

Internal Quality Assurance Cell
Academic Year 2020-21

Minutes of Meeting

Minutes of the meeting of the Internal Quality Assurance Cell held on 1st October 2020 through online mode at 14.30 hrs.

IQAC Co-ordinator welcomed the members of IQAC present for the meeting and the following business was transacted as per the points on agenda dated 28th September 2020.

1. **Formal Introduction:** Formal Introduction of all members in IQAC is given by IQAC Co-ordinator and appealed to all for their valuable contribution in IQC for the period of next two years i.e. 2020-2021 and 2021-2022 respectively
2. **Academic Calendar:** The academic calendar for 2020-21 (Odd Semester) was presented by Dr. Sachin Khedekar & the same is approved by the IQAC.
3. **Status of online teaching & Academic audit:** The first academic audit was conducted on August 01, 2020 through online mode. The second academic audit conducted during 7th-9th September 2020. Academic auditors submitted the following report to the IQAC.
 - Syllabus coverage – 60-65 %
 - Overall Attendance – 74 %
 - ELRC status – Updated (ongoing process)
 - Lectures recorded and uploaded on ELRC along with Notes, PPTs, Assignments
 - 1 or 2 Test/Quiz conducted by each faculty (Google form in case it is MCQ test)
 - No. of students didn't attend any class (zero attendance) - 40
 - Attendance record of each class is maintained in the form of an excel sheet by faculty
 - Network issue is the common reason for not attending classes
 - DSE (GIT aspirants) students are also attending classes
 - Platform used for conducting classes: Google meet & Zoom

IQAC satisfied with syllabus coverage report and observed that the overall attendance of students is poor and suggested taking necessary steps to improve it. It was also informed that the third academic audit is scheduled in October 2020.


4. **NAAC preparedness:** Since the college needs to apply for the 2nd Cycle of NAAC accreditation in 2022, the following committee of criteria coordinators under the overall leadership of Dr. S. K. Patil was formed in August 2020.

- Curricular Aspects: Dr. A. D. Bhosale
- Teaching-Learning and Evaluation: Dr. S. J. Kulkarni
- Research, Innovations and Extension: Dr. V. R. Khalkar
- Infrastructure and Learning Resources: Prof. M. S. Satpute
- Student Support and Progression: Prof. S. D. Latkar
- Governance, Leadership & Management: Prof. M. A. Khandke
- Institutional Values and Best Practices: Dr. R. R. Bane


NAAC coordinator informed IQAC that the first audit was conducted during August 18-19, 2020, and some rectifications were suggested. Criteria coordinators presented data to all staff through online mode on August 29, 2020, to make all aware of the data. He also informed that coordinators presented data and proofs in the meeting conducted on September 12, 2020. IQAC satisfied with the overall efforts put by the NAAC committee.

5. **Admission status:** Dr. Mangore informed IQAC that the CET Crash course was completed. He also informed that the second phase mentor calling & 12th Science college visit is in process. Admission SOP has been prepared.

The meeting was concluded with a vote of thanks.


Coordinator (IQAC)




Chairman (IQAC)