

Dr. Ghali College, Gadhinglaj
Internal Quality Assurance Cell (IQAC)

Minutes of Meetings Number 1,

(Held on 28th January 2020)

The meeting of members of IQAC, Dr. Ghali College, Gadhinglaj was held in the faculty room on Tuesday 28th January 2020 at 11.30 am. Following members were present in the meeting.

Sr.No.	Name	Representative of	Designation	Present /Absent
1	Dr. M. R. Patil	Principal	Chairman	Present
2	Dr. Satish Ghali	Management Representative	Member	Present
3	Shri. A.B. Undare	Teacher Representative	Member	Present
4	Shri.V.S. Atigre	Teacher Representative	Member	Present
5	Mrs. Dr. S.A. Arabole	Teacher Representative	Member	Present
6	Dr. N. K. Shelake	Teacher Representative	Member	Present
7	Dr. N.B. Masal	Teacher Representative	Member	Present
8	Shri. R. S. Savekar	Library Representative	Member	Present
9	Shri. B.G. Salape	Administration Representative	Member	Present
10	Shri. R. D. Patil	Administration Representative	Member	Present
11	Miss. Arati Bhalekar	Student Representative	Member	Present
12	Shri. Sachin Kodoli	Alumni Representative	Member	Present
13	Adv. Sanjay Desai	Local Society Representative	Member	Absent
14	Shri. G.D. Ghali	Employers Representative	Member	Present
15	Dr. Kiran Magdum	Industrialist Representative	Member	Present
16	Shri. M. R. Patil	Stakeholder Representative	Member	Present
17	Dr. S. A. Masti	IQAC co-ordinator	Secretary	Present

Initially Dr. S.A. Masti Secretary IQAC presented the Vision, mission, strategy, Functions and Benefits of IQAC in the institute using PPT and discussed in detail all the points given by NAAC on its website. After this presentation the meeting was started with following subjects.

1.1: Reading and confirmation of minutes of last IQAC meeting

Minutes of previous meeting of IQAC held on 16th April 2018 Monday were read by Secretary and they were confirmed by all members. All the members unanimously approved the all the minutes.

1.2: Discussion on suggestion given by the NAAC PEAR TEAM

Following points were taken for discussion which was given by the NAAC PEAR TEAM during the visit on 6th and 7th September 2018 for 3rd cycle reaccreditation process.

- ▶ Vocational Skill based degree programmes.
- ▶ Establish incubation Centre.
- ▶ Upgradation of Sports facilities.
- ▶ Remedial Coaching classes for MPSC/UPSC.
- ▶ Commerce Laboratory with latest computer software.
- ▶ Upgrade English language Lab with computers.
- ▶ To motive teachers to apply for Research projects
- ▶ To encourage teachers to publish books.
- ▶ Enhance Placement cell/SC-ST/cell.
- ▶ State and National level seminars.
- ▶ Permanent Teachers recruitment.
- ▶ Subscribe Hindi and English National News papers.
- ▶ To start fine art programmes based on the art and culture

All the points were thoroughly discussed and to fulfill the suggestion given by the NAAC in next five years IQAC has decided to take actions on each of the point and also decided that the presentation from each Department must be in the form as required by the NAAC for filling of AQAR. To fulfill above suggestions some orders have been given to respective Department to take action for example for Library start English Hindi News papers, Gymkhana has ordered to

upgrade their facilities whatever possible, committee has requested to Principal to take initiative to organize more number of Seminar/Symposium/Conferences, Commerce Department requested to take initiative to establish Commerce Lab, The management is awaiting Government decision to fulfill the vacant posts but also requested the Principal to fill the posts as Full time as possible etc.

1.3 : Preparation of Academic calendar 2020-21

The discussion was done to prepare Academic Calendar 2020-21. The programmes to be held month wise was finalized and finally the Academic Calendar for the year 2020-21 was unanimously accepted. The calendar is given here.

Dr. Ghali College, Gadhinglaj

Academic Calendar of the year 2020-21

Month /Year	Activities
June 2020	<ol style="list-style-type: none"> 1) Admission process for the academic year 2020-21 2) Entry level test for First year students to identify slow and fast learners. 3) Workload Syllabus distribution as per UGC and Government of Maharashtra. 4) IQAC meeting (Including Budget planning). 5) Recruitment of required number of teaching and non Teaching posts as per rules. 6) Preparation of Department wise and Individual Time table. 7) Meetings and Planning of various working Committees. 8) Parent Teacher meeting.
July 2020	<ol style="list-style-type: none"> 1) Welcome function of all first year students. 2) Induction programme for First year students 3) Starting of Research projects of students in collaboration with Industry/NGO/University /Academia etc. 4) Wall paper and cultural activities. 5) Bridge courses and Guidance of various scholarships. 6) Starting of various skill/career oriented courses. 7) Admission to competitive exam cell and Guidance.
August 2020	<ol style="list-style-type: none"> 1) Submission of first term examination forms. 2) State level Elocution and Poetry Recitation competition. 3) Study tour for science students. 4) Celebration of Independence day 15th August. 5) Celebration of Rakshabandan 6) Entrepreneurship Development Programme (EDP) 7) Participation in Dr. Ghali Samaj Bhushan Award programme.

September 2020	<ol style="list-style-type: none"> 1) 5th September Teacher's day celebration. 2) Student seminar. 3) Participation in District level Youth Festival
October 2020	<ol style="list-style-type: none"> 1) Submission of home assignments 2) Conducting MCQ test 3) Oral Examinations 4) Conducting practical examinations 5) Commencement of first term examination 6) University level Youth Festival 7) MoU activity
November 2020	<ol style="list-style-type: none"> 1) Assessment of answer sheets 2) NCC annual training camp. 3) Participation in One act play state level competition 4) Participation in Various types of Rallies and street plays.
December 2020	<ol style="list-style-type: none"> 1) Announcement of results by SUK 2) AIDS awareness campaign. 3) Redresses of grievances, if any 4) Arrangement of group discussion 5) Organization of role play events 6) NSS camp. 7) Annual Sports competition 8) Gathering and cultural festival. 9) Organization of National Seminar/Conference/workshop/symposium 10) Submission of AQAR of academic year 2019-20.
January 2021	<ol style="list-style-type: none"> 1) Submission of second term examination forms 2) Conducting industrial visits 3) Celebration of Makar Sankranti and traditional day celebration 4) Celebration of Republic day 26th January. 5) Organization of Campus interview
February 2021	<ol style="list-style-type: none"> 1) Arrangement of Quiz competition 2) Submission of individual and group projects 3) Internal examination- MCQ, Home Assignment/Seminar 4) National Science Day celebration. 5) Study tours and industrial visits. 6) Shivdrusti Management Event. 7) Project completion.
March 2021	<ol style="list-style-type: none"> 1) MoU activity 2) Conducting practical examinations 3) Conducting oral examinations 4) Redresses grievances if any 5) Farwell function for all last year students 6) Online Feedback submission. 7) Commencement of theory examinations.
April 2021	<ol style="list-style-type: none"> 1) Assessment of answer sheets

	2) IQAC Meeting 3) CDC meeting. 4) Academic Diary / Committee files & Annual Report Submission. 5) Submission of API and Catalogs. 6) Admission Committee meeting.
May 2021	1) Celebration 1 st May Maharashtra Foundation Day. 2) Announcement of results 3) Addressing grievances and providing photo copy of answer sheets

1. 4: Permission for proposed new courses.

There are some request from various Departments for the permission to start skill oriented and career oriented courses. The names of the courses and considering their syllabus following courses were given the permission to start the courses.

1. Certificate Course in Business Communication
2. Certificate Course in Digital Marketing
3. Certificate Course in Human Skill
4. Certificate Course in Share Marketing
5. Certificate Course in Indian Constitution Awareness
6. Certificate Course in Human Rights.
7. Certificate Course in English Communication

1.5 : Permission for IQAC initiated Academic Diary

The academic Diary was started by Shivaji University, Kolhapur from the academic year 2009 but it was completely closed from the year 2019-20. This Diary helps to the teacher to keep the academic Record as well as extra activities. Considering the importance of Diary for record maintaining and monitoring IQAC had decided to start its own Academic Diary from the year 2019-20 onwards.

1.6: To develop UG/PG internal examination monitoring system

The Committee discussed the above point and finally Principal informed that the Internal Examination work will also be given to Examination committee.

1.7: To order submission of class wise Result analysis by Head of Department

The committee members requested to order to each Head of the Department to submit the result analysis of each class, accordingly discussion was held its importance and finally the all the members were agreed to order to each Head of the Department has necessary to submit the result analysis of each class.

1.8: Start online feedback and analysis system.

NAAC want the Feedback from all the stakeholders like Students, parents, Alumni, teachers etc and also they suggested that the analysis must be put on website. To analyse the feedback it is easy to take the feedback online throughout the year which will be analysed at the end of each year. IQAC committee unanimously decided to take feedback from all possible stakeholders through online and put the analysis on website.

1.9: To initiate more parent Teacher and Alumni activities.

NAAC Steering committee requested to organize more parent teachers and alumni activities so that they can mention in AQAR. Accordingly the point was discussed among the all members and asked to Alumni and Parent representative to take initiative in this regard. The alumni representative had promised to organize three to four programmes each year.

1.10: Website upgradation

Website of the college is the soul of our college and it is mirror for every one outside the college to know what activities are going to be held in the college. There is need to upgrade the website with its capacity. The committee had decided to upgrade the website with its requirements.

1.11: Quality Initiatives needs to be taken by IQAC

For the improvement of Quality of the institution following points were discussed and finalized unanimously by the members of IQAC.

- ▶ Academic Diary
- ▶ Installation of pure Water Tank/Filter to all floors.
- ▶ Health Check-up camp
- ▶ Non teaching staff orientation
- ▶ Construction of New Library Building
- ▶ Organization of Seminar workshop etc

- ▶ Academic Audit.
- ▶ Submission to AISHE and NIRF
- ▶ ISO 9000 certification
- ▶ Rain water Harvesting
- ▶ Solar Energy Utilization for Green campus.
- ▶ E content Development facility.
- ▶ New smart classrooms
- ▶ New ICT enabled classrooms
- ▶ Water treatment development for waste water from Laboratories.
- ▶ Paperless Office.
- ▶ Ramp, chair and lift facility for PWD students and staff.
- ▶ Student mentoring system

1.12: To chalk out the plan of action for the year 2020-21

The plan of action for the year 2020-21 was discussed and following points were chalked out finally by the committee.

- ▶ Registration of outgoing students as a Alumni.
- ▶ Compulsory entry level test for first year students
- ▶ New collaborations/Linkages/MOUs
- ▶ Separate Budget allocation for maintenance of Infrastructure.
- ▶ More welfare schemes for staff.
- ▶ Faculty empowerment strategy – Separate reading room, Sports facility, email notification, provide mail address, TA/Registration fees for conference Seminar workshop etc
- ▶ Publish Department wise fliers etc for community.
- ▶ Activities for promotion of universal values
- ▶ Professional ethics, etc

- ▶ Development of Cultural room with extra facilities like Tabla, Harmonium etc.
- ▶ Activities on IPR.
- ▶ Activities women empowerment.
- ▶ Inspiration centre/Incubation/CFC for students and staff.
- ▶ One specific intensive extension activity.

1.13: Action taken on submission of AQAR 2018-19.

The AQAR of the academic year 2018-19 was put on the floor of the IQAC and discussed in detail the contents of the AQAR. Coordinator had given answers of all the questions raised and presented the highlights of the AQAR of the year 2018-19. After discussion all the members are unanimously decided to send/upload the AQAR 2018-19 on NAAC website before due date.

1.14: Any other matter by the permission of Chairman.

No any other points were raised by any committee members.

Hence finally meeting was over with vote of thanks.