

Minutes of IQAC Meetings and ATRs- 2020-21

Navnirman Shikshan Sanstha's Laxmibai Sitaram Halbe College of Arts, Commerce and Science, Dodamarg

Internal Quality Assurance Cell

The meeting of IQAC was held on 20/08/2020 at 1:00 P. M. with the following agenda

Mr. R. A. More, the co-ordinator of IQAC welcomed the chairperson of the meeting, Principal Dr. S. U. Darekar and other members present for the meeting.

The following agenda items were discussed during the meeting.

1. Conformation and reading of the previous meeting held on

The minutes of previous meeting held on 27/02/2020 was approved by IQAC members.

2. Preparation of the academic calendar for the year 2020-21

Academic Calendar and Prospectus Committee was allocated to prepare the academic calendar for the academic year 2020-21.

3. Preparation of Online lectures.

It was decided that the entire faculty member should plan for online lectures. The faculty members should prepare power point presentations for lectures. Prepare study material and make it available to the students. Chairman of the governing body Hon. Mr. Abhijit Hegshetye suggested conducting online lectures using Learning Management System such as google classroom.

4. Organization of continuous internal evaluation in online/offline mode

It was decided that the faculty members should arrange internal evaluation of students in online mode. Faculty members are suggested to prepare MCQ based exam papers using google forms.

5. AQAR of the academic year 2019-20

IQAC Co-ordinator informed all the faculty members that, the preparation of Annual Quality Assurance Report of the college is in progress and it should be submitted to the NAAC. The information required for AQAR is to be collected from all the faculty members and staff members.

6. To finalize the certificate courses to be conducted in the academic year 2020-21

It was resolved that the Department of Economics, Geography, and Commerce should conduct need based online certificate courses for students in the academic year 2020-21.

7. To organize hands on training for teaching and non-teaching staff

Due to the COVID - 19 pandemic faculty members are working from home. It was resolved that the IQAC would organize hands on training on google classroom and google forms to conduct online classes and examination.

8. Reformation of Internal Quality Assurance Cell

IQAC reformation was done as per the guidelines of the NAAC.

9. To organize Alumni and Parents Teachers meeting

It was resolved the alumni meet and parents teachers meet should be organized by Alumni and Parent Teachers Association. Considering the pandemic situation online platform such google meet or zoom app should be used to reach out to the alumni.

10. Any other issues with the permission of the chair.

Meeting was concluded with vote of thanks proposed by Mr. Ramkisan More.



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Dr. S. U. Darekar
I/C Principal


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Action Taken Report

1. Tentative academic calendar for the academic year 2020-21 was prepared and a soft copy of the same was sent to the faculty members.
2. Institutional Annual Quality Assurance Report was prepared and submitted online to the NAAC on 19/12/2020.
3. Certificate courses were conducted by the Economics, Geography, and Commerce departments during the academic 2020-21.
4. Hands on training on google classroom and google forms were conducted by IQAC.
5. IQAC was reformed as per the guidelines of NAAC
6. Online Alumni meeting was conducted on 30/10/2020 by College Alumni Association using google meet. Online Parent Teachers meeting was organized by the respective department using google meet app.


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**Navnirman Shikshan Sanstha's Laxmibai Sitaram Halbe College of Arts, Commerce
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**Internal Quality Assurance Cell
Minutes of the Meeting of Internal Quality Assurance Cell held on 17/12/2020**

Meeting of IQAC was held on 2020 with the following Agenda

1. Review of IQAC meeting held on 20/08/2020

Mr. Ramkisan A. More welcomed all the members and reviewed the minutes of previous meeting

2. Standard Operating Procedures during COVID-19 pandemic

It was resolved that the precautionary guidelines given by Government for control and management of COVID-19 pandemic should be followed till further notification.

3. To organize webinar during the academic year 2020-21.

Department wise webinar (seminar or workshop) to be organized within academic year 2020-21 based on topics relevant to the subject or current academic scenario amidst lockdown.

4. Refresher course of the teaching faculty

Due to the COVID - 19 pandemic, HRDC conduct refresher courses through online mode. It was decided that the faculty members those who are due for CAS in 2019-20 and 2020-21 should register for online refresher course.

5. To organize remedial classes for the academically weaker students

It was resolved that the remedial classes should be conducted for the academically weaker students to improve their performance in examination.


6. To Strengthen the Mentor Mentee System

It decided that the mentor mentee system should be strengthened. The mentor should support mentee for better performance in curricular as well as co-curricular activities.

7. To publish research articles in UGC Care listed

It was resolved that all the faculty members would publish their academic and research work in UGC Care listed /peer reviewed journals/conference proceedings/chapter in books.

The meeting ended with vote of thanks by the IQAC Co-ordinator


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Action Taken Report

1. Precautionary guidelines were displayed on the notice board.
2. The college library in collaboration with National Digital Library of India, Department of English, Hindi, and Marathi organized national level webinar. Geography department organized national level workshop on Geospatial Application in Geography
3. Dr. S. U. Darekar, Assistant Professor of Economics and Mr. Ramkisan A. More completed the online refresher course at University of Mumbai, and Aligarh Muslim University, Aligarh
4. Remedial classes were started by Economics and Geography and Commerce department.
5. Dr. P.D. Gathade, Mr. D. Y. Barve and Dr. S. N. Jadhav, Mr. S. S. Padgaonkar, Mr. Ramkisan A. More published their research articles in peer reviewed journals and edited books.



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Internal Quality Assurance Cell

Minutes of the Meeting of Internal Quality Assurance Cell held on 16/04/2021

Meeting was started with a Welcome note by Dr. S.U. Darekar, Principal.

Minutes of the meeting are as follows.

Confirmation and approval of the minutes of the previous meeting

The minutes of previous meeting held on 17/12/2020 were read out by Mr. Ramkisan More co-ordinator of IQAC. As decided in the previous meeting, all the agenda items were discussed and approved.

Review of the activities conducted by various committees using google meet or any other app.

All the teachers were instructed to maintain the record of every activity conducted virtual mode by their departments and committees during the year and submit it to the IQAC for AQAR preparation.

Feedback from various stakeholders

It was resolved that the IQAC would initiate online feedback system for the stakeholders. It was decided that the Students' Satisfaction Survey and feedback of stakeholders would be sought through Google forms.

Self-Appraisal of faculty members

Soft copy of self- appraisal was sent to all the faculty members and was asked to submit it to the principal before the end of academic year

Academic Calendar for the year 2021-22

It was resolved that all the faculty members, committee members should plan their activity considering the pandemic situation for the year 2021-22.



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Action Taken Report

1. International Quality Assurance Cell collected feedback from students, teachers, Alumni and employers using google form.
2. Faculty members submitted self- appraisal report to the Principal.



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