




Rayat Shikshan Sanstha's
KARMAVEER BHAURAO PATIL COLLEGE VASHI
[Autonomous College]

MEETING OF IQAC

Date: 4th February 2023 [Friday], Time: 3.30 pm

AGENDA

1. Welcome.
2. Overview of significant events in the college.
3. Preparation of four-year UG program structure as per NEP 2020 guidelines. [Criterion I]
4. Discussion on use of software for OBE. [Criterion II]
5. Review of Research promotion policy and preparation of consultancy policy. [Criterion III]
6. Preparation of extension and social responsibility activities policy. [Criterion III]
7. Purchase of computers for improving capacity of existing computer labs. [Criterion IV]
8. Preparation of institutional free ship policy. [Criterion V]
9. Discussion on conducting academic and administrative audit [Criterion VI]
10. Arrangement of expert's lecture on revised SSR framework and documentation. [Criterion VI]
11. Installation of water tanks for collecting AC water. [Criterion VII]
12. Any other business with the permission of the Chair.
13. Closing remarks.


IQAC Coordinator





INTERNAL QUALITY ASSURANCE CELL

Minutes of the Meeting

IQAC Meeting [Second] for the academic year 2022-23 called to order on 4th February 2023
[Friday], Time: 3.30 pm by meeting chairman Dr. Shubhada Nayak [I/c Principal].

Members present:

Sr. No.	Name	Designation	Position	Signature
1	Dr. Shubhada Nayak	I/C Principal	Chairman	
2	Mr. C.D.Bhosale	Vice- Principal	Coordinator	
3	Dr.RajeshriGhorpade	Vice- Principal	Member	
4	Dr. K.S.Shinde	Faculty Member	Member	
5	Dr. V.A.Thakur	Faculty Member	Member	
6	Dr. S. G. Jagadhani	Faculty Member	Member	
7	Mr. Harshad Jadhav	Faculty Member	Member	
8	Mr. Sarang Bhagwat	Faculty Member	Member	
9	Dr.PareshGaikar	Faculty Member	Member	
10	Dr. Archana Chavan	Faculty Member	Member	
11	Mr.PoteSakharam Krishna	Office Superintendent	Member	
12	Mr. Pratapsigh Deshmukh	Industrialist and Patron	Member	
13	Dr. Rita Mukhopadhaya	Scientist and Educationist	Member	
14	Dr. Lalitha Dhareshwar	CDC Member	Member	
15	Mr. Manoj Jalnawala	Alumni and Journalist	Member	
16	Ms.Saloni Godbole	Alumni and Women Entrepreneur	Member	
17	Mr.Adarsh Yogesh Shukla	Student	Member	

The meeting was started with the welcome of all the members by the Mr.C. D. Bhosale which was followed by the agenda reading.

Reading of Agenda:

Motion from Mr.C.D.Bhosale: To approve the agenda for **4th February 2023** [

Vote: All infavor.

Resolved: **Motion carried.**

Business:

Motion 1[from Mr.C.D.Bhosale]: Significant matters since last meeting IQAC meeting

Discussion: Mr.C.D.Bhosale informed about the activities conducted by college since last IQAC meeting

Vote: All in favor.

Resolved: Motion carried.

Motion 2: Preparation of four-year UG program structure as per NEP 2020 guidelines. [Criterion I]

Discussion: Mr C.D. Bhosale informed about the circulars and guidelines received from UGC and Government of Maharashtra for implementing four years UG program as per NEP 2020. He also suggested to give necessary guidelines to the head of the department for preparation of four-year UG program structure.

Vote: All in favor.

Resolved: Motion carried.

Motion 3: Discussion on use of software for OBE. [Criterion II]

Discussion: Dr Paresh Gayikar inform to the committee about mapping and attainment of PO CO. He suggested that if we purchase software for OBE, mapping evaluation of attainment of PO,PSO and CO is possible.

Vote: All in favor.

Resolved: Motion carried.



Motion 4: Review of Research promotion policy and preparation of consultancy policy. [Criterion III]

Discussion: Dr. Keshav Shinde informed to the committee about revision of research promotion policy and suggested to add promotion for seed money, promotion for paper publication part. He also suggested to prepare Consultancy Policy to use teachers' expertise and optimum utilization of available research infrastructure.

Vote: All in favor.

Resolved: Motion carried.

Motion 5: Preparation of extension and social responsibility activities policy. [Criterion III]

Discussion: Dr. Keshav Shinde informed to the committee about the extension and responsibility activities which the institute is conducting in nearby area. For effective implementation and for conducting outcome-based activity, he suggested to have a separate extension and institutions social responsibility activities policy. He also elaborated the contents which the policy should cover.

Vote: All in favor.

Resolved: Motion carried.

Motion 6: Purchase of computers for improving capacity of existing computer labs. [Criterion IV]

Discussion: Dr. Sunil Jagdani sir informed to the committee about need of more computers to make the computer lab available for new courses to be introduced in next academic year having computer-based training. Committee decided to invite quotations from different vendors.

Vote: All in favor.

Resolved: Motion carried.

Motion 7: Preparation of institutional free ship policy. [Criterion V]

Discussion: Dr. Harshad Jadhav sir informed to the committee about institutional scholarship policy. He suggested that institute should have a separate institutional free ship policy so that it will help to the needy student.

Vote: All in favor.

Resolved: Motion carried.

Motion 8: Discussion on conducting academic and administrative audit [Criterion VI]

Discussion: Mr. C.D. Bhosle informed to the committee that it is necessary to conduct external academic and administrative audit once in three years. He requested to the committee to suggest the auditor for academic administrative audit and to conduct in this academic year.

Vote: All in favor.

Resolved: Motion carried.

Motion 9: Arrangement of experts' lecture on revise SSR framework and documentation

Discussion: Mr.C.D.Bhosle informed to the committee about revised NAAC guidelines for autonomous colleges. He suggested that for 4th NAAC cycle it is necessary to arrange workshop on revised SSR framework and documentation for the teachers so that IQAC can prepare SSR accordingly and in time.

Vote: All in favor.

Resolved: Motion carried.

Motion 10: Installation of water tanks for collecting AC water to use that as a distilled water in Lab. [Criterion VII]


Discussion: Hon. I/C. Prin. Prof. Shubhada Nayak informed to the committee about the collection of AC water which is distilled water and can be used for student's practicals in different laboratories. She informed about the cost incurred for making the one litre distilled water which is used in a lab. To save the energy and cost she suggested to install water tanks for collecting AC water.

Vote: All in favor.


Resolved: Motion carried.

Motion 11: Any other business with the permission of the Chair.

Discussion: No other business was proposed.



Mr.C.D.Bhosale
Coordinator,IQAC



Dr. Shubhada Nayak
I/C Principal



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INTERNAL QUALITY ASSURANCE CELL

Action Taken Report of IQAC meeting held on 04/02/2023

Sr. No.	Particulars	Suggestion	Action Taken
1	Preparation of four-year UG program structure as per NEP 2020 guidelines.	To refer the NEP 2020 document and UGC guidelines to prepare UG program structure	Prepared four-year UG program structure as per NEP 2020 guidelines.
2	Discussion on use of software for OBE.	To ask for Mastersoft the institutions ERP provider for OBE software	Installed the software from Mastersoft for OBE
3	Review of Research promotion policy and preparation of consultancy policy.	To add research promotion part in existing policy document	Revised the Research promotion policy document
4	Preparation of extension and social responsibility activities policy.	--	Prepared extension and social responsibility activities policy.
5	Preparation of institutional free ship policy.	--	Prepared institutional free ship policy.
6	Arrangement of expert's lecture on revised SSR framework and documentation.	To arrange the workshop on revised SSR framework and documentation.	Arranged two days' workshop on revised SSR framework and documentation.
7	Installation of water tanks for collecting AC water.	--	Installed water tanks for collecting AC water.

Mr.C.D.Bhosale

Coordinator IQAC Committee



Dr. Shubhada Nayak

Principal