

SHRI SADGURU SAIBABA SCIENCE & COMMERCE COLLEGE, ASHTI

Minutes of the Meeting & Action Taken Report: Session 2020-2021

In the academic year 2020-21, IQAC has organized the meeting on the dates 01/07/2020, 11/12/2020 and 18/02/2021. Due to constraints because of COVID-19 pandemic, the meetings were scheduled with a limited agenda. The Principal Dr. P. R. Chavhan chaired the meetings along with the presence of Dr. P. K. Singh (IQAC Coordinator), HODs and faculty members. Following agendas were taken into consideration during the meetings.

1. Discussion on the institutional plans for the current academic session 2020-21.
2. Discussion on preparation of tentative academic calendar for the session 2020-21.
3. Discussion on 'work from home' during lockdown period
4. To review the semester results and discussion on the same.
5. Discussion on Orientation and Refresher course to be attended by any two faculty members from the college.
6. Discussion on the submission of NAAC AQAR of last academic year (2019-20)
7. Discussion on the mentor and mentees for the current academic session 2020-21
8. Discussion on the completion of API (PBAS) form for the session 2019-20 and submit it with required document to IQAC.
9. Discussion on the fixing of sliding window frames in the college.
10. Discussion on the plaster to the backside walls and renovation of main gate of the college
11. Discussion on online teaching alternatives.
12. Discussion on the procurement of MIS system for college administration and library.
13. To discuss about annual function of the college
14. Discussion on the conduct of a one-day seminar/workshop/conference
15. Discussion on the purchasing of laboratory equipment and chemicals.

Members Present

1) Chairperson

Dr. P. R. Chavhan- off. Principal, Shri Sadguru Saibaba Science College Ashti

2) Member from the Management

Shri. Saurabh R. Munghate- President, Shri Saibaba Gramin Vikas Sanstha
Gadchiroli

3) Members from the College

Dr. G. S. Tomar	Director of Physical Education
Prof. R. H. Sontakke	Librarian
Dr. A. S. Margonwar	Asst. Prof. of Botany
Dr. M. P. Singh	Asst. Prof. of Chemistry
Dr. Pradeep Kashyap	Asst. Prof. of Mathematics
Dr. Dipak Nagapure	Asst. Prof. of Physics
Dr. Prakash Rathod	Asst. Prof. of Chemistry
Prof. Subodh Sakhre	Asst. Prof. of Chemistry
Prof. Mahesh Silamwar	Asst. Prof. of Zoology
Shri. Ravindra Zade	Jr. Clerk
Shri. Rakesh Bongirwar	Lab. Asst.

4) Members From Local Society/Alumni

Dr. P. R. Chavhan-	Off. Principal, Shri Sadguru Saibaba Science College Ashti
Dr. M. P. Singh-	(Alumni Head)
Ku. Laxmi Yeggewar-	Ex. Student
Shri Swapnil Chelliyalwar-	Ex. Student

Shri. Bhaskar Urade-
Ku. Yogita Nagrale

Ex. Student
Ex. Student

5) Member from Employer

Shri. Saurabh R. Munghate- President, Shri Saibaba Gramin Vikas Sanstha
Gadchiroli

6) Co-ordinator of IQAC

Dr. P. K. Singh, Asst. Prof. of Physics

S.N	Agenda	Minutes and ATR
1	Discussion on the institutional plans for the current academic session 2020-21.	Discussion on institutional plans was carried out and same has been chalked out. The instructions are given to faculty members to enact accordingly.
2	Discussion on preparation of tentative academic calendar for the session 2020-21	The tentative academic calendar for academic year 2020-21 has been prepared and same has been distributed among all the faculty members and advised to act accordingly
3	Discussion on 'work from home' during lockdown period	Due to constraints because of COVID_19 pandemic, there are limitations on the classroom/physical teaching. Thereby faculty members were assigned 'work from home'. The possible alternatives for online teaching were tried such as Zoom, Google meet. The classes were carried out using the same.
4	To review the semester results and discussion on the same.	The semester results were analysed and faculty members were advised to improve the same.
5	Discussion on Orientation and Refresher course to be attended by any two faculty members from the college.	It was anticipated to send two faculty members for Orientation and Refresher course, however, due to COVID_19 pandemic, it was not possible. Thereby faculty members were advised to enrol for online Orientation and Refresher course courses offered by a valid agency.
6	Discussion on the submission of NAAC AQAR of last academic year (2019-20)	Discussion was carried out on the preparation of NAAC AQAR criterions. The criterions were distributed among faculty members. The AQAR (2019-20) was submitted in timely manner in accordance with the guidelines for HEIs suggested by NAAC.
7	Discussion on the mentor and mentees for the current academic session 2020-21	Discussion was carried out on the formation of mentor-mentees. The faculty members were advised to provide the same followed by preparation of mentor-mentee list.
8	Discussion on the completion of API (PBAS) form for the session 2019-20 and submit it with required document to IQAC	The faculty members were suggested to submit API (PBAS) for the previous academic session (2019-20) to IQAC with required documents in accordance with the format given by Gondwana University, Gadchiroli. The same has been submitted to IQAC.
9	Discussion on the fixing of sliding window frames in the college.	Discussion was carried out over the renovation of infrastructure where it has been decided to fix the sliding window frames to all the windows of the college building including classrooms, labs and administrative office. As per

		the decision, the work was completed within stipulated time period.
10	Discussion on the plaster to the backside walls and renovation of main gate of the college	The requirement regarding plaster to backside wall of college building and renovation of main gate was also discussed and it has been decided to complete the same within current academic year. As per the decision, the work was completed within the current academic session
11	Discussion on online teaching alternatives.	Discussion on online teaching tools with respect to 'work from home order' was also carried out where it has been decided to conduct online classes using Zoom and Google meet with the help of WhatsApp and other web-based teaching-learning tools.
12	Discussion on the procurement of MIS system for college administration and library	The discussion was carried out regarding the procurement of Management Information System (MIS) and it was decided to implement the same within current academic session. However, due to some reasons, the same has been postponed to next academic session.
13	To discuss about annual function of the college	It has been a tradition to celebrate the annual function once a year within college campus where all the student along with faculties work together enthusiastically. However, due to COVID-19, it has been cancelled for the session.
14	Discussion on the conduct of a one-day seminar/workshop/conference	Due to COVID-19 pandemic, there were limitations on the gathering. However, a seminar Intellectual Property Rights (IPR) was conducted with a adequate precautions.
15	Discussion on the purchasing of laboratory equipment and chemicals.	Due to COVID-19 pandemic, there were limitations on the physical teaching. The classes were held online thereby the need of purchase regarding laboratory equipment and chemical was not raised. Hence, the same has not been practised.



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