



R. C. Patel Educational Trust's

R. C. Patel Arts, Commerce and Science College

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President

Hon. Bhupeshbhai Patel

Principal

Dr. D. R. Patil

Date: June 22, 2020

Notice: IQAC Meeting

The members of Internal Quality Assurance Cell (IQAC) are hereby informed that a meeting of IQAC has been scheduled. You are hereby requested to attend the meeting. The details of the meetings are as follows:

Date: Saturday, June 24, 2020

Time: 10.00 a.m.

Venue: ZOOM Platform

Agenda of the Meeting

Agenda No.1: Opening the meeting and welcome

Agenda No. 2: Approval of the minutes from the previous IQAC meeting

Agenda No. 3: Prioritize the safety of students and faculty during pandemic

Agenda No. 4: On adaptation of online platforms for teaching, learning and evaluation

Agenda No. 5: To adapt the flexible attendance policy

Agenda No. 6: Discussion on the annual academic calendar

Agenda No. 7: Planning of online Induction for students and newly appointed teachers

Agenda No. 8: Formation of various committees

Agenda No. 9: Subject allocation and review teaching workload

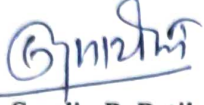
Agenda No. 10: To discuss COs and POs

Agenda No. 11: To prepare API and academic diary for the faculty

Agenda No. 12: Planning and organization of guest -lectures and seminars/workshops

Agenda No.13: To sign MoUs with various organizations to enhance collaboration and quality

Agenda No.14: Adjournment



Dr. Sandip P. Patil
Coordinator, IQAC



Dr. D. R. Patil

Principal
PRINCIPAL

R.C. Patel Art's, Commerce and
Science, College, Shirpur, Dist. Dhule

MINUTES OF THE MEETING

The meeting of all members of Internal Quality Assurance Cell (IQAC) was held on Saturday, June 24, 2020 at 10.00 a.m. on ZOOM platform.

Agenda No.1: Opening the meeting and welcome

The chairperson called the meeting to order and extended a warm welcome to all delegates.

Agenda No. 2: Approval of the minutes from the previous IQAC meeting

The minutes from the previous IQAC meeting were reviewed and approved with no amendments.

Agenda No. 3: Prioritize the safety of students and faculty during pandemic

It was decided to give the standing instructions to all the teachers and to students to follow all the safety measures suggested by the government while carrying out curricular activities.

Agenda No. 4: On adaptation of online platforms for teaching, learning and evaluation

IQAC suggested faculties to conduct class online platform such as ZOOM.

Agenda No. 5: To adapt the flexible attendance policy

It was decided in the meeting to adapt the flexible attendance policy.

Agenda No. 6: Discussion on the annual academic calendar

A discussion on the annual academic calendar was held in the meeting.

Agenda No. 7: Planning of online Induction for students and newly appointed teachers

Online induction for students and newly appointed teachers was planned.

Agenda No. 8: Formation of various committees

Necessary committees for the safety and online guidance and counseling were formed.

Agenda No. 9: Subject allocation and review teaching workload

It was decided in the meeting to instruct the HoDs to distribute the workload among the teachers in the department.

Agenda No. 10: To discuss COs and POs

The result of the previous academic year were discussed and the POs and COs were looked over.

Agenda No. 11: To prepare API and academic diary for the faculty

It was decided to instruct teachers to fill their diary online.

Agenda No. 12: Planning and organization of guest -lectures and seminars/workshops


In the meeting, it was decided to organize the guest -lectures and seminars/workshops.

Agenda No.13: Adjournment

The meeting concluded with the formal closure of the proceedings, expressing gratitude to all attendees for their active participation.

The following members were present for the meeting:

Sr. No.	Name of Committee member	Particular	Designation
01	Dr. D. R. Patil	Principal	Chairman
02	Dr. A. M. Patil	Vice-Principal	Teacher Member
03	Dr. S. P. Patil	Teacher member	Coordinator (IQAC)
04	Dr. R. V. Sonar	Teacher Member	Teacher Member
05	Dr. R. S. Pawar	Teacher Member	Teacher Member
06	Dr. J. P. Mahashabde	Teacher Member	Teacher Member
07	Dr. S. G. Bacchav	Teacher Member	Teacher Member
08	Dr. R. H. Patil	Teacher Member	Teacher Member
09	Dr. Sanjay Bari	Principal	Senior Administrative Officer
10	Mr. G. R. Sonar	Administrative Officer	Member


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ACTION TAKEN REPORT

Agenda No. 3: Prioritize the safety of students and faculty during pandemic

The online classes were conducted for the safety of students and faculty. Non-teaching staff was allowed to work from home.

Agenda No. 4: On adaptation of online platforms for teaching, learning and evaluation

The licensed ZOOM and Microsoft Teams platforms were used for teaching, learning and evaluation.

Agenda No. 5: To adapt the flexible attendance policy

The faculty and students worked from home. No one was allowed to come to campus.

Agenda No. 7: Planning of online Induction for students and newly appointed teachers

Online Induction was planned for both students and teachers. They were introduced new way of teaching and learning tools in it.

Agenda No. 8: Formation of various committees

The committees required for online teaching, ICT facility, Health and Hygiene, etc. were formed as per the need of time.

Agenda No. 12: Planning and organization of guest -lectures and seminars/workshops

The lectures of the guests were organized for students. Departmental seminar and workshops were organized.



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