

प्रोसिडींग बुक

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सभा नंबर Quarterly Meeting: no. 01 (2020-21) तारीख 05/08/2020

विषय नंबर	विषय	ठराव
	The first quarterly meeting of I.Q.A.C. was held on Wednesday, 05/08/2020 at 2pm in the Meeting Hall of the college. The Principal Prof. Gauri M. Rane presided over the meeting.	
	Members present:	
1.	Principal Prof. Gauri M. Rane	<u>GMR</u>
2.	Mr. P. D. Patil	<u>Patil</u>
3.	Mr. P. N. Bhirud	<u>Bhirud</u>
4.	Mr. N. K. Ingale	<u>Ingale</u>
5.	Dr. L. S. Patil	<u>Patil</u>
6.	Dr. Mrs. S. S. Chaudhari	<u>Chaudhari</u>
7.	Smt. S. S. Rajput	<u>Rajput</u>
8.	Dr. J. D. Lekurwale	<u>Lekurwale</u>
9.	Dr. S. S. Rankhambhe	<u>Rankhambhe</u>
10.	Dr. R. G. Bavane	<u>Bavane</u>
11.	Mr. G. D. Sonawane	<u>Sonawane</u>
12.	Mr. S. A. Zope	<u>Zope</u>
13.	Mr. B. L. Dhande	<u>Dhande</u>

* AGENDA:

- 01) To read and confirm minutes of previous meeting
- 02) To finalize AQAR for 2018-19 and to seek permission for its submission from the statutory body of the Institution
- 03) To prepare academic calendar for the academic year 2021-22.
- 04) To constitute different committees.

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सभा नंबर Quarterly Meeting no.01 (2020-21) तारीख 05/08/2020

विषय नंबर	विषय	ठराव
	05) To discuss conduction of sanitization programme on the campus to prevent the spread of corona.	
	06) Organization of online Faculty Development Programme for teachers.	
	07) Organization of online Students Induction Programme.	
	08) To take review of online admission process.	
	09) Any other timely issue.	
	* <u>Item no. 01</u> : To read and confirm minutes of the previous meeting:	
	The co-ordinator Mr. P.D. Patil presented the minutes of the previous meeting held on 15/07/2020. The minutes were accepted and confirmed by all members present at the meeting.	
	* <u>Item no. 02</u> : To finalize AQAR for 2018-19 and to seek permission for its submission from the Statutory body of the Institution:	
	Initially criterion-wise review of the AQAR for the academic year 2018-19 was taken and it was observed that the work related to the AQAR was almost completed and was ready for online submission to NAAC. As submission of AQAR requires approval of the statutory body, it was resolved that the draft of the AQAR should be presented to the Board of Directors, Laxa Educational Union, Jalgaon for approval. After due approval the process of online submission of the AQAR shall be initiated.	

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विषय नंबर	विषय	ठराव
	<p>* <u>Item no.03</u>: To prepare academic calendar for the academic year 2020-21.</p> <p>Due to the prevalence of Covid-19 pandemic, it was decided that separate academic calendars shall have to be prepared for first year (UG & PG) and second & third year (UG & PG) as per the academic year declared by the University. The content of the academic calendar such as commencement of online teaching, internal tests and practicals, various co-curricular & extracurricular activities, University exams, winter vacations etc. were discussed and it was decided that Vice-Principal shall prepare the draft of the academic calendar with the help of prospectus committee and submit it to the Principal for final approval.</p>	
	<p>* <u>Item no.04</u>: To constitute different committees</p> <p>After due discussions, following committees were constituted for the academic year 2020-21. Names of the chairpersons of the respective committee are mentioned against the committee-</p> <p>(1) Admission Process Control & Time-table committee - Prof. A. M. Nemade, (2) Examinations Committee - Dr. S. A. Chaudhari, (3) Staff Academy & Welfare Committee - Mr. A. P. Sarode, (4) Library Advisory Committee - Mr. A. P. Sarode, (5) Art Circle - Dr. S. B. Salve, (6) Magazine, Prospectus, and Student Dairy Committee - Mr. D. S. Pawar, (7) Gymkhana & Health Committee - Dr. Mrs. Anita Kolhe,</p>	

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विषय नंबर	विषय	उपाव
	(8) Science Association & Avisbkar Committee - Mrs. S. A. Parshurame, (9) Dabating Committee - Dr. S. S. Rankhambe, (10) Alumni Committee - Dr. Mrs. M. C. Patil, (11) Career Guidance Counselling & Placement Cell - Dr. J. D. Lekurwale, (12) Digital Repository & Website Committee - Dr. L. S. Patil (13) Extension Activities Committee - Mr. D. D. Kinge, (14) Grievance Redressal Cell - Captain N. P. Bendale, (15) Cell against Sexual Harrassment & Mahila Takarar Nivaran Samiti, (16) - Dr. Mrs. S. S. Chaudhari, (16) Planning Forum - Dr. V. A. Nannaware, (17) Parent Teacher Association - Mrs. S. S. Rajput, (18) Environmental Studies Committee - Mr. H. R. Jadhav, (19) Publicity Committee - Dr. J. D. Lekurwale, (20) Student Welfare Committee, Earn & Learn Scheme - Mrs. S. P. Phegade, (21) Cell Against Ragging - Mrs. S. A. Parshurame, (22) Hostel Contact Committee - Dr. Sujata Gaikwad, (23) Welfare Committee for Backward Classes - Dr. R. G. Bavane, (24) Quality Circle - Dr. P. N. Tayade, (25) Research Development Committee - Prof. A. M. Nemade, (26) Mentor-Mentee Committee - Dr. V. M. Kamble, (27) Internal Quality Assessment Cell - Prof. V. J. Patil, (28) Feedback Committee - Dr. S. J. Baviskar, (29) General Knowledge Committee - Mr. V. A. Nannaware, (30) Student Welfare Fund - Prof. V. J. Patil, (31) Faculty Development & Digital Learning Committee - Mrs. R. N. Mahajan, (32) Internal Complaints Committee - Mrs. R. N. Mahajan	

* Item no. 05: To discuss conduction of sanitization programme on the Campus to prevent the spread of

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	<p>Corona Virus :</p> <p>In view of the rapid spread of Corona virus, detailed discussion on the measures to be taken for the prevention of corona virus took place in the meeting. It was decided that hand sanitizer and sodium hypochlorite for sanitization of specific target locations which are in active use on daily basis should be purchased. Thermal scanner and touch-free foot operated hand sanitizer dispenser stand should be purchased and made available at the entrance of the main building. The Meeting Hall, Library, office, Principal's and Vice-principal's cabins should be sanitized with standard disinfectants on a daily basis. Instructions to staff members and other visitors regarding maintenance of social distancing and other precautionary measures should be displayed at strategic points.</p> <p>* <u>Item no. 06</u>: Organization of online Faculty Development Programme for teachers:</p> <p>In view of the Covid-19 pandemic and the instructions received from the Govt. of Maharashtra and the University, the college adopted online mode of teaching. Discussion on how to make online teaching more effective took place in the meeting and it was resolved that a one-week Faculty Development Programme should be conducted for the college faculty. It was decided that</p>	

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विषय नंबर	विषय	उत्तर
	<p>the I.Q.A.C., Dept. of Computer Science and Faculty Development Committee of the college shall jointly organize the FDP on 'ICT Tools for Innovative and Effective Teaching'. Mr. N. K. Ingale of Electronics Dept. shall work as the Co-ordinator for the FDP, and Dr. Monali Khachane of Computer Science Dept. shall be the Convener. The course shall be scheduled from 7th Aug. 2020 to 12th Aug. 2020. Regarding the content of the course, it was decided that the course shall offer practical training on the use of different features of Google Classroom and E-content development tools. Permanent as well as CHB teachers of the college shall register for the course. Four groups shall be created and daily assignments will be given to the participants. Evaluation will be done by the group mentors - Dr. Lalit Patil, Mr. N. K. Ingale, Dr. Monali Khachane, & Dr. Harshali Patil. The FDP shall be conducted on Google Classroom.</p>	
	<p>* <u>Item no. 07: Organization of online Students Induction Programme:</u></p> <p>As per UGC circular, a Student Induction Programme (SIP) - Diksharambha was to be organized for all first-year students. Due to Covid-19 pandemic it was resolved that the Student Induction Programme should be conducted in online mode. After due discussion, a plan for one-week Student Induction Programme was</p>	

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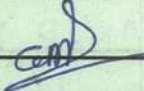
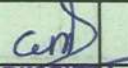
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	chalked out. It was decided that the programme shall be implemented by the Mentor-Mentee Committee of the college. Short informative videos on various facilities and extra-curricular activities such as NCC, NSS, Art Circle, Sports, Library etc. shall be prepared by the respective Heads and all these videos will be uploaded on the website of the college for all first-year students.	
	<p>* <u>Item no. 08</u>: To take review of online admission process.</p> <p>Due to prevalence of Covid-19 pandemic, and as per instructions from the affiliating University, the college opted for online mode of admissions. Dr. L.S. Patil was requested to present the review of the online admission process. It was reported that for online admissions to UG & PG courses, web pages were made available to students on the college website. Soft copies of prospectus and admission forms were also made available to students on the website. Detailed instructions and informative videos on the process of online admission were also uploaded to the website. For online payment of fees, the link of feepayer.com was made available to students. Faculty-wise teachers were assigned</p>	

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	the task of admission forms verification. The teachers were given training for verification of admission forms. Faculty-wise teachers' helpline numbers were also given on the website.	
	* <u>Item no. 09</u> : Any other timely issue - As there was no other timely issue to be discussed, the meeting concluded with the vote of thanks.	
	<p>(Bpatil CP D. Patil)</p> <p>Co-ordinator I.Q.A.C.</p> <p>Dr. Annasaheb G.D. Bendale Mahila Mahavidyalaya, Jalgaon</p>	<p></p> <p>PRINCIPAL</p> <p>Dr. Annasaheb G.D. Bendale Mahila Mahavidyalaya, Jalgaon</p>
	minutes confirmed	
	<p></p> <p>PRINCIPAL</p> <p>Dr. Annasaheb G.D. Bendale Mahila Mahavidyalaya, Jalgaon</p>	



Lewa Educational Unions

Dr. Annasaheb G. D. Bendale Mahila Mahavidyalaya, Jalgaon
Jilha Road, Jilha Peth, Jalgaon
NAAC Re-Accredited 'A' Grade (3.12) ISO 9001 : 2015 Certified

Dr. Gauri M. Rane (M.Sc, Ph.D.)
Principal
Phone : (0257) 2236051

Action Taken Report 1

Action Taken report of first quarterly meeting held on
05/08/2020 is as follows -

- AQAR was finalized by IQAC and submitted to Board of Directors, Lewa Educational Union, Jalgaon for its approval.
- Vice Principal Dr. P. N. Tayade prepared academic calendar and Principal Prof. Dr. Gauri Rane approved it.
- After due discussions different academic committees were constituted and these committees become functional.
- The responsibility of conduction of sanitization programme was given to Registrar and accordingly sanitization programme was conducted.
- The responsibility of organization of online Faculty Development Programme was give to IQAC, Department of Computer Science and Faculty Development Committee. FDP on "ICT Tools for Innovative and Effective Teaching" was conducted from 07/08/2020 to 12/08/2020.
- Online student Induction Programme was conducted by Mentor. Mentee Committee of the college.

Annita
Co-ordinator
IQAC
Dr. Annasaheb G. D. Bendale
Mahila Mahavidyalaya, Jalgaon

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PRINCIPAL
Dr. Annasaheb G. D. Bendale
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