

Vasantrao Naik Mahavidyalaya Aurangabad.

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Date: 06/06/2020

Time: 11:00am

Proceedings of the online meeting of IQAC held on zoom app

Members present for the meeting:

Sr. No.	Name of the Members	Criteria
1.	Dr. J. V. Bharad	I/C Principal, Chairman, IQAC
2.	Dr. J. J. Chamargore	IQAC Coordinator
3.	Dr. D. K. Darade	Criteria I
4.	Dr. S. R. Ankaram	Criteria II
5.	Dr. B. K. Jokare	Criteria III
6.	Dr. V. M. Kamble	Criteria IV
7.	Dr. H. M. Wankar	Criteria V
8.	Mr. A. R. Jamkar	Criteria VI
9.	Dr. K. T. Mahajan	Criteria VII
10.	Smt. Seema V. Wadte	Registrar
11.	Smt. M. H. Ghogare	Head, Dept. of Physics
12.	Mr. A. C. Sannake	Head, Dept. of Commerce
13.	Mr. Avinash Mate	B.Sc. II Student Representative
14.	Mr. Umesh Jadhav	Alumni Representative
15.	Mr. Pramod Patil	Employer Representative
16.	Mr. Manoj Bharuka	Industrialist
17.	Dr. D. P. Kamble	Researcher

Agenda:

1. Confirmation and reading of the previous minutes of meeting & Action taken report of IQAC held on 16.07.2019
2. Approval of reports of different committees and activities in the College for academic year 2019-20
3. Developing the ICT based teaching aids and organization of online Webinars, student interactions etc
4. Organization of parents -Teacher meet for fresher's and Alumni meet for next academic year
5. Updating of college website
6. Proposals of career Advancement scheme (CAS) for faculty development of teachers
7. Preparation of AQAR 2019-20 report and presenting in CDC
8. Any other issues with permission of chairperson

Proceedings:-

1. IQAC Coordinator reviewed the previous meeting proceedings and explained the action taken thereon. The members approved the minutes of previous IQAC meeting
2. IQAC action plan for academic Session 2020-21 was discussed. The submission Impended Reports of various programmes and activities organized in the college due to Covid-19 situation was also mentioned in the meeting.
IQAC coordinator assured that after lockdown the reports, PBAS, continuous assessment program will be collected from respective committees.
3. It was also discussed on educating students during the COVID-19 Pandemic like developing lectures for students or use of technology to facilitate online learning.
It was acknowledged that teachers should undertake online mode of teaching by means of ICT tools and submit it to Head of the Departments.
Mrs. Ghogare Manisha suggested additional enhanced ICT facilities for online teaching.
IQAC committee member Mr. Manoj Bharuka recommended opting professional agencies for creating online e-content and suggested for intensified bandwidth for students.
Mr. Wankar Hanuman & Dr. Jokare Balaji suggested increasing number of smart classrooms for effective online teaching.
IQAC Co-ordinator suggested to organize teacher training workshops for effective online teaching to encourage practice of online admissions and reflecting the same in prospectus.
Mrs. Seema wadte advised to increase comprehensive online infrastructure.

Principal Dr J.V. Bharad assured of organizing workshops Webinars with hands on e-content development.

4. IQAC Co-ordinator Dr. J. J. Chamargore suggested constituting parent-teacher committee & Alumni committee, online admission committee, mentoring committee, internal exam evaluation committee, value added course or skill-based courses committee, feedback evaluation committee for academic year 2020-21.

It was also decided by the committee to organize virtual online parents teachers meet, Induction program, Alumni meet etc to adhere the safety guidelines due to Covid-19 pandemic.

5. Dr. Chamargore Jaishree requested for updating of college website, website specify college prospectus for online admission process, Information about Departments, Faculty members, teachers profile, institutional Distinctiveness, Code of conduct for students -teacher, Employees, Employers, Best practice, projects, photos of social activities run by students, feedback form for students and alumina, PO, PSO, and CO & also student satisfaction survey, etc.
6. Teachers of the institution waiting for Career advancement scheme (CAS), proposals were scrutinized and found eligible for CAS Promotions. So IQAC Committee recommended following three teachers for CAS promotion.

Dr. Vikas choudhari,	AL-12 to 13A
Mr. Vasant Harkal,	AL- 10 to 11
Mr. Chandrakant Chorghade,	AL- 10 to 11

As per guidelines of Dr. B. A. M. University, Aurangabad proposals of above listed teachers were submitted to university through Vasantnao Naik Mahavidyalaya, Aurangabad.

7. IQAC Committee submitted AQAR 2018-19 on 30 Dec 2019 as per guidelines given by NAAC. Whereas online submission of AQAR 2019-20 is due on 31st Dec 2020 as per Guidelines given by NAAC.

Postponement of UG and PG university exams due to Covid-19 and its after effects on results were also discussed, IQAC coordinator assured to prepare the AQAR of 2019-20 as early as possible considering the Covid-19 situation.

8. Mr. Hanuman Wankar suggested creating awareness among the student community regarding social distancing, precautionary measures to be taken against COVID-19 through prospectus, college website etc and practicing of card punching instead of thumb impression biometry for faculty.

Dr. Balaji Jokare & Mrs. Manisha Ghogare suggested about conducting sanitization & availability of wash basins on outside/ both side of entry level with modern sanitization techniques.

For the academic year 2020-21 Mr. Bhale recommended of liberal admission policy in choosing group or subjects to students. admission process should be easy & approachable to students.

Mr. Manoj Bharuka suggested use of social media as a platform for Admission process such as generating institutional facebook page, instagram etc.

The meeting concluded with vote of thanks by Dr. J. J. Chamargore IQAC Co-ordinator.



IQAC Co-ordinator



Principal
Vasantao Naik Mahavidyalaya
Aurangabad

Minutes of Meeting Held on (05.01.2021)

Dr. J.V. Bharad, Principal (Chairperson of IQAC) welcomed all the I Q A C committee members.

01. The minutes of the previous IQAC meeting held on 06.06.2020 were read and confirmed. The Principal narrated the overall vision of the IQAC–Cell of college in the post accreditation period and also emphasized the necessary steps taken to improve the grade in the next NAAC Reaccreditation process.
02. The principal mentioned that AQAR 2019-20 will be formed before the college development Committee meeting which is to be held in the 4th week of January 2021. After receiving approval from CDC, It will be submitted to the NAAC through portal by the last week of January 2021 .
03. IQAC Co-ordinator Dr. Jaishree Chamargore insisted and suggested about the conduction of National/State/Regional Level conference, Seminars, Workshops for promoting research among faculty members. Incharge Principal Dr. Jagdish Bharad suggested to undertake research projects under DR.B.A.M.U. / DST / UGC to appraise members about the conduction and participation of faculty members in FDP/Seminar workshop and seek suggestions for further programs.

During the lockdown period, many faculty members had participated in online webinars or workshops, few faculty members had completed FDP and certification programs.
04. In month of January Induction Program / Bridge Course for fresher's will be organized. IQAC Coordinator also asked to conduct Test for students to identify slow and advance learner department wise. Students will aware

about program and course out comes for each program through Head of the Department, Similarly through principal's address. Student should aware about discipline rules and regulations, curricular and co-curricular activities, Social projects or programmes cultural activates competitions organized by the institution.

05. The Co-ordinator told that parent Teacher Committee will organize, parent teacher meet for fresher's in the first week of Feb online/offline. The main agenda of the meeting would be

- a) To aware the parents about different curricular and co-curricular activities of the college.
- b) Internal and External Evaluation process.
- c) Overall performance of the students.
- d) Attendance and code of conduct performance of the college and collect suggestions for betterment or improvement department wise feedback form of parents to be collected through mentoring committee.
- e) Chairperson - Principal suggested to organize alumini meet in third week of January on 14.01.2021. For strengthening of alumini organization made a social media will be started and each and every final years passed student of college will be registered. Asst. Prof. H.M. Wankar proposed to conduct an alumini meet online mode to share future study / carrer prospects.

06. The In charge Principal requested all the HOD's about reformation and strengthening of internal evaluation system for all courses. Internal assessment including attendance of each subject, practical and tutorial

examinations, Question pattern and marks distribution to the students under choice based credit system. Dr.Jaishree Chamargore also mentioned that students will be made aware of the course and program outcome and specific out comes through Internal evaluation committee.

07. Any other issues with permission of chairperson Shri D.P. Kamble asked about budget policy which is required to run for different quality enhancement program like skil-based/value added courses, Placement cell etc. IQAC contribute/monitor/evaluate short term teaching learning processes.

Asst. Prof. H.M. Wankar suggested to organize seminars, conferences, workshops at international, national, state institution level for students and faculty.

- Also short term/certificate/value added courses for students. IQAC is required to take initiative in sensitizing or promoting research climate in the institution.

Organize lectures for students those who prepare for competitive examination and provide/available study material in Library reading room for students.

08. Association of linkages and MOU with industry or academic institute's or laboratories college has signed one of the MOU is signed with Government College of Arts and Science Aurangabad. IQAC Co-ordinator discussed the collaboration with other education institutes, industry and community to take up faculty exchange student internship programs and serving the local community through NSS center of college. She further emphasized on the need to cultivate symbiotic relationships to industry and college

through major and minor research projects and placement/internship programs.

09. Strengthening of mentoring system and to start skill based /value added courses for this. The Principal requested all heads to divide the students of B.A. / B.Sc. / B.Com / B.C.S. / BCA Sem-I into different groups under each teacher there will be 20 to 30 students. The teachers will maintain record of class attendance, class performance and academic progress of each student. They further mentioned that the teachers will take up mentoring as a serious mission to help the students to reach their / full / potential. Mentor will continue, assess development of mentee further for continuous three years mentor will take feedback about mentee at the end of academic year. Short-term/skill-based/value added courses for students attest three program in this semester of academic year. Take regular feedback from students and teachers.
10. IQAC has to enhance awareness about student support services through. Student support activity put on website to prepare handouts, Emphasis on Gender sensitization programmes, women empowerment and to Create awareness about cleanliness among student .

