

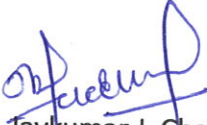
	<p style="text-align: center;"> Rayat Shikshan Sanstha's Yashwantrao Chavan Institute of Science, Satara (Autonomous) Sadar Bazar, Satara – 415301, Maharashtra, India Telephone No: 02162-234392/237408, Fax: 02162-234392/233571 Email: ycisiqac@gmail.com, website: www.ycis.ac.in</p> <p style="text-align: center;">INTERNAL QUALITY ASSURENCE CELL (IQAC)</p>	<p style="text-align: center;">IQAC YCIS</p>
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Date: 15/02/2020



NOTICE

Hon. Members of IQAC, Head, Coordinator, In-charge of various Departments and the Criterion Chairpersons of the NAAC and Academic and Administrative Audit (AAA) Committee are hereby informed that, the meeting is scheduled on 24th February, 2020 at 3.00 pm in Board Meeting Hall (G-Building). The agenda of the meeting is as follows,

- I. Planning for activities under UGC-PARAMARSH Scheme.
- II. Preparations for Academic and Administrative Audit 2019-20.
- III. Preparations for ISO, IAMC and IRMC committee visits.


Dr. Jaykumar J. Chavan
Director, IQAC




Dr. K.G. Kanade
Director
Y. C. Institute of Science, Satara 

Rayat Shikshan Sanstha's
Yashavantrao Chavan Institute of Science, Satara
INTERNAL QUALITY ASSURANCE CELL

Minutes of the Meeting (Date: 24/02/2020)

IQAC Meeting for the academic year 2019-20 called to order on 24th February, 2020 at 3.00 pm by meeting chairman Prin. Dr. K. G. Kanade.

Members Present:

Sr. No.	Name	Designation	Position
1	Dr. K. G. Kanade	Principal	Chairman
2	Dr. Mrs. V. C. Karande	Vice-Principal	Member
3	Dr. D. R. Hasabe	Dean, UG Studies	Member
4	Dr. V. Y. Deshpande	Dean, PG Studies	Member
5	Mr. A. R. Kadam	Dean, Resources & Infrastructure	Member
6	Mr. J. A. Wagh	Dean, Student Welfare	Member
7	Dr. Mrs. S. S. Wadikar	Faculty Member	Member
8	Dr. Ms. M. A. Patil	Faculty Member	Member
9	Dr. A. D. Khobragade	Librarian	Member
10	Dr. J. J. Chavan	Faculty Member	Coordinator
11	Dr. S. B. Kamble	Faculty Member	Invitee
12	Mr. A. N. Yadav	Head, Dept. of Chemistry	Invitee
13	Ms. Vidya Patil	Criterion I- Chairperson	Invitee
14	Mrs. N. S. Joshi	Head, Dept. of Microbiology	Invitee
15	Dr. S. H. Mujawar	Coordinator, Nanosci & Tech	Invitee
16	Mr. S. K. Shinde	Faculty member	Invitee
17	Mr. R. P. Waghmare	Coordinator, Comp. Sci.	Invitee
18	Mr. F. A. Tamboli	In-charge, B.Voc	Invitee
19	Mr. V. K. Hankare	Coordinator, Forensic Sci.	Invitee
20	Mr. R. V. Bhambure	In-charge, Animation Sci.	Invitee
21	Ms. S. R. Babar	In-charge, Nanosci & Tech.	Invitee
22	Dr. A. R. Mali	Criterion V- Chairperson	Invitee
23	Dr. G. S. Jadhav	Faculty member	Invitee



24	Dr. Mrs. S. S. Kanase	Faculty member	Invitee
25	Mr. V. R. Dhaigude	Head, Dept. of Physics	Invitee
26	Dr. S. R. Bhongale	Faculty member	Invitee
27	Dr. P. V. Chavan	Faculty member	Invitee
28	Prof. J. D. Yadav	Faculty member	Invitee



Rayat Shikshan Sanstha's
Yashwantrao Chavan Institute of Science, Satara
INTERNAL QUALITY ASSURANCE CELL

Meeting Attendance Report (Date: 24-2-2020)

A meeting about implementation of UGC-Paramarsh Scheme was held on 24-2-2020 in Board Meeting Hall, G-Building. The following members were present for the meeting. **PARAMARSH, AAA, IAMC, IARC**

Sr. No.	Name	Designation	Department	Signature
1	Dr. K. G. Kanade	Director	-	
2	Dr. Mrs. V. C. Karande	Vice-Principal	Botany	
3	Dr. V. Y. Deshpande	P. G. Dean	Zoology	
4	Dr. D. R. Hasabe	U. G. Dean	Mathematics	
5	Mr. J. A. Wagh	student welfare ^(P.G.) dean	Electronics	
6	Dr. J. J. Chavan	Director, IQAC	Botany	
7	Dr. S. B. Kambale	Assist. Prof. (Coordin)	Chemistry	
8	Dr. A. D. Khobragade	Librarian	Library	
7	Prof. A. N. Yadav	Head Dept of Chem	Chemistry	
8	Dr. S. S. Wadikar	Member IQAC Co-ordinator Food Proc.	Food Process & Packaging	
9	Mrs Patel Vidya S.	AAA Chairman ^{Chairman}	Micro	
10	Dr. Patil Manisha	Head, Dept of Eng	Eng	
11	Mrs Joshi Nivedita S	Head, Dept of micro	microbiology	
12	Dr. Mujawar S. H.	Co-ordinator Nanoscience & Tech.	Physics	
13	Mr. Shinde S. K.	Dept. of Electronics (CETU) Head	Electronics	
14	Mr. Waghmare R. P.	Computer Sci (Entire) - BCS	BCS	
15	Mr. Tamboli F. A.	B. Voc. In-Charge	B. Voc.	



16.	Mr. Shankar V.K.	Head, Dept. of Forensic science.	Forensic science.	
17.	Mr. Bhambure R.V	Incharge, dept of Animation	Animation Science	
18	Mr. A.R. Kadam.	Dean Infrastructure.	Chem.	A.R.K
19.	Miss. Babar S.R.	Incharge Dept. Nanoscience & Technology	Nanoscience & Technology	
20	Dr. A.R. Mali	chemistry critic	chemistry	A.R.M
21.	Dr. Jadhav G.S	Assit. Prof.	zoology	
22.	Dr. Ms. Kanase S.S.	Associate Professor	Microbiology	
23	Mr. Dhigude V.R	Associate professor	physios	
24	Dr. Bhongale S.H	Associate professor	physion	
25	Dr. P.V. Chavan	Assit. Prof, ^{Coordinator} Res. Adv. Com	Chemistry	
26	Dr. J.D. Zadar	Professor, mathematics.		



Regarding of Agenda:

- Motion from Dr. Jaykumar Chavan: To approve the agenda for 24th February, 2020
Vote: All in favor
Resolved: Motion carried
- Agenda for the meeting on 24th February, 2020 approved without modification.

Business

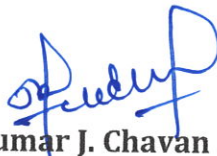
- **Motion 1: (from Dr. Jaykumar Chavan): Approval of minutes of previous meeting (13th September, 2019).**
Vote: All in favor
Resolved: Motion carried
Minutes from the meeting on 13th September, 2019 approved without modification.
- **Motion 2: Planning for activities under UGC-Paramarsh**
Dr. Jaykumar J. Chavan, Coordinator of IQAC presented the plan of implementation for UGC-Paramarsh Scheme.
Discussion: Prin. Dr. K. G. Kanade suggested for distributing the responsibilities of activities among faculty members of the mentor institute for appropriate conduction of activities. Accordingly IQAC coordinator proposed the tentative dates for organization of various activities under the scheme for mentee colleges.
Vote: All in favor
Resolved: Motion carried.
- **Motion 3: Preparations for Academic and Administrative Audit (2019-20).**
Prin. Dr. K. G. Kanade guided all criterion chairpersons for cautious preparation for proposed visit of external Academic and Administrative Audit (AAA) for academic year 2019-20.
Vote: All in favor
Resolved: Motion carried.
- **Motion 4: Preparations for ISO, IAMC, and IRMC committee visits.**
Discussion was held on the framing of internal committee for evaluating the departments. In this regard, IQAC also received suggestion from Mr. Sujit Jagadhane, IQAC member in previous meeting. Hon. IQAC members, Dean and




Head of the departments agreed to compose two different committees viz. Internal Academic Monitoring Committee (IAMC) and Internal Research Monitoring Committee (IRMC) for departmental quality audit. Dr. Jaykumar Chavan elaborated the evaluation proforma to the gathering and composition of the committees. Mr. J. A. Wagh suggested for incorporation of few particulars/points in the proforma.

Vote: All in favor

Resolved: Motion carried.



Dr. Jaykumar J. Chavan
Coordinator, IQAC





Prin. Dr. K. G. Kanade
Chairman, IQAC
Principal
Yashwantrao Chavan Institute of Science
Salara

Action Taken Report
(w.r.t. meeting on 24th February, 2020)

- 1) As per the discussion held in the meeting, responsibilities of following activities were distributed among faculty members,
 - One day workshop on Modern Office Management – Dr. Ms. Manisha Patil (1st Week of March, 2020).
 - One day state level work shop on IPR – Mr. J. A. Wagh (2nd Week, March 2020)
 - One day workshop on Teaching and Learning in Digital Age – Dr. V. Y. Deshpande (4th Week, March, 2020)
 - One day workshop on E-content Development & Learning Resources – Dr. A. D. Khobragade (1st Week of April, 2020)
 - One Week Faculty Development Program on Revised Guidelines of NAAC (April, 2020)
 - 2) IQAC informed to head, coordinator and in-charge of all departments and chairpersons of working committees for timely submission of required activity reports and required information for AAA.
 - 3) As per the suggestions IQAC members, dean and Head of the departments, IQAC framed two committees for assessing departmental progress as follows,
 - Internal Academic Monitoring Committee
 - Dr. V. Y. Deshpande - Chairperson
 - Dr. D. R. Hasabe - Member
 - Dr. Jaykumar J. Chavan - Member
 - Internal Research Monitoring Committee
 - Dr. Mrs. V. C. Karande - Chairperson
 - Mr. J. A. Wagh - Member
 - Dr. P. V. Chavan - Member
- Visit of both the committees completed on 28/02/2020 & 29/02/2020


Dr. Jaykumar J. Chavan
Coordinator, IQAC


Prin. Dr. K. G. Kanade
Chairman, IQAC
Principal
Yashwantrao Chavan Institute of Science
Setara

