

## Internal Quality Assurance Cell (IQAC)

### Agenda for 1<sup>st</sup> meeting of IQAC

Today on Wednesday 24/06/2020 at 10.00 am the first meeting of IQAC was held under the chairmanship of the principal.

The Agenda is as under :

- 1) Confirmation of minutes of last meeting.
- 2) Action taken report.
- 3) Regarding preparation for peer team visit and schedule of visit.
- 4) Preparation of prospectus.
- 5) Submission of internal marks.
- 6) Preparation of Timetable.
- 7) Regarding proposal for diploma/ certificate course and extension of B.Voc. courses.
- 8) precautions for post Covid Period as per UGC/ Govt. guidelines.
- 9) Regarding Admission process.
- 10) Institutional best practices. Departmental best practices.
- 11) Conduct Value added/ add on courses.
- 12) Regarding Kasturi College magazine.
- 13) Utilization of grant for tree plantation from Govt.
- 14) Speech ICSSR grants and motivate students for research and provide them resources.
- 15) Congratulation of new research Supervisors and Editors of Kasturi.
- 16) Preparation of AQAR of 2019-2020.
- 17) Organized workshops/webinars on
  - a) effective use of technology.
  - b) Intellectual Property Rights.
  - c) Start ups and Incubation policy.
  - d) future of new Education Policy.
  - e) English Communication Skill
- 18) Any other point with the permission of the chair.

## Minutes of the Meeting

### Item No. 1

Minutes of last meeting confirmed.

### Item No. 2

The Chairman had taken a detailed report of all the action taken in the last meeting.

Practical exam. Internal exam. Over. Work distribution prepared and effected by all. Due to Covid-19 holiday declared from 18<sup>th</sup> to 31<sup>st</sup> March. AQAR of session 2018-2019 submitted. Preparation for NAAC Peer team visit going on. Perspective plan has to be prepared.as it was look-download period. Special care given regarding the placement of commerce students faculty members are quite conscious of the individual differences of students. No teachers indulgers Plagiarism or unethical practices code of conduct and code of ethics followed strictly. What sup group created. Psychology Dept. conducted survey and counseling for needy students. Students and parents proceeded help as and when necessary. NSS unit of the college has extended help and manpower as per requirement.

### Item No. 3

Due to look down peer team has been pending and hence all preparations have to be done properly. Propose dates for peer team visit will be October 16, 17/23,24 and 28,29.

### Item No. 4

Prospectus will have to be prepared as per govt. guidelines and on account of of the pandemic, all precautions to be taken will have to be mentioned in the prospectus.

### Item No. 5

All subject teachers have to submit the internal marks of their subjects to the University online before the 26<sup>th</sup> of June 2020.

### Item No. 6

Timetable will have to be prepared taking in to consideration the COvid-19 Situation and as per direction.

### Item No. 7

Proposal has to be submitted for Diploma/Certificate course and Extension of B.Voc courses before 30<sup>th</sup> of June (in Marketing Agriculture, Health services)

### Item No. 8

All Precautions for all post- Covid periods as per UGC/Govt. guidelines have to be implemented. Wearing masks has to be compulsory in the campus.

### Item No. 9

For admissions advertisement has to be both online and offline (in news paper) flex will be kept in nearby areas to attract more admissions. Kale sir and Abore sir will look off this work.

Item no.10

Each dept. has to select and implement the best practice of their dept. and it has to be communicated to the IQAC. From this institutional best practice will be selected by IQAC.

Item No.11

Every dept. has to be conduct value added/add on courses for the benefit of students.

Item No.12

The work of Kasturi college magazine have to be carried out systematically. And all concerned will pay attention to it.

Item No.13

The grant of Rs.3700/- received from the govt. for tree plantation has to be utilized for that purpose. Ambore sir take care of it.

Item14

All faculty members should search for ICSSR grants to promote research and motivate students fore search and also supply them resources too.

Item No.15

New research supervisor Dr. B.P. Yeole will be congratulated. Dr. Atul Wankhade had proposed this. And Dr. Mariam Thomas had seconded the proposal. Editorial teem Kasturi, college magazine will be congratulated for securing Third prize in University level. Prof. Sonali Asarkar had proposed this. And Prof. D.U. Ambore seconded it.

Item No. 16

AQAR of session 2019-20 has to be Prepared and submitted before the stipulated period.

Item No. 17

IQAC will organize at least 5 workshops/webinars on the following

i) Effective use of Technology      September. Prof. Aniket Ambekar will be the resource person.

ii) Intellectual Property Rights    Sept. end or oct. beginning.

iii) A webinar on Startups and Incubation in October by Dr. D.T. Ingole

iv) Futures of new Education policy- after NAAC visit Dr. J.K. Bawane. Dr. S.R. Dhakulkar and Dr. B.P. Yeole will arrange this programme in January.

v) English Communication Skills in February 2021.

Item No. 18

Payment of SSR 2<sup>nd</sup> installment and logistic fees to NAAC

As the payment couldn't be done due to lockdown, it will be done in the month of August as by then there will be some idea about the situation of Covid-19.

Madam exhorted all the work with positive spirit in this pandemic time to strive to excellence.

The members whole heartedly approve all the reconditions and suggestions and meeting ended with a vote of thanks by the coordinator.

Chairman

- 1) Prof. Mukul Bhonde
- 2) Prof. Chandrashekar Sawarkar
- 3) Dr. Shridhar Dhakulkar
- 4) Dr. Atul Wankhade
- 5) Prof. Deepak Abore
- 6) Dr. Jagdish Bawane
- 7) Dr. Gajanan Ratnaparkhi
- 8) Prof. Sonali Asarkar
- 9) Shri Mahesh G. Gattani
- 10) Shri Uday Mahure
- 11) Ku. Geeta H. Verma
- 12) Dr. Mariam Thomas

## Internal Quality Assurance Cell (IQAC)

### 2<sup>nd</sup> Meeting of IQAC

Today on Wednesday 06/01/2021 at 11.00 am an emergent meeting of IQAC was held under the chairmanship of the principal to discuss about the proposed dates of Peer team visit as per the mail received from Dr. Vinita Sahu of NAAC. The points discussed as follows.

#### Item No.1

The proposal dates for Peer team visit

With reference to the mail received and dates to be suggested in Feb. 2021, it was decided that the three slots for Peer team visit will be:

1) 22<sup>nd</sup>, 23<sup>rd</sup> Feb. 2021                      2) 24<sup>th</sup>, 25<sup>th</sup> Feb. 2021                      3) 26<sup>th</sup>, 27<sup>th</sup> Feb. 2021

To this effect mail will be sent to Dr. Vinita Sahu of NAAC.

#### Item No.2

Regarding offline classes it was decided that offline classes of B.A. will be held from February as the position of Covid-19 will be clear by then online classes will go on as it is till then.

Madam exhorted all to start preparation of NAAC Peer team visit from today itself and to face preparations in February itself.

The meeting ended with a vote of thanks by the coordinator.

Chairman

- 1) Prof. Mukul Bhonde
- 2) Prof. Chandrashekar Sawarkar
- 3) Dr. Shridhar Dhakulkar
- 4) Dr. Atul Wankhade
- 5) Prof. Deepak Abore
- 6) Dr. Jagdish Bawane
- 7) Dr. Gajanan Ratnaparkhi
- 8) Prof. Sonali Asarkar
- 9) Shri Mahesh G. Gattani
- 10) Shri Uday Mahure
- 11) Ku. Geeta H. Verma
- 12) Dr. Mariam Thomas

## Internal Quality Issuance Cell

### 3<sup>rd</sup> Meeting of IQAC

Today on Friday 19/02/2021 at 11.00 am the 3<sup>rd</sup> meeting of IQAC was held under the chairmanship of principal. The Agenda is as under.

- 1) Confirmation of minutes of last meeting.
- 2) Action taken report
- 3) Analysis of all the preparations done so far for facing Peer team
- 4) Discussion on the final touch left for peer team visit
- 5) Formation of different committees and distribution of duties to them
- 6) regarding preparations parents and Alumni for peer team visit.
- 7) Discussion on Covid protocol and precautions to be taken care of in this period
- 8) Final review and checking of all documents, files and reports.
- 9) Planning and preparation of the schedule for peer team visit
- 10) any other point with the permission of the chair.

## Minutes of the meeting

### Item No.1

Minutes of last meeting confirmed.

### Item No.2

The chairman had taken a report of all the action taken in the last meeting. Propose dates for peer team visit sent to NAAC. Offline classes of BCA/B.Com. started but it was decided that for B.A., M.A., B.Voc. and PGDPFA online classes will be conducted till NAAC visit.

### Item No.3

The chairman Analyzed in detail about all the preparation done so far for facing the Peer team.

### Item No.4

Whatever final touches have to be done regarding the visit were discussed and guidance given all about the same.

### Item No.5

Different committees were formed and duties were assigned to them. The same was put in the college also.

### Item No. 6

For the Preparation of student parents and Alumni various head of the same committees and their group were assigned duties.

### Item No.7

Madam had given a detailed description about all the care to be taken and precautions for the safety and security staff, students and specially to Peer team members in the pandemic.

### Item No.8

All most all the documents were submitted to the IQAC which will be checked by coordinator and the committee for the same and if any changes have to be made will be done.

### Item No.9

The visit schedule of Peer team was prepared and will be supplied to all staff members.

### Item no.10

The schedule Mocks Peer team visit of 21/02/2021 had to be canceled due to the sudden

proclamation of lockdown by the district administration. The mocks visit team have to be in form of this visit cancellation. Madam exhorted all to work hard successful performance in the Peer team visit and the meeting ended with a vote of thanks by the coordinator.

Chairman

- 1) Prof. Mukul Bhonde
- 2) Prof. Chandrashekar Sawarkar
- 3) Dr. Shridhar Dhakulkar
- 4) Dr. Atul Wankhade
- 5) Prof. Deepak Abore
- 6) Dr. Jagdish Bawane
- 7) Dr. Gajanan Ratnaparkhi
- 8) Prof. Sonali Asarkar
- 9) Shri Mahesh G. Gattani
- 10) Shri Uday Mahure
- 11) Ku. Geeta H. Verma
- 12) Dr. Mariam Thomas

## Internal Quality Issuance Cell

### 4<sup>th</sup> Meeting of IQAC

Today on Saturday 16/06/2021 at 11.00 am the 4<sup>th</sup> meeting of IQAC was held under the chairmanship of principal. The Agenda is as under.

- 1) Confirmation of minutes of last meeting.
- 2) Action taken report.
- 3) Preparation of AQAR 2019-2020 before the members.
- 4) About B.Voc.sem. I exam of skill component.
- 5) preparation of exams. And work distribution as per time schedule.
- 6) Preparation and submission of AQAR of 2020-2021.
- 7) Regarding submission of affiliation form, Academic Audit and committee for that.
- 8) Completion of syllabus of 2<sup>nd</sup> , 4<sup>th</sup> and 6<sup>th</sup> sem. Exam.
- 9) A workshop for teaching faculty on blended learning by IQAC.
- 10) Regarding submission of AQAR 2019-20 immediately.
- 11) Any other point with the permission of the chair .

## Minutes of the meeting

### Item No.1

Minutes of last meeting confirmed.

### Item No.2

The chairman had taken a report of all the action taken in the last meeting.

All Preparation for Peer team visit completed. All final touches too carried out as per plan. All the comities are performed the assigned duties perfectly. Heads and committees of parent teacher Assn. Alumni Assn. and student meet is done all preparations. All precautions for Covid had been taken. All document submitted to IQAC were cheeked. Visit schedule of Peer team was not finalized as the team visit was postponed at the last movement. Mock visit team of NAAC were informed about the cancelation of visit.

### Item No.3

AQAR of 2019-2020 had been presented before the IQAC and all are accepted it.

### Item No. 4

It was decided that skill component of B. Voc sem. I Exam has to be conducted soon and dr. A.D. Wankhade sir will do all necessary formalities.

### Item No.5

Preparations for Sem. I, III and V Exam have to be made and prof. D.U. Ambore, Head of the Committee and his team will prepare work schedule as per the subject and timetable Dr. S. R. Dhakulkar will help the team. All faculty will have to come to college and cooperate as per the time schedule and subject by them.

### Item No. 6

After NAAC visit in July 2021, AQAR of 2020-2021 will be Prepared and submitted.

### Item No. 7

For the submission of Affiliation form and Academic Audit a committee was prepared who have to assist to office in this work.

i) Dr. J.K. Bawane    ii) Dr. S.D. Girase    iii) Dr. G.R. Ratnaparkhi    iv) Shri. Gajanan Pachghare

### Item No. 8

As 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Sem. Exams will be in August, All faculty will have to complete their syllabus at the earliest.

### Item No. 9

A workshop will be conducted on Blended Learning by IQAC and for this Dr. Manisha Kale,

Dr. Arvind Moharil and Dr. Arvind Nichat Sir will be invited as expert.

Item No. 10

It was decided that AQAR of 2019-2020 will be submitted soon.

Item no. 11

Departmental and criteria wise presentation for Peer team will be done in July after completion of exam works.

Item No. 12

It was decided that faculty of B.A./M.A.- Arts will be in college on Monday and Tuesday.

B.Com. – Commerce- Wednesday and Thursday.

B.C.A. Science- Friday and Saturday and for exam related work all have to come as per requirement.

The meeting ended with a vote of thanks by the coordinator.

Chairman

- 1) Prof. Mukul Bhonde
- 2) Prof. Chandrashekar Sawarkar
- 3) Dr. Shridhar Dhakulkar
- 4) Dr. Atul Wankhade
- 5) Prof. Deepak Ambore
- 6) Dr. Jagdish Bawane
- 7) Dr. Gajanan Ratnaparkhi
- 8) Prof. Sonali Asarkar
- 9) Shri Mahesh G. Gattani
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