<div align="center">**Academic Year: 2020-21**

IQAC Meeting No. 1</div>

Minutes of the Meeting held on Wednesday, 8th July 2020.

The meeting was organized in the staff-room on 8th July, 2020 at 11 a.m.

Agenda of the meeting:

1. Confirmation of the minutes of previous meeting.
2. To discuss an academic calendar prepared for 2020-21.
3. To issue the guidelines regarding the pandemic COVID-19 for all the stakeholders.
4. Discuss the issue of online admission process for the students.
5. Motivate and encourage the faculty to conduct online lectures and prepare study material.
6. Preparation of the AQAR for the academic year 2019-20.
7. Discussion about the newly started programme of B.Sc. I
8. Recruitment of the staff for B.Sc. I Programme.
9. Encourage the faculty to attend online seminars, workshops and FDPs.
10. Any other issue with the permission of the chairman.

Minutes of the Meeting held on

1.1 Minutes of the previous meeting, held on Thursday, 12th March, 2020, were read out by Mr. Rajendra Pradhan and were confirmed with signature by the Principal Dr. Vilas Kale.

1.2 The Academic Calendar prepared for 2020-21 was discussed and It was resolved that Dr. Pramodkumar Olekar should update it considering the situation of COVID Pandemic.

1.3 Considering the strict locked down in the district and the time-to-time guidelines issued by the Govt. of Maharashtra, It was decided to prepare the general guidelines to be followed against COVID 19 for all the stakeholders.

Mr. G. B. Masal will prepare these guidelines and they will be displayed at the college entrance gate.

1.4 It was resolved that the online admission software can be purchased. Mr. Rahul Sawant and Mr. Tanaji Gadekar were asked to gather information of the best online admission software. The institution head, Dr. Vilas Kale proposed to arrange the training for the use of such innovative software.

1.5 The Head of the institute, Dr. Vilas Kale created awareness among the faculty members regarding online teaching and it was resolved that all the teachers should conduct online lectures and should submit the record to the Shivaji University.

1.6 The preparation of AQAR was discussed and it was decided that all the faculty should complete the data collection up to 15th August 2020 and the Coordinator Mr. Rajendra Pradhan should verify the data and submit the AQAR before the final date.

1.7 A new B. Sc. I programme and its primary requirements such as recruitment of the staff, laboratory set up, availability of classrooms etc. were discussed and the administrative staff was asked submit the approximate budget for the same.

1.8 It was resolved that Mr. Rahul Sawant should do a proper correspondence with Kasegaon Education Society and get permission to issue advertisement for the staff recruitment of B.Sc. I.

1.9 The institution head, Dr. Vilas Kale and IQAC Coordinator Mr. Rajendra Pradhan encouraged the faculty to attend online seminars and workshops either using mobile gadget or the personal computer and maintain its record for future prospects.

1.10 As there was no any issue to discuss the meeting concluded with a vote of thanks by Dr. Pramodkumar Olekar.

Action Taken of the Previous meeting held on Thursday, 12th March 2020

Sr. No.	Agenda	Action Taken
1.	Review of various committee activities conducted in the academic year	Review of the activities was taken by the IQAC Coordinator and doubts were clarified to complete the remaining works.
2.	Filing proposal to start B.Sc. Degree Programme	The Proposal was sent to the Govt. of Maharashtra and to the University for confirmation.
3.	Documentation of the AQAR of the year 2018-19	The relevant documents were gathered and maintained in a file safely.
4.	To take a review of the Infrastructure Development	The issue of Infrastructure Development was primarily considered and it was planned to assign budget for the infrastructure augmentation in the year 2021-22

Coordinator, IQAC

Mr. Rajendra Ashok Pradhan

Principal

Dr. Vilas G. Kale

Academic Year: 2020-21

IQAC Meeting No. 2

The minutes of the meeting conducted on Friday, 26th March, 2021 in College staff-room at 11.30 a.m.

Agenda of the Meeting:

1. Confirmation of the minutes of the previous meeting.

2. Preparation and the submission of the AQAR for the academic year 2020-21

3. Extension of the academic year due to pandemic and the college activities to be performed

4. Review the internal evaluation system and schedule of the University Examinations.

5. Preparation of the Academic Calendar for 2021-22

6. Updating the College Website

7. To collect the feedback about the college from Students and Parents.

8. Supporting and encouraging online activities including examinations.

9. Any other issue with the permission of the Chairman.

Minutes of the Meeting held on

1.1 Minutes of the previous meeting held on Wednesday, 8th July 2020, were read out by Mr. Rajendra Pradhan and were confirmed with signature by the Principal Dr. Vilas Kale.

1.2 Preparation for the AQAR 2020-21 and submission of the AQAR 2019-20 was discussed.It was assured that all the faculty members should collect the relevant data as early as possible and submit it to the Coordinator, Mr. Rajendra Pradhan. Mr. Pradhan was suggested to take signatures of all the criterion heads as the commitment of submission of their work within due time.

1.3 Mr. Rahul Sawant as an administrative staff explained that the academic year 2020-21 has been extended by the Shivaji University up to 20th July 2021. Principal Dr. Vilas Kale suggested that the possible academic, sports and cultural activities should be organized online.

1.4 Dr. B. K. Mane was advised to look into this matter and the examination committee was suggested to prepare a time table for internal online examinations accordingly.

1.5 The academic calendar for 2021-22 was planned. The Principal, Dr. Vilas Kale asked Dr. P. A. Olekar to maintain flexibility in it and display it on the college website.

1.6 The website of the college was inactive. Mr. Rajendra Pradhan attracted the attention of the authority towards it and it was resolved that the website should be updated or renewed with a new domain.

1.7 Dr. B.K. Mane raised the issue of Student and parent feedback. After the discussion with the principal and other members it was resolved that feedback should be collected in online mode only through Google Form due to COVID 19 lockdown. Dr. B.K. Mane was asked to prepare questionnaire for the same.

1.8 Head of the Institution, Dr. Vilas Kale also guided about the online teaching, learning and evaluation process. He assured to provide essential means for these online activities.

1.9 The Chairman of the meeting asked the faculty to undertake research activities and to complete their research degrees and projects as early as possible.

1.10 The meeting was dismissed after the vote of thanks by Mrs. Pournima Dipak Chavan (Udupi)

Action Taken of the Previous meeting held on Wednesday, 8th July 2020

Sr. No.	Agenda	Action Taken
1.	Discussion about an academic calendar prepared for 2020-21	As per the guidelines of COVID 19 pandemic Academic calendar was made flexible. Some activities were postponed.
2.	Guidelines regarding the pandemic COVID-19 for all the stakeholders	The guidelines were prepared and the hoarding was displayed at the entrance gate of the college.
3.	Online admission process for the students	In order to hire an online admission software VRUDDI, the training programme was organized at KRP College, Islampur.
4.	Encourage the faculty to conduct online lectures	The faculty conducted online lectures and even prepared presentations for the students.
5.	Preparation of the AQAR for the academic year 2019-20	The data was collected for 2019-20 and it was scheduled to submit it before 31st August 2021.
6.	Recruitment of the staff for B.Sc.I Programme	The staff advertise was released and the staff was recruited for the B.Sc.I Programme.
7.	Attending online seminars, workshops and FDPs	All the faculty attended online seminars and workshops conducted by the University and UGC HRDC.

Coordinator, IQAC

Mr. Rajendra Ashok Pradhan

Principal

Dr. Vilas G. Kale