

Minutes of the IQAC Meetings

2021-2022

30th July, 2021

First meeting of the session 2021-22 was held at 12.00 noon in the IQAC room in presence of the Director Dr. R. G. Atram.

The agenda of the meeting was submission of AQAR 2019-20 and Plan of action for the session 2021-22. All seven criterions with respect to AQAR were already uploaded online and final submission was to be done by the consent of the director.

Plan of Action of 2021-22:

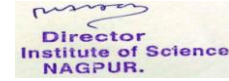
1. To prepare AQAR for the year 2020-21.
2. As Academic Autonomy was granted to the Institute in March 2021, constitution of BoG, BoS, and Academic Council will be under consideration.
3. Rectification of Syllabus of UG and PG as per the guidelines of UGC and Govt. of Maharashtra.
4. Getting recognition of Institute as CHLR center from RTM Nagpur University, Nagpur as the period of validity for five years of recognition is about to expire on 8th March, 2022.
5. To fill the online application for NIRF ranking in the category of Colleges.
6. To prepare academic calendar and to follow it.
7. To form various committees in order to enhance the overall development.
8. To organize online/offline Conferences/Seminars/Workshops on different topics.
9. To organize online/offline Induction meeting for newly inducted semester I Students of UG and PG as per guidelines.
10. To enhance the number of MOU's, Consultancies & Collaboration with different agencies.
11. Faculty members are to be appointed as mentors.
12. Preparation and publication of annual magazine "Replica"
13. To increase the number of Certificates, Diploma/Value Skill added courses.
14. To conduct collaborative activities with respect to research, faculty and student exchange.
15. To collect online feedback and analyze it by Statistics department.
16. Extension of outreach programs through NSS, NCC, Swatch Bharat, AIDS awareness.
17. Heads are to be instructed to organize different online / offline programs under departmental societies.
18. Regular updating of Web site of the Institute by the concerned staff.
19. MOOC's, SWAYAM video /audio to be prepared and uploaded by the staff.
20. To collect and evaluate the ASA - PBAS from the staff for the session 2021-22.
21. The CCPC will be asked to work on conduction of programs for personality development and more placements.

Following members were present in the meeting

1. Dr. S. A. Koushik
2. Dr. N. J. Siddiqui
3. Dr. Madhavi Mardikar
4. Dr. Kamlesh Alti
5. Dr. Abhay Khamborkar
6. Dr. R. R. Tayade
7. Mr. N.B.Yemul
8. Mr. Shrikant Borkar



Dr. Sujata Deo
IQAC Coordinator



Dr. R. G. Atram
Director

25th August, 2021

Dr. R.G. Atram was transferred to Institute of Forensic Sciences, Nagpur and hence on 11th August 2022, Dr. Anjali M. Rahatgaonkar, Professor and Head Department of Chemistry was given the charge as the Director of the Institute, by the Director of Higher Education, Pune, Maharashtra. After taking the charge, first meeting was organized by her on 25/08/2021 at 2.00 pm in the Directors chamber in presence of all of the heads of the department.

Dr. Sujata Deo, IQAC coordinator welcomed the Director and minutes of the last meeting were read by Dr. N. J. Siddiqui and the same were confirmed.

Agenda of the Meeting

1. Requirement and preparations for starting of academic autonomy at the Institute from the session 2021-22.
2. Designing of syllabus for UG and PG.
3. Feed back o be taken from the Alumni
4. Formation of BoS of each department and Academic Council according the norms of UGC and Government of Maharashtra.
5. To apply for NIRF ranking in the category of colleges.

Following points were discussed...

1. Dr. Rahatgaonkar appealed to all the heads that WhatsApp messages are to be seen and responded immediately as we are following paperless work.
2. Final submission of all files to be checked by IQAC coordinator and countersigned by Autonomy Coordinator Dr. Sunil Ganatra followed by the Directors signature.
3. Syllabus to be checked by Dr. Swati Koushik.
4. Feedback to be collected by Dr. Kamlesh Alti. A Google form link will be shared by Dr. Alti and then respective departments will take their own feedback.
5. All soft copies to be sent to IQAC.
6. Pattern of list of papers of theory and Practical to be submitted to Dr. Swati Koushik.
7. All heads were instructed to keep their files ready.
8. For Board of studies and Academic Council formation, consent letters to be sent to different members such as VC nominee, alumni member, member secretary etc. for their nominations in AC and BoS. After getting their consent or acceptance letter biodata of each has to be collected.
9. Course outcome & Program outcome was to be prepared for each Program and Course and submitted simultaneously with the Syllabus.
10. Dr. Rahatgaonkar assured that the formats will be sent by her to maintain the uniformity.

11. It was decided to collect the data by 31st August, 2021 and submitted to the IQAC and Autonomy coordinator and the Director.

Following Heads of department were present in the meeting

1. Dr. Archana Nerkar : Zoology
2. Dr. G. L.Waghmare : Mathematics
3. Dr. Surekha Kalkar: Botany
4. Dr. Sandhya Dhabe: Statistics
5. Dr. C.M. Dhudhe: Physics
6. Dr. A. M. Rahatgaonkar: Chemistry
7. Dr. Mohammad Idrees : Environmental Science
8. Dr. Abhay Khamborkar: Computer Science
9. Dr. Kamlesh Alti: Electronics
10. Dr. H. R. Pohekar: Library
11. Dr. S. H. Ganatra: Coordinator Autonomy

Following IQAC members were present in the meeting

1. Dr. S. A. Koushik
2. Dr. N. J. Siddiqui
3. Dr. Mr. N.B.Yemul
4. Mr. Shrikant Borkar



Dr. Sujata S. Deo
Coordinator



Dr. A. M. Rahatgaonkar IQAC
Director

21st February, 2022

A meeting was organized in the conference room on 21/02/2022 at 1.00pm. Dr. Sujata Deo formally welcomed the members and then minutes of the last meeting were read by Dr. N. J. Siddiqui and were confirmed.

Agenda of the Meeting

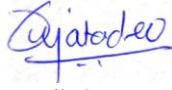
1. To welcome some new members inducted in the IQAC committee.
2. Discussion about the work to be done for preparation & submission of AQAR 2020-21.
 - Dr. G.M. Phadnaik, Dr. Rajendra Tijare, Mr. Prashant D. Ashtaputrey Dr. Uma Thakur and Dr. Kalpana Nagle were included in the committee hence; Dr. Sujata Deo welcomed the new committee of IQAC formed for this session.
 - Following points were discussed...
 1. Each Departmental Society report was to be sent to IQAC e-mail id. Dr. S. A. Koushik, Dr. G.M. Phadnaik & Dr. Uma Thakur were assigned this task.
 2. All information required was from the period from 1st July 2020 to 30th June 2021.
 3. Formates for data collection were to be provided by IQAC.
 4. Last date for the submission of AQAR as given by NAAC was infirmed as 31st March, 2022.
 5. Therefore information was to be collected by 10th March, 2022.
 6. Work was distributed Criterion wise.
 - Criterion I was given to Dr. S. A. Koushik & Dr. Dhabe Mam
 - Criterion II was given to Dr. Alti & Dr. Nagle
 - Criterion III was given to Dr. Siddiqui & Mr. Borkar
 - Criterion IV was given to Dr. Tijare and Mr. Ashtaputrey
 - Criterion V was given to Dr. Phadnaik and Dr. Thakur
 - Criterion VI was given to Dr. Yemul
 - Criterion VII was given to Dr. Deo

Next meeting was planned to be scheduled on 7th March, 2022 for updating the work done.

Following members were present in the meeting

1. Dr. S. A. Koushik
2. Dr. N. J. Siddiqui
3. Dr. Gayatri Phadnaik
4. Dr. Kamlesh Alti
5. Mr. P. D. Ahtaputrey

6. Dr. Mr. N.B.Yemul
7. Mr. Shrikant Borkar
8. Dr. Uma Thakur
9. Dr. Kavita Nagle



Dr. Sujata Deo
IQAC Coordinator



Dr. A. M. Rahatgaonkar
Director

11th March, 2022

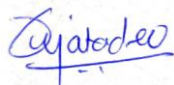
A meeting has been organized by the IQAC Coordinator Dr. Sujata Deo at 1.00pm in the conference room on 11/03/2022 in presence of the Director. After welcoming the members minutes of the last meeting were read and confirmed.

Agenda of the Meeting: For updating the work done for submission of AQAR 2020-21.

1. Dr. Tijare and Mr. Ashtaputrey requested for the financial data required in Criterion IV, which was assured to be provided by Dr. Khamborkar and Dr. P. S. Jakhi
2. Dr. Dhabe and Dr. Koushik were looking after Criterion I.
3. Dr. Alti has started the work on Criterion II and assured that it will be completed soon.
4. Criterion III was 90% completed by DR. Siddiqui.
5. The work on Criterion V was being done by Dr. Phadnaik and Dr. Uma Thakur, and maximum work has been completed by them as well.
6. PBAS is to be filled by staff.
7. It was decided that online filling of the data will be started from Monday.

Following members were present in the meeting

1. Dr. Sandhya Dhabe
2. Dr. S. A. Koushik
3. Dr. N. J. Siddiqui
4. Dr. Gayatri Phadnaik
5. Dr. Kamlesh Alti
6. Dr. R. V. Tijare
7. Mr. P. D. Ahtaputrey
8. Dr. N. B. Yemul
9. Mr. Shrikant Borkar
10. Dr. Uma Thakur
11. Dr. Kavita Nagle



Dr. Sujata S. Deo
Coordinator



Dr. A. M. Rahatgaonkar IQAC
Director

7th April, 2022

A meeting has been called upon by the IQAC Coordinator Dr. Sujata Deo at 4.00pm in IQAC room on 07/04/2022 for the final submission of AQAR. All the data has been already filled up online by the criteria in-charges, now final submission was to be done by the consent of the director of the Institute. Hence all the members were present in the IQAC chamber and finally it was submitted by Dr. Deo.

Agenda of the Meeting: Final submission of AQAR 2020-21.

Following members were present in the meeting

1. Dr. Sandhya Dhabe
2. Dr. S. A. Koushik
3. Dr. N. J. Siddiqui
4. Dr. Gayatri Phadnaik
5. Dr. Kamlesh Alti
6. Dr. R. V. Tijare
7. Mr. P. D. Ahtaputrey
8. Dr. N. B. Yemul
9. Mr. Shrikant Borkar
10. Dr. Uma Thakur
11. Dr. Kavita Nagle



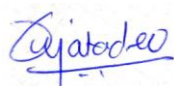
Dr. Sujata S. Deo
IQAC Coordinator



Dr. A. M. Rahatgaonkar
Director

Action Taken Report (ATR) of the session 2021-22

Sr. No.	Action Taken
1.	AQAR for the year 2020-21 was prepared and was submitted online to NAAC Bangalore.
2.	Constitution of BoG by the Government of Maharashtra, Academic Council by the Director and BoS of different departments by the respective heads was done.
3.	Syllabus of UG and PG was rectified by the BoS as per the guidelines of UGC and Govt. of Maharashtra.
4.	Proposal for getting recognition of Institute as CHLR center from RTM Nagpur University, Nagpur was submitted and later on after the visit of members of University committee it was recognized as the CHLR center for next five years.
5.	Online data for NIRF ranking in the category of Colleges was filled and Institute was recognized in between 100- 150 colleges all over India.
6.	Academic calendar was prepared for the session and followed accordingly.
7.	Various committees were formed and work was done smoothly by all the in-charges and members.
8.	Conferences/Seminars/Workshops were organized by Zoology (1), Environmental Science (3) and Physical Education (5) departments.
9.	Online Induction meeting for newly inducted semester I Students of UG and PG as per guidelines
10.	Three MoU's signed are still continued.
11.	Faculty members were appointed as mentors.
12.	Content of publication of annual magazine "Replica" was given concerned person for typing and is in the process of publishing.
13.	Two certificate courses are ongoing one in Statistics and other in the department of Botany.
14.	One collaborative activity is ongoing.
15.	Online feedback was collected and analyzed by Statistics department.
16.	Numerous programs were taken under this head.
17.	Departmental societies have taken few programs online and offline.
18.	Web site of the Institute is updated by the concerned staff.
19.	ASA - PBAS from the staff for the session 2021-22 was collected and evaluated by the concerned committee.
20.	The CCPC has conducted programs for personality development and more placements.





Dr. Sujata S. Deo
IQAC Coordinator



Dr. A. M. Rahatgaonkar
Director

Sr. No.	Plan of Action 2021-22	Achievements/Outcomes
1.	To prepare AQAR for the year 2020-21.	AQAR for the year 2020-21 was prepared and was submitted online to NAAC Bangalore.
2.	As Academic Autonomy was granted to the Institute in March 2021, constitution of BoG, BoS, and Academic Council will be under consideration.	Constitution of BoG by the Government of Maharashtra, Academic Council by the Director and BoS of different departments by the respective heads was done.
3.	Rectification of Syllabus of UG and PG as per the guidelines of UGC and Govt. of Maharashtra.	Syllabus of UG and PG was rectified by the BoS as per the guidelines of UGC and Govt. of Maharashtra.
4.	Getting recognition of Institute as CHLR center from RTM Nagpur University, Nagpur as the period of validity for five years of recognition is about to expire on 8 th March, 2022.	Proposal for getting recognition of Institute as CHLR center from RTM Nagpur University, Nagpur was submitted and later on after the visit of members of University committee it was recognized as the CHLR center for next five years.
5.	To fill the online data for NIRF ranking in the category of Colleges.	Online data for NIRF ranking in the category of Colleges was filled and Institute was recognized in between 100- 150 colleges all over India.
6.	To prepare academic calendar and to follow it.	Academic calendar was prepared for the session and followed accordingly.
7.	To form various committees in order to enhance the overall development.	Various committees were formed and work was done smoothly by all the in-charges and members.
8.	To organize online/offline Conferences/Seminars/Workshops on different topics.	Conferences/Seminars/Workshops were organized by Zoology (1), Environmental Science (3) and Physical Education (5) departments.
9.	To organize online/offline Induction meeting for newly inducted semester I Students of UG and PG as per guidelines.	Online Induction meeting for newly inducted semester I Students of UG and PG as per guidelines
10.	To enhance the number of MOU's, Consultancies & Collaboration with different agencies.	Three MoU's signed are still continued
11.	Faculty members are to be appointed as mentors.	Faculty members were appointed as mentors.
12.	Preparation and publication of annual magazine "Replica"	Content of publication of annual magazine "Replica" was given concerned person for typing

		and is in the process of publishing.
13.	To increase the number of Certificates, Diploma/Value Skill added courses.	Two certificate courses are ongoing one in Statistics and other in the department of Botany.
14.	To conduct collaborative activities with respect to research, faculty and student exchange.	One collaborative activity is ongoing.
15.	To collect online feedback and analyze it by Statistics department.	Online feedback was collected and analyzed by Statistics department.
16.	Extension of outreach programs through NSS, NCC, Swatch Bharat, AIDS awareness.	Numerous programs were taken under this head.
17.	Heads are to be instructed to organize different online / offline programs under departmental societies.	Departmental societies have taken few programs online and offline.
18.	Regular updating of Web site of the Institute by the concerned staff.	Web site of the Institute is updated by the concerned staff.
19.	To collect and evaluate the ASA - PBAS from the staff for the session 2021-22.	ASA - PBAS from the staff for the session 2021-22 was collected and evaluated by the concerned committee.
20.	The CCPC will be asked to work on conduction of programs for personality development and more placements.	The CCPC has conducted programs for personality development and more placements.
 Dr. Sujata S. Deo Coordinator		 Dr. A. M. Rahatgaonkar IQAC Director