

	<p style="text-align: center;">   <b>Rayat Shikshan Sanstha's</b>  <b>Yashwantrao Chavan Institute of Science, Satara (Autonomous)</b>            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; color: red;"><b>INTERNAL QUALITY ASSURENCE CELL (IQAC)</b></p>	<p style="text-align: center;"> <b>IQAC</b>            YCIS         </p>
---	--	--

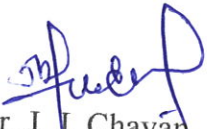
Outward No: 3B/2020-21

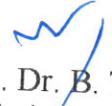
Date - 15-12-2020

### NOTICE

This is to inform all the IQAC members and Deans that, a meeting of Internal Quality Assurance Cell of Yashwantrao Chavan Institute of Science, Satara (Autonomous) is scheduled on 23-12-2020 at 11.00 am in the IQAC office of YCIS, Satara. All are requested to attend the meeting. The agenda of the meeting is as follows,

- I. Approval of Minutes of previous meeting (10-08-2020) and sharing of action taken report
- II. Discussion on E-platforms for online examinations
- III. Organization of teacher training on online examinations
- IV. ISO internal audit documentation
- V. Follow-up of procurement process under RUSA Component - 8
- VI. Discussion on data submission for participation in NIRF-2021
- VII. Any other relevant issue with prior content of Hon. Chairman

  
 Dr. J. J. Chavan  
 Coordinator, IQAC

  
 Prin. Dr. B. T. Jadhav  
 Chairman, IQAC



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

**INTERNAL QUALITY ASSURANCE CELL**

**Minutes of the Meeting** (Date: 23/12/2020)

IQAC meeting for the academic year 2020-21 called to order on 23/12/2020 at 11.00 am by meeting Chairman Prin. Dr. B. T. Jadhav.






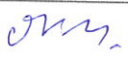
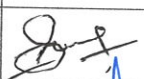


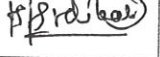


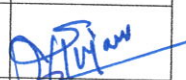

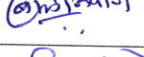
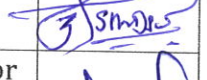
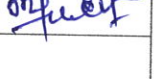

**Members Present:**

S. No.	Name	Designation	Position
1	Prin. Dr. B. T. Jadhav	Director	Chairman
2	Dr. V. P. Khandekar	Alumni Representative	Member
3	Dr. Sarang Bhola	Local society representative	Member
4	Dr. V. Y. Deshpande	Faculty Member	Member
5	Mr. J. A. Wagh	Faculty Member	Member
6	Dr. Mrs. S. S. Wadikar	Faculty Member	Member
7	Dr. Mrs. M. A. Patil	Faculty Member	Member
8	Mrs. R. A. Shinde	Faculty Member	Member
9	Dr. Dr. S. H. Mujawar	Faculty Member	Member
10	Dr. A. D. Khobragade	Librarian	Member
11	Mrs. B. J. Nipane	Stenographer	Member
12	Mr. Aditya More	Student representative	Member
13	Dr. J. J. Chavan	Faculty Member	Coordinator
14	Dr. D. R. Hasabe	Dean, PG Studies	Invitee
15	Dr. A. P. Torane	Dean, UG Studies	Invitee



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

**Meeting Attendance Report (Date: 23/12/2020)**

S. No.	Name	Designation	Position	Sign
1	Prin. Dr. B. T. Jadhav	Director	Chairman	
2	Prin. Dr. V. S. Shivankar	Management Representative	Member	
3	Mr. Vasantao Phadtare	Industry Representative	Member	
4	Mr. Nitin Deshpande	Employer Representative	Member	
5	Mr. Sujit Jagadhane	Stakeholder Representative	Member	
6	Dr. V. P. Khandekar	Alumni Representative	Member	
7	Dr. Sarang Bhola	Local society representative	Member	
8	Dr. V. Y. Deshpande	Faculty Member	Member	
9	Mr. J. A. Wagh	Faculty Member	Member	
10	Dr. Mrs. S. S. Wadikar	Faculty Member	Member	
11	Dr. Mrs. M. A. Patil	Faculty Member	Member	
12	Mrs. R. A. Shinde	Faculty Member	Member	
13	Dr. Dr. S. H. Mujawar	Faculty Member	Member	
14	Dr. A. D. Khobragade	Librarian	Member	
15	Mrs. B. J. Nipane	Stenographer	Member	
16	Mr. Aditya More	Student representative	Member	
17	Dr. J. J. Chavan	Faculty Member	Coordinator	
18	Dr. D. R. Hasabe	Dean, PG Studies	Invitee	
19	Dr. A. P. Torane	Dean, UG Studies	Invitee	



## Regarding of Agenda:

- Motion from Dr. Jaykumar Chavan: To approve the agenda for 23<sup>rd</sup> December, 2020

Vote: All in favor

Resolved: Motion carried

- Agenda for the meeting on 23<sup>rd</sup> December, 2020 approved without modification.

## Business

- **Motion 1: (from Dr. Jaykumar Chavan): Approval of minutes of previous meeting (10<sup>th</sup> August, 2020).**

Minutes from the meeting on 10<sup>th</sup> August, 2020 approved without any modification. Coordinator of IQAC also presented the action taken on the inputs/suggestions given by the Hon. Members in the aforementioned meeting.

Vote: All in favor

Resolved: Motion carried

- **Motion 2: Discussion on E-platforms for online examinations**

Dr. H. P. Umap, Controller of Examinations presented the available e-platforms for conduction of theory as well as practical examinations for academic year 2021-22. Discussion was held on various platforms like google meet, ERP software, zoom meetings application, WebEx etc. Dr. Umap informed all the members about purchasing the ERP copy which will be used for conducting internal and end semester theory examinations. As institute have G-Suite facility, hence all in favor of utility of Google Meet platform for conduction practical as well as oral examinations.

Vote: All in favor

Resolved: Motion carried.

- **Motion 3: Organization of teacher training on online examinations.**

Discussion was held on the teacher training to combat with the online examination pattern. After confirming the platform for conduction of online examination, Hon. Dr. V. P. Khandekar highlighted the necessity of teacher's training to familiarize with the technology. Accordingly, all members recommended to organize a training program on paper setting, conduction of examinations and evaluation for online mode.

Vote: All in favor



Resolved: Motion carried.

- **Motion 4: ISO internal audit documentation.**

The institute set the benchmarks for academics, administration, research, examinations etc. through ISO 9001-2015. Annually, internal audits have been conducted twice (per semester basis). Dr. Sarang Bholia suggested to organize workshop or faculty training for preparing documentation for ISO internal and external audit.

Vote: All in favor

Resolved: Motion carried.

- **Motion 5: Follow-up of procurement process under RUSA Component - 8.**

Discussion was held on the procurement process under RUSA Scheme of Govt. of India. RUSA sanctioned Rs. 5.0 crores under various headings and released an amount of Rs. 3.75 crore under component 8. Dr. Jaykumar Chavan presented the current status of the scheme as well as a list of procurement before June, 2021. Accordingly, all members suggested for e-tendering process for major instruments, software's etc.

Vote: All in favor

Resolved: Motion carried.

- **Motion 6: Discussion on data submission for participation in NIRF-2021**

National Institutional Ranking Framework (NIRF) is an initiative of Ministry of Education, Government of India which ranks the higher education institutions under various categories. Institute continually participated last three years under the category of Colleges and Overall. Discussion was held on the healthy practices for up surging the institute in the rank band as per NIRF guidelines. Dr. S. B. Kambale presented the data collected for participation in the NIRF-2021. Hon. Members emphasizes more on the involvement of stakeholders and peer perception for firming the chances of Y. C. Institute of Science, Satara in top 200 colleges.

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

Mrs. Rohini Shinde suggested for organization of FDP on Pedagogy especially for developing skill based curricula. Dr. V. M. Ghorpade suggested engaging students in various activities through online as well as offline mode (if situation allows). Prin. Dr. B. T. Jadhav suggested for organization of academic and administrative

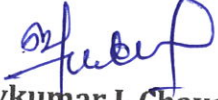


workshop for college principals as well as organization of NEP-2020 related activity.

Vote: All in favor

Resolved: Motion carried.

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



**Dr. Jaykumar J. Chavan**  
Coordinator, IQAC

Director

Internal Quality Assurance Cell(IQAC)  
Yashwantrao Chavan Institute of Science  
Satara (Autonomous)



**Prin. Dr. B. T. Jadhav**

Chairman, IQAC

Principal

Yashwantrao Chavan Institute of Science  
Satara

**Action Taken Report**  
(w.r.t. meeting on 23<sup>rd</sup> December, 2020)

- 1) Institution conducted the internal and end semester examinations through ERP software and google meet platforms (2020-21).
- 2) An awareness workshop on ISO documentation was organized on 18-01-2021.
- 3) ISO internal audit was held on 20<sup>th</sup> March, 2021 and external audit is scheduled on 29<sup>th</sup> & 30<sup>th</sup> August, 2021.
- 4) Following are the instruments, software's procured through e-tendering process.
- 5) An updated list of stake holders and peers have been uploaded on the website before submission of data.
- 6) Institutional data has been submitted for NIRF ranking on 13<sup>th</sup> February, 2021.
- 7) E-faculty development program on 'Pedagogy to develop and implement skill based curriculum - A faculty perspective' has been organized during 10<sup>th</sup> February, 2021 to 13<sup>th</sup> February, 2021.
- 8) The following activities were conducted for students, teachers and other entities of the institute,

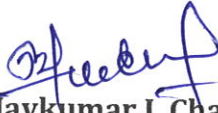
Name of the Program / Activity	Date	No. of Beneficiary
One Day Hand-on Workshop on 'Fire Prevention Remedies and Lift Safety'	19-01-2021	140
One Day Workshop 'Effective Laboratory Management Skills' (RUSA)	30-12-2020	85
Three Day's Workshop on "Adriano Application"	21-01-2021- 23-01-2021	44
Guest Lecture on 'Cloud Computing'	17-02-2021	97
Innovative Idea Presentation competition	09-01-2021	80
One Day Awareness Program on 'Cyber Security and Law'	05-01-2021	250
One Day Hands on Training on 'PHP Programming'	15 -02-2021	30
One Day Hands on Training on 'Project Designing and Documentation"	07-01-2021	58
One Day hands on Training on 'Graphics Designing' (Corel Draw & Photoshop)	05 -02-2021	100
One Day Workshop 'Orientation of Mindset Towards Higher Education'	13-01-2021	262
Online Rojagar Melawa in Collaboration with Government authority.	15-02-2021- 17-02-2021	500



Rubicon Skill Development_Life skill training for students under Rubicon's 'Connect with Work' programme ( Personal interview, Group discussion, Telephone etiquette, Body_language, Grooming, Presentation Skills, Public Speaking, Organizational Structure)	18-02-2021- 27-02-2021	200
A Guest Lecture on "Introduction about trends of Match Move techniques"	29-01-2021	53
Training and Project Awareness Session on 'How to Read Scientific Literature and Introduction to MANAV-The Human Atlas Initiative"	09-01-2021	286
Training Program on "Career Building"	26-12-2020	450
Webinar on Cloud Computing	17-02-2021	150
Webinar on "Role of Women And Girl in Science"	11-02-2021	320
Farmers Meet	29-12-2020	150

9) One-day 'National Seminar on 'National Education Policy-2020 (Date: 23- 01- 2021).

10) One-day workshop on "Prerequisite of Academic and Administrative Audit (AAA) in HEI" (Date: 21-01-2021).

  
**Dr. Jaykumar J. Chavan**  
 Coordinator, IQAC  
 Director

Internal Quality Assurance Cell(IQAC)  
 Yashwantrao Chavan Institute of Science  
 Satara (Autonomous)



  
**Prin. Dr. B. T. Jadhav**  
 Chairman, IQAC

Principal  
 Yashwantrao Chavan Institute of Science-  
 Satara