



Navodaya Shaikshaniik Sanstha Dhule's
Uttamrao Patil Arts and Science College

Dahiwel, Tal-Sakri, Dist-Dhule (M. S.)

Meeting Minutes and ATR

Meeting no. I (2020-21)

Call to Order:

A meeting of **Internal Quality Assurance Cell** was held on **July 21, 2020** at the 'NAAC room'. It began at 12.00 PM and was presided over by Prin. DR. B. D. Borse.

Attendees:

Sr. no.	Name	Designation
1	Dr. B. D. Borse	Chairman
2	Hon. Arvind M. Patil	Member
3	Dr. S. C. Ahire	Member
4	Mr. I. U. Shaikh	Coordinator
5	Dr. S. S. Bhoi	Member
6	Dr. M. S. Borse	Member
7	Mr. Vijay Bagul	Member
8	Mr. Jatin Bagale	Member
9	Mr. A. S. Patil	Member

Member Apologies:

1	The Manager, Vestas Pvt. Ltd.	Member	Employer Representative
2	Dr. A. S. Marathe	Member	Teacher

Main Motions and ATR:

Approval of Previous Minutes:

A motion to approve the minutes of the previous meeting was made by Dr. S. C. Ahire and seconded by Mr. I. U. Shaikh. The minutes of previous meeting were unanimously approved.

Sr. no.	A motion/ Resolution	Made by and seconded by	Minutes/Resolutions and action taken
1	To prepare academic Calendar	Dr. B. D. Borse and seconded by Dr. S. S. Bhoi Status: Approved	It was discussed thoroughly about the preparation of the Academic Calendar 2020-21; it was due to the unprecedented situation of COVID-19 and possibility of organizing curricular and extra-curricular activities It was decided and approved unanimously to prepare academic calendar. The preparation of academic calendar was carried out taking in view of the impact of Covid 19 and further if it needed would be revised in due course. A copy of Academic calendar was sent to all concerning department and displayed on certain places in the college.
2	To prepare teaching plan in line with the academic calendar	Mr. I. U. Shaikh and seconded DR. S. C. Ahire Status: Approved	It was discussed to prepare teaching plan for the year 2020-21 taking Cov-19. Principal Dr. B. D. Borse instructed to prepare teaching plan in accordance to Academic Calendar of the University. Heads of all departments instructed teachers and prepared teaching plan.
3	To form various academic committees	Mr. A. S. Patil and seconded by Hon. Arvind M. Patil Status: Approved	It was unanimously approved to form various academic committees. Academic committees were formed as per the instructions of Prin. Dr. B. D. Borse.

4	To start physical classes taking precaution of COVID-19	Hon. Arvind M. Patil and seconded by Prin. Dr. B. D. Borse	The members thoroughly discussed the possibility of physical classes and online teaching. Options available were discussed. The college is located in a tribal and rural place. Most of the students were belonging to tribal and economically backward classes. Therefore, everybody couldn't have a computer, laptop, mobile phone and internet facility. Therefore, online teaching seemed very difficult and ineffective. The coronavirus pandemic affected physical classes severely, considering that the academic Calendar and teaching plan were revised. Instructions given by the principal were followed strictly. The academic calendar of the affiliating university was taken into consideration.
5	COVID-19 precautions and social distancing norms of state and central governments	Dr. M. S. Borse and seconded by Mr. A. S. Patil	Due to COVID-19 and strict lockdown, state and central governments issued regulations on social distancing. It was decided to follow the rules and precautions on campus. The premises were thoroughly sanitized, and the use of masks and sanitizer was made compulsory. The students were advised to maintain social distancing and contact on mobile phone instead of meeting directly on campus.
6	To organize online awareness activities		The college's NSS department organized awareness activities. Student volunteers served people and helped implement lockdowns in the area.

7	To enhance quality of teaching learning with the help of technology	Dr. S. C. Ahire and seconded by Dr. A. S. Marathe Status: Approved	Due to COVID-19, online teaching became an obligation. Technology and internet proved to be a boon. It was thoroughly discussed to use online teaching platforms along with physical classes.
8	To analyze result for the year 2020-21.	Mr. Jatin Bagale and Seconded by Mr. Vijy Bagul Status: Approved	It was approved to analyze results for B. A. and B. Sc. and to submit a report to the principal. Prin. Dr. B. D. Borse instructed to improve the results to the concerning departments.
10	To start online admission process	Dr. S. C. Ahire and seconded by Dr. M. S. Borse Status: Accepted	COVID-19 had made it difficult for the students to come physically to take admission. Therefore, it was agreed to generate a google form for the process. Google form link was shared in Whats-app group and provisional admission were given by scrutinizing the data received through google forms.
11	To prepare AQAR 2020-21	Prin. Dr. B. D. Borse and Seconded by Dr. S. C. Ahire Status: Approved	It was decided to prepare AQAR for the year 2020-21. Departments were instructed and data collection was carried out. A rough draft was prepared.
12	Feedback Analysis	Dr. M. S. Borse and Dr. S. S. Bhoi Status: Approved	Feedback collected for the last year was analyzed and a report of the analysis was submitted to the College Development Committee.

Announcements: The next meeting of the IQAC will be held in the month of Oct. 2020


Adjournment:

Mr. I. U. Shaikh moved that meeting to be adjourned and with the permission of the chairman the meeting was adjourned.

IQAC Coordinator

Ishaikhad
Ms. I. U. Shaikh
IQAC coordinator

Principal


PRINCIPAL
Uttamrao Patil Arts & Sci. College
Dahivel, Tal.Sakri Dist.Dhule

Meeting Minutes and ATR

Meeting no. II (2020-21)

Call to Order:

A meeting of **Internal Quality Assurance Cell** was held on **Oct 19, 2020** at the 'NAAC room'. It began at 12.00 PM and was presided over by Prin. DR. B. D. Borse.

Attendees:

Sr. no.	Name	Designation
1	Dr. B. D. Borse	Chairman
2	Hon. Arvind M. Patil	Member
3	Dr. S. C. Ahire	Member
4	Mr. I. U. Shaikh	Coordinator
5	Dr. A. S. Marathe	Member
6	Dr. S. S. Bhoi	Member
7	Dr. M. S. Borse	Member
8	Mr. Vijay Bagul	Member
9	Mr. Jatin Bagale	Member
10	Mr. A. S. Patil	Member

Member Apologies:

1	The Manager, Vestas Pvt. Ltd.	Member	Employer Representative
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Main Motions and ATR

A motion to approve the minutes of the previous meeting was made by Dr. A. S. Marathe and seconded by Mr. I. U. Shaikh. The minutes of previous meeting were unanimously approved.

Sr. no.	A motion/ Resolution	Made by and seconded by	Minutes/Resolutions and action taken
1	To use virtual and online modes of conducting classes and activities.	Dr. M. S. Borse moved the motion and seconded by Dr. S. S. Bhoi. Status: Approved	It was thoroughly discussed regarding organizing classes through online mode. It was also approved to follow instructions of the affiliating university and the norms of Maharashtra state government.
2	To solve the problems of online teaching and learning problems	Hon. Arvind Manikrao Patil and seconded by Dr. B. D. Borse Status: Approved	The students living in their small villages called 'Padas' do not have internet connectivity, and they belong to economically deprived communities that cannot afford to buy smartphones to attend. If they had phones, they did not have internet. It was decided to create Google Classroom and WhatsApp groups and share teaching materials in groups so that at least they could read the material. It made it challenging to connect with students. Whenever they individually visited the college, they were provided notes.
3	To promote online participation of the faculty members in training courses.	Dr. S. S. Bhoi and seconded by Hon. Arvind M. Patil Status: Approved	It was unanimously approved to allow teacher to keep engage attending online training courses. Several teachers have already joined the courses and competed online, MOOCS FDP/RC/STC and other training programs.
4	To follow Covid-19 restrictions strictly:	Dr. S. C. Ahire and seconded by Dr. A. S. Marathe	It was approved to follow the COVID-19 norms implemented by the district collector. Dr. S. C. Ahire moved to strictly

			<p>follow restrictions laid by the government of India and the Maharashtra state government to protect people from the spread of coronavirus. To implement the 'break the chain' movement, Dr. A. S. Marathe seconded the motion. The coronavirus pandemic and its spread were discussed at length, and we decided to follow various measures to delimit the spread of coronavirus on campus.</p> <p>A standard operating procedure was implemented. The campus, building, and all entrances were sanitized, and mask use was made mandatory. As per the orders of the district collector, attendance was reduced to 50%. Online classes were organized.</p>
5	COVID-19 precautions and social distancing norms of state and central governments		<p>Due to COVID-19 and strict lockdown, state and central governments issued regulations on social distancing. It was decided to follow the rules and precautions on campus. The premises were thoroughly sanitized, and the use of masks and sanitizer was made compulsory. The students were advised to maintain social distancing and contact on mobile phone instead of meeting directly on campus.</p>
6	To organize student activities through NSS		<p>NSS students were encouraged to participate in various government sponsored activities sensitizing and creating awareness regarding the spread of corona virus.</p>

7	To conduct the online internal exam	Mr. A. S. Patil and seconded by Mr. M. P. Desale Status: Approved	Mr. A. S. Patil moved to motion to conduct online internal exam and it was seconded by and Mr. M. P. Desale. It was accepted and decided to conduct online internal exam due to COVID-19 online internal exam with the help of Google exam or organized, Student were asked to attempt online internal exam with the help of Google forms.
8	To asses CAS proposals	Mr. A. S. Patil and seconded by Dr. S. C. Ahire Status: Approved	The CAS proposals of eligible teachers were assessed by IQAC committee as per the CAS guidelines of UGC and affiliating University. Prin. Dr. B. D. Borse directed O. S. Mr. Ajay Patil to prepare necessary files.

Announcements: The next meeting of the IQAC will be held in the month of Oct. 2020


Adjournment:

Dr. B. D. Borse moved that meeting to be adjourned and with the permission of the chairman the meeting was adjourned.

IQAC Coordinator

Iseshaikhad
Ms. I. U. Shaikh
IQAC coordinator

Principal


PRINCIPAL
Uttamrao Patil Arts & Sci. College
Dahivel, Tal.Sakri Dist.Dhule

Meeting Minutes and ATR

Meeting no. III (2020-21)

Call to Order:

A meeting of **Internal Quality Assurance Cell** was held on **Jan 19, 2021** at the 'NAAC room'. It began at 12.00 PM and was presided over by Prin. DR. B. D. Borse.

Attendees:

Sr. no.	Name	Designation
1	Dr. B. D. Borse	Chairman
2	Hon. Arvind M. Patil	Member
3	Dr. S. C. Ahire	Member
4	Mr. I. U. Shaikh	Coordinator
5	Dr. A. S. Marathe	Member
6	Dr. S. S. Bhoi	Member
7	Dr. M. S. Borse	Member
8	Mr. Vijay Bagul	Member
9	Mr. Jatin Bagale	Member
10	Mr. A. S. Patil	Member

Member Apologies:

1	The Manager, Vestas Pvt. Ltd.	Member	Employer Representative
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Main Motions and ATR

Prin. Dr. B. D. Borse motioned to approve the minutes of the previous meeting seconded by Mr. I. U. Shaikh. The minutes of the last meeting were unanimously approved.

Sr. no.	A motion/ Resolution	Made by and seconded by	Minutes/Resolutions and action taken
1	To solve grievances of online exam	Mr. Vijay Bagul and Mr. Jatin Bagale	For the first time, the affiliating university organized online examinations. Students faced many problems during the examinations. It was accepted to solve grievances about online examinations. An IT coordinator was appointed to investigate the exam grievances.
1	To promote online attendance of training programs	Dr. S. C. Ahire and seconded by Dr. S. S. Bhoi	Dr S Ahire moved the motion to promote online attendance of training programs. It was confirmed and approved that staff members will be sent to attend various FDPs, refresher courses, and short-term online courses. Teachers were promoted and requested to attend the online teaching learning faculty development Programme and refresher courses. Several teachers participated in the training courses during the year.
2	To enhance the virtual attendance of the students	Mr. Jatin Bagale and seconded by Dr. S. S. Bhoi	The students were not able to join online classes, and it was thoroughly discussed to enhance their virtual attendance. It was decided to call students and request them to attend classes.

4	To update college website	Mr. I. U. Shaikh and seconded by Dr. S. S. Bhoi	The college website needs to be updated with the information about the college. It was accepted and confirmed to send data and update website. The website data was updated by adding data to various sub tabs.
5	To provide study material in PDF format	Mr. Vijay Bagul and Jatin Bagale	Students were not able to attend the college and library physically, therefore it was discussed and determined to provide notes in pdf formats. Notes were provide to the students throughout the year.
6	To create awareness about the spread of coronavirus	Dr. B. D. Borse and seconded by Hon. Arvind M. Patil	The spread of corona virus was increasing day by day, it was taken into consideration and decided to implement the precautions and preventive measures. The preventive norms were strictly implemented.
7	To participate in webinars.	Dr. M. S. Borse and Mr. M. P. Desale	Webinars were organized in a greater number; it was discussed and accepted t attend webinars. About 80% of the teachers attended virtual seminars and webinars during the academic year 2020-21.
8	To help students to fill online exam forms	Dr. M. S. Borse and Mr. Vijay Bagul	Due to social distancing, students were not able to fill up exam forms by physically attending the college. It became very essential to make them aware and assist them to fill online exam forms at home with the help of mobile phones. Those students who do not have smartphones would be assisted by nearby students and teachers. It was agreed to solve the issues

			students facing in submitting their exams forms.
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Announcements: The next meeting of the IQAC will be held in the month of Oct. 2020


Adjournment:

Dr. S. C. Ahire moved that meeting to be adjourned and with the permission of the chairman the meeting was adjourned.

IQAC Coordinator

Iseshaikhad
Ms. I. U. Shaikh
IQAC coordinator

Principal


PRINCIPAL
Uttamrao Patil Arts & Sci. College
Dahivel, Tal.Sakri Dist.Dhule

Meeting Minutes and ATR

Meeting no. IV (2020-21)

Call to Order:

A meeting of **Internal Quality Assurance Cell** was held on **March 8, 2021** at the 'NAAC room'. It began at 12.00 PM and was presided over by Prin. DR. B. D. Borse.

Attendees:

Sr. no.	Name	Designation
1	Dr. B. D. Borse	Chairman
2	Hon. Arvind M. Patil	Member
3	Dr. S. C. Ahire	Member
4	Mr. I. U. Shaikh	Coordinator
5	Dr. A. S. Marathe	Member
6	Dr. S. S. Bhoi	Member
7	Dr. M. S. Borse	Member
8	Mr. Vijay Bagul	Member
9	Mr. Jatin Bagale	Member
10	Mr. A. S. Patil	Member

Member Apologies:

1	The Manager, Vestas Pvt. Ltd.	Member	Employer Representative
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Main Motions and ATR

Meeting IV

A motion to approve the minutes of the previous meeting was made by Prin. B. D. Borse and seconded Dr. A. S. Marathe. The minutes of previous meeting were unanimously approved.

Sr. no.	A motion/ Resolution	Made by and seconded by	Minutes/Resolutions and action taken
1	To start certificate course on Travel and Tourism in Maharashtra	Dr. S. C. Ahire and seconded by Mr. Jatin Bagale	The certificate course in Travel and Tourism in Maharashtra under university ordinance 181 started from the academic year 2020-21. The course would be conducted under the supervision of History department. Dr. Y. J. Korde would coordinate the students.
2	To organize awareness activities.	Dr. B. D. Borse and seconded by Dr. S. C. Ahire	It was discussed to organize various students level activities, instead of organizing activities in offline mode, it was decided to organize activities in online mode. Various activities were carried out during the year.
3	To follow social distancing norms	Dr. S. S. Bhoi and seconded by Mr. Vijay Bagul	The spread of Coronavirus was taking a huge toll, the government had implemented social distancing measures. The possibilities of the outbreak made everyone to think about gathering together. The meeting was held strictly following social distancing norms and it was accepted that the norms would be enforced in the campus area.

4	To promote research and innovation	Dr. A. S. Marathe and seconded by I. U. Shaikh	It was discussed to publish online research papers and books. Teachers were encouraged to publish more research papers and articles. They were told to use their time wisely.
5	To offer valedictory thanks to the Principal Dr. B. D. Borse who is going to retire on 31 March 2021.	Dr. S. C. Ahire and seconded by Mr. I. U. Shaikh	It was unanimously agreed to offer valedictory remarks on the new journey of Dr. B. D. Borse after his successful 12-year service as the Principal of the College. On behalf of the staff, Dr. S.C. Ahire offered gratitude to Dr. B. D. Borse.
6	To update college website	Mr. I. U. Shaikh and seconded by Dr. S. S. Bhoi	The college website needs to be updated with the information about the college. It was accepted and confirmed to send data and update website. The website data was updated by adding data to various sub tabs.
7	To record short teaching videos to share students and to upload on YouTube	Dr. A. S. Marathe and seconded by Dr. B. D. Borse	It was discussed that due to unstable internet connectivity, students were unable to access online zoom or Google Meet classes. Teachers were instructed to prepare videos of their teaching sessions and to share in WhatsApp groups.
8	To collect feedback forms	Dr. M. S. Borse and Mr. Jatin Bagale	It was decided to collect feedback forms from various stakeholders. The feedback forms were collected.


Announcements: The next meeting of the IQAC will be held in the month of Oct. 2020


Adjournment:

Mr. I. U. Shaikh moved that meeting to be adjourned and with the permission of the chairman the meeting was adjourned.

IQAC Coordinator

Principal


Ms. I. U. Shaikh
IQAC coordinator


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Dahivel, Tal.Sakri Dist.Dhule

