



Rayat Shikshan Sanstha's
Yashwantrao Chavan Institute of Science, Satara (Autonomous)

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IQAC
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INTERNAL QUALITY ASSURENCE CELL (IQAC)


Date: 19/05/2020

NOTICE

This is to inform all the IQAC members Dean (UG, PG, Student Welfare, Infrastructure and Resources) that, a meeting of Internal Quality Assurance Cell of Yashwantrao Chavan Institute of Science, Satara (Autonomous) is scheduled on 27th *May*, 2020 at 12.00 noon through virtual connectivity using zoom application. We will share the link for connectivity in due course of time. All members are requested to join the meeting. The agenda of the meeting is as follows,

- I. Approval of minutes of previous meeting (24th February, 2020)
- II. Review of activities conducted in 2019-20.
- III. Post Covid-19 initiatives of the institute.
- IV. Review of activities *RUSA and* under UGC-Paramarsh Scheme
- V. Preparation for next academic year
- VI. Virtual engagement with students
- VII. Any other relevant issue with consent of Hon. Chairman.


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
(Autonomous)**

INTERNAL QUALITY ASSURANCE CELL

Minutes of the Meeting (Date: 27/05/2020)

IQAC meeting for the academic year 2019-20 called to order on 27th May, 2020 at 1.00 pm through virtual connectivity (zoom meeting app) by meeting Chairman Prin. Dr. K. G. Kanade.

Members Present:

Sr. No.	Name	Designation	Position
1	Prin. Dr. K. G. Kanade	Head of the Institute	Chairman
2	Prin. Dr. B. K. Karale	Management Representative	Members
3	Dr. V. Y. Deshpande	Dean, PG Studies	Member
4	Dr. D. R. Hasabe	Dean, UG Studies	Member
5	Mr. J. A. Wagh	Dean, Student Welfare	Member
6	Mr. A. R. Kadam	Dean, Resources & Infrastructure	Member
7	Mr. Vasantao Phadtare	Industrialist	Member
8	Dr. V. P. Khandekar	Alumni Representative	Member
9	Mr. Sujit Jagdhane	Local community	Member
10	Dr. Sarang Bhola	Community Representative	Member
11	Dr. Mrs. S. T. Shukla	Ex. IQAC coordinator	Member
12	Dr. Mrs. S. S. Wadikar	Faculty Member	Member
13	Dr. Ms. M. A. Patil	Faculty Member	Member
14	Dr. A. D. Khobragade	Librarian	Member
15	Mrs. B. J. Nipane	Office representative	Member
16	Mr. Aditya More	Student Representative	Member
17	Dr. J. J. Chavan	Faculty Member	Coordinator



Regarding of Agenda:

- Motion from Dr. Jaykumar Chavan: To approve the agenda for 27th May, 2020
Vote: All in favor
Resolved: Motion carried
- Agenda for the meeting on 27th May, 2020 approved without modification.

Business

- **Motion 1: (from Dr. Jaykumar Chavan): Approval of minutes of previous meeting (24th February, 2020).**

Minutes from the meeting on 24th February, 2020 approved with following modification.

- i. Due to Covid-19 pandemic, ISO and AAA audit are pending for academic year 2019-20. Mr. Vasantao Phadtare suggested for conducting the aforementioned audits through virtual engagement.

Vote: All in favor

Resolved: Motion carried

- **Motion 2: Review of activities conducted by IQAC (2019-2020)**

Dr. Jaykumar J. Chavan, Coordinator of IQAC presented activities conducted as per the action plan for academic year 2019-20.

Discussion: IQAC coordinator highlighted the major initiatives including regular meetings of statutory bodies, timely submission of AQAR, participation in NIRF ranking, internal academic and research monitoring, organization of FDP, industry-academia network building etc. Moreover, IQAC members made discussion on activities/programs organized for empowering students, teaching, non-teaching and administrative staff. IQAC members appreciated the efforts taken by the IQAC for development of Augmentation Reality application, organization of workshops and awareness programs for boosting ICT-enabled teaching-learning process. Mr. Sujit Jagdhane suggested for visits to institutions secured rank in top-100 list of NIRF ranking. On behalf of virtual gathering, Mr. Vasantao Phadtare congratulated IQAC and every stakeholder for progress made by the institute and achievements for academic year 2019-20.

Vote: All in favor

Resolved: Motion carried.



- **Motion 3: Post COVID-19 initiatives of the Institute.**

Dr. Jaykumar Chavan highlighted the institutional initiatives for awareness and prevention of covid-19. IQAC coordinator also presented academic activities conducted during lock-down period. Prin. Dr. K. G. Kanade elaborated more about designing and production of face-shield and nanoparticle coated masks. IQAC members appreciated the donation of 200 face-shields to covid-19 warriors of SP office, Satara and Civil Hospital, Satara. Discussion were held on the post covid-19 activities including one week FDP on ICT tools for effective teaching-learning and administration, one week program on Rayat Innovation Challenge program, meetings of Board of Studies of various subjects and academic council meeting. Dr. Mrs. S. T. Shukla suggested for procurement of licensed copy of the Zoom/Cisco WebEx/ Microsoft team apps for long term virtual connectivity with stakeholders under covid-19 pandemic.

Vote: All in favor

Resolved: Motion carried.

- **Motion 4: Review of activities under UGC-Paramarsh Scheme.**

Dr. Jaykumar Chavan presented the activities conducted under UGC-Paramarsh scheme for mentor and mentee colleges. National Level Instructor-led Live Online One Week Faculty Orientation Workshop on Revised Guidelines of NAAC, One day workshop on Modern Office Management for Administrative Staff, State level Awareness Workshop On Intellectual Property Rights (IPR) for Academia and Industry for Technology Collaboration and Transfer and Meeting with Joint Director of Higher Education, Kolhapur region and RUSA officials are among the major activities conducted. Discussion was held on ground assessment, gap analysis and appropriate activities for mentee colleges. IQAC members suggested onsite visits for guidance for NAAC preparations once Covid-19 pandemic ends.

Vote: All in favor

Resolved: Motion carried.

- **Motion 5: Preparation for next academic year (2020-2021).**

Discussion was held on B.Sc. III and M.Sc. II examinations and evaluation process. Prin. Dr. K. G. Kanade explained before virtual engagement about possible modes of conduction of examinations and evaluation process. IQAC members were in



favor of conduction of examinations as per updated guidelines of affiliated university and State Govt. of Maharashtra. However, all members were in favour of taking liberty in exam and evaluation as an autonomous college.

Discussion was held on the safety measures of every stakeholders while their physical presence in the campus. Dr. Sarang Bhola suggested for preparing Standard Operating Procedure (SOP) and procurement of preventive aids against covid-19. Mr. Sujit Jagdhane suggested for providing online platform for application, entrance examination and admission process.

Vote: All in favor

Resolved: Motion carried.

- **Motion 6: Virtual engagement with students.**

During covid-19 pandemic, every department was informed to keep virtual connectivity with students through availed online platforms. However, discussion was held on the privacy and security of available apps. Institute purchased one month licensed copy of zoom application; however Dr. Mrs. S. T. Shukla and other IQAC members suggested for procurement of licensed copy for long term connectivity with students and organization of events.

Vote: All in favor

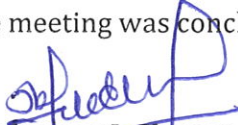
Resolved: Motion carried.

- **Motion 7: Any other relevant issue with consent of Hon. Chairman.**

i. Few of the IQAC members have been transferred and new guidelines of IQAC come in operation from April, 2020. In this connection discussion was held on re-structuring of IQAC for academic year 2020-21. Virtual gathering gave rights to Chairman of the IQAC (head of the institute) and Coordinator of IQAC for re-composition of IQAC and suggested for taking sanction from CDC and Governing Body of Institute.

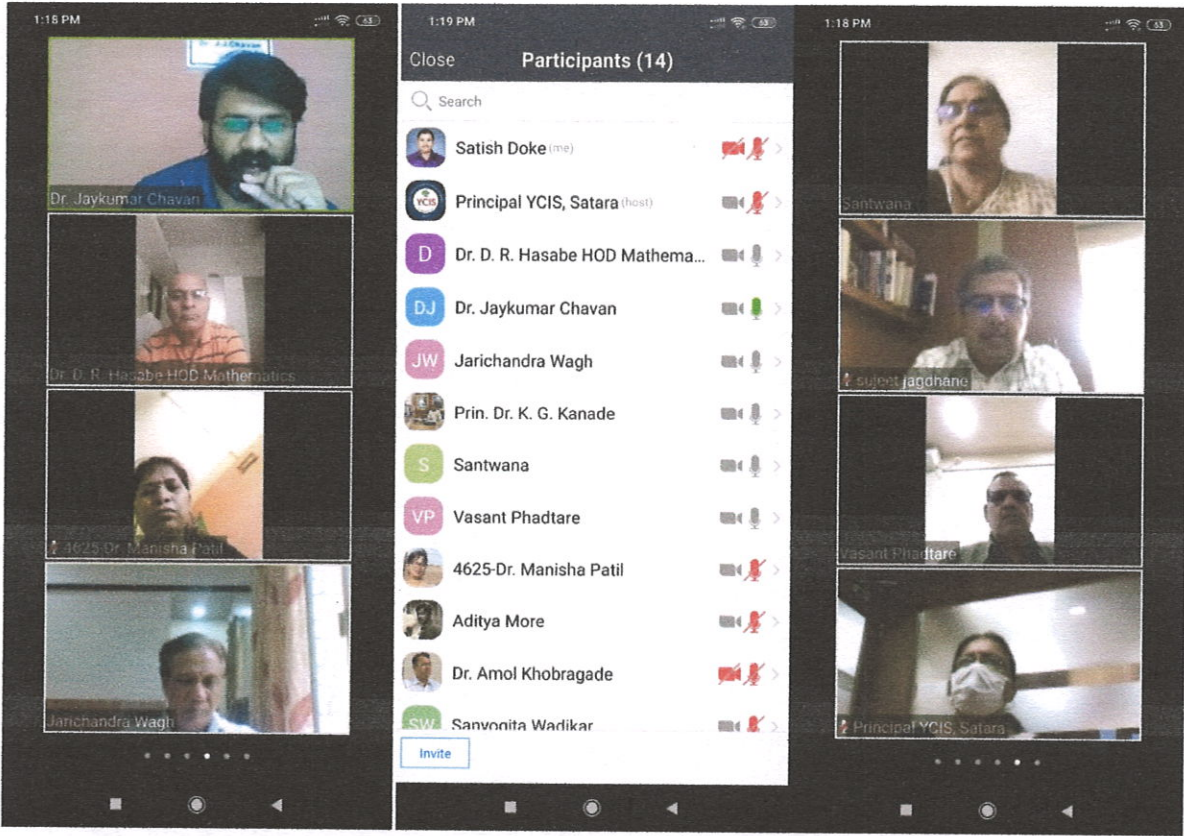
ii. IQAC members suggested few activities to be conducted for upcoming academic year. Dr. Mrs. S. S. Wadikar suggested for organizing hands-on training sessions for creating video lectures.

The meeting was concluded after vote of thanks by Coordinator of IQAC.


Dr. Jaykumar J. Chavan
Coordinator, IQAC





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

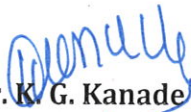


Action Taken Report
(w.r.t. meeting on 27th May, 2020)

- 1) ISO audit for academic year 2019-20 is scheduled on 6th& 7th July, 2020 through zoom meeting application.
- 2) Academic and Administrative Audit (AAA) for academic year 2019-20 will be conducted once get confirmation about guidelines and online platform by parent institution (Rayat Shikshan Sanstha).
- 3) Institute procured license copy of zoom application which allows 500 participants at a time and allows unlimited time and it is decided to continue with same license copy for next few months.
- 4) A committee under the chairmanship of Dr. D. R. Hasabe, Dean, UG studies is composed for preparing the Standard Operating Procedure manual.
- 5) Institute procured handheld thermometer gun (03), Made nanoparticle coated cloth masks (2000), procured liquid sanitizer as per requirement and informed to non-teaching staff for daily sanitization of campus area.
- 6) Head of the departments are informed to conduct online evaluation of projects and internship reports through online presentations for M.Sc. II class. Moreover, it is also suggested to start online teaching of the PG students from 3rd July, 2020.
- 7) IQAC is re-framed by including the new members with every representation as suggested by NAAC.
- 8) Hands-on-training program for creating video lectures using OBS software is scheduled on 16th and 17th June, 2020.


Dr. Jaykumar J. Chavan
Coordinator, IQAC




Prin. Dr. K. G. Kanade
Chairman, IQAC
Principal
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