institute on a predetermined date to conduct the audits. The Institute will be responsible for reimbursing the auditors' traveling allowances. Within two days following the site visit, the audited Academic and Administrative Audit (AAA) report will be presented to the Institute.

4. Overall, it is agreed that IQAC Cluster will guide and support our Institute throughout the audit process, ensuring a comprehensive assessment of our energy consumption, environmental practices, gender inclusivity, and academic and administrative systems. It is also agreed upon that cooperation from each and every department and faculty is required for successful completion of different audits and ensuring a smooth passage for NAAC accreditation.

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

Approved

P. N. Rath

Nanaji Shewale

Jayanti Kajale

Kailas Thaware

Kapil Jodh

Savita Kulkarni

Pooja Thakur

Balu Pawde

Shardul Manurkar

Rupali Bhawiskar

Ashwini Joglekar

Pramod Joshi

Akash Gulankar

Swati Waghmare

Prajakta Kulkarni

Kuber Gophane

Ashish Suryavanshi

Suchita Shinde

Sarika Kulkarni

Madhurima Ghosh

Kunal Rajput