

Meeting Minutes

Place of Meeting: Conference Hall/IQAC Room

Time: 12:00 p.m.

Opening

The first Meeting of IQAC was duly called and held on Thursday, 9th January 2020 by the IQAC Coordinator. The meeting commenced at 12:00 p.m., and the following agendas were discussed.

Present

Chairperson: Head of the Institution	Dr. Sunita Adhav
Senior Administrative Officer	Mr. Dhiraj Kothmire
Three Teachers	Asst. Prof. Shivanjali Bhoite Asst. Prof. Mayura Borde Asst. Prof. Abhijeet Dhere
Two Members from the Management	Prof. Shamkant Deshmukh Adv. Dr. Chintamani Ghate
One/Two Nominees from Local Society/ Students/ Alumni	Mr. Rohit Sali Adv. Pooja Deo
One/Two Nominees from Employers/ Industrialists/ Stakeholders	Adv. Amit Girme Adv. Pratik Tendulkar
External Expert	Prof. Peeyush Pahade
Coordinator of IQAC	Dr. Ananya Bibave

Absent

None

Approval of Minutes from the last meeting

The minutes of the previous Meeting of IQAC held on Saturday, 2nd November 2019 were read out by the Coordinator of IQAC. It was unanimously resolved to recommend the confirmation of the minutes of the previous meeting.

Open Issues

1. After receiving representation from other students, Mr. Rohit Sali (nominee from the students) proposed the importance of conducting College Fest.
2. Mr. Peeyush Pahade, External expert proposed the need of keeping a separate menu for online feedback system on the website for the recording of continuous feedback.
3. Asst. Prof. Shivanjali Bhoite (Chief Examination Officer), member from the teachers proposed the importance of the arrangement and management of Central Assessment Programme.

4. Asst. Prof. Abhijeet Dhere, member from the teacher proposed the need for implementing additional Certificate Course.

New Agendas

1. Finalised the name for the college fest - Vidhirang
2. Including academic and cultural activities for Vidhirang:
 - a. Academic Events
 - i. Late Smt. Shashikala Ramakant Ekbote State Elocution and Debate Competition
 - ii. Essay Writing
 - iii. Quiz
 - b. Cultural Event
 - i. Daf Karandak - Street Play Competition
 - ii. Face Painting Competition
 - iii. Poster Making Competition
 - iv. Mehendi Competition
 - v. Singing Competition
 - vi. Mad Ad Competition
 - vii. Dance Competition
 - viii. Photography Competition
 - c. Sports
 - i. Chess
 - ii. Carrom
 - iii. Table Tennis
 - iv. Basketball
3. Preparing a separate website for the Vidhirang. www.vidhirang.com
4. Advertisement and Publicity of Vidhirang.
5. Preparing Online forms for the registration of Vidhirang.
6. Creating a separate menu on the college website for online feedback system and the following sections should be included:
 - i. Feedback from Students
 - ii. Feedback from Parents
 - iii. Feedback from Employer
 - iv. Feedback from Teachers
 - v. Feedback from Alumni
7. Proper management of Internal Central Assessment Programme.
 - i. Allotting invigilation room to conduct exams.
 - ii. Allotting CAP room to store answer sheets
 - iii. Appointing CAP Director, CAP Assistant Director,

- iv. Assigning Non-Teaching staff
- 8. The following certificate courses to be conducted:
 - i. Forensic Science Course - 30 hours - from mid March
 - ii. Law and Economics - 30 hours - from mid February

Approval of Meeting

- 1. All the participants unanimously sanctioned the meeting; no objection was raised.

Agenda for the next meeting

- 1. Conducting annual examination
- 2. Summing of the academic year
- 3. Analysis of Feedback collected throughout the year
- 4. Analysis of the teaching plans and their execution
- 5. Status of audit.
- 6. Beginning a new add-on course for the Academic Year 2020-21

Adjournment

The meeting was adjourned at 02:15 pm. The next IQAC Meeting was scheduled on January 2020 at 12 pm.

Minutes submitted by

Approved by