

## **MINUTES-IQAC meeting-held on 16 July 2020. 2020-21**

The first meeting of IQAC of the college was held on 16 July 2020 via zoom app owing to COVID 19 pandemic.

- The meeting started on scheduled time at 11.00 a.m.
- The chairman of the IQAC principal Dr. P.M.Katkar chaired the meeting.
- The coordinator, Dr R.D. Hajare coordinated and conducted the meeting via the zoom app.
- ❖ Roll of order of the meeting: The chairman ordered the meeting to be started at 11.00 am.
- ❖ The coordinator welcomed all the members and started the meeting
- ❖ The coordinator read out the decisions of the last meeting conducted at the end of the last session and sought approval.
- ❖ The cell approved the decisions.
- ❖ The coordinator read aloud and shown on screens the new subjects and floated them for discussion. The major subjects are as follows:
  - i) Formation of new IQAC for the year 2020-2022.
  - ii) Appointment of new coordinator for the period.
  - iii) Undertake internal and external academic and administrative audit.
  - iv) Making teaching learning process more students oriented, participative, and interactive.
  - v) Admission for the year 2020-21.
  - vi) Overcoming the pandemic situations and measures regarding it.
  - vii) Engaging online classes.
  - viii) Creating e content.
    - ix) Making required facilities for the online classes available.
    - x) Organizing online seminars/workshops/ conferences.
    - xi) Promoting teachers for online courses RC/OC and providing financial help if needed.
    - xii) Make required facilities available for carrying out academic works.
    - xiii) Developing teachers' quality by taking up active researches, publication.
    - xix) Increasing impact factor with i- index and h-index.
    - xv) Applying for new MRPS to different funding agencies.
    - xvi) Maximising the use of ICT.

- xvii) Taking regular feedback from all the concerned.
- xviii) Publish own journal/annual magazine.
- Xix) Organising sports/ cultural events.
- xx) Organising seminar on Intellectual property rights/ human rights/ personality development/ soft skills development.
- xxi) Organising coaching classes.
- xxii) Introducing remedial classes as and when required.
- xxiii) Opening consultancy services in child development, soft skill development, communication
- xxiv) Making college website dynamic.
- xxv) Any other subjects with permission from the chairman. Procuring technical service for conducting online classes and creating e- content.

**Action Plan-2020-21**

The IQAC meeting approved the subjects of the meeting held on 16 July 2020 and thereby the following action plan has been prepared.

S.N.	Items	Action to be taken
1	Formation of IQAC for -2020-22	Formed with everyone's consent.
2.	Appointment of new coordinator	Dr. R. D. Hajare, Assistant professor was appointed co-coordinator for the period.
3.	Administrative audit	To be conducted at the end of the session.
4.	Admission	Admission committee founded. New members added and asked to take all measures to increase admissions.
5.	Measures to overcome COVID-19 pandemic.	<ul style="list-style-type: none"> <li>i. Procuring sanitization machine by the end of July 2020.</li> <li>ii) Sanitizing all the classes before conducting classes before 31 July 2020.</li> <li>iii) Maintaining social distance in the classes.</li> <li>iv) Sanitary vending machines for individual cleanliness before 31 July 2020.</li> <li>v) Procuring screening machine. Before 31 July 2020.</li> </ul>

6.	Developing video room for developing e content and online classes.	Necessary equipments to be procured by the end of August 2020.
7.	Organizing seminar on Human Rights	Sept. 2020
8.	Orientation of teachers on developing research quality	Organizing workshop- Sept.2020
9.	Attending online RC/OC/FDP	As and when available an organized by UGC HRDCs ASCs.
10	Publishing journal/ magazine	Nov. 2020
11	Organizing sports meet	Dec.2020
12	Organizing Cultural meet	Dec. 2020
13	Consultancy work-	<ul style="list-style-type: none"> <li>• Guidance on child development- August 2020</li> <li>• Guidance on soft skill development- Nov.2020</li> <li>• Guidance on maintaining mental health during pandemic- Sept.2020</li> </ul>
14	Organizing coaching classes for competitive exams/ police recruitment/defense recruitment.	Oct. 2020 and Feb-March 2021
15	Remedial classes	Nov. 2020 and March 2020
16	Making college website dynamic to- i)Adopting online admission process, ii) Total management system, iii) library Management services iv) update students support system	July 2020
17	Procuring technical service if required for developing e- content , conducting online classes and organizing webinars if pandemic continues to	August 2020.

	impact.	
18.	Following affiliating University's new calendar- semester wise-	i)Odd Semester-1 August 2020 to 30 Nov. 2020 (90 days) ii) Even Semester-1 January 2020- 30 April 2021(90 days)
19.	Maximizing use of ICT	Throughout the year-2020-21
20.	Taking feedback from all stakeholders on regular basis.	i.Students: End of the year-online feedback of at least 10% of students. ii. Parents: in parents' meeting iii. Other stakeholders –whenever they visit the college.
21.	Maintaining cleanliness	Throughout the year
22.	Extension activities	Throughout the year as per college calendar/department calendar.

Dr. Ravindra D. Hajare, IQAC Coordinator.