

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

**Minutes of the Meeting**  
**(Academic Year-2020-2021)**

<b>Date of Meeting</b>	<b>Subject</b>	<b>Minutes of the meeting</b>
26/06/2020	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 2020-2021.
	To update the Trello Board	It was decided that the chairpersons of each academic committee (2019-2020) should upload all necessary documents, photos, reports in prescribed format with proper file name on Trello Board.
	To organize the online / offline programmes for students.	To organize awareness campaign on CORONA Virus COVID-19 pandemic through Quizzes, Seminars, Infographs, Posters etc.
		To organize Wildlife Photography Competition Exhibition for students.
		To organize District Level Chess Competition.
		To organize workshop for students on career opportunities in sports.
		To organize a faculty development programme for teachers.
		To organize the Rising Star Summer Camp in the month of May.
		To organize district-level mini-marathon on occasion of the birth anniversary of Late Rajeev Rajale.
To organize a study tour in the month of January.		
16/02/2021	To conduct the academic and administrative Audit (AAA)	It was decided that the Academic and Administrative Audit (AAA) should be conducted in the academic year 2020-2021 and Audit Report should be published within a week so as to incorporate it in the AQAR.
	To study revised guidelines issued by the NAAC for preparing AQAR & SSR.	It was decided that all the criterion heads and members should download and study the new guidelines issued by the NAAC for preparing AQAR & SSR which was displayed on the official website ( <a href="http://www.naac.gov.in/">http://www.naac.gov.in/</a> )



	To reform the NAAC Steering Committee.	It was decided to reform the NAAC Steering Committee by adding new members to each criterion.
	To organize a lecture of the IQAC Coordinator from other college.	It was decided that a lecture of Prof. D. D. Palwe, IQAC Coordinator, Babuji Avhad Mahavidyalaya, Pathardi on <b>“Experiences of Peer Team Visit: Cycle-3”</b> should be organized at the earliest.
04/03/2021	Documentation for preparation for NAAC & AQAR	It was decided that each criterion head and members should download SSR of various colleges and study it carefully.
		It was decided to keep ready scanned copies of various documents like notices, reports, meeting agenda and minutes especially by Examination Department, Student Development Cell and Women Cell.
		It was decided that each criterion head and members should go through the SWOC analysis and recommendations given by the peer team of the previous cycle.
19/03/2021	Criterion Wise Presentation	It was decided that the criterion wise presentation should be made and submit the report to fill up the AQAR 2019-2020.
		It was decided that the criterion-wise presentations with calculated marks as per the recommendation report of NAAC Peer Team in the second cycle should be made in the meeting to be held on 27/03/2021.
		It was decided that Dr. J. N. Nehul, head of Criterion-II should prepare the formats needed for the documentation and uploading the data on the college website as per the guidelines of Criterion-II. These formats should be given to all the heads to the department.
	Academic and Administrative Audit (AAA 2019-2020)	It was decided that the AAA (2019-2020) should be conducted during 15/06/2019 to 31/12/2020. The documentation in prescribed format should be ready for Academic and Administration Audit (AAA).
		It was decided that the Academic and Administrative Audit (AAA 2019-2020) should be conducted during 30/03/2021 to 03/04/2021.
		It was decided that IQAC should prepared the programme for academic & administration audit (AAA) and circulated to internal audit team.
		It was decided that the departmental report should be written in English with appropriate photographs as per the formats given by the IQAC.
	It was decided that the information of non-grant faculty from each department should be sent to the IQAC in the prescribed format provided by the IQAC.	



	Online AQAR 2019-2020	The IQAC Coordinator Prof. Raju Gholap informed and guided about the online submission of AQAR 2019-2020. It was decided that preparation and drafting of AQAR (2019-2020) should be completed on or before 20/04/2021.
	Preparation for NAAC A & A: Criterion-wise evaluation of the academic work	It was decided that each department should prepare the necessary documentation in prescribed format as per the guidelines of the IQAC. It was decided that the year-wise files of the grievances related to examinations should be maintained by Dr. J. T. Kanade, College examination Officer.
27/03/2021	Trello Board	It was decided that the Trello board should be updated by uploading the minutes, department-wise documentation as per prescribed format of the IQAC for the academic year 2019-2020.
	AQAR 2019-2020	It was decided that the IQAC should submit the AQAR 2019-2020.



**Prof. Raju T. Gholap**

**IQAC Coordinator**

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**Dr. Rajdhar J. Temkar**

**PRINCIPAL**

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