

Konkan Education Society's
Dr. C. D. Deshmukh Commerce & Sau. K. G. Tamhane Arts College,
Roha, Dist. Raigad – 402 109

Minutes of IQAC Meetings and Action Taken Report (ATR)

MINUTES OF IQAC MEETINGS (2020-21)

IQAC- Meeting held on 04.08.2020

Place: CDCC-Roha

The meeting of Internal Quality Assurance Cell was called on 04.08.2020 at 11.30 am. All the members were requested through notice of the meeting to attend the meeting and following agenda was placed and discussed in the meeting.

Agenda

1. Finalization of the minutes of the last meeting.
2. Preparation of Academic Calendar.
3. Discussion on Online Teaching and Teaching Aids.
4. Preparation of AQAR.
5. Compilation of Academic Performance Indicator (API) of faculty.
6. Discussion on any other point rose with the permission of the Chairperson.

Following ten members of IQAC were present in the meeting.

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|-----------------------------|---|-------------------------------|
| 1) Prin. Dr. Atul Salunkhe | – | Chairperson |
| 2) Mr. Vinayak Khopkar | – | Representative of KES, Alibag |
| 3) Adv. Hemant Gangal | – | Member from Management |
| 4) Dr. Kamalakar Kamble | – | Teacher Member |
| 5) Mr. Shatrughana Lohakare | – | Teacher Member |
| 6) Mr. Tulshidas Mokal | – | Teacher Member |
| 7) Mr. Anil Shinde | – | Teacher Member |
| 8) Mrs. Seema Bhosale | – | Teacher Member |
| 9) Mr. Amit Athavale | – | Nominee from Local Society |
| 10) Dr. Samrat Jadhav | – | Coordinator of IQAC |

The members present in the meeting have shown active participation in healthy discussion and constructive suggestions. The meeting unanimously passed the following resolutions.

Resolutions

1. It was resolved that the minutes of the preceding meeting be finalized.
2. It was resolved that Academic Calendar is to be prepared and published
3. It was resolved that a Peer Training on Online Teaching and Teaching Aids to be conducted.
4. It was resolved that the AQAR of last academic year (2019-20) be prepared and to be submitted before deadline given by NAAC.
5. It was resolved that all the teachers should be intimated to prepare their API and submit to the IQAC for verification.

The meeting was ended with the votes of thanks by Dr. Samrat Jadhav to all IQAC members.




Dr. Atul Hansraj Salunkhe

Principal
K.E.S. Dr.C.D.Deshmukh
Comm. & Sau. K.G.T Arts
College, Roha - Raigad

The meeting of Internal Quality Assurance Cell was called on 22.10.2020 at 12.00 pm. All the members were requested through notice of the meeting to attend the meeting and following agenda was placed and discussed in the meeting.

Agenda

1. Finalization of the minutes of the last meeting.
2. Preparation of Questions Bank as per University Guidelines
3. Provide and develop of E-content for students
4. Preparation to conduct Online Examinations.
5. Spreading awareness about COVID-19.
6. Discussion on any other point rose with the permission of the Chairperson.

All members of IQAC were present in the meeting.

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|-----------------------------|---|-------------------------------|
| 1) Prin. Dr. Atul Salunkhe | – | Chairperson |
| 2) Mr. Vinayak Khopkar | – | Representative of KES, Alibag |
| 3) Adv. Hemant Gangal | – | Member from Management |
| 4) Dr. Kamalakar Kamble | – | Teacher Member |
| 5) Mr. Shatrughana Lohakare | – | Teacher Member |
| 6) Mr. Tulshidas Mokal | – | Teacher Member |
| 7) Mr. Anil Shinde | – | Teacher Member |
| 8) Mrs. Seema Bhosale | – | Teacher Member |
| 9) Mr. Amit Athavale | – | Nominee from Local Society |
| 10) Miss. Priyanka Joshi | – | Student |
| 11) Mr. Yash Onkar | – | Student |
| 12) Mr. Satish Mahadik | – | Industrialist/Stakeholder |
| 13) Dr. Samrat Jadhav | – | Coordinator of IQAC |

The members present in the meeting have shown active participation in healthy discussion and constructive suggestions. The meeting unanimously passed the following resolutions.

Resolutions

- 1) It was resolved that the minutes of the preceding meeting be finalized.

- 2) It was resolved that all teachers should prepare subject-wise Questions Banks by strictly following University guidelines and also to be submitted to Examination Department.
- 3) It was resolved that teacher should provide subject-wise e-content available on open sources and also create their own e-content in form of PPTs, PDFs and Videos.
- 4) It was resolved that members of examination department and IT Co-ordinators should be present to perform Online Exam Demo Session conducted by the University.
- 5) It was resolved that all the teachers should spread awareness about COVID-19 among students through questionnaires and social media.

The meeting was ended with the votes of thanks by Dr. Samrat Jadhav to all IQAC members.



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Dr. Atul Hansraj Salunkhe
Principal
K.E.S. Dr.C.D.Deshmukh
Comm. & Sau. K.G.T Arts
College, Roha - Raigad

The meeting of Internal Quality Assurance Cell was called on 09.01.2021 at 11.30 am. All the members were requested through notice of the meeting to attend the meeting and following agenda was placed and discussed in the meeting.

Agenda

1. Finalization of the minutes of the last meeting.
2. Preparation for conducting Dr. Chintamanrao Deshmukh State Level Elocution Competition through Online Mode.
3. Preparation for Second Term Training Programme of DLLE.
4. Organising Students' Workshop on Avishkar Research Convention
5. Organization of PG Students Research Project Presentation
6. Preparation for PG Examinations and ATKT Examinations
7. Discussion on any other point rose with the permission of the Chairperson.

Following members of IQAC were present in the meeting.

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|-----------------------------|---|-------------------------------|
| 1) Prin. Dr. Atul Salunkhe | – | Chairperson |
| 2) Mr. Vinayak Khopkar | – | Representative of KES, Alibag |
| 3) Adv. Hemant Gangal | – | Member from Management |
| 4) Dr. Kamalakar Kamble | – | Teacher Member |
| 5) Mr. Shatrughana Lohakare | – | Teacher Member |
| 6) Mr. Tulshidas Mokal | – | Teacher Member |
| 7) Mr. Anil Shinde | – | Teacher Member |
| 8) Mrs. Seema Bhosale | – | Teacher Member |
| 9) Mr. Amit Athavale | – | Nominee from Local Society |
| 10) Miss. Priyanka Joshi | – | Student |
| 11) Mr. Yash Onkar | – | Student |
| 12) Mr. Satish Mahadik | – | Industrialist/Stakeholder |
| 13) Dr. Samrat Jadhav | – | Coordinator of IQAC |

The members present in the meeting have shown active participation in healthy discussion and constructive suggestions. The meeting unanimously passed the following resolutions.

Resolutions

- 1) It was resolved that the minutes of the preceding meeting be finalized.
- 2) It was resolved that Dr. Chintamanrao Deshmukh State Level Elocution Competition to be conducted through Online Mode (Videos and Google Form).
- 3) It was resolved that Second Term Training Programme of DLLE to be conducted.
- 4) It was resolved that Workshop on Avishkar Research Convention should be conducted
- 5) It was resolved that M.Com. Students' Research Project Presentation should be conducted.
- 6) It was resolved that online preparation of PG Examinations and ATKT Examinations should be demonstrate

The meeting was ended with the votes of thanks by Dr. Samrat Jadhav to all IQAC members.



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Dr. Atul Hansraj Salunkhe
Principal
K.E.S. Dr.C.D.Deshmukh
Comm. & Sau. K.G.T Arts
College, Roha - Raigad

The meeting of Internal Quality Assurance Cell was called on 27.05.2021 at 11.30 am. All the members were requested through notice of the meeting to attend the meeting and following agenda was placed and discussed in the meeting.

Agenda

1. Finalization of the minutes of the last meeting.
2. Analysis and interpretations of feedback forms collected from students.
3. Committee Reconstruction and Preparation of Prospectus for 2022-23.
4. Discussion on Government Supported Platform- Career Katta.
5. Review of activities conducted during the year 2020-21
6. Discussion on any other point rose with the permission of the Chairperson.

Following eleven members of IQAC were present in this meeting.

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|-----------------------------|---|----------------------------|
| 1) Prin. Dr. Atul Salunkhe | – | Chairperson |
| 2) Dr. Kamalakar Kamble | – | Teacher Member |
| 3) Mr. Shatrughana Lohakare | – | Teacher Member |
| 4) Mr. Tulshidas Mokal | – | Teacher Member |
| 5) Mr. Anil Shinde | – | Teacher Member |
| 6) Mrs. Seema Bhosale | – | Teacher Member |
| 7) Mr. Amit Athavale | – | Nominee from Local Society |
| 8) Miss. Priyanka Joshi | – | Student |
| 9) Mr. Yash Onkar | – | Student |
| 10) Mr. Satish Mahadik | – | Industrialist/Stakeholder |
| 11) Dr. Samrat Jadhav | – | Coordinator of IQAC |

The members present in the meeting have shown active participation in healthy discussion and constructive suggestions. The meeting unanimously passed the following resolutions.

Resolutions

- 1) It was resolved that the minutes of the preceding meeting be finalized.
- 2) It was resolved that feedback analysis and interpretation to be completed and to be forwarded to the Principal.

- 3) It was resolved that wherever required committees to be restructured or reconstructed and Prospectus for 2022-23 to be prepared.
- 4) It was resolved that awareness should be spread among students to enrolling on Government Supported Platform- Career Katta.
- 5) It was resolved that activities conducted during the year 2020-21 are to be broadly reviewed.

The meeting was ended with the votes of thanks by Dr. Samrat Jadhav to all IQAC members.

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Dr. Atul Hansraj Salunkhe
Principal
K.E.S. Dr.C.D. Deshmukh
Comm. & Sau. K.G.T Arts
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Minutes IQAC Meetings and Action Taken Reports (ATRs)

ACTION TAKEN REPORT (2020-21)

IQAC- Meeting held on 04.08.2020

Following actions were taken on the resolutions passed in IQAC meeting held on 4th August, 2020.

- 1) Academic Calendar was prepared and published on notice board and on college website. All activities were monitored by IQAC through Academic Departments and various other Committees, Units and Cells.
- 2) Peer Training on Online Teaching and Teaching Aids was conducted and given by Mr. Anil Nivarutti Shinde (Head, Department of Geography) and Mr. Anant Thorat (Librarian).
- 3) The work of data accumulation and compilation is distributed among the Teaching Staff as per Criteria.
- 4) APIs submitted by the faculties with required documentations were collected and verified.

IQAC- Meeting held on 22.10.2020

Following actions were taken on the resolutions passed in IQAC meeting held on 22nd Oct., 2020.

- 1) All teachers have prepared subject-wise Questions Banks by in accordance with University guidelines and submitted PDF as well as printed copies to Examination Department.
- 2) All teachers have provided subject-wise e-content available on open sources and also from their own creations such as PPTs, PDFs and Videos.

- 3) IT Co-ordinators from Examination Department has successfully performed Online Exam Demo Session conducted by the University.
- 4) Demo of Online Examinations for the students were conducted.
- 5) All the teachers have spread awareness about COVID-19 among students through questionnaires and with the help of social media.

IQAC- Meeting held on 09.01.2021

Following actions were taken on the resolutions passed in IQAC meeting held on 9th January, 2021.

- 1) Dr. Chintamanrao Deshmukh State Level Elocution Competition was conducted through Online Mode by inviting Videos.
- 2) Second Term Training Programme of DLLE has been conducted.
- 3) Guidance on Online Avishkar Research Convention were given to students.
- 4) M.Com. Students' Research Project Presentation was conducted through External Evaluator.
- 5) IT Co-ordinator successfully conducted Online Demo of PG Examinations and ATKKT Examinations.

IQAC- Meeting held on 27.05.2021

Following actions were taken on the resolutions passed in IQAC meeting held on 27th May, 2021.

- 1) Wherever required committees and cells were restructured or reconstructed and Online Copy of Prospectus for 2022-23 was prepared.
- 2) Activities conducted during the year 2020-21 were broadly reviewed.



Dr. Atul Hansraj Salunkhe

Principal
K.E.S. Dr.C.D.Deshmukh
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