Sangameshwar College, Solapur (Autonomous)

IQAC - Meeting Minutes

Date: 07/10/21 (05:00 pm)

S.R.	Item	Online Meeting	
		Discussion	Implementation
1.	Data Collection	• Mr. S. S. Patil presented data filling strategy • This strategy was to centralize and digitalize the data collection process using a BLOG site	• The BLOG was accepted and appreciated by all the members
2.	Working mechanism of BLOG	• Mr. S. S. Patil also explained and presented the working mechanism of the BLOG	• All members valued the BLOG idea as an efficient method of data collection
3.	Staff training	• A need of staff training was suggested by the members, as this was a new method of data collection	• It was decided to have two separate training sessions for Criterion Incharge and staff members as per their roles in data collection
4.	UGC Autonomous Manual	• Mr. D. M. Metri suggested that all the staff members should read the UGC Autonomous Manual for better understanding and implementation of Autonomy	• It was decided to inform the staff to read the UGC Autonomous Manual during the training
5.	MoU	• National Level MoU's should be given priority for global and practical learning approach in academics	• The same message should be conveyed in the staff meeting
6.	National Webinar	• A National Webinar was being organized on 9th Oct., 2021 " Effective Implementation of Institutional Academic Autonomy" • The arrangements and preparations for the webinar were discussed during the meeting	• All the staff members were informed to read UGC Autonomous Manual for better understanding of the National Webinar

Dr. R. V. Desai
IQAC Co-ordinator

Prin. Dr. Mrs. S. V. Rajmanya
IQAC Chairman

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Date: 14/10/21 (04:00 pm)

Sr. No.	Item	*Offline Meeting* Discussion	Implementation
1	Data collection from office	- Meeting with office staff was arranged to discuss data collection from office - Mr. S.S. Patil explained the ways to use the blog	All the office related data was collected efficiently
2	To train office staff regarding blog	- An overview regarding the data required was discussed - Excel sheets will be emailed to the office staff to fill the data and upload - "0" should be used to fill the sheet, if no data is available - The file name and format should not be changed	The training gave a better understanding about the data required and data filling
3	Documentation for NAAC	- All the office staff members should make a separate file to keep a record of data submitted each year along with the supporting documents	This will help us to be ready with all the supporting documents during NAAC visit
4	Any other matter with permission of Chairman	- Review of preparations of two National seminars to be organized in this month was discussed - Amid pandemic a vaccination camp for faculty and students was discussed	Two National Seminars were held on 30/10/2021: 1. "Curriculum Enrichment Strategies" 2. "Open- source ICT tools for effective student engagement in Learning" Vaccination camp was organized on 28/10/2021

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Date: 02/11/21 (11:30 am)

Sr. No	Item	*Offline Meeting* Discussion	Implementation
1	Research and study AQAR	All the members were asked to study and research other college AQAR for better understanding and data filling	This helped all the members to understand what additional data can be included for the AQAR questions
2	Study of previous & current AQAR	Criterion incharge should make a list of AQAR questions that have been not answered or no data filled in previous and current AQAR	This will help to fill the next AQAR more precisely
3	Suggestions to improve data filling by various activities	Activities on the following ; -Gender Sensitization -Women development cell -Swayam and other online courses -Use of E- books - E-content development by teachers - Workshop on COs & POs	Various activities were initiated due to this decision 1. Workshop on "Introduction to Cos, POs and PSOs" on 11/12/2021 2. Seminar on "Promotion of Institutional Research Culture" on 01/01/2022 3. International level conference on "Environment, Agriculture, Tourism and Demography : Problems and Prospects" on 19/11/2021
4	Any other matter with permission of Chairman	Dr. A U Rokade Dr. S D Gothe Have submitted their API proposal	The IQAC committee approved their proposal

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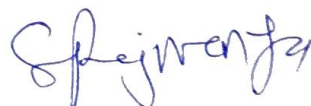# Sangameshwar College, Solapur (Autonomous)

IQAC - Meeting Minutes

Date: 01/01/22 (11:00 am)

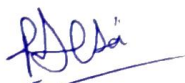| Sr. No.	Item	*Offline Meeting* Discussion	Implementation
1	Online to Offline transition	- The transition of academic and non-academic facilities and activities	- Regularized offline lectures, practical, examinations, co-curricular, extra-curricular activities and hostel facilities
2	Curriculum design and development to build Outcome based curriculum	- Planning to organize college level FDP on to enrich the curriculum under autonomous	- College Level FDP was organized on "Learning outcome based Curriculum Framework" on 18/03/2022
3	NEP 2020 – Planning and preparations for implementation	- The decision to edify and train the teachers about NEP 2020 was made - The strategy to implement NEP 2020 in phase wise manner was discussed	- Few faculty members attended NEP 2020 conference organised by Saint Xavier college, Mumbai on 10/01/2022
4	Skill Enhancement of staff members	- To motivate the teachers to participate in various skill enhancement programme	- Many teachers participated in various skill enhancement programs like FDP, STC, Orientation, refresher, etc
5	Student support services and infrastructure facilities	- Many committees will be working to support students in various ways	- Online payment method, job opportunities, student progression, etc - Various new purchases were made to improve the infrastructural facilities

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Date: 19/03/22 (11:15 am)

Sr. No.	Item	*Offline Meeting* Discussion	Implementation
1	Eternal Peer Team Review meeting (online)	An online meeting was held on 24/02/2022 and the reports given by the team were discussed	Various suggestions were considered for improvement
2	AQAR	- Mr. S.S. Patil demonstrated 'How to fill AQAR online?' for better understanding of members - Filled AQAR will be put on blog site for reviewing & correcting before final submission - AQAR online filling difficulties were also discussed	Online data filling process was revised in order to overcome few difficulties and make it user friendly
3	Any other matter with permission of Chairman	- Application for placement under CAS was given by Dr. Ms. Sangepag, Dr. Tupere & Dr. Gade - A seminar on "Incubation Centre" was suggested and planned for the next month	Approved Seminar on "Incubation centre: Heart of Institutional Research activities" on 27/04/2022

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Sr. No.	Item	Online Meeting Discussion	Implementation
1	Inputs from Criterion In-charge's regarding AQAR 2020-21	**Criterion I & II:** - All data should be received on time and accurate - Irrelevant data should not be uploaded - Use of mobile to fill data on blog may cause delay and confusion - 2.7 : SSS query by NAAC – they have requested for PDF file instead of link - 2.1.1- data NIL - Next time we can load COs POs & mapping in Criterion I **Criterion III:** - 3.1.2, 3.1.3 : data NIL - Revenue generated: NIL - Money spent on training teachers: NIL - Should try to fill the above points for next AQAR **Criterion IV:** - All photos should be Geo-tagged to reflect authenticity - 4.3.4 E-content development – NIL **Criterion V:** - 5.1.2 : NIL - 5.1.5 : Statutory committee working mechanism required - 5.2 : Student progression data collection to be automated - Alumni engagement & contribution can be improved **Criterion VI:** - 6.5.3: quality assurance initiative, collaboration activities should be increased - 6.3.1 to 6.3.4 : faculty empowerment strategy (30 marks) we should work on it	All the points were considered for improvement of AQAR 2021-22

		- 6.3.1: Welfare can include earn & learn, support to non-teaching ward, etc - Organogram to be prepared in more detailed manner to replicate the work flow of the institute Criterion VII: - 7.1.6 : three audits related to environment from National agency is required - 7.1.8 : inclusive environment activities should be increased - 7.1.10 : Code of conduct policy – have to establish committee to monitor the same	
2	Planning of data collection for AQAR 2021-22	- Data to be collected from 1st Sept. 2021 to 31st Aug. 2022 - Offline meeting should be held for better understanding of each criteria - Criteria in-charge may send the points discussed during meeting to IQAC email id - Best practices by each Criterion in-charge on Institutional level	Necessary steps were taken as per discussion and criterion in-charge inputs were received via email
3	Any other matter with permission of Chairman	- API of Dr. R J Mohorkar was approved in the meeting - Inter department projects to be initiated - Apply for Major & Minor projects with experts guidance - More active National & International MOUs required - UGC care journal list to be shared with staff for publishing - Preparations to face AAA committee were reviewed and responsibilities were delegated	All the points in discussion were taken into consideration for implementation AAA committee will be visiting the institute on 26/07/2022

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