

Rayat Shikshan Sanstha'
KARMAVEER BHAURAO PATIL COLLEGE, VASHI
INTERNAL QUALITY ASSURANCE CELL

MEETING

NOTICE

Date:05/08/2020

This is to inform all the IQAC members that a meeting [Online] of Internal Quality Assurance Cell of Karmaveer Bhaurao Patil College, Vashi is organized on 12th August 2020 at 3.00 pm under the chairmanship of I/C Principal Dr. Shubhada Nayak. All the members are requested to attend the meeting.

Agenda:

1. Approval of minutes of previous meeting and presentation of action taken report.
2. Organization of online FDP with SNDT University. [Criterion III]
3. IAMC online monitoring. [Criterion II]
4. Application for starting new PG programmes MA [English], M.Sc. [Data Science] (Criterion I)
5. PG programme Publicity [E- Boucher] [Criterion II]
6. Training to teacher on use of google meet platform. [Criterion II]
7. Discussion on use E- platform for various online examinations. [Criterion II]
8. Follow up of Patents registration [Criterion III]
9. Establishment of COVID help desk [Criterion VI]
10. ISO certification [Criterion VI]
11. Any other matter with prior permission of the chairman.

Mr. C. D. Bhosale Coordinator, IQAC
KBP College, Vashi

Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil College, Vashi, Navi Mumbai
INTERNAL QUALITY ASSUARANCE CELL MEETING
Minutes of Meeting

The meeting [online] of Internal Quality Assurance Cell was held on 12th August 2020 at 3.00 pm in Board room under the chairmanship of I/C Principal Dr. Shubhada Nayak.

This meeting was attended by the following members:

Sr. No.	Name	Designation	Position	Signature
1	Dr. Shubhada Nayak	I/CPrincipal	Chairman	
2	Mr. C.D. Bhosale	Vice- Principal	Coordinator	
3	Mrs. S.S.Patil	Vice- Principal	Member	
4	Dr. K.S.Shinde	Faculty Member	Member	
6	Dr. P.J.Hajare	Faculty Member	Member	
7	Dr. B.M.Mundhe	Faculty Member	Member	
8	Dr. V.A.Thakur	Faculty Member	Member	
9	Mr. Sarang Bhagwat	Faculty Member	Member	
10	Mr. Sunil Thombare	Office Superintendent	Member	
11	Mr. Pratapsigh Deshmukh	Industrialist and Patron	Member	
13	Dr. Bakhtawer Mahajan	Scientistand Educationist	Member	
14	Mr. Manoj Jalnawala	Alumni and Journalist	Member	
15	Dr. Lalitha Dhareshwar	CDC Member	Member	
16	Ms. Rutuja Uddeshi	Student	Member	

The meeting was started with the welcome of all the members by 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 12th August, 2020.

Vote: All in favor.

Resolved: **Motion carried.**

Agenda for the meeting on 12th August, 2020 approved without modification.

Business:

- 1. Motion 1: Approval of minutes of the 16th April 2020 meeting presentation of action taken report**

Description: The Meeting conducted 16th April was read along with action taken report

Vote: All in favor.

Resolved: **Motion carried.**

- 2. Motion 2: Organization of online FDP with SNTD University. [Criterion III]**

Description: It was decided that an Online FDP Program will be organized in the collaboration with the SNTD University based on the online teaching methods and e-contents. It was also decided to organize this FDP program at Sanstha Level to train and develop teachers working in various colleges of Rayat Shikshan Sanstha.

Vote: All in favor.

Resolved: **Motion carried.**

- 3. Motion 3: IAMC online monitoring. [CriterionII]**

Discussion: It was discussed that IAMC Monitoring will be done on online platform for the Academic Year 2020-21 due to the Pandemic Restrictions.

Accordingly, it was decided to constitute monitoring committee consisting IQAC members and to distribute the classes between members for monitoring online lectures. It was also decided to collect monthly monitoring report from monitoring members for effective implementation of monitoring activities.

Vote: All in favor.

Resolved: **Motion carried.**

- 4. Motion 4: Application for starting new PG programmes MA [English],M.sc.[Data Science]**

Discussion: It was decided that the college will start two new Post Graduate Programs in MA [English] and M.sc. [Data Science] from the next academic year 2021-2022. It was decided to give necessary instructions to office to follow necessary procedure for affiliation for extension of these new programmes.

Resolved: **Motion carried.**

5. Motion 5: PG programme Publicity [Broucher]

Discussion:

Due to pandemic situation it is challenging to reach to students of home and other universities for PG programme admission. It is decided to prepare E- brochure for each PG programme containing the detailed information of the programme to make publicity by using social media platform.

Resolved: **Motion carried.**

6. Motion 6: Training to teacher on use of Google meet Platform:

Discussion: All the departments have to use online teaching learning platform due to Pandemic situation. As there is need for training of E-learning platform it was decided to arrange training on use of Google meet Platform from IT & CS Department of College

Resolved: **Motion carried.**

7. Motion 7: Discussion on use platform for use of various online examinations. [Criterion II]

Discussion: As like the online mode for the teaching, it was further decided that the different platforms for online examination will be considered for conducting the exams during the academic year 2020-2021. It was decided to inform Examination department to prepare online examination planning.

Resolved: **Motion carried.**

8. Motion 8: Follow up of Patent Registration (Criteria III)

Discussion: As per the information received from research and ethics committee, patent registration for some patents from Chemistry department is in process. It was decided to take follow up of Patent registration process.

Resolved: **Motion carried.**

9. Motion 9: Establishment of Covid Help Desk.

Discussion: Rayat Shikshan Sanstha, Satara Issued one circular for establishment of covid help desk for faculty and students of the respective college. It was decided to constitute five members committee and establish covid help desk.

Resolved: **Motion carried.**

10. Motion 10: Planning for ISO certification surveillance audit .

Discussion: ISO Surveillance audit Is due in August. It was decided to make enquiry with Lakshy Management Consultant Pvt. Ltd. Regarding online audit.

Motion 11: Any other matter with prior permission of the chairman.

Discussion: No other matter was presented for discussion.

Vote: All in favor.

Resolved: Motion carried.

The meeting was concluded with the vote of thanks given by DR. B. M. Munde.

Mr.C.D. Bhosale
Coordinator IQAC Committee

Dr. Shubhada Nayak
Principal

Rayat Shikshan Sanstha's
KARMAVEER BHAURAO PATIL COLLEGE, VASHI
INTERNAL QUALITY ASSURANCE CELL
Action Taken Report of IQAC meeting held on 12/08/2020

Sr. No.	Particulars	Suggestion	Action Taken
1	1.Organization of online FDP with SNDT University.	To arrange FDP on e-learning & e-assessment in collaboration with SNDT University Edu.Tech.Dept.	Prepared Boucher and information is given to all Sanstha colleges.
2	IAMC online monitoring.	To Prepare format for online monitoring of lectures	IAMC prepared format for Monthly Monitoring report and lecture taken Report department.
3	Application for starting new PG programmes MA [English], M.Sc. [Data Science]	To Apply for affiliation for extension to MU.	Necessary guidelines are given to Office.
4	PG programme Publicity [E- Boucher]	To Prepare E- Boucher for PG Programmes.	E-Boucher prepared by each PG departments.
5	Training to teacher on use of google meet platform.	To arrange training to teacher on use of google meet platform.	IT and CS department prepared schedule for training.

6	Establishment of COVID help desk	To constitute committee.	Committee constituted, Banner with contact details prepared.
7	ISO certification	To contact Laksh Consultancy Pvt. Ltd for online surveillance Audit.	Contacted Laksh Consultancy Pvt. Ltd for online surveillance Audit

Mr.C.D.Bhosale
Coordinator IQAC Committee

Dr. Shubhada Nayak
Principal