

## **Minutes of the first meeting:**

Minutes of the *first* meeting of the IQAC, Dahiwadi College Dahiwadi, held on **10/07/20** in the cabin of the principal at 01.00 pm.

### 1.1 Minutes of the last meeting:

Minutes of the last meeting held on 17/04/20 were read out by the Coordinator and confirmed by the President.

1.2. **Resolution:** The committee recommended that some new courses should be started from this year and it was unanimously decided to introduce courses such as Maths, Microbiology, PG in English, Political Science, M Com, etc.

1.3 Preparation of academic calendar 2020-21: It was decided that the academic calendar for 2020-21 be prepared & published in the form of booklet & it should be uploaded on college website.

1.4 Discussion about AQAR: 2019-20: It was decided that the AQAR: 2019-20 be discussed in the meeting of HoDs & CDC & should be approved it and fill up online as early as possible.

1.5 Organization of various activities through IQAC: It was decided to organize various activities for the stakeholders such as e-content development workshop, workshops on revised syllabus, induction programme, creation of You tube channels, parents meet, etc.

### 1.6 Organization of national/international conferences:

**Resolution:** It was resolved that each department should organize at least one *online* workshop/seminar/conference and ask even students to join it.

1.7 Lead College Activities: Dr Khetre S M was asked to shoulder the responsibilities for running Lead College Activities smoothly. **Resolution:** It was resolved that each department/committee should carry out online activities assigned to them in time.

1.8 Management of Online lectures: Taking into consideration the Covid-19 situation it was decided to conduct online lectures using Zoom app and IQAC was asked to monitor it.

1.9 Work from home: As per decisions by UGC, central & state govt. and university it was decided conduct lectures from home (30% & 50% attendance) and note down in the register kept in IQAC.

### 1.10 Making MoUs functional:

**Resolution:** All the HoDs were reminded that they should organize different activities through MoUs so as to make it functional. Dr S B Waghmode was asked to take follow up of the MoU activities.

### 1.11 **Any other issues:**

1. It was decided to prepare ground for starting PG and other courses as and when university approves them.

2. It was decided to form separate Whatsapp groups divisionwise and the work was assigned to class teachers.

4. Faculty was asked to follow the rules related to corona/covid-19 and conduct classes and other activities online.

As there was no other business for discussion the meeting ended with vote of thanks to the chair.



**Coordinator**



**President**



### **Minutes of the second meeting:**

Minutes of the *second* meeting of the IQAC, Dahiwadi College Dahiwadi, held on 23/10/2019 at 11.30 am in the cabin of the principal.

#### 2.1 Minutes of the last meeting:

Minutes of the last meeting held on 10/07/20 were read out by the Coordinator and confirmed by the President.

#### 2.2 Admission process:

Reviewed about the admissions in different classes of both UG & PG.

**Resolution:** It was resolved that all the students should keep social distance and pay the fees either online or through bank as bank facility was made available in Rayat Cooperative Bank, Branch Dahiwadi.

2.3 Online Induction programme for first year students: It was decided that online Induction Programme should be organized for first year students as early as possible & S D Patil was asked to shoulder the responsibility.

2.4 Introduction of new 11 courses: As govt of Maharashtra approved different 11 courses, all the coordinators/chairmen should look after those courses and motivate students to admit those courses. It was decided to complete necessary admissions in time & take care of its eligibility.

2.5 Preparation of academic calendar 20-21: It was decided to prepare academic calendar for 20-21 taking into consideration of pandemic situation in Maharashtra as well as guidelines given by UGC & University. It was also decided to put it into CDC meeting.

2.6 Discussion about AQAR: 2019-20: The discussion was made about the rough draft of AQAR of 2019-20 & it was decided to put it into CDC meeting.

2.7 UGC Academic Calendar for first year: Due to covid 19 pandemic situation & as per UGC guidelines, it was decided to treat first year students as per the guidelines.

2.8 Exchange of PPT/videos with A & C College, Pusegaon: As per telephonic conversation with teachers from Pusegaon College, it was permitted to exchange PPTs and videos as well as permit the students to attend online lectures from both the colleges.

2.9 PG Chemistry: Additional div, Analytical Chemistry: Taking into consideration the of students it was decided to send proposals for additional division and another batch of Analytical Chemistry to the university & Dr Khetre was asked to look into the matter.

2.10 Purchase of computers: As per the demand from various department, it was decided to put this issue in CDC to purchase new computers. It was also decided to purchase material required for studio that was essential for developing e-content.


2.11 Construction of boys' hostel: It was also decided to put this issue for discussion in CDC.

2.12 Organization of workshops for staff: It was resolved to conduct online workshops both for teaching & non-teaching staff.

2.13 **Other issues with the permission of the chair:**

1. It was decided to conduct online parents meet to get feedback regarding online teaching as it was suggested by Mr Chopade D G.
2. It was decided to conduct internal audit through IQAC before term end. It was decided to display time schedule & Dr S M Khetre was asked to prepare time schedule.
3. It was decided to collect syllabus completion reports in proper format.
4. The discussion was made regarding the reopening of competitive exam guidance centre taking into consideration of covid situation that was suggested by Mr N Khot.

As there was no other matter for discussion the meeting ended with vote of thanks to the president.



**Coordinator**



**President**



### Minutes of the third meeting:

Minutes of the *third* meeting of the IQAC, Dahiwadi College Dahiwadi, held at 11.30 am on 05/02/2021 in the cabin of the principal.

#### 3.1 Minutes of the last meeting:

Minutes of the last meeting held on 23/10/20 were read out by the Coordinator and confirmed by the president.

3.2 To discuss about the organization of Seminars on revised syllabus: Seventeen proposals about organization of seminars on revised syllabus were sent to the university & the university sanctioned five seminars.

**Resolution:** It was resolved that all the five departments should organize online seminars on revised syllabus & complete the necessary formalities at the earliest.

3.3 To take review of conducting midterm exam: As already discussed the exam department was asked to conduct online mid-term exam as early as possible & Dr K M Pawar was asked to prepare timetable of it.

3.4. To discuss about the development of e-content: All the faculty members were asked to prepare e-content based on the current syllabi.

**Resolution:** It was resolved that the e-content development committee should select the best video of the particular round and the owner should be congratulated providing incentive from corpus of the college. (The Best Video of the Round)

3.5 It was unanimously decided to submit PPT presentations of department as well as committee to IQAC as IQAC held internal audit.

3.6 To upload the college annual '*Adwait*' on college website: It was decided to upload the college annual '*Adwait*' on college website every year & the responsibility was given to Mr Waghare.

3.7 To motivate the faculty to increase the frequency to visit N-list: The librarian has updated user ID of all faculty members. So it was decided to make the faculty aware of using N-List for their upliftment.

#### 3.8 Other issues with the permission of the chair:

1. It was decided that a workshop on IPR should be conducted.

2. It was decided to celebrate World Women's Day in a simple manner due to covid-19 pandemic situation.

3. It was decided to complete the syllabus of all classes before 15<sup>th</sup> March.

As there was no other matter for discussion the meeting ended with vote of thanks to the president.



**Coordinator**



**President**



## Minutes of the fourth meeting:

Minutes of the *fourth* meeting of the IQAC, Dahiwadi College Dahiwadi, held at 11.30 am on 20/08/2021.

### 4.1 Minutes of the last meeting:

Minutes of the last meeting held on 05/02/21 were read out by the Coordinator and confirmed by the President.

4.2 To take review of syllabus completion & other activities: All the HoDs were informed to prepare syllabus completion reports & see whether all faculty members have completed the assigned syllabus.

4.3 To discuss about the preparation of AQAR 20-21: It was decided that the rough draft of AQAR for academic year 20-21 be prepared before going to Diwali vacation & be put in CDC for discussion.

4.4 To discuss about the AAA visit: It was decided to prepare information for AAA upto 5<sup>th</sup> Oct., 2021 & the AAA visit should be conducted upto the end of October.

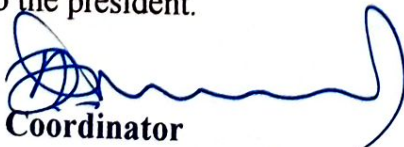
4.5 To take review of newly started programmes/courses: As the college has started eleven different programmes & courses during this year, it was necessary to take review of it. It was found that all programmes & courses were run properly. **Resolution:** It was resolved to provide necessary help to the concerned HoDs of newly started programmes & courses.

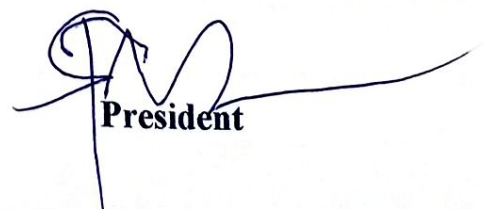
4.6 To discuss about future plan for academic year 21-22: It was decided that all the HoDs should submit departmental academic calendar for 2021-22 upto 15<sup>th</sup> Sept. 2021 & IQAC should prepare College Academic Calendar before 25<sup>th</sup> Sept. 2021 that include the future plan of the college.

### 4.7 Other issues with the permission of the chair:

1. It was decided to follow the instructions given by the university, government, management & JD office regarding the online/offline/blended teaching-learning process.
2. It was decided to felicitate Members of 'DCD Laughter Club' who contributed in conducting 52 episodes in lockdown for stakeholders.
3. The discussion was made about to activate training modules of LBI approved by MMSME, govt of India.
4. It was also decided to make all the MoUs functional & some new MoUs be signed.
5. It was decided to purchase new laptops & PCs for regular use & put this issue in CDC.
6. It was resolved that for recording daily report about online lectures some system should be developed & the responsibility was given to Smt Kanase V V.

As there was no other matter for discussion the meeting ended with vote of thanks to the president.

  
Coordinator

  
President