



R. C. Patel Educational Trust's

**R. C. Patel Arts, Commerce and Science College**

Karvand Naka, Shirpur 425405, Dist - Dhule, Maharashtra

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E-mail: principal@rcpasc.ac.in

President

Hon. Bhupeshbhai Patel

Principal

Dr. D. R. Patil

**Date:** November 2, 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: Wednesday, November 4, 2020

Time: 11.00 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:** Review of the online teaching learning processes

**Agenda No. 5:** To adapt the flexible attendance policy

**Agenda No. 6:** Review of the syllabi completed till the date

**Agenda No. 7:** Discussion on online examination

**Agenda No. 8:** Providing extra ICT facility to make online education effective

**Agenda No. 9:** Planning and organization of guest -lectures and seminars/workshops

**Agenda No. 10:** Planning for conducting online feedback

**Agenda No. 11:** On continuation of online lectures for people as an extension service

**Agenda No. 12:** Adjournment

Dr. Sandip P. Patil  
Coordinator, IQAC



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Dr. D. R. Patil  
Principal

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### MINUTES OF THE MEETING

The meeting of all members of Internal Quality Assurance Cell (IQAC) was held on Wednesday, November 4, 2020 at 11.00 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 prioritize the safety of students and faculty during pandemic.

**Agenda No. 4:** Review of the online teaching learning processes

The online teaching-learning processes were reviewed in the meeting.

**Agenda No. 5:** To adapt the flexible attendance policy

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

**Agenda No. 6:** Review of the syllabi completed till the date

Review of the syllabi completed till the date is done in the meeting.

**Agenda No. 7:** Discussion on online examination

Online examination and its nature were evaluated in the meeting.

**Agenda No. 8:** Providing extra ICT facility to make online education effective

It was decided to avail the extra ZOOM and Microsoft platforms for online teaching.

**Agenda No. 9:** Planning and organization of guest -lectures and seminars/workshops

It was decided to organize guest -lectures and seminars/workshops online.

**Agenda No. 10:** Planning for conducting online feedback

Feedback committee was instructed to conduct online feedback.

**Agenda No. 11:** On continuation of online lectures for people as an extension service

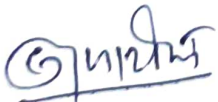
It was decided to continue online lectures for people as an extension service.

**Agenda No. 12:** 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. R. C. Bhavsar	Teacher Member	Teacher Member
08	Dr. S. G. Bacchav	Teacher Member	Teacher Member
09	Dr. R. H. Patil	Teacher Member	Teacher Member
10	Dr. Sanjay Bari	Principal	Senior Administrative Officer
11	Mr. G. R. Sonar	Administrative Officer	Member

  
Dr. Sandip P. Patil  
Coordinator, IQAC



  
Dr. D. R. Patil  
Principal  
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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:** Review of the online teaching learning processes

Effectiveness of the online teaching learning processes were evaluated by the principal.

**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. 8:** Providing extra ICT facility to make online education effective

The extra licensed ZOOM and Microsoft Teams platforms were provided as per the demand of faculty for teaching, learning and evaluation.

**Agenda No. 9:** Planning and organization of guest -lectures and seminars/workshops

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

**Agenda No. 11:** On continuation of online lectures for people as an extension service

Every Saturday a lecture was organized for students and their parents.

Dr. Sandip P. Patil  
Coordinator, IQAC



Dr. D. R. Patil  
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