Dadapatil Rajale Arts and Science College
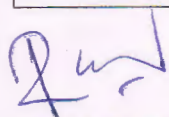
Adinathnagar, Tal. Pathardi, Dist. Ahmednagar-414505

Minutes of the meeting
(Academic Year-2018-2019)

Date of Meeting	Subject	Minutes of the meeting
22-06-2018	To collect alumni data.	It was decided that all heads of department should collect year wise alumni data.
	Admission process	It was decided that the admission process should be carried out in 2 shifts from 8.30 am to 5.30 pm. It was decided to prepare college app for admission process.
	To organize the induction programme	It was decided to conduct Induction Programme for UG students of First Year B.A./B.Sc./Comp Sci. /B.Com and PG students of M.A. / M.Sc. to introduce them with college activities.
	Best teacher & Teacher award	It was decided to prepare the performance indicators for best teacher and best department award.
	To conduct the activity of "My College in My Village"	It was decided to prepare framework for the activity "My College in My Village". As per UGC guidelines 5 villages to be developed as model villages. The scope of developmental programmes can be taken up from SAGY (Sansad Adarsh Gram Yojana).
	To organize Elocution Competition.	It was decided to conduct Amdar Rajeev Rajale Intercollegiate State Level General Awareness Competition for 5th to 10th, 11th & 12th and senior college students
06-07-2018	To know the Learning Management System (LMS).	Prof R. T. Gholap gave information about Cluster activities of IQAC and the role of our college in the cluster. He provided the information about G Suite as a Learning Management System. Google classroom will be handled with the help of college web domain *dprcollege.edu.in*
	I-card and dress code for staff members	I-cards issued to all the staff members and dress code for class IV employees.
20-07-2018	To update the Trello board	It was decided that the chairpersons of each academic committee (2017-18) should upload all necessary documents, photos, reports in prescribed format with proper file

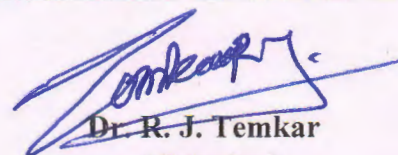|		
		name on Trello board on or before 27th July 2018. This is necessary for proper documentation of functionality of events and evidence to prove that committee is active enough. In future all should make it a practice to upload events as soon as any activity takes place or directly record them on Trello during event.
	To organize induction programme	It was decided that to conduct Induction programme for non-grant faculty members as discussed in two parts (General and Subject of specialisation) will on 09th & 10th August 2018.
	To conduct the academic and administrative audit (AAA).	It was decided the academic and administrative audit (AAA) should be conducted on 27th to 31st August, 2018. Audit reports published within a week so as to incorporate them in AQAR to be submitted in September, 2018.
	Alumni association	It was decided that the Alumni association should be reconstituted and be registered as per the guidelines of NAAC so as to make it more functional.
	To enrich the ICT	It was decided that the all faculty members should activate their new email ID with G-Suite. All future communications should be with college domain dprcollege.edu.in. This shall follow use of google classroom. Demo for this can be prepared for one or two departments so as to standardise and enrich ICT based teaching material.
03-08-2018	To establish media centre	It was decided that to establish media centre/ studio in the college
	To establish incubation centre	It was decided that to establish incubation centre, details to be worked out by Dr. S. J. Deshmukh.
	To prepare annual budget	The Principal Dr. R. J. Temkar prepared and presented annual budget of the college for academic year 2018-19.
31-08-2018	To install the biometric machine for attendance.	It was decided to install biometric machine for student's attendance in each department (starting with Computer and science PG and final year BSc).
	Bus rout	It was decided to draft a letter to transport minister and education minister for new bus route of ST for transportation facility of the students (Dr. R.J.Temkar).
	To conduct academic and administrative audit (AAA)	It was decided to conduct academic and administrative audit (AAA) on 17 to 21 September 2018 (IQAC).

21-12-2018	To submit proposal for conferences	It was decided that the department of economics should to submit the proposal for National Level conference in next academic year- Dr. S. J. Deshmukh.
	Best performing award	It was decided that each department and every staff member both teaching and non-teaching should submit self-assessment in prescribed form . There will be three awards annually conferred on the day of Vakhyanmala for 1. best performing department, 2. best performing teacher 3. best performing non-teaching staff from academic year 2018-19 - all staff.
	To submit proposal for indoor stadium/auditorium	It was decided that the director of physical education submit proposal for indoor stadium/auditorium to the Government of Maharashtra.
04-01-2019	Student attendance	It was observed many students do not attend classes regularly. It was decided previously to inform and discuss with their parents and Mentors were appointed. The process of mentioning is totally missing, which should be continued and frequently carried out to improve attendance. Efforts in this regard should appear on trello board by each mentor teacher.
	To enrolled the online course	It was decided that every faculty member should enroll and complete atleast one online course with certification in academic year 2018-19 and details about online course should uploaded on trello board in next week- HODs of department.
	Alumni data	It was decided that each department should prepare alumni data of students from June 2016 to date and upload the data with names of alumni and nature of job / work they are doing on trello board- HODs of the department.
01-03-2019	To start online admission system.	It was decided that to start the online admission process.
	Implementation of Scheme for Higher Education Youth for Apprenticeship & Skills (SHREYAS)	Mr. R. K. Phalke appointed as coordinator for implementing Scheme for Higher Education Youth for Apprenticeship & Skills (SHREYAS) launched by the Ministry of Human Resource Development.