

Minutes of IQAC Meeting

First meeting of IQAC in this academic year (2020-21) was arranged through **zoom app** on **27.09.2020 at 11.30 am.**

Following members were present-

Sr.No.	Name	Capacity
1.	Dr. Mangala A. Sabadra	Chairperson
2.	Dr. Shilpa C. Patil	Sr. Administrative Officer
3.	Mr.V.S.Patil	Teacher Representative
4.	Dr.J.S.Dhande	Teacher Representative
5.	Mrs.J.P.Talegaonkar	Teacher Representative
6.	Mrs. Meena S.Chaudhari	Teacher Representative
7.	Mr.S.D.Vanjari	Teacher Representative
8.	Mr.K.C.Suryawanshi	Teacher Representative
9.	Miss.R.S.Gajare	Teacher Representative
10.	Mr.Dipesh M. Kotecha	Mgt. Member
11.	Hon. Mr. Mukesh V. Agrawal	Local Society Nominee
12.	Hon. Bhavesh C. Tank	Stakeholder Nominee
13.	Smt. Sonal Fegade	Alumni Nominee
14.	Dr. J.V.Dhanvij	Coordinator

1. To discuss and confirm the minutes of previous meeting.

Minutes of last meeting held on **19.06.2020** were read and confirmed.

2. Discussion on organization of National/State/University level Webinars.

IQAC Co-ordinator reported that some departments such as Hindi, Sports and Gymnasium, NSS and Alumni Association have conducted webinars during this semester. Chairperson of the IQAC suggested that to develop research attitude among the students and teachers we have to organize webinars. It was decided that Department of Chemistry, History, Computer Science, Marathi, IQAC and others will conduct webinars in forth coming days.

The members present in the meeting accepted the suggestion and it was decided that webinars will be organized in second semester.

3. To conduct student's classes and academic activities through online mode.

IQAC Coordinator reported that, as per the guidelines of UGC, Govt. of Maharashtra and University we have to conduct regular classes and academic activities through online mode. The members present in the meeting accepted the suggestion and it was decided that for online teaching and learning we will be used platforms such as Zoom, Google meet, Google Class Room and YouTube.

4. To construct Smart Class Room /Video Recording Room under CSR fund.

Hon. Dipesh M. Kotecha, Management Member informed that we have received CSR fund from ISC Project Private Limited for development of Smart Class Room/Video Recording Centre.

IQAC member Mr K.C. Suryawanshi reported that we have called three quotations from different contractors and it has been put in CDC and Management Committee. The work will be start very soon.


5. To discuss draft of AQAR 2019-20.


The coordinator of IQAC presented the rough draft of AQAR 2019-20 for the observation and overview by members present in the meeting. The members of IQAC suggested a few corrections.

It was decided that the draft should be availed in CDC meeting for their observation and then after it will submit online to NAAC.

6. Any other timely issue.

There was no timely issue for the discussion. So the meeting closed at 1.00 pm with the permission of the Chair.


Dr. J. V. Dhanyij
IQAC Coordinator


Dr. Mangala A. Sabadra
Principal

Minutes of IQAC Meeting

Second meeting of IQAC committee of academic year 2020-21 was held on 20.12.2020 at 11.00am through Zoom app.

Following members were present-

1. Dr. Mangala A. Sabadra	Chairperson
2. Dr. Shilpa C. Patil	Sr. Administrative Officer
3. Mr.V.S.Patil	Teacher Representative
4. Dr.J.S.Dhande	Teacher Representative
5. Mrs.J.P.Talegaonkar	Teacher Representative
6. Mrs. Meena S.Chaudhari	Teacher Representative
7. Mr.K.C.Suryawanshi	Teacher Representative
8. Miss.R.S.Gajare	Teacher Representative
9. Mr.Dipesh M. Kotecha	Mgt. Member
10. Hon. Mr. Mukesh V. Agrawal	Local Society Nominee
11. Hon. Bhavesh C. Tank	Stakeholder Nominee
12. Smt. Sonal Fegade	Alumni Nominee
13. Dr. J.V.Dhanvij	Coordinator

1. To discuss and confirm the minutes of previous meeting.

Minutes of last meeting held on 27.09.2020 were read and confirmed.

2. Strengthening the activities of Alumni Association, Sports and Cultural.

One of the members of IQAC convinced the importance of Alumni Association, Sports and Cultural activities in overall development of girl students. Chairperson of the IQAC suggested that teachers should motivate to students for participating in various online activities due to pandemic situation. We also appeal to Alumni become a life member of Kotechians Alumni Associations.

The members present in the meeting accepted the suggestion and it was decided that Alumni Association and Cultural activities should be strengthen in second semester.

3. To increase no. of research publications and to publish those in reputed/UGC notified journals.

Dr.J.S. Dhande, IQAC member reported that only few teachers have published their research papers in reputed/UGC notified journals. He appeals to all IQAC members while publishing their research papers, first find quality journal and then publish their research work.

The members present in the meeting accepted the suggestion and it was decided that whenever our teachers publish their research work they will be find reputation of the journal and then publish it. We also trying to increase the number of research publications in peer reviewed journals.

4. To provide facility to teachers for e-content development.

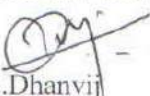
IQAC Coordinator reported that from last year our teachers are conducting online classes due to pandemic. We have arranged training programmes for teachers to fulfill the need of time. Some of the teachers completed FDP to enhance the knowledge of e-content development during this year. For quality e-content development we required video recording centre.

The members present in the meeting accepted the suggestion and IQAC management member assured that institution will provide smart class room/video recording room as per your need.

5. Any other timely issue.

IQAC coordinator informed that we have received one proposal from Assistant Professor of Botany department for verification of API from stage III to stage IV (Associate Professor). API committee verified the proposal as per University and UGC norms and sent for further process to KBCNMU, Jalgaon.

There was no any other issue for the discussion. So the meeting was dissolved at 1.00 pm with kind permission of a chairperson.


Dr.J.V.Dhanvij
IQAC Coordinator


Dr. Mangala A. Sabadra
Principal

Minutes of IQAC Meeting

Third meeting of IQAC committee of academic year 2020-21 was held on **18.02.2021** at **9.30am** in **IQAC office**. Following members were present-

Sr.No.	Name	Capacity
1.	Dr. Mangala A. Sabadra	Chairperson
2.	Dr. Shilpa C. Patil	Sr. Administrative Officer
3.	Mr.V.S.Patil	Teacher Representative
4.	Dr.J.S.Dhande	Teacher Representative
5.	Mrs.J.P.Talegaonkar	Teacher Representative
6.	Mrs. Meena S.Chaudhari	Teacher Representative
7.	Mr.K.C.Suryawanshi	Teacher Representative
8.	Miss.R.S.Gajare	Teacher Representative
9.	Mr.Dipesh M. Kotecha	Mgt. Member
10.	Hon. Bhavesh C. Tank	Stakeholder Nominee
11.	Dr. J.V.Dhanvij	Coordinator

1. To discuss and confirm the minutes of previous meeting.

Minutes of last meeting held on **20.12.2020** were read and confirmed.

2. To take the overview of Webinars organized by various departments.

IQAC Coordinator reported that Department of Chemistry organized One Day Webinar on "Recent Advances in Chemical Biology" on 7th Nov. 2020. Department of Computer Science and History jointly organized One Day University Level Webinar on "Modiscript: Introduction, Significance and Need of Computerization" on 27th Nov.2020. Student Development Committee of our College and Nahata College, Bhusawal jointly organized Webinar on "Personality Development" for Students on 18th Oct.2020. NSS unit of our College and KBCNMU, Jalgaon jointly organized Webinar on "Potential Dangers of Covid-19" on 18th Oct.2020. Kotechians Alumni Association and Advaitanand Yoga & Happiness Studio, Bhusawal jointly organized Webinar for Students, Staff and Stakeholders on "Stress Management and Wellness" 26th Nov.2020.

Chairperson, IQAC appealed to all members to take initiatives to conduct such type of activities from other Departments also. The members present in the meeting accepted the

suggestion and it was decided that Webinars will be organized by Department of Hindi, Marathi and Training programme by IQAC in forth coming days.

3. To implement remaining modules of CCMS of Master Soft ERP from AY 2020-21.


IQAC coordinator reported that last year we have collected feedback about the functioning of Institution through Google form but from this year we will collect it through CCMS software. Also library server base data migrate to cloud base through the same software.

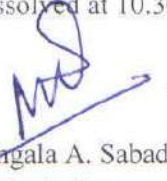
It was decided that from this year feedback about the Institution from stakeholder will be collected through college software.

4. Any other timely issue.

IQAC co-ordinator informed that we have received one proposal from Assistant Professor of English department for verification of API from stage I to stage II. API committee verified the proposal as per University and UGC norms and sent for further process to Joint Director Office, Jalgaon.

There was no any other issue for the discussion. So the meeting was dissolved at 10.30 am with kind permission of a chairperson.


Dr. J. V. Dhanvij
IQAC Coordinator


Dr. Mangala A. Sabadra
Principal

Minutes of IQAC Meeting

Last meeting of IQAC committee of academic year 2020-21 was arranged on **20.06.2021** at **4.00 pm** in Principal Cabin. Following members were present-

Sr.No.	Name	Capacity
1.	Dr. Mangala A. Sabadra	Chairperson
2.	Mr.V.S.Patil	Teacher Representative
3.	Dr.J.S.Dhande	Teacher Representative
4.	Mrs.J.P.Talegaonkar	Teacher Representative
5.	Mrs. Meena S.Chaudhari	Teacher Representative
6.	Mr.K.C.Suryawanshi	Teacher Representative
7.	Miss.R.S.Gajare	Teacher Representative
8.	Mr.Dipesh M. Kotecha	Mgt. Member
9.	Hon. Mr. Mukesh V. Agrawal	Local Society Nominee
10.	Smt. Sonal Fegade	Alumni Nominee
11.	Dr. J.V.Dhanvij	Coordinator

1. To discuss and confirm the minutes of previous meeting.

Minutes of last meeting held on **18.02.2021** were read and confirmed.

2. To prepare the perspective plan of academic year 2021-22 of the Institution.

The members participated in discussion regarding preparation of the perspective plan of Institution for academic year 2021-22. After the discussion, following perspective plan of the Institution was proposed -

- ❖ Organization of Seminars/Conferences/Workshops online/offline by various departments.
- ❖ To organize faculty development programme/training programme for teaching and non-teaching staff.
- ❖ To upgrade commerce laboratory with latest software and data base.
- ❖ To upgrade Language laboratory with latest software and computers hardware.
- ❖ To motivate the faculty for major/minor research projects.
- ❖ To start new add-on courses.

3. To restructure the composition of IQAC.

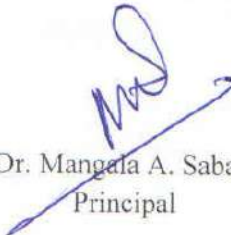
IQAC Coordinator reported that, Dr. Shilpa C. Patil (Vice Principal) of the college has retired on 31st May 2021. She was Sr. Administrative Officer in IQAC. Another member Mr. S.D.Vanjari is on medical leave and other members have unavoidable problems. Due to this reason IQAC committee should be restructured.

Chairperson of the IQAC suggested new names on vacant seats, Prof.Y.D.Desale as a Sr. Administrative Officer, Mr. S. B. Netanrao and Mrs. M.N.Bhutada as a Teacher Representative, Ms.Vedshruti Shirishkumar Shinde as a Student Nominee and Dr. Shilpa C. Patil as a Stakeholder Nominee.

4. Any other timely issue.


There was no any other timely issue for the discussion. So the meeting was ended at 6.15pm with kind permission of a chairperson.


Dr. J.V. Dhanvij
IQAC Co-ordinator


Dr. Mangala A. Sabadra
Principal

Action Taken Report based on 2020-21 IQAC Meetings

Sr.No.	Decision Taken in the Meeting	Action Taken
1	Preparation of AQAR 2019-20	AQAR 2019-20 was prepared and submitted to NAAC on 11.02.2021.
2	Organization of National/State/University level Webinars.	Department of Chemistry, History and Computer Science, Marathi, Hindi, Sports and Gymnasium, NSS, IQAC and Alumni Association has conducted Webinars on latest topics.
3	Construct Smart Class Room /Video Recording Room under CSR fund.	Smart Class Room /Video Recording Room has been constructed under CSR fund from ISC Project Private Limited, Pune.
4	Organization of Training programme for Junior college Teachers.	IQAC organized One Day Training Programme on Google Class Room for Junior college Teachers on 15 th June 2021 by Dr.J.V.Dhanvij, IQAC Coordinator.
5	Strengthening the activities of Alumni Association, Sports and Cultural.	On 26 Sept. 2020 Online webinar was organized jointly in collaboration with Advaitanand and Yoga and Fitness Studio, Bhusawal on "Stress Management and Wellness". It was conducted by our Alumni Seema Devendra Patil. 110 participants were benefited. On 13 June online workshop was organized on "Best from Waste". Our Alumni Pooja Rajendra Patil conducted this workshop. 54 participants were benefited. In this academic year 69 Ex-students were joined as new life members and 120 as annual members of Kotechian's Alumni Association.
6	Implementation of remaining modules of CCMS - Master Soft ERP from AY 2020-21.	From this year Library Management System and Feedback Management System modules were implemented.
7	Conducts student classes and academic activities through online mode.	Due to COVID-19 pandemic situation all academic classes and activities were conducted online mode.
8	Preparation of perspective plan for the year 2021-22.	Perspective plan for academic year 2021-22 was prepared and accepted.


 Dr. J. V. Dhanvij
 Coordinator IQAC


 Dr. Mangala A. Sabadra
 Principal