

Date: 30.07.2020

Proceedings (Draft)

An online meeting of the Internal Quality Assurance Cell (IQAC) was scheduled today on the Zoom Cloud Meetings Platform at 10.30 a.m. with the following Agenda:

- 01 to read and confirm the minutes of the last meeting
- 02 to review the revised college web portal
- 03 to review the Admission Process 2020-21
- 04 to discuss IQAC Report on the activities undertaken during 2019-20
- 05 to discuss Feedback and ATR 2019-20
- 06 to discuss NAAC Preparedness, priorities and preferences, planning
- 07 to review the 'timeline' in the light of upcoming NAAC exercise
- 08 to prepare AQAR 2019-20
- 09 to discuss and finalize the instrument and time-frame for AAA
- 10 to review the preparations of Studio / Webinar Hall / VC
- 11 to discuss any other issue/s with prior permission of the Chairman

The Meeting ID: 721 8301 8783

Passcode: 6t1Jn3

The meeting agenda was emailed and hard-copies were posted to the members:
The following Members were Present / Absent for the meeting.

Sr. No.	Name of the Member	Designation	Remark
1	Dr. Bharat N. Bhosale	Chairman, IQAC, PSKCD	Present
2	Dr. D. J. Owale	Assistant Professor	Present
3	Dr. A. R. Shelar	Assistant Professor	Present
4	Dr. S. U. Chavare	Assistant Professor	Present
5	Mr. Harshal B. Pawar	Librarian	Present
6	Mr. H.B.Kadam	Management Member	Absent

7	Mr. D.K.Shinde	Management Member	Absent
8	Mr. S. K. Kadam	Head Cleark	Present
9	Shri. S.A.Nalawade	Alumni Representative	Present
10	Dr. M.S. Shinde	Stakeholder Representative	Present
11	Coordinator, CSC, Satara	External Expert, IQAC	Present
12	Vacant	Secretary, Students' Council	-----
13	Dr. M.D. Gujar	Co-ordinator, IQAC, PSKCD	Present

The Special invitees were: Er. Arvind S. Kadam, Chairman CDC, Dr D.B.Shedage (Head, Economics), Dr. S.S.Potbhare (Coordinator, Placements & Internships), Dr. P.V.Patil (Coordinator, ISR and Green Audit), Shri. S.S.Adate Coordinator, College Web Portal)

The Minutes

01 to read and confirm the minutes of the last meeting

The minutes of the last meeting were read by the Member Coordinator and confirmed by all.

02 to review the revised college web portal

The Coordinator of the College Web Portal Committee, Shri S S Adate presented his Report on the revised college web portal www.pskcollegedeur.ac.in

Hon'ble Chairman, College Development Committee expressed his satisfaction over the newly redesigned college web portal. Principal Dr B N Bhosale suggested some minor changes in the portal to be made with an immediate effect.

03 to review the Admission Process 2020-21

The Coordinator of the Admission Committee, Dr U R Alatekar updated the Quality Assurance Cell with the latest developments of the Admission Process 2020-21. He informed that the following steps have been taken regarding the present admission process:

- a. The Prospectus are made available in print form in the college library
- b. The list of HSC qualified students from the junior colleges of the vicinity has been procured.
- c. An Advertisement in the local newspaper has been published
- d. The Short Commercial Promotional audio-clip is under preparation and will be aired on Satara FM 103.01 MHz
- e. Digital Boards have been printed and placed at the common gathering placed in Deur and adjoining villages.

- f. A Mobile Van is ready for the Admission Campaign in the adjoining villages.
- g. All teachers (Arts, Commerce and Science) are allotted with a specific admission route in which they are supposed to visit the respective villages and tap the potential admissions.
- h. An A4 size Flyer has been photocopied and is being circulated in the adjoining villages with the help of local news-paper vendors.
- i. The web-link for Online Admission Process has been placed on the front page of the college web portal.
- j. Soft copy of the e-Prospectus is also placed on the college web portal.
- k. A separate committee for the admission of Bachelor of Vocational Programme has been constituted.

He also informed that Hon'ble Principal, along with the Coordinator and Secretary of the Admission committee is observing the overall admission process on the daily basis.

Hon'ble Chairman, CDC, suggested to give him updates of the admission for B.A., B.Com., B.Sc., Community College and B.Voc. on the daily basis.

04 to discuss IQAC Report on the activities undertaken during 2019-20

The Member Coordinator, Dr M D Gujar, presented the Report of the Internal Quality Assurance Cell to the assembly on the activities undertaken during 2019-20.

The Cell and the Chairman, CDC expressed their satisfaction over the overall Activity Report, 2019-20.

05 to discuss Feedback and ATR 2019-20

Criterion Head, Shri S S Adate and Dr A R Shelar placed before the Cell the Feedback and ATR 2019-20.

Shri S S Adate detailed the numbers of Feedback Forms received from the different categories of students and stakeholders.

All Feedbacks were taken online.

The Cell suggested placing the ATR on the college web portal.

06 to discuss NAAC Preparedness, Priorities and Preferences, Planning

Dr M D Gujar placed his Report on the Preparedness, Priorities and Preferences, Planning for the upcoming NAAC 2020.

He informed that the IQAC has taken initiatives, hold frequent meetings and Prepared and submitted AQARs online. It has also undergone NIRF, ISO and AAA activities. the Revised guidelines regarding RAF, RAR, AQAR and the SOPs were immediately communicated to the faculty and the Data Collection for QnM and drafts for QIM are under progress. The Priorities and Preference has been fixed with due consultation of the CDC

07 to review the 'timeline' in the light of upcoming NAAC exercise

The team PSKCD has undergone a SWOC exercise, Department wise and Criterion wise. Each Department Head and Criterion Head has prepared a Time-Line Sheet. For last six months, the Heads and Criterion Heads are trying to satisfy the Time-Line Sheet in light of the upcoming NAAC exercise.

08 to prepare AQAR 2019-20

An explicit email has been sent to all Faculty members and Criterion Heads regarding the preparation of AQAR 2019-20.

Under the situation of Pandemic Covid-19, there are some limitations to carry forward the given task of preparing AQAR 2019-20. NAAC, Bangalore has also given its guidelines regarding the extended timeframe under Covid-19 Pandemic situation.

However, IQAC PSKCD is prepared to prepare and submit the latest AQAR within the prescribed timeframe.

09 to discuss and finalize the instrument and time-frame for AAA

Principal Dr B. N Bhosale guided the Cell regarding the procedure of AAA.

He placed before the Cell the Instrument prepared by Dr M D Gujar and the Cell appraised and approved the Instrument. It was resolved that the procedure for AAA be followed and the Report be made available.

10 to review the preparations of Studio / Webinar Hall / VC

Principal Dr B N Bhosale informed the Cell that an immediate budget of Rs 100,000/- (Rupees One Lac Only) has been sanctioned with an immediate effect and the quotations for the purchase purpose has been invited by the Purchase Committee.

However, there are certain limitations regarding the purchase of the desired gazettes and instruments for the Studio / Webinar Hall under the pandemic Covid-19 situation.

It was resolved that the college Purchase Committee along with the Tech-Committee and the technician, Yogesh Chorge, should see to it that the Studio / Webinar Hall be made available before the end of August, 2020.

11 to discuss any other issue/s with prior permission of the Chairman

There were no other issues raised for the discussion.

The meeting concluded with the vote of thanks by the Member Coordinator.

Thursday, 30.07.2020

Coordinator, IQAC

Principal