

Minutes of the first meeting:

Minutes of the *first* meeting of the IQAC, Dahiwadi College Dahiwadi, held on 11/07/2019 in the cabin of the principal at 03.30 pm.

1.1 Minutes of the last meeting:

Minutes of the last meeting held on 07/03/19 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 Health & Nutrition, Web design, Conservation of local seed varieties, M Sc Entrance Exam, Democracy: Process & Election, etc.

1.3 Preparation of academic calendar 2019-20: It was decided that the academic calendar for 2019-20 be prepared & published in the form of booklet & it should be uploaded on college website.

1.4 Discussion about AQAR: 2018-19: It was decided that the AQAR: 2017-18 be discussed in the meeting of HoDs & CDC & should be approved it and fill up online as early as possible.

1.5 Budget head for IQAC: The committee approved it & it was unanimously decided to utilize corpus collected by college as a special head for IQAC and IQAC should look after the proper use of corpus throughout the year.

Resolution: It was also decided to add some more amount in the present available corpus.

1.6 Activities through IQAC: It was resolved that at least five one day workshops should be organized for staff on e-content, research, NIRF, etc.

1.7 Organization of national/international conferences: It was decided that Arts & Commerce faculty should organize International conference & Science faculty should organize National conference/seminar.

1.8 Lead College Activities: The committee congratulated Dr Khetre for running Lead College activities smoothly and keeping Lead College Status by the university.

Resolution: It was resolved that each department/committee should carry out activities assigned to them in time.

1.9 Sustaining different projects at the campus: The responsibilities were assigned as follows:

Sr No	Name of the Project	Caretaker
1	Sericulture	Dr Jadhav (Zoo)
2	Apiculture	Dr Patil (Zoo), Sawant (Chem)
3	Vermicompost	Dr Raut (Zoo)
4	Polyhouse	Divate, Dighe (B Voc)
5	Nursery Shednet	Patil (MCVC)
6	Conservation of local seeds	Yele (Bot)
7	Conservation of endangered plants	Kambale (Bot), Dalavi Atul
8	Preparation of organic fertilizer	Shinde K S (NSS), Dr Barkade

9	Rain water harvesting	Dr Gaikwad (Geo)
10	Green/Energy Audit	Kamble (Bot)
11	Coconut Avenues	Patil (MCVC)
12	Botanical Garden	Dr Jagtap (Bot)
13	College Farm	Divate (B Voc)
14	Farmers Guidance Centre	Dr Jagtap (Bot)
15	Soil & Water Analysis	Dr Khetre (Chem)

1.10 Functional MoUs: **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 The committee suggested to organize competitions of Avishkar & Inspire at college level and participate at Sanstha level competition. **Resolution:** It was also resolved to demand at sanstha the organization of competitions in the college. It was also decided that the participation of teachers should be increased & Dr Chopade & Dr Jagtap A A were asked to shoulder the responsibility.

1.13 Extension of canteen, labs, etc.: It was decided to complete the extension of canteen so as to accommodate the increasing strength of students.

1.12 Demand of soil samples from govt of Maharashtra: It was decided to demand samples from Govt of Maharashtra to analyze in Govt of Maharashtra approved Soil & Water Testing Lab & the responsibility was given to the Dept of Chemistry.

1.13 Any other issues:

1. It was resolved that each department should deposit 5 PPTs at the library to increase the knowledge bank.

2. It was decided to forward proposals to university to start new programmes and new undergraduate departments such as Maths, Microbiology as well as M Com etc.

3. It was decided to purchase 10 computers to sustain BCA lab, 10 for Computer Science Lab and 10 for commerce.

4. It was resolved to purchase equipment for LBI course.

5. It was recommended that workshop on LBI should be conducted & the responsibility was given to Dr M J Lubal.

6. It was decided to organize at least one zonal/interzonal sports activity of Shivaji University & the responsibility was given to Prof U E Shinde.

7. Extension of canteen, labs, etc.: It was decided to complete the extension of canteen so as to accommodate the increasing strength of students.

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 11/10/2019 at 12.30 pm in the cabin of the principal.

2.1 Minutes of the last meeting:

Minutes of the last meeting held on 11/07/19 were read out by the Coordinator and confirmed by the President.

2.2 To discuss about recommendations by AAA Team (criteriawise)

Discussed about recommendations by AAA & decided to rectify all the recommendations given by the team.

Resolution: It was resolved that all HoDs and Chairmen of criterion should take care of every suggestion.

2.3 It was decided that the departments from Arts & Commerce should organize international conference at least at the end of December & it was decided that Dr B S Balwant should work as Convener & Dr A N Dadas should work as Coordinator.

2.4 It was decided to use research corpus fund for the benefit of students as well as teachers to uplift research in the college. Dr K M Pawar was asked to invite research proposal and sanction the amount through scrutiny committee. It was informed that ten lakh amount was deposited in the bank as Fixed Deposit.

2.5 It was resolved that Dr S M Khetre should look after Patent Cell.

Resolution: It was resolved that all the departments should discuss about how to get patent & organize programmes regarding the process of obtaining patent.

2.6 Organization of workshops on e-content, research, IPR:

Resolution: It was resolved to organize workshops on e-content, research, NIRF and the responsibility was given to Mr V S Waghare, Dr K M Pawar and Dr S M Khetre respectively.

2.7 It was decided to organize quality improvement programmes and the responsibility was given to Mr V S Patole, Chairman, Quality Improvement Programme Committee.

Resolution: It was resolved that separate programmes be organized for Arts, Commerce, Science and BCA.

2.8 It was decided to conduct internal audit through IQAC before term end. It was decided to display time schedule & work out accordingly.

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

1. It was decided to follow our perspective plan as well as academic calendar.

2. It was decided that a guest lecture be organized for science students on science working model exhibition & the responsibility was given to Mane madam & Dr A A Jagtap.

3. It was decided to collect syllabus completion reports before going to Diwali vacation that would be useful for internal audit.

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 12.30 pm on 16/01/2020 in the cabin of the principal.

3.1 Minutes of the last meeting:

Minutes of the last meeting held on 11/10/19 were read out by the Coordinator and confirmed by the president.

3.2 Follow up of academic calendar: The discussion was made regarding the activities mentioned in the academic calendar prepared by IQAC.

Resolution: It was resolved that all HoDs and Chairmen of committees should complete their activities at the earliest.

3.3 It was decided to organize Krida Mohotsav at the earliest.

Resolution: It was resolved that the care be taken to ask all the students to participate in at least one competition & the competitions be held in three days.

3.4 The exam department was asked to conduct second mid-term in the first week of February & declare the results as early as possible.

3.5 It was unanimously decided to submit PPT presentations of department as well as committee as report to IQAC termwise.

3.6 Preparation of AQAR: It was decided to collect information required for AQAR & submit online as early as possible.

3.7 It was decided that Art Circle should organize presentation of various articles for students from Arts faculty that may include painting, photography, clay modeling, etc.

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

1. It was decided that the Placement Cell should organize workshop for students.
2. It was decided that poster presentation for Short Term Courses be conducted.
3. It was decided to organize Annual Prize distribution ceremony in the second week of February.

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 10.30 am on 17/04/2020 through zoom app.

4.1 Minutes of the last meeting:

Minutes of the last meeting held on 16/01/20 were read out by the Coordinator and confirmed by the president.

4.2 It was decided to make maximum use of zoom app in the period of work from home and all staff should be in contact with the students helping them in preparation of exam. All the teachers should prepare material and send to the students on the Whats app groups.

4.3 It was decided to conduct Covid 19 Awareness Quiz and Mr M B Shikalagar was asked to shoulder the responsibility.

Resolution: It was also resolved to conduct the following activities:

- i. workshop on e-content development, LMS etc.
- ii. Different Audits in NAAC process
- iii. Workshop on IPR, ISO, NIRF, LBI, etc.
- iv. Faculty Development Programme
- v. Role of Teachers in Students Research Activities

It was also decided that Librarian should have collection of newspaper clipping about Covid 19 & communicate on whats app groups.

4.4 It was decided to organize department specific programmes through following groups:

- | | | | |
|-------------------|--------------------|---------------------------|----|
| 1. Languages | 2. Social Sciences | 3. Economics & Commerce | 4. |
| Geography & B Voc | 5. Life Sciences | 6. BCA, CS & Maths, Stat. | |

4.5 Star College proposal: It was decided to submit star college proposal before 15th June & the responsibility was given to science faculty members & Dr Khetre was asked to lead it.

4.6 Preparation of AQAR 19-20: It was decided to collect information required for AQAR & submit online as early as possible. Committees were rearranged accordingly.

4.7 Other issues with the permission of the chair:

1. It was decided to follow the instructions given by the university, government, sanstha & JD office regarding the work from home and take care staying at home.

2. Govt of Maharashtra approved soil & water testing lab, Dept of Chemistry analyzed 625 samples & prepared soil health card. This soil health card submitted to the Agriculture Office, Man Tahsil for distributing to the farmers. Under this extension activity college received 1,59,250/-

2. The discussion was made about future plans for the academic year 20-21 & it was resolved: 1. To activate Incubation centre, 2. To focus on consultancy, 3. To construct store room, sports hostel, record room, 2 lecture halls, 4. To develop LMS, 5. To organize workshops on revised syllabus, 6. To construct Zoology lab, 6. To start 6 training modules

of LBI approved by MMSME, govt of India, 7. To conduct national/international seminars/conferences.

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


Coordinator




President

Rayat Shikshan Sanstha's
DAHIWADI COLLEGE DAHIWADI
Internal Quality Assurance Cell (IQAC)
Action Taken Report: 2019-20

First Meeting:

1. Some new Certificate Courses started from this year such as Health & Nutrition, Web design, Conservation of local seed varieties, M Sc Entrance Exam, Democracy: Process & Election.
2. The academic calendar for 2019-20 was prepared & published in the form of booklet & it was uploaded on college website.
3. Different persons were appointed to sustain various projects at the campus
4. The extension of canteen was made to accommodate the increasing strength of students.
5. The knowledge bank was upgraded & put at the library.
6. The proposals to start new programmes and new undergraduate departments such as Maths, Microbiology as well as M Com etc. were sent to the university.
7. Gymkhana section organized Volley Ball Zonal Tournaments for both boys & girls.

Second Meeting:

1. One day workshops were organized for staff on e-content, research, NIRF, etc.
2. International conference was organized on 19th & 20th Dec., 2019.
3. Dr Khetre shouldered the responsibility & carried out programmes about patent.
4. Mr V S Patole took the survey of QIP.
5. IQAC carried out internal audit.

Third Meeting:

1. Krida Mohotsav was organized from 21 to 23 Jan., 2020.
2. Second mid-term was conducted from 6th Feb., to 9th Feb., 2020.
3. AQAR was submitted on 12th March, 2020.
4. Art Circle organized presentation of various articles on 25th Feb., 2020.
5. Placement Cell organized workshop on 03/02/2020.
6. Poster presentation for Short Term Courses was conducted on 3rd Feb., 2020.

Fourth Meeting:

1. Covid 19 Awareness Quiz was conducted & more than 2200 people responded it.
2. Newspaper clippings were collected & sent on various whats app group.
3. Various workshops were organized such as development of e-content, LMS, ISO, IPR, NIRF, LBI.
4. Conducted 3 day FDP
5. Organized International webinar on Covid 19 & Mr Karan Sinha talked from Washington DC, America, more than 1100 people joined with zoom & youtube.
6. Department specific programmes Translation, Historical perspectives of diseases, etc. were organized by concerned departments.
7. Star college proposal was sent.



Coordinator



President