

**COMRADE GODAVARI SHAMRAO PARULEKAR COLLEGE  
OF ARTS, COMMERCE AND SCIENCE, TALASARI, DIST-  
PALGHAR-401606.**

**IQAC COMMITTEE MEETING MINUTES- ACADEMIC YEAR-2019-20**

**1<sup>st</sup> MEETING**

**AGENDA-**

- 1) Appreciation of IQAC members for successfully submitted AQAR for the Academic Year-2018-19
- 2) Submission of teaching and various committee's annual Activities planning
- 3) To conduct the orientation programme for 1<sup>st</sup> year students of all faculty.
- 4) To make the planning of bridge courses
- 5) To arrange the Value added and certificate courses in college level
- 6) To make the plan of celebration of Yoga day
- 7) To prepare annual calendar of college activities
- 8) To update the IQAC committee
- 9) To update the mentor-mentee programme
- 10) To run tailoring - dress design and various computer courses

**1<sup>st</sup> meeting Minutes:-**

The meeting of IQAC Was held on 10/06/2019 at 12 p.m. in the principal cabin. Following subjects were discussed in this meeting.

- 1) IQAC coordinator Mr Mahesh Malvadkar congratulated all IQAC members for successfully submitted AQAR of college for the academic year 2018 19.
- 2) Principal of college Dr. B.A. Rajput instructed to all the teaching staff to submit teaching and various committees annual planning as per the norms of University of Mumbai.
- 3) IQAC decided that in Academic year 2019-20 to arrange the welcome and orientation programme for fresh students to instruct them college rules and regulations of college and university.
- 4) IQAC committee decided that in Academic year 2019-20 to conduct the bridge course for the FYBCOM class students in Mathematics subject to understand the basic concepts and formulas of these subject. Assistant professor Mr. Ritesh Hatkar had taken the responsibility to conduct bridge course.
- 5) IQAC committee decided that as per need of time to conduct the yoga and meditation, tailoring and fashion designing, basic computer skills, warli panting etc value added and certificate course at college level under the department with the help of external agency.

6) IQAC coordinator Assistant professor Mahesh Malwadkar suggested to prepare annual calendar of college activities for the academic year 2019-20 under the guidelines of University of Mumbai.

7) The Principal Dr. B.A. Rajput decided to update the IQAC committee and as per the decision one new student representative was added in the committee.

8) IQAC committee had taken decision to solve the teaching related problem of students and motivate them for better educational performance through mentor-mentee programme in academic year 2019-20. Under this programme committee decided to distribute all faculty classes among the respective teacher.

At the end of the meeting IQAC coordinator concluded the meeting and proposed the vote of thanks.

Following Members were presented in the meeting-

1. Dr. B.A. Rajput, Principal
2. Dr. Gokul Shikhare
3. Dr. Raosaheb Pawar
4. Dr. Appasaheb Game
5. Dr. Arjun Hon
6. Asst. Prof. Mahesh Malwadkar
7. Asst. Prof. Nilesh Salve
8. Asst. Prof. Ritesh Raichana
9. Asst. Prof. Dipk Wakde
10. Asst. Prof. Ritesh Hatkar
11. Dr. Sachin Raut
12. Dr. Kamlesh Mali
13. Asst. Prof. Vaibhav Mane
14. Asst. Prof. Bhaskar Gotis
15. Asst. Prof. Nilima Ozare
16. Asst. Prof. Rameshwar Hambarde

## **2<sup>nd</sup> Meeting:-**

### **Agenda:-**

- 1) To conduct the soft skill certificate programs at college level
- 2) To conduct blood donation camp
- 3) To conduct the Alumni and parents meeting
- 4) To conduct the one day sex education workshop for girls and boys
- 5) To conduct health check-up camp specially for women
- 6) To conduct remedial coaching classes for weak students
- 7) To celebrate the Honourable Godavari parulekar's birth Anniversary
- 8) To collect the syllabus completion report
- 9) To conduct the internal and external examination

### **2<sup>nd</sup> Meeting Minutes-**

Meeting of IQAC was held on 03/10/2019 at 12:00 p.m. in the Principal office. Following topics were discussed in the meeting.

- 1) As required of, Dr. B.A. Rajput and IAQC coordinator Mr. Mahesh Malwadkar decided to conduct the various soft skill certificate programme with the corporation of Samta foundation and college IT Coordinator and also various departments of the colleges will run the various skill based and value-added certificate courses for college students.
- 2) As a suggestion of Principle Dr. B.A.Rajput , College Women Empowerment Cell has decided to update the member list of Women Empowerment Cell and decided to conduct the women health check-up camp and various activities concern to the women empowerment program.
- 3) As a suggestion of NSS programme officer, Prof. Deepak wakde, IQAC committee has decided to conduct tree plantation programme, anti-plastic programme, cloth bag distribution programme and, swachh Bharat Abhiyan under NSS department.
- 4) IQAC committee decided to conduct the one day workshop on sex education program 'Vayat Yetana' with the cooperation of Andha shradha nirmulan Samiti, Palghar under NSS departments.
- 5) All IQAC Members agreed to conduct the remedial coaching classes of various subjects for weaker students under various departments for Semester 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup>.
- 6) IQAC committee decided to celebrate the birth anniversary of comrade Godavari Shamrao parulekar on 14th August 2019. On the occasion of this program cultural

department of the college has decided to organise various cultural activities and folk dances in college.

7) The Principal of college Dr B. A.Rajput instructed to the HOD of various department to collect the syllabus completion report of Semester 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> and report him.

8) The principal .Dr. B A. Rajput and Exam Committee coordinator Prof. Nilesh salve has decided to the time table and told the preparation of examination. IQAC committee decided to conduct the internal and external examination as per University and cluster college guidelines.

9) As a suggestion of Alumni committee coordinator Dr.R.N. Pawar, to conduct the 1<sup>st</sup> Alumni meeting of the Academic year 2019-20. He gave information to the IQAC committee, about the online registration of Alumni association and decided to conduct the alumni meeting on 18/11/2019.

10) IQAC committee has decided to conduct the blood donation camp on the occasion of death anniversary of Com. Shamrao Parulekar on 10 th October 2019.

Following Members were presented in the meeting-

1. Dr. B.A. Rajput, Principal
2. Dr. Gokul Shikhare
3. Dr. Raosaheb Pawar
4. Dr. Appasaheb Game
5. Dr. Arjun Hon
6. Asst. Prof. Mahesh Malwadkar
7. Asst. Prof. Nilesh Salve
8. Asst. Prof. Ritesh Raichana
9. Asst. Prof. Dipk Wakde
- 10.Asst. Prof. Ritesh Hatkar
- 11.Dr. Sachin Raut
- 12.Dr. Kamlesh Mali
- 13.Asst. Prof. Vaibhav Mane
- 14.Asst. Prof. Bhaskar Gotis
- 15.Asst. Prof. Nilima Ozare
- 16.Asst. Prof. Rameshwar Hambarde

### **3<sup>rd</sup> Meeting of IQAC**

#### **Agenda:-**

- 1) To conduct one day teacher training programme
- 2) To motivate teaching staff to participate in professional development programme
- 3) To make financial planning for the construction of separate library and conference hall building.
- 4) To conduct the field projects and field visit programme for students
- 5) To encourage teachers and students to use N-list online library facility.
- 6) To organise the Annual cultural programme
- 7) To conduct the Annual sports programme
- 8) To organise 7 days NSS winter camp

### **3<sup>rd</sup> Meeting Minutes of IQAC**

The IQAC committee meeting was held on 09/12/2019 at 12:00 pm in Principal's office and following topics was discussed in meeting.

- 1) The Principal of college Dr. B.A. Rajput decided to conduct the teacher training programme for all teaching and Non- teaching staff on 13/12/2019 with the help of International Rotary club, Mumbai.
- 2) IQAC coordinator Mr. Mahesh Malwadkar motivated to all teaching staff to participate in professional development programme like orientation course, refresher course, short-term course, seminars and workshops.
- 3) The Principal of college Dr. B.A. Rajput decided to make financial planning and proposal to construct the separate library building and conference hall by the help of Hon. Mohanbhai Patel.
- 4) IQAC committee decided to conduct the field project and field visit programme for the college like industrial visit, study tour etc.
- 5) The College Principal Dr. B.A. Rajput and college librarian Dr. Arjun Hon suggest to all teaching staff to register and use N-list on-line library and to encourage students also to use it.
- 6) IQAC committee decided to organise the annual cultural programme to encourage the college students and give the opportunity to present their arts on this platform.
- 7) IQAC committee decided to conduct the Annual sports programme for college students to enhance their sport abilities.
- 8) IQAC committee and NSS programme officers decided to organise 7 days NSS winter Camp for NSS Volunteers at adopted village, Kochai on 25 December 2019.

At the end IQAC committee coordinator concluded the meeting and proposed vote of thanks.

Following Members were presented in the meeting-

1. Dr. B.A. Rajput, Principal
2. Dr. Raosaheb Pawar
3. Dr. Appasaheb Game
4. Dr. Arjun Hon
5. Asst. Prof. Mahesh Malwadkar
6. Asst. Prof. Nilesh Salve
7. Asst. Prof. Ritesh Raichana
8. Asst. Prof. Dipk Wakde
9. Asst. Prof. Ritesh Hatkar
10. Dr. Sachin Raut
11. Dr. Kamlesh Mali
12. Asst. Prof. Vaibhav Mane
13. Asst. Prof. Bhaskar Gotis
14. Asst. Prof. Nilima Ozare
15. Asst. Prof. Rameshwar Hambarde

## **4<sup>th</sup> Meeting of IQAC**

### **Agenda:-**

- 1) To conduct the online feedback of all stockholders
- 2) To conduct the Internal and external examinations of all facilities.
- 3) To collect the syllabus completion report at department level.
- 4) To conduct alumni and parent's meetings
- 5) To monitor Academic teaching diary.
- 6) To celebrate the science day programme
- 7) To celebrate 'Marathi Bhasha Din'
- 8) To conduct the remedial coaching classes for weaker students.
- 9) To prepare AQAR for the Academic Yea-2019-20.

## **4<sup>th</sup> Meeting Minutes of IQAC**

The IQAC committee meeting was held on 17/02/2020 at 12:00 p.m. in principal office and following topics were discussed.

- 1) IQAC committee decided to conduct the online feedback of all stakeholders and analysis the feedback and make action taken report.
- 2) IAQC and examination committee discussed on time table of examination and preparation of examination and decided to conduct the internal and external examination of college students as per the university norms and guidelines given by Cluster College.
- 3) Principal, Dr.B.A. Rajput instruct to all teaching staff to complete their syllabus and submit syllabus completion report to the principal.
- 4) IQAC committee decided to conduct the alumni and parents meeting on 13/01/2020 and to make online registration of alumni.
- 5) Principal, Dr.B.A. Rajput instruct to all teaching staff to complete their teaching diary and and submit to the respective department.
- 6) IQAC committee and Science Academy committee decided to celebrate science day on 28 February 2020 and on this occasion decided to conduct wild life photography programme.
- 7) IQAC and Arts Academy committee decided to celebrate 'Marathi Bhasha Din' on 27/02/2020 on this occasion Marathi department decided to organised 'Kavyadhara programme' for students.
- 8) The principal and IQAC committee decided to conduct the remedial coaching classes for weaker students of the college for semester- 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> of various subjects.

9) IQAC committee decided to prepare AQAR for the Academic Year-round 2019-20 and distribute responsibility to the IQAC members.

At the end IQAC coordinator concluded the meeting and proposed vote of thanks.

Following Members were presented in the meeting-

1. Dr. B.A. Rajput, Principal
2. Dr. Gokul Shikhare
3. Dr. Raosaheb Pawar
4. Dr. Appasaheb Game
5. Dr. Arjun Hon
6. Asst. Prof. Mahesh Malwadkar
7. Asst. Prof. Nilesh Salve
8. Asst. Prof. Ritesh Raichana
9. Asst. Prof. Dipk Wakde
10. Asst. Prof. Ritesh Hatkar
11. Dr. Sachin Raut
12. Dr. Kamlesh Mali
13. Asst. Prof. Vaibhav Mane
14. Asst. Prof. Bhaskar Gotis
15. Asst. Prof. Nilima Ozare
16. Asst. Prof. Rameshwar Hambarde