

**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) held on 12<sup>th</sup> February, 2021.**

A meeting of the Internal Quality Assurance Cell (IQAC) was held on **Friday, 12<sup>th</sup> February, 2021 at 3:30 pm in the IQAC office.**

Following members were present for the meeting:

1. Dr. S. S. Bobdey	President, VSP Mandal, Khamgaon
2. Shri A. P. Jhunjhunwala	Vice-President, VSP Mandal, Khamgaon
3. Dr. P. N. Bobdey	Secretary, VSP Mandal, Khamgaon.
4. Dr. D. S. Talwankar	Principal
5. Dr. H. S. Chandak	Coordinator, IQAC
6. Dr. P. V. Ubale	Member
7. Dr S. T Warade	Member
8. Mrs. S. G Waychal	Member
9. Dr M S Gaikwad	Member
10. Mr S V Jadhao	Librarian
11. Ku Kanchan Chim	Member (student)
12. Mr Umesh Agrawal	Member (Society)
13. Mr Devendra Bhattad	Member (Society)

Dr. P E Ajmire, Dr. P P Thakur and Mr R M Chavan 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. Welcome of new members to the IQAC:**  
Dr Chandak welcomed all new members and briefed them with the functioning of IQAC. Dr S S Bobdey welcomed Mr Umeshji Agrawal and Mr Devendraji Bhattad with bouquet.
- 2. Confirmation of the minutes of the previous meeting:**  
Dr. H. S. Chandak read the minutes of the previous meeting and they were confirmed unanimously.
- 3. To take a note on action taken report of previous meeting:**  
The action taken report of the previous meeting was reviewed and discussed.
- 4. To take review on Feedback analysis and revision of feedback system:**  
Feedback analysis report 2019-20 was put before the house for discussion and necessary action. The discussion also held on the revision of feedback system considering the resolution no 3 of the IQAC meeting held on 04<sup>th</sup> June 2020. Mr A. P. Jhunjhunwala suggested to explore the possibility to develop tools to get automatic feedback analysis. The house unanimously resolved that a task force may be formed for preparing a summary and action taken report and revise the feedback system as per resolution no. 3 of the IQAC meeting held on 04<sup>th</sup> June 2020. Following are the members of the task force: **Dr P V Ubale, Dr P E Ajmire, Dr P P Thakur, Mr R M Chavan and Dr H S Chandak.** It was decided that the task force should finish the before the upcoming IQAC meeting.
- 5. To take a review on RUSA Web Based software Application for MIS**  
Dr Chandak informed the house that 38 members have successfully registered on RUSA MIS portal. But very few faculty have submitted details related to academics, research and extension. It was decided that IQAC may conduct a workshop on **RUSA Web Based software Application for MIS** so that maximum data could be collected.

**6. Distribution of work for AQAR 2019-20:**

Dr Chandak informed the house that deadline for submission of AQAR 2019-20 is 31<sup>st</sup> May 2021. A draft AQAR must be prepared and put before IQAC for necessary action as early as possible. The president assigned responsibility of different criteria to the members as follows:

- **Criterion 1: Dr P V Ubale**
- **Criterion 2: Dr P E Ajmire and Dr S T Warade**
- **Criterion 3: Mr R M Chavan**
- **Criterion 4: Shri S V Jadhao**
- **Criterion 5: Dr M S Gaikwad**
- **Criterion 6: Dr P P Thakur**
- **Criterion 7: Mrs S G Waychal**

**7. To review data to be submitted for participation in NIRF ranking 2021:**

The data to be submitted for participation in NIRF ranking 2021 was placed before the house. The concerns were raised related to the pass percentage of the students. Dr S S Bobdey suggested to consult an expert to improve NIRF ranking of the college. It was decided to collect and update data related to students' progression and placement and submit before the deadline.

**8. To design an alumni tracker for students' progression and placement:**

To get up-to-date information about student progression and placement, an Alumni tracker is designed by IQAC in the form of a Google form. The contents of the form have been discussed in-depth. Mrs S G Waychal suggested to add an option of '**Progressed to higher education with part-time job**' in the form. It was decided that the possibility to incorporate the change to be explored by Dr M S Gaikwad and Dr H S Chandak. It was also decided that the share the link <https://tinyurl.com/gsckprogression> through social media and college website.

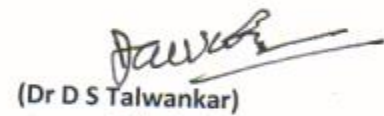
**9. Any other matter with the permission of the chair**

- a) Dr S T Warade suggested to conduct Learner's Aptitude Test (LAT) 2021 in the last week of February.
- b) Tutor-ward scheme to be implemented as per plan prepared last year. It was decided that The Principal should take periodic review from faculty members through meetings.
- c) Dr Ajmire (through email) suggested to revise COs and Pos for all courses and publish it in college website.
- d) Dr Chandak suggested to conduct a DBT sponsored Webinar on How to read Scientific Literature? Through a project called MANAV (The Human Atlas Initiative) by IISER Pune. It was decided that Research committee in collaboration with IQAC should take initiative to conduct a foresaid webinar.

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



**Action Taken Report:**

S No	Decision taken	Action Taken
1.	Review on Feedback system (Revision of feedback forms and students' participation)	Revised analysis, preparing a summary and action taken report on the feedback received has been done and revision of feedback forms is in process.
2.	To conduct a workshop on <b>RUSA Web Based software Application for MIS</b>	Due to COVID pandemic, workshop to be conducted is postponed and will be conducted in near future.
3.	Distribution of work for AQAR 2019-20 and prepare draft AQAR.	Work is distributed among the criterion incharge and draft AQAR will be placed in IQAC meeting dated
4.	To design a alumni tracker for students progression and placement	Online alumni tracker to track student progression and placement has been designed. The link has been share through various social media platforms. <a href="https://tinyurl.com/gsckprogression">https://tinyurl.com/gsckprogression</a>
5.	To conduct Learner's Aptitude Test (LAT) 2021 in the last week of February.	Learner's Aptitude Test (LAT) 2021 has been conducted on 25 February 2021. Total 2117 students participated .
6.	Revision of COs and POs	Revision of Cos and POs is in process and will be updated.
7.	Tutor-ward scheme to be implemented through previously designed structured format.	Due to Covid 19 outbreak it was decided to continue the scheme though Whatsapp group.
8.	To conduct a Webinar on How to read Scientific Literature? By IQAC and RAC	Training and project awareness session on How to read the Scientific Literature and Introduction to MANAV- The Human Atlas Initiative was conducted in collaboration with IISER, Pune on 10 <sup>th</sup> March 2021. Total 216 participants participated.

*Chandak*

(Dr H S Chandak)

Coordinator, IQAC

*Co-ordinator IQAC*

G. S. Sci. Arts & Commerce

College, Khamgaon-444303.

*Talwankar*

(Dr D S Talwankar)

Principal

*Principal*

G. S. Sci., Arts & Commerce

College, Khamgaon-444303.