



DECCAN COLLEGE OF INTERIOR DESIGN, KOLHAPUR

Call us- (0231) 2666814, 2663814 Mobile- 7588595797

Write to us at - deccankop1@yahoo.com

Visit us - www.deccaninstitute.org

Internal Quality Assurance Cell (IQAC) Meeting 2020

DIT





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IQAC MEETING 2020-21

Date: 1/8/ 2020

Notice No. 1

All the IQAC members are hereby informed that, there will be a meeting of the entire IQAC member on 15/08/2020 held online on Google meet platform at 11.00am to discuss the following issues.

Agenda

Sr. No.	Agenda
1.	Welcome Address by the Principal
2.	Minutes of Previous Meeting
3.	Successful completion of 2 years of IQAC
4.	Changes in IQAC committee members
5.	advancement and increase in wi-fi facility and e- resources
6.	planning of Academic activities
7.	weekly staff meetings
8.	online yoga sessions
9.	learning management system
10.	Vote of Thanks





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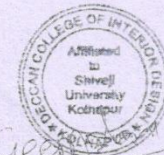
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Present Member list 2020

SR. NO.	NAME	POSITION IN IQAC	SIGNATURE
1	Ar. Seema Malani	Chairperson	
2	Er. Subhash Kulkarni	Representative from Management	
3	Er.. Niranjan Waichal	Representative from Employers.	
4	Ar. Pramod Beri	Representative from in industrialist	
5	Ar. Anup Gaikwad	Representative from Teachers	
6	Id. Manisha Rajmane	Representative from Teachers	
7	Ar. Aniruddha Nalavade	Representative from Teachers	
8	Id. Deepak Lokare	Representative from Teachers	
9	Mrs Sushama Bhalekar	Representative from administrative officer.	
10	Mr. Suraj Patil	Representative from administrative officer.	
11	Mr. Prakash Devlapurkar	Representative from society	
12	Indrajeet Kanbarkar	Representative from Alumni	
13	Sharwari Kumbhar	Representative from students	
14	Ar. Megha Shirke	Coordinator , IQAC	



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MINUTES OF MEETING

Agenda 1: Welcome Address by the Principal

- The Principal offered a warm welcome to all the members. She congratulated team for hard working online examinations and motivated all to work even harder. She mentioned that college will continue to organize events digitally for the overall developments of students. It will help them to learn something beyond curriculum.

Agenda 2: Minutes of Previous Meeting

- Minutes of previous meeting held on 14/05/2020 were read. After discussions of various decisions taken and its implementations, it was approved and adopted.

Agenda 3: Successful completion of 2 years of IQAC

- Principal Ar. Seema Malani congratulated all members for successful completion of 2 years of IQAC formulation. She mentioned that the NAAC work should be completed with speed.

Agenda 4: Changes in IQAC committee members

- Ar. Pramod Chaugule joined as industry expert. Ar. Nnirudh nalawade, ar., Anup Gaikwad and id. Deepak lokare joined as teachers representative. All new members welcomed.

Agenda 5: Advancement and increase in wi-fi facility and e- resources

- It was discussed that Wi-Fi facilities should be upgraded from 50mbps to 200mbps for effective online teaching facility. E- books made available on website for students.

Agenda 3: planning of Academic activities

- IQAC coordinator Ar. Megha Shirke, mentioned that whatsapp group will be maintained as before for giving regular updates to students about online lectures, Examinations, events or other activities. She even emphasized on improving the college website so that it is updated from time to time. Lectures will be conducted via online mode.



Agenda 4: weekly staff meetings

- The principal mentioned that weekly meetings will be online or as per need. All the teaching and non-teaching staff will discuss activities held during the week, as well as to plan the activities for the upcoming week.

Agenda 5: online yoga sessions

- Chairman proposed the idea of motivating students to do yoga and exercise at home to stay healthy. In this connection, he mentioned to start mission of performing maximum suryan amaskar during this month.

Agenda 6: learning management system

- As the lectures will be conducted online, faculty members were given training on how to use the LMS for conducting lectures, keeping notes etc. Use of different tools for smooth conduct of lectures was taught. Advanced level training was provided for conducting studio lectures. Different software such as Google classroom, zoom, Google meet were taken into consideration for future use of teachers.

Agenda 7: vote of thanks

- There being no other business, the meeting was concluded with Vote of Thanks to the Chair.



Action Taken Report

Sr. No.	Agenda	Action Taken
1.	Planning Academic Activities	WhatsApp Group will be maintained to give regular updates to students about the online lectures, examinations, events, or other activities. College website was updated from time to time. Lectures will be conducted via online mode.
2.	Maximum Surya Namaskar	The mission of performing maximum Surya namaskar during this month,
3.	Learning Management System	Faculty Members were given training on how to use the LMS for conducting lectures and keeping notes.



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Date: 15/10/ 2020

Notice No. 2

All the IQAC members are hereby informed that, there will be a meeting of the entire IQAC member on 03/11/2020 in principal cabin at 11.00am to discuss the following issues.

Agenda

Sr. No.	Agenda
1.	Welcome Address by the Principal
2.	Difficulties of students in online teaching mode
3.	status of internal assessment and planning of university examination in MCQ format
4.	to review measures regarding covid-19 and social distancing
5.	Diwali celebration by donating sweets to needy people
6.	Vote of Thanks





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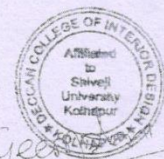
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5	Ar. Anup Gaikwad	Representative from Teachers	
6	Id. Manisha Rajmane	Representative from Teachers	
7	Ar. Aniruddha Nalavade	Representative from Teachers	
8	Id. Deepak Lokare	Representative from Teachers	
9	Mrs Sushama Bhalekar	Representative from administrative officer.	
10	Mr. Suraj Patil	Representative from administrative officer.	
11	Mr. Prakash Devlapurkar	Representative from society	
12	Indrajeet Kanbarkar	Representative from Alumni	
13	Sharwari Kumbhar	Representative from students	
14	Ar. Megha Shirke	Coordinator , IQAC	



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MINUTES OF MEETING

Agenda 1: Welcome Address by the Principal

- The principal offered a warm welcome to all the members. She mentioned that the semester examination will be conducted in coming month. She further highlighted that syllabus has been covered by most of the faculty members. Last academic year result analysis was explained and the students have scored well.

Agenda 2: Difficulties of students in online teaching mode

- Some students staying in remote area found difficulty in connectivity and network. It was discussed to allow them to attend online lectures from college campus by taking all covid-19 guidelines and precautions.

Agenda 3: status of internal assessment and planning of university examination in MCQ format

- The head of CIE committee informed the satisfactory status of the CIE taken by the faculty and it was resolved that the semester wise examination be conducted as per the schedule declared by the University. The In charge of Examination Committee was informed to execute the University schedule and report the same to the principal. The training related to “operating Online Examination Software ” was resolved to be conducted for teaching and non- teaching staff.

Agenda 4: to review measures regarding covid-19 and social distancing

- It was discussed that as per the government guidelines the campus of the college was disinfected and the measures like sanitizer stand, temperature gun, oximeter, banners regarding face mask etc. arranged and social distancing maintained with 50% staff working in office.

Agenda 5: Diwali celebration by donating sweets to needy people

- It is informed to all that college will celebrate Diwali by contributing to society. All students and teachers are requested to celebrate cracker free Diwali and donate clothes and sweets to needy people in surrounding area.

Agenda 7: Vote of Thanks

- There being no other business, the meeting was concluded with Vote of Thanks to the Chair by ar. Annirudh nalwade.



Action Taken Report

Sr. No.	Agenda	Action Taken
1.	Facilitating Campus for studying for some students.	Some students were allowed to attend online lectures from college campus by taking all covid-19 guidelines and precautions as they endured network issues from their respective hometown.
2.	Internal Assessment and planning of university examination in MCQ format	Exams were organized in a hassle free way using google forms
3.	COVID 19 Measures on Campus	As per the government guidelines the campus of the college was disinfected and the measures like sanitizer stand, temperature gun, oximeter, banners regarding face mask etc. arranged.



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Date: 3/02/ 2021

Notice No. 3

All the IQAC members are hereby informed that, there will be a meeting of the entire IQAC member on 10/02/2021 in principal cabin at 11.00am to discuss the following issues.

Agenda

Sr. No.	Agenda
1.	Welcome Address by the Principal
2.	Minutes of Previous Meeting
3.	Planning a study tour
4.	Organizing Annual Cultural Gathering
5.	College Exhibition Discussion
6.	Monitoring System
7.	Vote of Thanks





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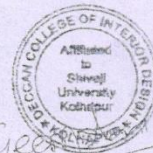
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MINUTES OF MEETING

Agenda 1: Welcome Address by the Principal

- All of the members were welcomed by the principal. She mentioned that online exams were conducted smoothly as per the guidelines

Agenda 2: visit of dr. atul sagade

- Chairman Er. Subhash Kulkarni informed all the members that dr. atul sagade, founder and director solar energy research laboratory, Pandharpur will visit college soon to overview the NAAC preparations.

Agenda 3: infrastructure development and maintenance

- Requirement of elevator was informed to management. 3 Quotations are taken and letter given to cosmos society for permission. Id. Indrajeet also mentioned that to improve the learning atmosphere some sign boards and displays should be placed.

Agenda 4: meeting with criterion heads

- Due to covid-19 the pending work of NAAC need to be scheduled again and every head need to updates about their work. The instructions given by the chairman and the principal

Agenda 5. publication of E- magazine of college.

- It was resolved that E- magazine of college will be publish. For magazine spontaneous response was shown by staff and students. Responsibility is shouldered on ar. Anup Gaikwad and Id. Manisha Rajmane madam

Agenda 7: Vote of Thanks

- There being no other business, the meeting was concluded with Vote of Thanks to the Chair.



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Action Taken Report

Sr. No.	Agenda	Action Taken
1.	Visit b Dr. Atul Sagde	Dr. Atul sagde visited the college to overview NAAC preprations
2.	Infrastructure developments	To improve the learning atmosphere some sign bords and displays were placed.
3.	Publication of E- magazine of college	With the help of Staff and the students, data for the E-Magazine was collected and further preparations started.



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Date: 3/05/ 2021

Notice No. 4

All the IQAC members are hereby informed that, there will be a meeting of the entire IQAC member on 12/05/2021 on zoom platform at 11.00 am to discuss the following issues.

Agenda

Sr. No.	Agenda
1.	Welcome Address by the Principal
2.	Minutes of Previous Meeting
3.	IQAC Report
4.	Online review meeting with each department regarding Teaching-Learning & Internal Evaluation Process
5.	Online Upgrading Program for Students and Faculties
6.	Webinar on online learning
7.	Online feedback summary
8.	Vote of Thanks





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8	Id. Deepak Lokare	Representative from Teachers	
9	Mrs Sushama Bhalekar	Representative from administrative officer.	
10	Mr. Suraj Patil	Representative from administrative officer.	
11	Mr. Prakash Devlapurkar	Representative from society	
12	IndrajeetKanbarkar	Representative from Alumni	
13	Sharwari Kumbhar	Representative from students	
14	Ar. MeghaShirke	Coordinator , IQAC	





MINUTES OF MEETING

Agenda 1: Welcome Address by the Principal

- All of the members were welcomed by the principal . she mentioned that all staff members started to work criteria wise as per the requirement of metrics.

Agenda 2: Guidance session by dr. atul sagade

- IQC has organized a guidance session of dr. Atul sagade on Google meet at 30.04.2021 7.30pm. he guided the staff for criteria wise work and explained about importance of teaching learning process and research work, paper presentations in UGC journals.

Agenda 3: meeting with teaching and non-teaching staff

- IQAC coordinator mentioned that a meeting with entire staff was held and update about the NAAC work. A meeting with teaching staff was held to plan out the activities of the upcoming academic year. The staff had listed out the activities for the next academic year such as webinars, workshops etc. Teachers were encouraged to enroll for FDPs for knowledge addition.

Agenda 4: vaccination drive

- Ar. Annirudh nalwade informed that the college is planning to organize vaccination drive for staff and students under Shivaji university.

Agenda 5: participation of students in design competition

- For all degree students a lecture was arranged by the institute and conducted by Id. Lokare & Ar. Gaikwad sir. They discuss the importance of participation and detail guidelines about the competition which will help for building self-confidence.

Agenda 7: Online feedback summary

- The feedback summary of online feedback from stakeholders (students, teachers, alumni, employer) was drawn. The IQAC coordinator had given remarks for the improvements in the curriculum.

Agenda 8: Vote of Thanks

- There being no other business, the meeting was concluded with Vote of Thanks to the Chair.



Action Taken Report

Sr. No.	Agenda	Action Taken
1.	Session with Atul Sagade	To improve research culture, it was made mandatory by the principal for the teaching faculty to work on at least one research paper.
2.	Vaccination Drive	It was made possible by the Shivaji University to provide all the Faculty and Students of their affiliated colleges to get vaccinated.
3.	Participation of students in design competition	A lecture was arranged by the institute and conducted by Id. Lokare & Ar. Gaikwad sir. The details for competition were also provided.
4.	Online feedback summary	The feedback form was circulated among all the stakeholders