

MINUTES FOR IQAC MEETING HELD ON 1ST JULY, 2020, WEDNESDAY

The following are the minutes of the IQAC meeting held on 1st July, 2020, Wednesday at 7.30 pm through online mode (Zoom Platform), under the chairmanship of Principal Dr. Padma Rangan. All the members are hereby requested to read and approve the same. Suggestions if any are welcome.

Following members were present during IQAC meeting.

1. Principal Dr. Padma Rangan
2. Dr. Eknath K. Zhrekar- IQAC Co-ordinator
3. Dr. Lata Krishnan- Member
4. Dr. Anaya Markandeya- Member
5. Asst. Prof. Tushar Pawar- Member
6. Asst. prof. Harsh Shukla- Member
7. Mr. Dharmendra Sonawane- Member
8. Mr. Ashish Rai- Member

Principal Dr. Padma Rangan welcomes all the members of IQAC for the meeting (Suppose to be 1st meeting for the Academic Year 2020-21). IQAC coordinator also welcome all the members for the meeting. Meeting started at 7.45 pm.

Point 1 and 2:

The first point was the allocation of working committees for the Academic year 2020-21 and second point was to prepare the Academic Calendar for the Academic Year 2020-21, Principal Asked to prepare the Academic Calendar and Allocation of working committees but Dr. Eknath K. Zhrekar, IQAC Coordinator said that we can not prepare both Academic Calendar and Allocation of working committees as University has not issued any circular or guideline for the Academic Year 2020-21. Hence all the members decided to wait for the Guidelines or circular from the University for further clearance.

Though the University has not issued any guidelines, but we will continue online lectures for the benefit of the students. For online teaching Google Meet shall be used as the management has subscribe for G-Suit. Also decided that all the lecture notes should be posted in the Google Classroom on time to time.

Point 3:

IQAC coordinator informed all the faculty members to submit their CAS file for the Academic year 2019-20 on or before 9th July, 2020 on eknathzhrekar@mes.ac.in. It was also instructed that, if any faculty member failed to submit their CAS file on or before due date, IQAC shall not be responsible for checking the CAS file.

Point 4:

Principal Dr. Padma Rangan instructed to frame a Standard Operating Procedure for Organising Webinars in our college. The discussion was made amongst all the IQAC members and decided that, the Convener shall follow the following steps:

1. Decide topic, Resource person, day and date for the webinar
2. Make an application (Through mail) to the IQAC coordinator for the approval along with the flyer of the webinar. (Flyer must be prepared from the DTP department Mr. Sanjay Singh)
3. IQAC Coordinator will send it Principal and Management for the approval. The approval shall be with respect to topic, its relevance, resource person, day and date along with the Honorarium.
4. Once the approval received from Principal and Management, the Flyer, Registration link shall be forwarded in the various groups.
5. At least 2-3 days before the webinar, the Convener shall hold meeting and allocate the work among the faculty members.
6. After the completion of Webinar, the participation certificate shall be prepared with the help of Mr. Sanjay singh and distribute to all the participants
7. And finally the Webinar report shall be submitted to the IQAC coordinator.