

G. S. Science, Arts & Commerce College, Khamgaon – 444 303

Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) held on 04th June, 2020.

A meeting of the Internal Quality Assurance Cell (IQAC) was held on **Thursday, 04th June, 2020 at 10:30 am in the IQAC office.**

Following members were present for the meeting:

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| 1. Dr. S. S. Bobdey | President, VSP Mandal, Khamgaon |
| 2. Dr. P. N. Bobdey | Secretary, VSP Mandal, Khamgaon. |
| 3. Dr. D. S. Talwankar | Principal |
| 4. Dr. H. S. Chandak | Coordinator, IQAC |
| 5. Dr. M. O. Wankhede | Member |
| 6. Dr M S Gaikwad | Member |
| 7. Dr. H. A. Bhosale | Member |
| 8. Shri S. G. Gulbhele | Assistant Librarian |

Following members joined through ZOOM virtual Platform

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| 9. Shri A. P. Jhunjhunwala | Vice-President, VSP Mandal, Khamgaon |
| 10. Dr. P E Ajmire | Member |
| 11. Dr. P.P. Thakur | Member |

Dr. V. R. Gawhale, Dr. (Mrs.) N. B. Boche, Shri Vijay Suryawanshi, Shri Pramodji Agrawal and Dr S. S. Jain could not attend the meeting. They were granted leave of absence. Dr. S. S. Bobdey presided over the meeting. Following business was transacted in the meeting:

1. Confirmation of the minutes of the previous meeting.
Dr. H. S. Chandak read the minutes of the previous meeting and they were confirmed unanimously.
2. To take a note on action taken report of previous meeting.
The action taken report of the previous meeting was reviewed and discussed.
3. **To take review on Feedback system (Revision of feedback forms and students' participation):**
Present Feedback system is reviewed and after thorough discussion it was decided that:
 - i. We should collect feedback with the existing form before 15 June 2020.
 - ii. It was decided to encourage students and teachers participation in the feedback on curriculum.
 - iii. All feedback forms to be revised and keeping them short 5-6 questions each and Feedback forms on Teachers and infrastructure to be clubbed .
 - iv. From the session 2020-21 onwards it was decided to shift feedback form to admission website gsck.ac.in and link for the same to be made available on main website gsck.ac.in
4. **To take a review of current status of SSS**
Students Satisfaction Survey with revised form has been conducted. Dr Ajmire informed the house that more than 1400 participated in the survey. It was decided that participation of students from arts and commerce faculty to be increased. Principal Assured to communicate to the concerned in this regard.
5. **To implement RUSA Web Based software Application for MIS**
RUSA, Maharashtra conducted webinar on Web based Software Application for MIS for NAAC. Dr Chandak and Dr Ajmire attended that webinar, They informed the house that we should make use of that software. The house accepted the proposal.
6. **To implement online admission procedure for 2020-21**

Considering the Covid-19 outbreak, it was proposed to implement online admission procedure to the maximum possible extent. After due discussion it was decided to put forward following decisions in the upcoming CDC meeting for approval:

- i) To publish college prospectus in e form only.
 - ii) To make necessary arrangement for online form submission, display of merit list, online payment etc.
7. To frame a plan for maintaining health , hygiene and social distancing for the next session 2020-21.

Dr. Prashant Bobdey informed that we should plan for maintaining health, hygiene and social distancing on campus. The house be of the same opinion consented to equip the college with sanitizers, masks etc. It was decided to:

- i) procure sanitizer stands and place it on all entrances, library, administrative office and staff room.
- ii) Periodic sanitization of college building with beaching spray
- iii) Social distancing boxes at significant places
- iv) Display of posters and banners to promote social distancing.

8. Any other matter with the permission of the chair.

- a) To run add-on/ certificate courses in online mode.
- b) Dr Ajmire suggested that we should hire web-based tool for online teaching- learning which could also be used for conduct of online certificate courses. Chairman Dr Subhashji Bobdey informed Dr Ajmire to come up with budgetary proposal to future course of action.
- c) Dr Ajmire expressed his interest in conducting a online programming contest for the students. The house appreciated his proposal and given consent for the same.
- d) Dr Ajmire also expressed his interest in conducting a webinar on Cyber Security ad Digital Forensic. The proposal was approved by the house.
- e) Principal Dr. Talwankar suggested that IQAC should conduct one webinar related to NAAC assessment. It was decided to conduct a webinar in near future.
- f) In-house Summer Research to be conducted online:
Due to Covid-19 outbreak, it was not possible to conduct in-house Summer Research Program for students. It was decided to conduct it in online mode for those it is possible.
- g) Renovation of SB hall and Room no. 13:
To improve the acoustics and interior of the Late SB hall, it was decided to renovate it with fall ceiling and interior. It was also decided unanimously to renovate room no 13 with fall ceiling and transform into a computer room.

As no other matter came up, the meeting concluded with the vote of thanks by the Coordinator, Dr H. S. Chandak.



(Dr. H. S. Chandak)
Coordinator, IQAC

Co-ordinator IQAC
G. S. Sci. Arts & Commerce
College, Khamgaon-444303.



(Dr. D. S. Talwankar)
Principal
Principal

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College, Khamgaon.

Action Taken Report:

S No	Decision taken	Action Taken
1	Review on Feedback system (Revision of feedback forms and students' participation)	i. Feedback of students collected in online mode. Feedback analysis has been done by IQAC and will be placed in upcoming IQAC meeting for discussion and necessary action. ii. A task force to be formed for revision of feedback forms.
2	Review of current status of SSS	Students satisfaction survey was conducted and its analysis was placed in CDC meeting for approval.
3	To implement RUSA Web Based software Application for MIS	Registration of faculty and staff on RUSA MIS portal is completed.
4	To implement online admission procedure for 2020-21	e-prospectus was published and admission process was conducted online.
5	A plan for maintaining health , hygiene and social distancing for the next session 2020-21.	Necessary steps like procuring sanitizer stands, periodic sanitization of college building with beaching spray, social distancing boxes at significant places, display of posters and banners to promote social distancing have been taken
6	To run add-on/ certificate courses in online mode.	Few add-on/ certificate courses have been run in online mode. Efforts will be taken to conduct most of the courses in online mode
7	To hire web-based tool for online teaching- learning	G-suite is subscribed. Online classes are conducted using Google meet. Zoom was also subscribed for couple of months to conduct workshop and webinar.
8	Organization of webinar related to NAAC assessment by IQAC	NAAC Awareness Workshop was organized in collaboration with RUSA and Joint Director Office, HE, Amravati on 24 th June 2020. About 600 participants participated in the event.
9	Organization of webinar on Cyber Security and Digital Forensic and online programming contest.	A webinar on Cyber Security and Digital Forensic was successfully organized by department of computer Science and Application on 18-19 June 2020.
10	In-house Summer Research to be conducted online	In-house Summer Research has been conducted online. A report to be placed in the upcoming IQAC meeting and CDC meeting.
11	Renovation of SB hall and Room no. 13	Renovation of SB Hall and Room no. 13 is in process and will be completed soon.

Bhandak

(Dr. H. S. Chandak)
Coordinator, IQAC

Co-ordinator IQAC
G. S. Sci. Arts & Commerce
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Talwankar

(Dr. D. S. Talwankar)
Principal

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