

IQAC Meetings: Minutes: 2019-20:

Meeting 01:

Date: 13/ 07/ 2019

| SR. | SUBIECT | RESOLUTION |
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| 01 | Reading and Confirmation of the Minutes of the Previous Meeting | Minutes of the previous meeting held on 24.3.2019, the action taken report for the academic year 2018-19 were read by the IQAC coordinator and confirmed. |
| 02 | Welcome Ceremony of the New Comers | Every year, new comers are offered a formal welcome in a function in which the students are acquainted with the infrastructure and academic facilities availabilities on the campus. Since they are entering an altogether new world of their career stage, little light was put on challenges and opportunities. So it was resolved to organize a welcome function for the new comers in the last week of July. |
| 03 | AQAR for 2018-19 and SSR for NAAC Phase III | It was resolved to prepare the annual report and submit it by September end. It was also resolved that SSR of the college for Assessment and Accreditation should be prepared and submitted to the NAAC, Bangalore by the end of December. However, before submission, mock NAAC should be conducted. For the same, names of Dr. Khilare, the principal of Shahu College of Kolhapur and Dr. Dadas A. N., Coordinator, IQAC of Dahiwadi College, Dahiwadi were suggested. |
| 04 | Elections of Students Assembly | After 2002, for the first time, Students Assembly Elections on the basis of general elections, are going to be held |

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| | | <p>in Sept., 2019. As per the Maharashtra Govt. resolution passed, and the University notification. Detailed information regarding the same was provided to the committee, and it was resolved that every component and all the stakeholders be intimated and taken into confidence and the elections be held accordingly and in an amicable environment as elections have deep effect and impact upon the students' mind and their future career.</p> |
| 05 | Purchase of Science Laboratory Material | <p>Since 2019-20 is seeing the second year of B.Sc., it was resolved to purchase laboratory material including chemicals and apparatuses and books, keeping in mind suggestions and recommendations made by the Shivaji University's Affiliation Committee for the same.</p> |
| 06 | Introduction of Vocational Courses on the Campus | <p>It was resolved that this academic year, two vocational courses be introduced on the campus keeping in mind their usefulness to students. Tally and Beauty-parlor certificate courses were made suggestion of and the suggestion made by the principal was accepted.</p> |
| 07 | Other Subjects, if any | <p>In the concluding part of the meeting, certain suggestions regarding smooth operation of the subjects on the agenda were made, discussed and accepted. The main focus was Students' Assembly Elections and the NAAC phase III. The meeting was concluded by a vote of thanks proposed by Dr. Gire S. M. which was followed by working refreshment i.e. tea and biscuits.</p> |

Meeting 02:

Date: 15/ 08/ 2019

| SR. | SUBIECT | RESOLUTION |
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| 01 | Reading and Confirmation of the Minutes of the Previous Meeting | Minutes of the previous meeting held on 13/ 07/ 2019 were read by the IQAC coordinator and confirmed with the permission of the Chair. |
| 02 | AQAR for 2018-19 and preparation of NAAC phase III SSR | It was brought to the notice of the committee that the annual report was prepared and was ready for online submission. The IQAC coordinator and co-coordinator were given instructions regarding submission by 30 th September. The college in the III rd phase of the assessment and accreditation by NAAC. It was also resolved to prepare and submit the same by the end of the calendar year and peer team visit may take place by the end of the academic year. |
| 03 | Other Subjects, if any | Tea was served. The chairman offered good wishes on the occasion our Independence Day and the meeting was concluded after Dr. Kamble S G proposed a vote of thanks. |

Meeting 03:

Date: 30/ 11/ 2019

| SR. | SUBIECT | RESOLUTION |
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| 01 | Reading and Confirmation of the Minutes of the Previous Meeting | Minutes of the previous second meeting in academic year which was held on 15.8.2019 were read by the IQAC coordinator and were confirmed with the permission of the chair of the IQAC. |
| 02 | Preparation of SSR-NAAC | The post of Principal is to be fulfilled. |

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| | phase III | All related procedures are done. Approval to advt. is likely to be granted. The work of SSR preparation is in progress. Activities regarding the same were brought to the notice of the assembly. New Procedures and significance regarding Student Satisfaction Survey (SSS) were also discussed. Two ways of thinking came on the forefront. One was to keep the SSR ready and submit it in June 2020 so that peer team visit can be arranged in August/September of 2020. And second thought that came forward was to go for the same in March/ April as 70% procedures are system generated. But it was confirmed that the institution should keep the SSR ready and handy for submission any moment. |
| 03 | Gender Audit/ Green Audit and AAA | The in-charge principal was asked to look into the matter and Khade S N (member) was asked to go for green audit of the college after making necessary enquiries regarding the same |
| 04 | Updating and Upgrading the institutional website | It was resolved that the institutional website should kept always update and upgrade as it is the online doorway to the institution. Mrs Dr Gire was asked to shoulder this responsibility as she is goodly techno-savy. |
| 05 | Mock NAAC before the submission of SSR | It was resolved that before the submission of our SSR, an external team of experienced experts be invited and the SSR be first put before them. Their suggestions instructions be, if possible, incorporated and then the SSR be submitted to the NAAC. It was |

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| | | also resolved that before the peer team visit, mock NAAC of the college should be conducted to examine and improve our preparations. |
| 06 | Other Subjects, if any, with the permission of the chair | The meeting concluded by the vote of thanks proposed by Gujar V. B. |

Meeting 04:

Date: 27/ 02/ 2020

| SR. | SUBJECT | RESOLUTION |
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| 01 | Reading and Confirmation of the Minutes of the Previous Meeting | Minutes of the previous second meeting in academic year which was held on 30.11.2019 were read by the IQAC coordinator and were confirmed by the permission of the chairman of the IQAC. |
| 02 | Academic and Administrative Audit of the institution | It was resolved to undergo the A A A of the institution and the management asked to form a committee for the same with immediate effect. |
| 03 | Gender Audit and Green Audit of the institution | It was also resolved to undergo green audit and gender audit of the institution and to form two separate committees with immediate effect. |
| 04 | Documentation and Filing | Since the college is ready with its SSR as per new guidelines issued in Feb.,2020,all departments must be ready with essential documents and follow standard procedures for filing. All departments means, History, Geography, Hindi, English, Marathi, NSS, Examination, Library, Sports and Physical Education, Commerce, Science, etc should prepare to face the NAAC Peer Team visit |
| 05 | Preparation and Submission of AQAR for 2019-20 | The IQAC coordinator brought to the notice of the house that submission of |

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| | | AQAR for academic year 2019-20 is necessary as a part of procedures. It was resolved to prepare the AQAR and submit in due time. |
| 06 | Use of ICT in teaching-learning process | As the NAAC expects increasing use of ITC in teaching-learning process to make it lively and lovely and to make teaching more effective, and since the NAAC has emphasized the use if ITC, it was resolved to increase its use and explore new innovative techniques of instruction. |
| 07 | Updation of the Website | In new guidelines, it is mentioned that very little space is given in online SSR, so extensive use of institutional website is but natural. The same was brought to the notice of the house. It was resolved to keep the website NAAC ready. |
| 08 | Other Subjects, if any, with the permission of the chair | Since no issue was raised by any of the members for discussion, the meeting concluded by the vote of thanks proposed by the co-coordinator, Dr. S G Kamble. |

Meeting 05:

Date: 21/ 05/ 2020

| SR. | SUBIECT | RESOLUTION |
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| 01 | Preparing and submitting proposals for Skill Based Programs. | With the permission of the chair, the honorable vice chairperson of the parent institution suggested to initiate for the introduction of vocational guidance courses along with formal degree courses on the campus. It was resolved to initiate for the same. Dr. S G Kamble should shoulder the responsibility to look into the same and to keep in touch with other institutions. |

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| | | He was also asked to collecting data, preparing proposals, and their submission. He was also asked to keep in touch with a Pune based college for the same for up to mark execution and conduction of programs if our proposals are accepted. |
| 02 | Selection of Coordinator | For these vocational guidance courses, Prof. V. B. Gujar was appointed the coordinator. He was given the responsibility to assist Dr Kamble and monitor the entire process. |
| 04 | Any other business with the permission of the chair. | Since no other issue was raised, the meeting ended with formal vote of thanks by the coordinator and a suggestion from the Vice chairperson to take every possible care against Covid-19 and compliance of the governments' guidelines. |

Action Taken Report:

In addition to the regular academic and administrative activities such as preparing the Institutional Academic Calendar, Preparing and Submitting the Annual Quality Assurance Report to the NAAC, Bangalore, activities of Mentorship Mechanism on the campus,

1. This year we organized two welcome functions, one for B.A. Part-I students on 03/07/2019 at 10 am in lecture hall No. 10 and one for B. Com. and B. Sc. Part – I students on 27/07/2019 at 10:00 am in the Lecture Hall No. 17. The Principal, the Chairman of the Parent Institution and other stakeholders were present. Students of part one were made acquainted with infrastructure available for teaching and learning process, scholarships, co-curricular and extra-curricular facilities, discipline of the institution, etc.
2. The IQAC of the institution prepared and submitted the Annual Quality Assurance Report (AQAR) to the NAAC Bangalore on 24/10/2019.

3. For Science laboratories, chemicals and apparatuses were purchased as per the suggestions of Shivaji University's Affiliation Committee. The amount of 198625 was spent on the said purchase.
 4. The library purchased 475 (254 for Arts, 115 for Commerce and 100 for science and 06 books in donation) books for the library and spent 42522 rupees on the said purchase.
 5. To conduct the Gender Audit, Green Audit, Academic and Administrative Audit and ISO certification, four committees were formed. Here a mention needs to be made that as the work was in progress, Lock-Down was imposed due to Covid-19.
 6. On 28/02/2020, a workshop was conducted on the use of ICT with special focus on PPT presentations in teaching Learning Process which benefitted 22 faculty on the campus..
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