

G. S. Science, Arts & Commerce College, Khamgaon – 444 303

**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) held on
Wednesday, 19th April, 2023**

A meeting of the Internal Quality Assurance Cell (IQAC) was held on Wednesday, 19th April, 2023 at 4:00 pm in the IQAC office.

Following members were present for the meeting:

1. Dr. S. S. Bobdey	President, VSP Mandal, Khamgaon
2. Shri A. P. Jhunjhunwala	Vice-President, VSP Mandal, Khamgaon
3. Dr. D. S. Talwankar	Principal
4. Dr. H. S. Chandak	Coordinator, IQAC
5. Dr. P. E. Ajmire	Member
6. Dr. S. T. Warade	Member
7. Dr S P Hargunani	Member
8. Dr M S Gaikwad	Member
9. Mrs S. G. Waychal	Member
10. Dr P N Bobdey	Member
11. Mr S G Gulbhele	Member
12. Shri Umeshji Agrawal	Member
13. Ms Anju Palival	Member (Student)

Dr. P. V. Ubale, Dr D N Vyas, Dr P P Thakur and Mr Devendra Bhattad could not attend the meeting. They were granted leave of absence. Dr. S. S. Bobdey presided over the meeting. Following business was transacted in the meeting:

- 1. Confirmation of the minutes of the previous meeting held on 15th March 2023:**
Dr. H. S. Chandak read the minutes of the previous meeting held on 15th March 2023 and they were confirmed unanimously.
- 2. To take a note on the action taken report of previous meeting held on 15th March 2023:**
The action taken report of the previous meeting 15th March 2023 was reviewed and discussed. Action taken regarding the reframe of Continuous Internal Evaluation Framework, effective operation of compost pits, screen reader for website etc were discussed.
- 3. To discuss academic audit report and decide future plan of action:**
Dr D S Talwankar informed the house that academic audit was conducted on 7th April 2023 by academic audit committee consisting of external and internal peers. He presented the department-wise observations and recommendations given by the academic audit committee. Few corrections were suggested for the report. Dr Ajmire suggested to incorporate SWOT analysis of the institution in the report. It was decided that the report to be finalized and shared with all the departments.
Shri Ashokji Jhunjhunwala sir suggested to complete the administrative audit at the earliest and report of the same is also to be discussed for further improvement.
- 4. To conduct Students' Satisfaction Survey (SSS) and feedback collection drive:**
Dr Chandak briefed about the conduct of SSS and collection of feedback. After in-depth

discussion, it was decided to conduct Students' Satisfaction Survey during 20- 29 April 2023. Dr Ajmire and Dr Warde were assigned the task.

Regarding Feedback collection, it was decided to adopt two fold strategies:

- i. Students Feedback collection drive to be run during 30 April – 10 May 2023. Feedback committee will ensure students participation in the Feedback process.
- ii. Teachers feedback on curriculum to be collected through online forms as well as emails. All HoDs to be informed to take necessary steps.

5. To review Continuous Internal Evaluation (CIE) Framework prepared by the respective committee

Dr Hargunani informed the house that CIE Framework has been prepared by the CIE committee. After discussion, it was decided to finalize it after peer-review.

6. To decide action plan for In-house Summer Research Program

It was decided to implement In-house Summer program through the Research Advisory Committee with the help of IQAC.

It was also agreed upon to include interested Alumni, industrialists and retired professor to make this program more fruitful.

All research supervisors should guide at least two UG/PG students for summer research.

7. Any other matter with the permission of the chair:

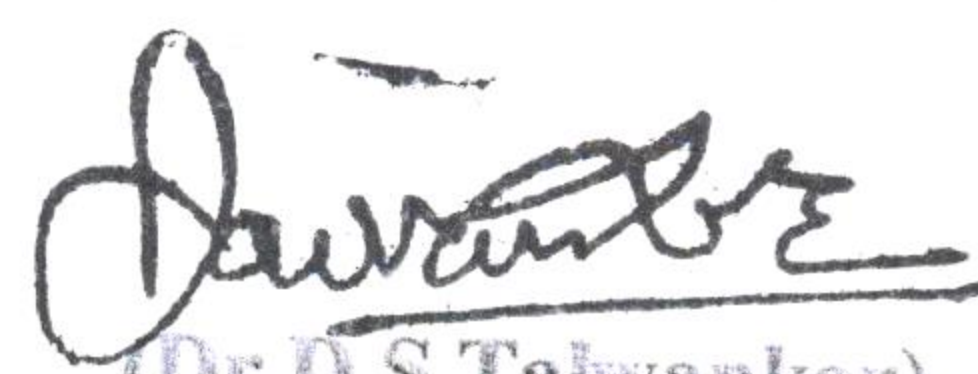
Dr Chandak informed that one of the suggestion of external peer of the academic audit committee was to implement Moodle as LMS. It was decided to conduct a workshop on Effective use of Moodle as LMS in the last week of April 2023. Dr Ajmire agreed to organize the event.

As no other matter came up, the meeting concluded with the vote of thanks by the Coordinator, Dr H S Chandak.



(Dr H S Chandak)
Coordinator, IQAC

Co-ordinator IQAC
G. S. Sci. Arts & Commerce
College, Khamgaon-444303.



(Dr D S Talwankar)
Principal

Principal
G. S. Sci. Arts & Commerce
College, Khamgaon-444303.

Action Taken Report:

S No	Decision taken	Action Taken
1.	Conduct of Academic and Administrative audit	Academic and Administrative audit has been conducted
2.	Conduct of Students' Satisfaction Survey (SSS) and feedback collection drive	SSS and Feedback collection drive was executed and a good number of students participation in both has been accomplished.
3.	Review Continuous Internal Evaluation (CIE) Framework	CIE framework has been reviewed and the same is implemented
4.	Execution of In-house Summer Research Program	In-house Summer Research Program has been executed through Research Advisory Committee. All mentors are instructed to submit final report on or before 15 th August 2023.
5.	Implement Moodle as Learning Management system	<ul style="list-style-type: none">• Workshop and Hands-on Training on Moodle-LMS has been conducted on 27th April, 2023• An online FDP on Moodle has been organized in collaboration with Spoken Tutorials, IIT Bombay

Chandak

(Dr H S Chandak)
Coordinator, IQAC

Co-ordinator IQAC
G. S. Sci. Arts & Commerce
College, Khamgaon-444303.

Talwankar

(Dr D S Talwankar)
Principal

Principal
G. S. Sci. Arts & Commerce
College, Khamgaon-444303.