

**Minutes of IQAC Meeting held on Monday, 6 April 2020 over ZOOM  
(during lockdown period due to outbreak of COVID-19)**

**Following were present for the meeting :**

1. Dr. Sanjay Kharat, Principal & Director, IQAC
2. Dr. Prakash Dixit, Dy. Secretary, P E Society & Visitor of the College, Management Representative, IQAC
3. Prof. Suresh Todkar, Joint Secretary, P E Society, Chairman, CDC, Management Representative, IQAC
4. Prof. Parag Shah, Co-ordinator, IQAC
5. Dr. Rajiv Tulpule, Industry Representative, IQAC
6. Dr. Madhura Vipra, Industry Representative, IQAC
7. Prin. Dr. Tanaji Salve, Parent Representative, IQAC
8. Dr. Bhole, External Member, IQAC
9. Dr. Jyoti Gagangras, Vice Principal, Arts & Member, IQAC
10. Dr. Shubhangi Joshi, Vice Principal, Commerce & Member, IQAC
11. Prof. Swati Kandharkar, Vice Principal, Science & Member, IQAC
12. Dr. Shampa Chakraborty, Member, IQAC
13. Ms. Gauri Kopardekar, Member, IQAC
14. Dr. Vinay Kumar, Member, IQAC
15. Dr. Varsha Bapat, Member, IQAC
16. Dr. Sangeeta Dhamdhere, Member, IQAC
17. Mr. Prakash Renuse, College Superintendent & Administrative Staff Representative, IQAC
18. Mr. Prathamesh Joshi, Student Representative, IQAC

**Following business was transacted at the Meeting**

**1. Review and Compliance of previous meetings**

Parag Shah informed that a daylong meeting was conducted in December for finalising AQAR 2018-19. The college submitted the AQAR on 24 December 2019. And as decided in earlier meetings, an international conference by Biotechnology Department and a national conference by the Library and Department of Sociology were conducted successfully. Principal informed that the college has been awarded as the Best Innovative College by CEDA, Pune. Dr Ekbote, Chairman, Business Council, P E Society received the award on behalf of the college, at the hands of Hon'ble Mr Koshyari, Governor, Maharashtra State on 20<sup>th</sup> of January 2020 at the programme organised at S. P. College, Pune. DBT Intercollegiate Science Fair was organised under DBT which got overwhelming response. A lecture on innovation by Rajeev Tulpule and about Patents was organised under the aegis of the Innovation Incubation Centre of the college. Principal Dr. Sanjay Kharat and Dr. Vinay Kumar informed the committee member about the research grants received by the college and status of DBT Builder proposal. A presentation on DBT Builder which was scheduled on 23<sup>rd</sup> of March has been postponed due to COVID-19 outbreak situation.

## **2. Deciding a strategy for attainment of Learning Outcomes**

Dr. Principal informed that the departments have formulated learning outcomes however we need to devise a strategy for attaining the same. Principal informed that the Webinar on Outcome Based Education organised on 4<sup>th</sup> of April 2020 covered the part on measurable POs and Cos and the organiser, InPods has shown willingness to help us in devising a strategy for measuring the outcomes.

## **3. Academic and Administrative Audit**

Principal Dr. Kharat suggested that academic and administrative audit for 2019-20 will be done through IQAC Cluster. Dr. Dixit suggested that a department wise audit needs to be done so as to prepare towards NAAC accreditation. Dr. Bhole suggested that Faculty wise audit would suffice as experts from faculties will take care of departmental audit.

Principal Dr. Kharat informed the committee that SPPU has formed a committee on Academic and Administrative audit and he happens to be the member of the same. He suggested that the college could be audited as the 1<sup>st</sup> case by SPPU for departmental audit while the external audit could be executed by IQAC. And if required we can ask CEDA to conduct the audit of the college as a 3<sup>rd</sup> party which would help us in the preparation towards NAAC 21 accreditation.

Dr. Bhole informed that he will forward a Departmental Performance Index sheet. The college can compile information based on that. Such a work could be done offline. And the important areas or Questions pertaining to accreditation could be addressed in the external audit to be done by IQAC cluster.

## **4. Review of activities conducted in Lockdown period**

Parag Shah informed the committee members that the work from home was applicable from 17<sup>th</sup> of March to 31<sup>st</sup> of March. And vacation has been declared by the University from 1<sup>st</sup> of April to 14<sup>th</sup> April. During this lockdown period, PG departments continued with their teaching, now through online mode(through zoom and google classroom etc.). Vice Principals of three faculties shared more about the teaching and assignments done through online mode. As the access of common server is being made available to teaching staff so that administrative work like preparing annual reports could be done at home. Information on online courses done by the faculty would be collected.

A Webinar was organised on 4<sup>th</sup> of April 2020 by Ajay Bhagwat of InPods on Outcome Based Education as the FDP. 82 faculty members got the training about Programme Outcomes and Course Outcomes, levels and top-down designs were covered. It was a great learning as quick polls were conducted and demonstrated how online assessment could be done along with result analysis.

Dr. Dixit mentioned that the Institutional Social Responsibility has been shown by the college during this lockdown period by giving financial contribution of 1 day salary to PM and CM fund, NCC volunteers are helping in mass mobilisation drives and alumni have provided food packets to our students etc.

## **5. Any other**

Principal Dr. Kharat suggested that an award for Alumni appreciation and recognition could be instituted and annually such an alumnus/alumna could be felicitated. Mr. Rajiv Tulpule appreciated the idea and said that alumni could be roped in for getting more placement opportunities. Dr. Madhura Vipra supported the idea and stressed that such a move may strengthen the bond among the students and enhances their affinity with the institution.


Prin. Dr. Salve expressed that if we bring out a booklet of 50 alumni, it will serve as a motivation to the students. Dr. Dixit and Prof. Todkar supported the idea.

Dr. Madhura Vipra informed about the proposal on a Skill Development Course in which 13000 online papers would be studied to streamline data and can provide good experience to students and clarified that such a course would be theory based as well as practical oriented. Principal informed that a similar proposal of skill development course on Beauty and Wellness has been received from Mrs. Lina Khandekar.

Mr. Tulpule expressed that such a period can be a good opportunity for teaching staff to learn and use e-learning options and suggested that a contingency action plan needs to be formulated for the college when the lockdown would be lifted.

Principal Dr. Kharat apprised the members that the university is coming out with a plan about conduct of examination and online assessment options are being thought of on the queries raised by the members. Gauri Kopardekar expressed a concern that advanced learners may suffer in such a situation.

All the participants appreciated use of technology for organising such a meeting and congratulated the Principal for the same. The meeting ended with a cordial Vote of Thanks to the Chair.

  
**Parag Shah**  
Co-ordinator, IQAC



  
**Dr. Sanjay Kharat**  
Principal & Chairman IQAC