

### **Minutes of the IQAC meeting held on 2<sup>nd</sup> July, 2020**

Meeting of the IQAC was organized on 2<sup>nd</sup> July, 2020 at 11:00 am at principal's cabin to discuss following agenda –

1. To confirm the minutes of IQAC meeting held on 20<sup>th</sup> March, 2020. The coordinator Dr. Sandeep S. Joshi read the minutes of the IQAC meeting held on 20<sup>th</sup> March, 2020 and the same were confirmed.
2. To discuss the plan of institution for the academic year 2020-21 given in AQAR – 2019-20. The plan of institution is –
  - To organize a National Conference.
  - To encourage the faculty members for participating in various e-content development webinars, NAAC Awareness related webinars, various Conferences, workshops and Faculty Development Programmes.
  - Collaborations with institutes of repute to be established for research and outreach programmes.
  - Expertise of Alumni to be utilized for all-round development of the college.
  - To encourage the faculty members, to develop twenty percent of the total syllabus in online format. For that prepare PPTS, video lectures of at least one unit of each subject.

All the members of IQAC are discussed on this plan and decide to fulfill all these conditions in this academic year.

3. To review process of API computation and verification of Assistant Professors under CAS.  
The senior members of the IQAC take a decision to make the due proposals of Dr. P. R. Chaudhari (Sports Director) and Mr. S. P. Patil (Librarian) and verify the proposals under CAS and forwarded to the University for Further Process.
4. To discuss regarding the ISO standardization of the college.  
As per the discussion in meeting regarding ISO standardization, it was decided to do the same previous year procedure for ISO Audit in this Academic Year.
5. To discuss regarding to start Dr. Homi Bhaba Research Incentive Scheme (HBRIS).  
As per the discussion in the meeting it was decided and confirmed that to start Dr. Homi Bhaba Research Incentive Scheme (HBRIS) in the college from this Academic year.  
Criteria for Availing the Incentives are –
  - Faculty should present paper/ poster in National and International Conferences/ Journal.
  - Faculty can avail incentives for maximum of Two National/ International Conferences/ Oral paper presentations per year.

- Registration fees and Travelling Allowance will be providing per year for two papers only.
  - Faculty can avail incentives as follows in peer review journal having Thomson routers impact factor, Web of science index, Scopus Index and Science Citation Index:
    1. The Journal having impact factor 0.1 to 1 – Rs. 1000/-
    2. The Journal having impact factor 1 to 2 – Rs. 1500/-
    3. The Journal having impact factor 2 to 5 – Rs. 2000/-
  - Faculty can avail incentives Rs. 5000/- for filled and published patents through Intellectual Property Rights (IPR) (Patent have no limit)
  - It is responsibility of the faculty member to produce evidence of having published paper in the referred journal and the impact factor of the journal.
6. To discuss regarding College Performance Appraisal System for teaching and non-teaching staff.  
As per the discussion in the meeting it was decided and confirmed that –  
PBAS is mandatory to all permanent teaching faculty. The PBAS forms for CAS (Career Advancement Scheme) of each individual teacher are verified by the Internal Quality Assessment Cell of the college and endorsed by the Principal. The PBAS record of the teacher is considered for promotion under CAS. Likewise, Self Appraisal Reports by faculty are also mandatory. Self Appraisal forms filled up and submitted by the faculty are reviewed and endorsed by the concerned H.O.D. and the Principal. The document is taken into consideration at the time of placement of faculty in higher pay scale by a committee comprising Joint Director of Higher Education, representatives from the University and the Management, subject experts, the Principal and the H.O.D.  
Evaluation of the performance of the non-teaching staff is done by the Registrar, Head of the concerned Dept. and the Principal on the basis of daily work sheets and CR. Deserving employees are also felicitated at the time of annual gathering of the college.
7. Any other issues with the permission of chair – No issues

Date: 02/07/2020

(Dr. R. B. Waghulade)  
Principal

**Members Present:**

<b>Sr. No.</b>	<b>Name of the Member</b>	<b>Designation</b>
1.	Prof. Dr. Pramod Rambhau Chaudhari	Secretary, DNCVP, Jalgaon
2.	Prof. Uday S. Jagtap	External Member (Stake holder )
3.	Dr. Rajendra B. Waghulade	Chairman
4.	Dr. Sandeep S. Joshi	Coordinator
5.	Mr. Sunil P. Patil	Faculty Member
6.	Dr. Pramod R. Chaudhari	Faculty Member
7.	Mrs. Priyanka V. Barhate	Faculty Member
8.	Mrs. Rajashri N. Pachpande	Faculty Member
9.	Dr. Milind S. Kale	Faculty Member
10.	Mr. Anil U. Sonawane	Faculty Member
11.	Mr. Sachin Dinkar Mahajan	Non Teaching Member
12.	Mr. Bhalchandra S. Chaudhari	Local Society Member
13.	Mr. Vandan Y. Wani	Employer
14.	Mrs. Ekta V. Kavate	Alumni
15.	Sohan Pramod Patil	Student