

**“Shri. Dadapatil Rajale Shikshan Sansthas”**  
**DADAPATIL RAJALE ARTS, SCIENCE & COMMERCE COLLEGE**  
 ADINATHNAGAR, TAL. PATHARDI, DIST. AHMEDNAGAR (M.S.)

**Minutes of the meeting and Action Taken Report**  
**(Academic Year-2019-2020)**

Date of Meeting	Subject	Minutes of the meeting	Action Taken Report
20/07/2019	IQAC Work	The Principal Dr. R. J. Temkar and IQAC Coordinator Prof. Raju T. Gholap informed the staff about the planning of IQAC in the academic year 2019-2020.	
	To update the Trello Board	It was decided that the chairpersons of each academic committee (2019-20) should upload all necessary documents, photos, reports in prescribed format with proper file name.	The chairpersons of each academic committee uploaded all necessary documents, photos, reports in prescribed format with proper file name.
	To conduct the academic and administrative Audit (AAA)	It was decided that the academic and Administrative Audit (AAA) should be conducted from 17/09/2019 to 21/09/2019. Audit reports published within a week so as to incorporate them in AQAR to be submitted	The Academic and Administrative Audit (AAA) conducted from 17/09/2019 to 21/09/2019. The Audit report is shared with all the staff members.
16/08/2019	Criterion wise presentation	It was decided that the criterion wise presentations should be made by the heads and members of all the criterion.	The heads and members of all the criterion presented their criterion during 02/12/2019-06/12/2019.
	AQAR-2018-2019	Prof. R. T. Gholap gave the information about the AQAR-2018-19. It was decided that criterion heads should submit the data needed to fill up the AQAR.	All the criterion head submitted the data needed for AQAR to the IQAC.
	Use of Trello Board	It was decided to use the “Trello Board” invariably and use it for the presentation before the Peer Team of NAAC.	Newly appointed staff members were given access to Trello Board.
	Course Design	It was decided that the Department of Chemistry should design a Course based on manufacture of fuel grade Ethanol in collaboration with Shri	Dr. S. D. Mhaske and Dr. N. R. Kakade collected the information to design the course.



		Vruddheshwar Sugar Factory.	
	Alumni Association	It was decided that to constitute the body of the Alumni Association at the earliest and Dr. N. R. Kakade should take initiative to constitute the body and register it before 30/08/2019.	Meeting of Alumni Association members held on 22/02/2020 under the guidance of Principal Dr. R. J. Temkar and coordinator Dr. N. R. Kakade
	Induction Programme	It was decided that Prof. R. T. Gholap should prepare the guidelines of Induction Programme for Newly-appointed Teachers as per Rules & Regulations of the UGC-HRDC.	Guidelines was prepared and the Induction programme was conducted during 11/09/2019 to 17/09/2019.
	Change in the name of college	It was decided to change the name of the college as "Dadapatil Rajale Arts, Science & Commerce College" and make correction in the name of the Institution (Sanstha). The procedure and documentation should be done by Mr. E. B. Kanthali under the guidance of the Principal Dr. R. J. Temkar.	The request letter was communicated to the concern authority of Savitribai Phule Pune University, Pune on 05/03/2021.
	Update the College website	It was decided to update the College Website as per the instructions of the NAAC and UGC.	Prof. C. N. Pansare updated the website.
	Yuva Prerana	It was decided that the College Newsletter 'Yuva-Prerana' should be published quarterly. First issue of the newsletter should be published in the second week of October, 2019.	The College Newsletter 'Yuva-Prerana' published in the month of January, 2020
11/01/2020	Student Data	Data of those students who have applied for various jobs should be kept with the committee (Dr. R. P. Ghule).	The committee maintained the record.
		It was decided that department-wise data of Alumni should be collected and uploaded on Google Drive/College Website. (All HoDs)	Head of all department uploaded the department-wise data of Alumni in the excel sheet and uploaded on Google Drive/College Website and also kept the



			record in the each department and placement cell of the college.
	Time Table for English Language lab	It was decided that the timetable for the use of English Language Lab should be prepared by the concerned faculties.	The head of English Department prepared the timetable for the use of English Language Lab.
17/01/2020	New NAAC Guidelines	It was decided that the New NAAC guidelines (Manual for PG Colleges) should be thoroughly studied by the Criterion heads and members along with the criterion-wise inputs provided by the IQAC and should work out an action plan. The action plan should contain what are the strengths, weaknesses of our college according to each key-indicator. It should also contain those things which are absolutely impossible for us.	The IQAC provided criterion-wise material to the heads of all the criterions.
31/01/2020	Incubation cell	It was decided that the Incharge of incubation cell Dr. J. N. Nehul facilitate the separate incubation cell for student activities.	
	Student Development Officer	It was decided that the SDO Prof. D. B. Gaikwad should submit the proposals as per the guidelines of Savitribai Phule Pune University, Pune.	SDO Prof. D. B. Gaikwad submitted the proposal related to the student activities.
04/03/2020	AQAR 2015-2016 2018-2019	It was decided that the IQAC should submit the AQAR 2015-2016 and 2018-2019.	The IQAC submitted AQAR of the academic year 2015-2016 and 2018-2019.
17/03/2020	COVID-19 Pandemic	It was decided that due to the pandemic of COVID-19 and lockdown period the IQAC should monitor the operations of the IQAC through online mode.	The work of the IQAC was carried on through online mode.



Prof. Raju T. Gholap  
IQAC Coordinator

**Co-ordinator, IQAC**

Dadapatil Rajate Arts & Science College  
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Dr. Rajdhar J. Temkar

**PRINCIPAL**

Dada Patil Rajate College  
Adinathnagar, Tal. Pathardi