

**DadasahebJotiram Godse Arts, Commerec, Science College, Vaduj.**

10. **IQAC Meetings: Minutes: 2020-21:**

**Meeting 01:**

**Date: 25/06/2020**

SR.	SUBIECT	RESOLUTION
01	Submission of AQAR for 2019-20 to the NAAC	It was resolved to prepare and submit the Annual Quality Report of the institution before 31/12/2020
02	ONLINE Teaching in the institution	Though, it is the period of lock-down, the affiliating university has issued orders regarding reopening of the affiliated college. So it was resolved to start ONLINE lectures as per the timetable in force. For online teaching, it was resolved to use ZOOM Platform. It was also resolved to organize a workshop on ONLINE TEACHING : ZOOM MEETING
03	Participation in Webinars	It was resolved to that faculty members should participate in ONLINE seminars and enhance their professional skills and competency.
04	AAA of the college	It was resolved to conduct Academic and Administrative audit of the institution for 2019-20 by some external agency or IQAC Coordinator and Principal of some renowned college

05	<p>Other Subjects, if any, with the prior permission of the Chair person.</p> <ol style="list-style-type: none"> <li>1. Up-gradation of Institutional Website</li> <li>2. To gear-up NAAC Process and to submit IIQA to NAAC before December</li> </ol>	<p>There were three subjects raised by the members:</p> <p>Resolution: 1. It was resolved to update and modernize the institutional website</p> <p>Resolution: 2. It was resolved to speed up the NAAC process and submit IIQA before December, 2020.</p>
----	---	---

**Meeting 02:**

**Date: 21/12/2020**

SR.	SUBJECT	RESOLUTION
02	IIQA Submission to NAAC	It was resolved to submit the Institutional Information for Quality Assessment to NAAC, Bangalore before 31 <sup>st</sup> of December, 2020 as NAAC guidelines for A & A of HEIs are going to change after 1 <sup>st</sup> January, 2021 and as our validation is expired.
03	Up-gradation of the Institutional Website	Institutional website of any HEI is the mirror of the institution. Secondly, we are going to prepare for NAAC Phase-III. So it was resolved to upgrade and keep the website NAAC ready. It was also resolved to create a new NAAC tab.
04	PPT Bank	A new idea came in the mind of Dr S G Kamble. He suggested, since we are using PPT in teaching and learning process, we should prepare a PPT Bank and make it available on our institutional website. The same was unanimously and instantly accepted resolved to do the same at the earliest.

05	Purchase of computers	Our computers have become weak and inefficient so far their performance is considered. So it was resolved to purchase two computers and two printers cum scanners for the institution for NAAC work.
06	Green Audit, Energy Audit, Gender Audit, and ISO Certification of the institution	The college had decided to conduct Green Audit, Energy Audit, Gender Audit, and ISO Certification of the institution in January/February, 2020. However, due to nationwide lockdown imposed, it had become impossible to conduct these audits. Now the Covid-19 situation is bit softened. So it was resolved to resume the process of various quality audits of the college.
07	Other Subjects, if any 1. E-Waste of the institution	Since some of the computers have become outdated and have stopped working and are out of repair, it was resolved to scrap them and manage their scientific disposal so that no harm is done to our environment.

**Meeting 03:**

**Date: 27/02/2021**

SR.	SUBJECT	RESOLUTION
01	Reading and Confirmation of the Minutes of the Previous Meeting	Minutes of the previous meeting held on 21.12.2020, were read by the IQAC coordinator and unanimously confirmed with the permission of the chair.

02	NAAC-SSR-Phase-III	The work of institutional SSR is in progress and is on the verge of completion. The committee discussed the work progress and it was resolved to submit the SSR by 2 <sup>nd</sup> March, 2021 as the count-down of 45 days from IIQA acceptance is finishing on 5 <sup>th</sup> March.
03	NAAC Fee structure, schedule of payment	As the preparation of the institutional SSR is on the verge of completion, IQAC coordinator brought the amount of necessary fees and its payment schedule to the notice of the house. IQAC coordinator also requested to make arrangements of requisite fees well in time to avoid any complicity.
04	Assessment of our SSR by some external experts and expenses towards the same	It was resolved to get our institutional SSR prepared by IQAC, by some external experts and then to submit it to the NAAC. For this purpose, it was resolved to invite Dr. S B Patil and Dr. P S Kulkarni for the same and last minute guidance.
05	Other Subjects, if any, with the permission of the chair 1. Regarding technicalities of payment towards SSR fee	It was resolved to clear technicalities, if any for the payment of SSR fee, such as user ID, password, KYC, or any related issues associated with the account.

Meeting 04:

Date: 20/08/2021

SR.	SUBJECT	RESOLUTION
01	Reading and Confirmation of the Minutes of the	Minutes of the previous meeting held on 27.02.2021, were read by the IQAC

	Previous Meeting	coordinator and unanimously confirmed with the permission of the chair.
02	Shifting of the College Library in the new Building	The mother institution has constructed a new separate building for the college. On the first floor of it, there is enough and sufficient space for library. It was resolved to shift the college library from its place to the new building with more space and more ventilation and more facilities; with immediate effect.
03	Conduction of ONLINE SEMINARS	It was resolved that various departments in the college including sports and library, should organize online seminars (Webinars) for academic excellence in the institution.
04	Introduction of Short Term / Certificate Courses in 2021-22	It was resolved that the institution should introduce and conduct , on the campus, various short term and Certificate courses ranging from 3 Months to six months duration for the benefit of needy students. It was also resolved to introduce job oriented and skill based courses.
05	Functional MOUs	It was resolved that almost all departments should discuss and sign Memorandums of Understanding for bringing about academic excellence in the teaching learning and evaluation process on the campus and to broaden the vision and enrich students experience, with other academic

		institutions or bodies.
06	Other subjects, if any, with the permission of the chair	Since no last moment issue was raised by any of the members, the meeting ended with the vote of thanks proposed by Mr. Gujar V. B.

### **Action Taken Report (ATR):**

1. Annual Quality Assurance Report (AQAR) for academic year was prepared and submitted to the NAAC, Bangalore on 29/12/2020.
2. A workshop on ONLINE TEACHING: ZOOM MEETING was held in the institution on 01/09/2020. The faculty members downloaded the ZOOM App and did their teaching through ONLINE Mode on mobile phones and laptops.
3. Academic and Administrative Audit of the institution was conducted on 01/12/2020 and former principal Dr. S. B. Patil and IQAC Coordinator in chair, both of Hutatma Rajguru Mahavidyalaya, Rajgurunagar, Dist.-Pune were invited to conduct the audit.
4. Website of the institution was updated and modernized moderately and is kept NAAC ready.
5. IIQA, as an initiation of the Assessment and Accreditation Process of the institution by NAAC, was submitted in ONLINE MODE to the NAAC Bangalore for NAAC Phase- III.
6. As resolved, a PPT Bank is prepared by the teachers of various subjects in the college and the same is made available for the students in the institutional website. Dr. Gire S. M. of Sociology is looking after the activity.
7. Two computers with advance configuration and two printers cum scanners are purchased for the institution on 31.12.2020.
8. The institution conducted Green and Environment Audit of the premise on conducted this audit and submitted their audit report and certificate to the institution.
9. The institution invited Eco Shastra Consultancy and Services to conduct the Energy Audit of the campus. The Eco Shastra conducted the audit and

submitted their audit report and certificate to the institution on 27.06.2021.

10. The institution also obtained ISO certification on which is valid for 3 (Three) years from 16.12.2020 to 15.12.2023.
11. The institution sold out the E-waste to Kuldeep E-Waste Disposals who are the government approved firm dealing in E-waste, and obtained the certificate for the same 02.02.2021.
12. The SSR of the college was prepared and for internal assessment of the SSR, two members of Hutatma Rajguru College, Rajgurunagar, Prin. Dr. S. B. Patil and their IQAC Coordinator Dr. P. S. Kulkarni were invited on. They examined the SSR and suggested certain instructions to be incorporated.
13. The institute prepared the SSR and after the examination of it by external examiners, submitted to the NAAC Bangalore along with necessary fees.
14. During the academic year, the institution organized 12 webinars and one workshop. Organizing departments are (1) Hindi, (2) Marathi, (3) English, (4) History, (5) Geography, (6) Physics, (7) Chemistry, (8) Mathematics, (9) Zoology, (10) Library, (11) Gymkhana and Sports and (12) Commerce.

Details of Webinars organized in the institution:

Sr. No.	Organizing Department	Date	Theme of Webinar	Speaker/s	State/ National/ International
1	Physical Education	27.08.2021	Meditation and Stress Management	Art of Living Team, Pune.	National
2	Social Sciences	16.09.2021	Gender and Violence	Dr. Pushpesh Kumar Mishra	National
3	Marathi	29.09.2021	संत साहित्यातील मानवतावाद	Dr. Uday Jadhav Dr. Malagi	National
4	Library	30.09.2021	Academic Information Searching	Dr, Prashant Kalloli	National
5	History	01.10.2021	छत्रपती शाहू महाराजांचे आपत्ती व्यवस्थापन आणि धोरण	Dr. Suresh Shikhare	National
6	Geography	09.10.2021	Career Opportunities in Geo-Sciences	Dr, Karande S. V.	National
7	Physical Education	11.10.2021	Health and Happiness	Art of Living Team, Pune.	Workshop

8	Mathematics	12.10.2021	Recent Trends in Mathematics	Dr. Pravin Jadhav	National
9	Zoology	12.10.2021	Recent Trends in Zoology	Dr. R.V. Kshirsagar Dr. A.J. Khandagale	National
10	English	13.10.2021	Recent Trends in English Language Teaching	Dr. Shardool Thakur Dr. Dnyandeo Kale	National
11	Chemistry	13.10.2021	Recent Trends in Chemistry, Synthesis and Properties in MetalComplex	Dr. M. D Sangale	National
12	Commerce	14.10.2021	Trends and Opportunities in Commerce Education	Dr. Prasanna Deshmukh Dr, Supriya Chaugule	National
13	Physics	14.10.2021	Career Opportunities in Physics	Dr. Yelpale,S.R.M. Khataav	National
14	Hindi	16.10.2021	हिंदी साहित्य में वृद्धविमर्श	Prof. Dr. Vishnu Sarawade	National

.....