

ADARSH ARTS AND COMERCE COLLEGE, DESAIGANJ (WADSA), DIST- GADCHIROLI

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF REGULAR MEETINGS OF IQAC – 2020-21

1. 04/07/2020

The first regular meeting of the Internal Quality Assurance Cell (IQAC) of the college for the session- 2020-21 was held today at 11.30 a.m. The meeting was chaired by Hon'ble Dr. Shankar Kukreja, Principal of the college.

Following members of IQAC were present in the meeting-

1. Shri Jagdish Sharma
2. Shri Motilal Kukreja
3. Principal Dr. Shankar Kukreja
4. Dr. R. D. Chawake
5. Dr. H. B. Dhote
6. Dr. H. M. Kamdi
7. Dr. D. N. Kamdi
8. Prof. N. A. Bodele
9. Prof. N. D. Halami
10. Dr. S. G. Gahane (IQAC Coordinator)
11. Mr. Bharat Shamdasani (Alumni Representative)
12. Adv. Vijay Dhore (Society Representative)
13. Dr. J. P. Deshmukh
14. Mr. J. W. Sapate
15. Dr. Shriram Gahane

Following issues were discussed in the meeting and resolutions were taken accordingly.

1. To read and confirm the minutes of the last meeting.

Dr. Shriram Gahane, IQAC Coordinator read the minutes of the last meeting of IQAC held on 22/02/2020. All the members expressed satisfaction on the overall performance of IQAC during last session and confirmed the minutes unanimously.

2. To discuss the outcome of the Plan of Action for the session- 2019-20.

The IQAC, in its Plan of Action for 2019-20 had mentioned many innovative and student-centric events. It also consisted of various schemes for the faculty. These encouraged the faculty to work with creativity to give some new ways of learning for students. The IQAC felt the need to continue some of the promising issues in the Plan during the current year.

3. To discuss the Plan of Action for the session- 2020-21.

The Plan of Action for 2020-21 to be mentioned in the AQAR of 2019-20 was discussed in the meeting. The members approved and applauded some of the best practices run by the college. The IQAC resolved to continue with the Plan and add some new activities as per the new circumstances.

4. To discuss the Teaching-Learning Methods in the college in changed situation.

The COVID-19 Pandemic has changed the traditional pattern of education. The college, keeping in tune with new and inevitable compulsions, has decided to build and initiate easy ways of dealing with the Teaching-Learning process. It was discussed in detail. As it is not possible to bring students in the classroom physically, we need to get ready for the Online Teaching-Learning process, IQAC felt.

5. Organizing workshops on Techniques of Online Teaching.

In the changed circumstances, our teachers have to prepare themselves for online mode of teaching-learning. However, some of the teachers are not habitual of handling tools necessary for online teaching. Hence, the Cell decided to organize Workshops and Hand-on-Training sessions for the college teachers. The IQAC has already initiated the process. The E-content Development

Committee and ICT-Based Teaching-Learning Committee should also organize such Workshops. All the members agreed.

6. Preparation of Institutional level

Academic calendar for 2020-21.

It is necessary to prepare Institutional Academic Calendar for smooth and systematic functioning of co-curricular activities in the college. Accordingly, the IQAC decided to direct the Academic Council to initiate the process of preparation of Academic Calendar for 2020-221.

7. To take review of the organization

Of National Webinar by IQAC.

The IQAC, in its meeting held on 22/02/2020, had taken decision to organize a National Webinar in the month of May 2020. However, it became very difficult to organize it due to sudden outbreak of Corona Virus and the compulsory naton-wide lockdown. Nevertheless, we decided to organize a National Webinar on “Acceptance of Technological Mode of Education: Challenges and Opportunities Before Rural College”. We organized few online meetings and decided to organize the online Webinar on 30th May 2020. It was a huge success. We received response from 1232 participants from all over India. The participants applauded the theme and overall organization. Dr. Gahane informed the Cell in detail about the sessions in the National Webinar. He thanked the Management, Honourable Principal and the Faculty for their support and guidance. The members congratulated the IQAC for this successful organization.

8. To discuss the Admission

Process for 2020-21.

The issue was discussed with deep concern. As it is very difficult for the students to approach the college during Lockdown period, the members opined that the faculty should visit the nearby

villages and create awareness among the aspiring students for admission.

9. To prepare AQAR for 2019-20

And submit it to NAAC.

The IQAC has been continuously submitting AQARs in due period to NAAC. This year, Dr. Gahane informed, it would be difficult to prepare the AQAR for 2019-20 until the results of even semesters are declared. He explained that the rough draft of AQAR is ready and would be finalized after the results.

10. To discuss the introduction

Of new practices..

The COVID-19 Pandemic has compelled everyone to stay at home. Our students too are at their respective homes. However, it is our moral responsibility to connect with them and relieve their tension caused by the Pandemic. For this all the departments should try to organize lectures, webinars for the students through online mode. Even the regular activities related to students should be organized online. The teachers should prepare Study Groups on Whats App and remain in touch with the students.

11. To motivate the faculty to write

And publish research papers.

The IQAC resolved to direct all the teachers to continue contributing in the field of research and publish at least Three quality research papers in reputed Journals during the session.

12. To plan various activities

Of IQAC in 2020-21.

The IQAC has been functioning very actively since its inception, and has taken many initiatives. The IQAC Coordinator told the members that IQAC is going to organize an online lecture series for students. He assured the Cell to go on organizing and

introducing innovative and student-centric quality activities for the overall development of the institution.

13. Any other topic with the permission of the chair.

As no other issue came for discussion, the meeting was closed with vote of thanks.

2. 27/10/2020

The regular meeting of the Internal Quality Assurance Cell (IQAC) of the college was held today at 12.00 p.m. The meeting was presided over by Hon'ble Dr. Shankar Kukreja, Principal of the college.

Following members of IQAC were present in the meeting-

1. Shri Jagdish Sharma
2. Shri Motilal Kukreja
3. Principal Dr. Shankar Kukreja
4. Dr. Raju Chawake
5. Dr. H. B. Dhote
6. Dr. H. M. Kamdi
7. Dr. D. N. Kamdi
8. Nihar Bodele
9. Nilesh Halami
10. Dr. V. G. Chavhan
11. Prof. R. M. Dhote
12. Dr. S. D. Upate
13. Dr. J. P. Deshmukh
14. J. W. Sapate
15. Dr. S. G. Gahane

Following issues were discussed in the meeting and resolutions were passed accordingly.

1. To read and confirm the minutes of the last meeting.

The IQAC Coordinator, Dr. Shriram Gahane, presented the minutes of the last meeting of IQAC held on 04/07/2020. All the members expressed their satisfaction on the overall performance of the college and confirmed the minutes unanimously.

2. To discuss review the Plan of Action for 2020-21.

The plan of action for 2020-21 prepared by IQAC was discussed in detail. The members suggested the IQAC to issue the notice to the faculty on the activities to be organized online. They said that the regular activities should not get disturbed due to COVID-19. Hon'ble Principal directed all the teachers in IQAC to implement the Plan and do the needful.

3. To discuss the AQAR for 2019-20.

The IQAC Coordinator, Dr. Shriram Gahane placed the rough draft of Annual Quality Assurance Report of the college for 2019-20 in the meeting. It was discussed in detail. The Principal and other members also expressed their views and resolved to submit the AQAR in due period to NAAC.

4. To discuss and plan for the upcoming A & A Process by NAAC.

The IQAC Coordinator reiterated the fact that the validity of the Accreditation Certificate has lapsed and the college needs to undergo the Assessment and Accreditation Process. The issue was discussed with deep concern. Hon'ble Principal advised the members of the Taskforce to initiate the process of preparing and collecting necessary documents related to their respective criterion. As the college has started the process for 12 B status, Dr. Kukreja declared that as soon as we get the 12 B Status by UGC, we would apply for A & Process.

5. To distribute Sven Criteria of NAAC Manual among Faculty and collect data from respective departments.

The IQAC resolved to distribute all the seven criteria of NAAC Manual among the members of the Task force and directed them to collect all the necessary documents and information from the faculty and the office so that authentic and correct Sel-Study Report would be prepared by IQAC.

6. To discuss the Best Practices in the College.

The representatives of teachers in the Cell informed IQAC that many healthy and student-centric activities have been continuously organized in the college for years. These can be projected as Best practices in the college. However, it was resolved to present “Felicitation of Meritorious Students with their Parents” and “Organization of Inter-Collegiate Competitions” as the Best Practices in the AQAR for 201920.

7. To discuss the effectiveness of the Online Teaching-Learning process in the college.

The Faculty members in the Cell informed the IQAC about the ongoing Online Teaching-Learning Process in the college. It is the need of the hour to engage classes online. All the teachers in the college have acquired necessary skills to engage such classes. However, very less number of students are responding to these classes. Most of the students belong to poor families living in remote places and do not possess smart phones. Hence, it is not possible for them to attend online classes. Nevertheless, the IQAC resolved to continue online classes until we get permission from the Government to engage off-line classes.

8. To organize various Student-Centric Online Activities.

The COVID-19 Pandemic has worst effect on the o-curricular and extra-curricular activities in the college. It becomes difficult to organize various activities online. However, the IQAC decided to

direct all the teachers to continue regular co-curricular activities online.

9. To avail more infrastructural facilities in the College and renovate the existing infrastructure.

The college needs advanced laboratories for science students. Hence, IQAC expressed the need of new infrastructural facilities. The honourable representatives of the Management assured to start construction. They also expressed their concern about the renovation in the established infrastructural facilities.

10. To discuss and forward the Proposals under CAS.

The IQAC received 06 proposals for promotion under Career Advancement Scheme. These Proposals were discussed in the meeting. The IQAC resolved to forward these proposals to the University after scrutiny.

11. Other topics with the permission of the chair.

As no other issue came for discussion, the meeting was closed with votes of thanks.

3. 27/02/2021

The regular meeting of the Internal Quality Assurance Cell (IQAC) of the college was organized today at 12.30 p.m. in the Internal Quality Assurance Cell. The meeting was presided over by Hon'ble Dr. Shankar Kukreja, Principal of the college.

Following members of IQAC were present in the meeting-

1. Shri Jagdish Sharma
2. Shri Motilal Kukreja
3. Principal Dr. Shankar Kukreja
4. Dr. H. B. Dhote

5. Dr. R. D. Chawake
6. Nihar Bodele
7. Nilesh Halami
8. Dr. H. M. Kamdi
9. Dr. D. N. Kamdi
10. Dr. V. G. Chavhan
11. Prof. R. M. Dhote
12. Dr. S. D. Upate
13. Dr. J. P. Deshmukh
14. J. W. Sapate
15. Dr. S. G. Gahane

Following issues were discussed in the meeting and resolutions were passed accordingly.

1. To read and confirm the minutes of the last meeting.

The IQAC Coordinator, Dr. Shriram Gahane, read out minutes of the last meeting of IQAC held on 27/10/2020. All the members expressed their satisfaction on the overall performance of the IQAC towards quality enhancement and confirmed the minutes unanimously.

2. To discuss performance of various Departments during Lockdown period.

The teacher-members, including IQAC Coordinator, presented oral reports on the performance of various departments during COVID-19 Pandemic. Various online Webinars, Lectures and Competitive activities were organized by IQAC and other co-curricular and extracurricular departments in the college to keep students spirited. The members expressed satisfaction and praised the activities that intended to occupy students in various creative and healthy moods.

3. To discuss the outcomes of Online Classes.

The Off-line teaching in the classes was closed due to COVID-19 Pandemic. Hence, the college decided to engage students on the

online classes during the session- 202021. Accordingly, all the teachers were given necessary trainings through college level Workshops and Hands-on-training Programmes. The teachers formed Study Groups of their subjects and engaged online classes throughout the session. The teachers talked about their experiences and expressed satisfaction over the fact that they succeeded in keeping their students busy in their studies. All the teachers prepared their students for the online University examinations with Multiple Choice Questions-Answers.

4. To prepare students psychologically

For the Online University Examinations.

The students are going to face the University Examination in online mode for the first time. Many of them do not have Android Cell Phones. Hence, most of them are in a confused state of mind. They also lack the technical skills to handle these Android Cell Phones and computers. Hence, the Cell decided to ask all the teachers to first prepare their students psychologically for the upcoming Online University Examination. The Cell also decided to encourage students to participate in the inspirational lectures to be organized by the Board of Students Welfare in the University.

The cell also directed the Internal Examination Department in the college to issue notices to teachers to prepare Multiple Choice Questions on their respective Syllabi and circulate among students.

5. To discuss the AQAR for 2019-20.

The IQAC Coordinator, Dr. Shriram Gahane informed the Cell about the preparation of Annual Quality Assurance Report of the college for the session 2019-20 to be sent to NAAC. The Cell expressed satisfaction and approved the AQAR for 2019-20.

6. To discuss and prepare Plan of Action-2021-22.

The members provided guidelines for the Plan of Action for the upcoming Academic Session- 2021-22. The Plan was prepared and approved by the Cell.

7. Other topics with the permission of the chair.

As no other issue came for discussion, Dr. Shriram Gahane proposed vote of thanks and the meeting was closed.

4. 02/07/2021

The regular meeting of the Internal Quality Assurance Cell (IQAC) of the college was organized today at 12.30 p.m. in the Internal Quality Assurance Cell. The meeting was chaired by Hon'ble Principal, Dr. Shankar Kukreja.

Following members of IQAC were present in the meeting-

1. Shri Jagdish Sharma
2. Shri Motilal Kukreja
3. Principal Dr. Shankar Kukreja
4. Dr. H. B. Dhote
5. Dr. V. G. Chavhan
6. Dr. R. D. Chawake
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9. Dr. H. M. Kamdi
10. Dr. D. N. Kamdi
11. Prof. R. M. Dhote
12. Dr. S. D. Upate
13. Dr. J. P. Deshmukh
14. J. W. Sapate
15. Dr. S. G. Gahane

Following issues were discussed in the meeting and resolutions were passed accordingly.

1. To read and confirm the minutes of

the last meeting.

The IQAC Coordinator, Dr. Shriram Gahane, read out minutes of the last meeting of IQAC held on 27/02/2021. All the members expressed their satisfaction on the activities initiated by IQAC for the quality enhancement. The minutes were confirmed unanimously.

2. To discuss action taken on the Plan
Of Action devised by IQAC for 2020-21.

The Plan of Action for the session- 2020-21 was devised by IQAC by involving all the members in it. Today, the Members expressed satisfaction on the action taken on the Plan of Action. Majority of the points in the Action Plan have been fulfilled and the quality of education has been maintained by IQAC, the members felt. Some points mentioned in the Action Plan could not reach to the final stage. However, it has been resolved by IQAC to work on them in the coming session.

3. To prepare strategy on Feedback forms
To be taken from stakeholders.

The IQAC has prepared questionnaire for the Feedback forms to be taken from students, alumni, parents, teachers and employers. The members felt that due to COVID-19 Pandemic, it is not possible to take feedback on papers. Hence, it has been resolved to take these feedbacks through Google Forms.

4. To discuss the Online Activities organized
In 2020-21.

The IQAC had devised all the co-curricular and extra-curricular departments to go for Online organization of activities at the beginning of the session- 2020-21. Accordingly, the departments organized various activities at various levels on Online mode. These activities helped our students keep themselves active during

COVID-19 Pandemic. The members felt happy to know the performance of these departments.

5. To discuss the Plan of Action-2021-22.

The Plan of Action for 2020-21 has to be prepared by IQAC. The draft of this plan was brought by Dr. Gahane. The members expressed their views on it and finalized this Plan with some changes. The members provided guidelines for the Plan of Action for the upcoming Academic Session- 2021-22. The Plan was prepared and approved by the Cell.

6. To discuss and plan quality online Activities in the session-2021-22.

The IQAC members expressed their concern on the issue and resolved to continue quality online activities in the coming session. It has been resolved that the IQAC Coordinator will issue necessary notice to the faculty regarding these activities.

7. To devise strategy for 100% Vaccination of student.

The IQAC had asked all the employees to get vaccinated as early as possible. Accordingly, all the employees in the college got vaccinated with two doses of Vaccine. In today's meeting, the IQAC decided to encourage students to get vaccinated. It has been resolved to ask all the Mentors to look into the matter and act for 100% vaccination of students.

8. To discuss the process of Registration in the Research Centers- Commerce and Sociology.

The University has granted Research Centers in Commerce and Sociology in the college. Now the Research Supervisors need to get in action and register the research scholars in these centers.

9. To prepare for the upcoming

NAAC Assessment.

The Assessment by NAAC is due and the institution needs to prepare for the process. The IQAC members resolved to get ready for it. The In-charge Professors of various Criteria should start collecting necessary documents and data for the same.

10. To discuss the best practices

In the college.

The IQAC members felt the need to evolve new best practices in the changed scenario. Accordingly, it has been resolved to ask all the departments to implement at least one departmental best practice from 2021-22.

11. To discuss the effectiveness of

The online teaching-learning

Process in the college.

Responding to the call of the IQAC, all the teachers engaged their classes online during 2020-21. As it was not possible to engage offline classes due to the crisis of Corona, the teachers followed instructions and engaged virtual classes as per the prescribed timetable. They expressed their views in the meeting. Most of them said that they had very poor response from the students as majority of students belong to poor family backgrounds having no smart phones. However, they expressed their satisfaction on the fact that they remained in touch with students throughout the session and tried to resolve their problems. Hence, the IQAC resolved to continue Online classes till the normalcy is restored.

12. Other topics with the

permission of the chair.

As no other issue came for discussion with the permission of the chair, the meeting ended with vote of thanks.