

SATURDAY MEETINGS

No 1...Meeting as on 25th Jan 19, Friday at 11.45am

MINUTES

1. Appeal to attend meeting at 2pm on 25th Jan 2019.
 2. Reporting the names staff who are not attending the meeting on the occasion of Kanitkar Day to the office after the program is over.
 3. Barcodes will be given to computers and dead stock will be prepared. Taking care of the departmental infrastructure. Dead stock report will be communicated to society.
 4. Keeping check on CHB workload and monitor it's implementation.
 5. Full time lecturer's lecture will be adjusted with full time lecturer only and not against CHB faculty which will control on irregularity in CHB payments.
 6. Making linking with some institutions for Credits Tranfers for post graduate courses.
 7. Meetings on Saturdays will be for quality initiatives.
- * All the Vice Principals , IQAC Coordinator, heads of the departments and OS attended the meeting.
- * Principal Dr.Sanjay Kharat presided over the meeting.

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SATURDAY MEETING

II nd Meeting on 2nd Feb 2019 Saturday 12noon.

* MINUTES *

- 1.The department heads gave the weekly feedback of their department activities.
- 2.An appeal to all teachers to complete syayam course and if the teachers completes the Syayam courses mgt will bear fees upto Rs.500/only.
- 3.Syamyam courses(50) are launched on UGC website free of cost.Syayam course is now equivalence to refresher course.
- 4.Heads are required to orient the Post graduate students to complete the Syayam courses which will enrich their knowledge and employability.
- 5.Non grant teachers can also be appealed to go for CAS.
- 6.Principal sir has advised to send our students for multiinstitutional placement drives especially to science stream.
7. Heads are required to read the guidelines of UGC as on 18th July 2018 regarding the publication of research paper in reputed journals.
- 8.Arrange the program If A.V.Hall is available or take it in such way that lectures in the class will not get disturb.
- 9.Bidar college appreciated our college for giving inputs on starting BVOC in their college.
- 10.As we are going to have MOU with Bidar college teachers are appealed to study the strenghts of the

college like Bidar through website and organise in students exchange program in necessary areas.

11. Completing the syllabus within time.

12. Playing role of mentor and counsel the students who are irregular in the college as the tolerance level of students has come down.

HOD'S were present for the meeting. Principal Dr. Sanjay Kharat has presided over the meeting.

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SATURDAY MEETING

III rd meeting held on 7th Feb 2019 in staff room at 12noon.It is preponed due to Principal Forum's meeting.A main agenda was to coordinate the job fair.

MINUTES

- 1.Placement drive will be conducted on 16th and 17th Feb 19.Principal sir appreciated placement committee for dedicated efforts towards placement of students in reputed companies.
- 2.Dr.Varsha Bapat had given brief idea about the placement drive.She had talked on allotted responsibilities.Lecture series along with job fair is organised.Inauguration will be on 16th Feb 19 at 10.30 am.
- 3.Appeal to all staff to put their involvement in the job fair.
- 4.HR Meet can also be organised.
- 5.Maintaining the data of actually recruited students in various companies.
- 6.Dr.Awalgaokar madam had given the feedback of her task towards college akansha magazine.
- 7.Gathering and Updating the student's achievements and communicating to Akansha Publication.
- 8.It is the prime responsibility of committee in charge to give proper photographs along with report.
- 9.Overlapping of achievements will be omitted in Akansha.
- 10.Maintaining uniformity and clarity and avoiding overlapping while departments report is finalised.

11. Giving two photographs of each faculty after checking the resolution of photograph.

12. Giving departmental reports by 10th of March 19.

13. Group photo session for Akansha will be on 19th Feb 2019 before the guest lecture of Prof Laju Gaikwad is finished on the occasion of shivjayanti at 9am.

14. Giving photographs of students who have passed MPSC and UPSC along with their post.

All heads of the departments were present for the meeting. Dr. Sanjay Kharat presided over the meeting.

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SATURDAY MEETING

There was no meeting on last Saturday 16th Feb 2019 due to Job Fair duties to all. Forth meeting of the various departments was held on 23rd Feb 2019 at 12noon. ...

1. Vijayalaxmi Kulkarni DVV coordinator gave the inputs towards how to fill college at a glance and scanned documents and images of departmental information for the year 2018-19

2. There was a thought of verifying the the created videos and e learning resources.

3. Dr. Kharat had appealed the heads to check the information given about their departments.

4 Last date of submission of departmental inputs...
25th Mar 2019

5. Kopardekar madam gave the information of ICSSR. The foreign students had expressed their good experience of Trek.

6. There was a discussion on Taking undertaking from foreign students and monitoring them continuously is the responsibility of each head of the department. Involving them in various activities. Taking similar efforts for northeast students.

7. Dr. Natu has also discussed the efforts taken for such students while sending them to internship program

8. Dr Kharat appreciated the response for essay competition organised by languages. Dr Awalgaonkar focused on good effort towards 'Lekhan Chalval'. A thought was raised to compile good essays of last five

years.

9.2nd Mar 2019...Sharada shakti competition ...it was explained by Salunke madam electronics department.About 35 entries have received so far.

10.Dr.Gaganras had invited all departments to visit to tribal exhibition.

The heads of the departments were present.Dr.Sanjay Kharat had presided over the meeting.

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SATURDAY MEETING (5th)

Note: There was no meeting on last Saturday 2nd March 2019 due to convocation ceremony organised by our college at 5pm.

Minutes of **5th** meeting was held on **9th March 2019** at **12noon** in staff room. All heads of the departments attended the meeting. The following points were discussed in the meeting.

1. Best Wishes

Principal sir gave best wishes to women for international women's day.

2. Good news 7th Pay

Principal sir gave good news of declaration of 7th Pay commission by Maharashtra government for the colleges.

3. Talk of Shri. Jadhav Sir (Sr. Inspector)

Sr. Inspector .. Shri Jadhav sir was welcomed by principal in the meeting.

Shri. Jadhav sir discussed on ...

A. Community policing a new concept is initiated to support to students, senior citizens, women etc.

B. Bharavasa cell is formed to resolve the problems of community.

C. Appealed the teachers to make the students aware and take the benefit of this cell in large number to prevent the crimes.

D. Making the students more aware about traffic management.

4.To support to Police Dept

Principal sir appealed the heads to assign the task to class advisors to orient the students on the inputs given by Mr.Jadhav Sir.

5.Principal Sir's Request to Poilce

.Principal sir has requested Mr.Jadhav Sir to support through this cell our 50 international students of 19 countries.Sir has also appreciated 'Ranaragini' pathak which is giving visit to our colleges often.Sir has shown gratitude to Chatusrungi Police station for their support given to the college.

6.Appeal of Principal about DVV Task

Principal sir has appealed the heads to complete the task of DVV for information compilation and documents by **25th Mar 2019**.

7.Request from DVV

Vijayalaxmi kulkarni DVV incharge requested all heads to fill up the information and giving the naming to the documents and images.

8.Importance of DVV compilation

Principal sir has appealed the heads to fill up DVV folders accurately so that we can meet the requirements of NAAC,AQAR,NIRF,ATAL etc.

9.Task towards PO's and CO's

Principal sir had said that Program outcome to be mentioned in prospectus from coming academic year.If it is Annual pattern then **8 outcomes** tone written and if it is semester pattern then **6 Outcomes** tobe written within 8 days to **Dr.Sushma Kale** from Chemistry dept through email only.

Course outcome min 4 and max 6 to be written by concerned teachers who are teaching such papers and to be given within 8 days.

Outcomes to be verified on the following parameters...

Last years results...placements...Viva evaluation...change as citizen

10.Appeal to conduct meeting

Sir has appealed the heads to conduct immediate meeting for such program ,course outcomes and to create a mechanism for verifying the outcomes of PO's and CO's.

11.Provision of minutes book to committees

College will provide the notebook to all committees for maintaining the records which will be preserved in IQACafter the committee meeting is held taking photocopy and uploading on website.

12.Designing code on conduct.

Sir has briefed the heads that Code of conduct to be designed and to be given to all stake holders it will be displayed on our website.We can take special meeting on such professional ethics and code of conduct.We are going to prepare a booklet of such code of conduct by considering national educational policies, Mission statement of our society, Vision and mission statement of college.

Dr.Sanjay Kharat has presided over the meeting.

SATURDAY MEETING(6th)

Minutes of 6th Meeting

The meeting was held on **16th March 2019** at 12noon in staff room.All the heads of the departments who are not having examination duty were present for the meeting.The following points were discussed in the meeting...

- 1.Principal sir has taken the review of the minutes of last meeting like compliance of DVV work and Akansha course outcomes and program outcomes.
- 2.Every head gave the information about the required compliance mentioned above.
- 3.Committee to be formed for designing professional ethics and code of conduct which will take into consideration UGC guidelines and vision of our college.The following staff had accepted to be the member of this committee.Dr.Sadhana Natu will be the chairperson of this committee.

Dr.Kharat

Dr.Natu..

Dr.Madhuri Kulkarni.

Dr.Chakraborti

Dr.Sangeeta Dhamdhere

Dr.Shendkar

Mr.Renuse

- 4.Every committee will get notebook for the record of minutes of the meeting.One student representative can be appointed for each committee.we can write the minutes or can print and affix the printed copy in the

register. It will be preserved in IQAC room. This register is required to be maintained from academic year 2019-20

5. Principal sir had shared the information or ideas of his attended orientation of NAAC for peer team members. More focus in NAAC new guidelines is on 70% quantitative information and 30% qualitative information. Thus everyone is required to see quantitative matrix.

6. Every department will also get such register for maintaining records of the meeting from the academic year 2019-20.

7. Strategy development and deployment as per 7th Pay commission at department level. Principal has given the outline of service conditions. It includes calculation and verification of workload, Advertisement, eligibility and qualification of staff, 5% exception in marks to those who have completed Ph.D before 1991 and for the reservation candidates without Ph.D

8. While selection of Candidates who have completed Ph.D it is required to see the guidelines of UGC in 2009 or 2016.

9. Studying the requirements of CAS under 7th Pay where there is drastic change. If in any year staff get unsatisfactory his or her increment will be stopped at college level as as government level.

10. In Criteria I and criteria II CAS applicant should get good remarks in at least two years.

11. Committee to be constituted for performance appraisal of staff to verify the information and

evidences.

12.Principal sir had advised to go through the 7th Pay guidelines carefully which is self explanatory

13.Research Committee at college level to be established through which research papers will be chanalised through this cell.

14.IQAC coordinator Mr.Parag Shah will be special invitee for this weekly meeting.

15.API form will be designed as per 7th Pay guidelines for the academic year 2018-19

Principal Dr.Kharat had presided over the meeting.

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SATURDAY MEETING (7TH)

Seventh saturday meeting was taken on 23rd March 19 at 12noon in staff room.All heads were present for the meeting.First batch alumuns and parent Mrs.Vanita Kunjir was special invitee for release of scholarship 'Tapkir Scholarship' in the memory of her father..Shankar Tukaram Tapkir.

1 Release of scholarship of Rs 10,000

Introduction of Scholarship sponsorer ..Mrs.Vanita Kunjir was given by Vijayalaxmi Kulkarni.Three students were nominated by vice principal commerce based on academic standard, attendance ,economic background.Tapkir Scholarship was given by way of cheques drawn in the name of SBI Marketyard to the following students..

A.Omkar Bandode.Rs.3,500

B.Aarti Pashankar.Rs.3,500

C.Mangesh kambleRs.3,000

Mrs.Vanita Tapkir was appreciated and felicitated by Principal sir.The schoarship cheques were given to the selected students.

2.Review of minutes of last meeting

Principal sir has taken review minutes of last meeting and appreciated the initiative of Dr.Natu Natu for her accepted work towards designing professtional ethics and code of conduct.

3.Requirements of CAS

Principal sir has explanined the requirements for

applying for CAS.

4. Development of system for performance appraisal.

Mechanism or system to be developed in the college for checking performance appraisal every year. Sir has appealed to tell the willingness to work in the stated committee.

Dr. Inamdar

Dr. Sangeeta Dhamedhere

Dr. Prachi Raval

Dr. Shubhangi Joshi

Mrs. Kopardekar

Mrs. Suvarna Masekar

Dr. Deepak Shendkar

The above staff members have shown their willingness to work in this committee.

5. Checking learning outcomes

Monitoring mechanism of course and program outcomes to be thought at departmental and subject level... calculation of learning outcomes will be different for different subjects. Sir has appealed to discuss the various techniques for calculating outcomes.

6. Discussion on challenges.

.Every teacher has discussed the problems related to students performance. Everyone discussed the various measures taken to improve the performance and behaviour of the students.

Principal sir has explained that teacher has to take today's academic environment as challenges to achieve bench mark.

7. Cost based education

Cost based education concept is going to introduce while deciding fees structure especially in non grant education.

8.Examination reforms at department level.

Internal examination grievance cell at department level to be set up for various grievances in respect of internal exams.

9.Mapping of performance of students

Sir has appealed to develop the mechanism for checking learning outcomes of last year students only of UG and PG while analysis of result. There can be last column of learning outcomes.

10.Suggestion

There was a suggestion to conduct workshop for new teachers of various schemes of government like insurance.

Principal sir had presided over the meeting.