

## **Minutes of the IQAC Meetings**

**2019-20**

**23<sup>rd</sup> July, 2019**

IQAC committee meeting was held on 23<sup>rd</sup> July, 2019 at 3:00pm in IQAC room by Dr. S. D. Narkhede, Coordinator IQAC to discuss the following points. Dr. N. J. Siddiqui read the minutes of the last meeting & same were confirmed.

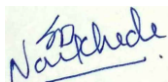
Agenda of the meeting was **Review of NAAC Recommendations.**

1. **Need to organize documents sequentially:** All Heads were informed to maintain the documents date and year wise.
2. **Need to produce five years continuous data:** Heads were instructed to collect the data semester wise before winter vacations for odd semester and before summer vacation for even semester and submit to IQAC to maintain the record.
3. **Number of best practices should be more:** Every department should have their own best practice so that the number of best practices increases.
4. **Number of ICT rooms should be more:** Director Sir informed that we are already increasing the number of classrooms. MOOC's, SWAYAM-ICT enabled courses should be increased. Provision for budget for increasing the number ICT enabled classrooms.
5. **IT sections need to be strengthened:** All UG classrooms should be enabled with IT, Office and Library automation, online feedback, Admission software, language lab's are to be started.
6. **Plan of Action of 2019-20:**
  1. To prepare AQAR for the year 2018-19.
  2. To prepare academic calendar and to follow it.
  3. To form various committees in order to enhance the overall development.
  4. To increase the number of MOU's & Collaboration with different agencies.
  5. To conduct collaborative activities with respect to research, faculty and student exchange.
  6. To increase the number of Certificates, Diploma/Value added courses.
  7. To organize institutional Conferences, Seminars i.e. Post NAAC in the month of December or January/Workshops on IPR and Industry-Academia Innovative practices
  8. Preparation and publication of annual magazine "Replica"
  9. Online feedback to be prepared and analyzed by Statistics department.
  10. Faculty members are to be appointed as mentors.
  11. To organize Induction meeting for B.Sc. I Students.
  12. To start the Incubation center at Institute with respect to research, Heads were informed to submit MRP to increase research activities.
  13. Extension of outreach programs through NSS, NCC, Swatch Bharat, AIDS awareness :

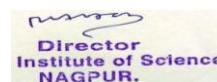
Mr. Shrikant Borkar sir being the NSS in-charge was given the responsibility.

14. The CCPC was asked to work on conduction of programs for personality development and more placements.
15. To inform the Heads to organize different programs under departmental Societies.
16. To focus on organizing Earn and Learn activities.
17. Regular Updating of Web site of the Institute.
18. To inform the Heads to keep the documentary evidences of all the programs.
19. MOOC's, SWAYAM video/audio to be prepared and uploaded by the staff.
20. To collect and evaluate API based PBAS from the staff for the session 2019-20.

All the points were discussed in presence of the Director Dr. R.G. Atram and were decided to discuss with the heads in the meetings of the Heads of Department.



**Dr. S. D. Narkhede**  
**IQAC Coordinator**



Director  
Institute of Science  
NAGPUR.

**Dr. R. G. Atram**  
**Director**

**Following members were present in the meeting**

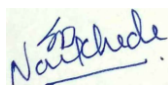
1. Dr. K.S. Bhanu
2. Dr. S. D. Deo
3. Dr. S. A. Koushik
4. Dr. N. J. Siddiqui
5. Dr. R. S. Lihitkar
6. Dr. R. R. Tayade
7. Dr. S.R. Jigajeni
8. Mr. N.B. Yemul
9. Mr. Shrikant Borkar
10. Mr. Praveen Sayare

**17<sup>th</sup> December, 2019**

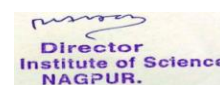
A meeting was held by Dr. S. D. Narkhede, Coordinator IQAC, in presence of the Director in the Conference Hall at 3.00 pm. Minutes of the last meeting were read by Dr. N. J. Siddiqui and the same were confirmed.

Agenda and minutes of the meeting are as follows.

1. **To inform about the guidelines to prepare AQAR 2019-20:** Dr. S.D. Narkhede explained how to prepare the AQAR for the session 2019-20, as all points were to be taken according to the SSR from Criterion I to VII. Documents to be scanned and uploaded, links to be given as had done while preparing SSR.
2. **To finalize the organization of one day national seminar:** One day national Seminar on Post Accreditation of NAAC on the topic “**Institutional Values and Best Practices**” was decided by the committee hence, presentations from different colleges on Best practices, chief guest, speakers and key note speaker was finalized. Responsibility of different works was distributed according to the committees prepared.
3. **Organization of Value added Program:** CCPC was given the responsibility.
4. **Preparation and analysis of online feedback form:** Feedback was to be prepared by department of Statistics Dr. Dhabe mam and Dr. Tayade and simultaneously asked to analyze.
5. **Organization of IPR and Plagiarism workshop:** It was decided to conduct this workshop in collaboration of IQAC and Library. Dr. Ramdas Lhitkar librarian of the institute was given this responsibility.
6. **Workshop on Human Values and Yoga:** Physical Education department of the Institute will work on organizing workshop on Human Values and Yoga.



**Dr. S. D. Narkhede**  
**IQAC Coordinator**



**Director**  
**Institute of Science**  
**NAGPUR.**

**Dr. R. G. Atram**  
**Director**

**Following members were present in the meeting**

1. Dr. K.S. Bhanu
2. Dr. S. D. Deo
3. Dr. S. A. Koushik
4. Dr. N. J. Siddiqui
5. Dr. Madhavi Mardikar
6. Dr. R. S. Lihitkar
7. Dr. R. R. Tayade
8. Mr. N.B.Yemul
9. Mr. Shrikant Borkar
10. Mr. S. R. Jigajeni

Dr. S. D. Narkhede, IQAC coordinator, Associate Professor of Botany, retired on 31<sup>st</sup> December, 2019. Hence the charge of IQAC coordinator was given to Dr. Sujata Deo, Associate professor of Chemistry, from 1<sup>st</sup> January, 2020.

### **23<sup>rd</sup> June, 2020**

Due to Corona Pandemic total lockdown was declared by the Central and State government from 22<sup>nd</sup> March, 2020 till 8<sup>th</sup> June, 2020. Hence, offline meeting of IQAC could not be taken during this period.

After lock down was opened for the first phase a meeting was organized by Dr. Sujata Deo, Coordinator IQAC, in conference hall at 12.30 pm in presence of the Director, Dr. R.G. Atram.

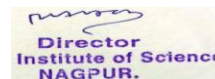
Minutes of the last meeting were read by Dr. N. J. Siddiqui and the same were confirmed.

Agenda and minutes of the meeting are as follows.

- 1. Preparation of AQAR 2019-20:** Data from different departments, committees, staff members and physical education department has to be collected and compiled by August so that it can be submitted on or before 14<sup>th</sup> Sept. 2020.
- 2. Preparation of Prospectus and Admission 2020-21:** The process of online admission is to be started from this session hence, Dr. Atram suggested for changes in the prospectus according to the requirement. Corrections to be done in the old prospectus within 2 to 3 days by Prof. Dr. K.S. Bhanu, Dr. Sujata Deo and Dr. N.J. Siddiqui and submitted to Aqua process firm for final changes. Dr. Mardikar, Director Physical Education will give the information about sports.
- 3. ASA-PBAS Collection and Valuation:** ASA-PBAS for the session 2019-20 was to be taken from the staff till 31<sup>st</sup> July, 2020 according to the new format. Dr. Mohammad Idrees was asked to prepare the new format for the whole staff including Professor, Associate and Assistant Professor and was asked to send to the staff as early as possible. Soft copy of the filled format by the staff was asked to send on IQAC mail as submission of hard copy can be done after lockdown was completed.
- 4. Proposal of Autonomy to the Institute:** As per the guidelines in the University direction 2018 proposal of autonomy was prepared by Dr. Ganatra Sir and his committee and submitted by the Institute. Hence, University inspection committee was going to visit for verification of documentation and interaction with staff. Dr. Atram sir informed that all heads and only those staff members who are permitted to come to college by the Director on that particular day will only be present during the visit following guidelines of social distancing.
- 5. Preparation of Academic calendar for the session 2020-21:** Dr. Sujata Deo and Dr. N.B. Yemul were asked to prepare the academic calendar for the session 2020-21.

### **Plan of Action of 2020-21:**

1. To form various committees in order to enhance the overall development.
2. To enhance the number of MOU's, Consultancies & Collaboration with different agencies.
3. To conduct collaborative activities with respect to research, faculty and student exchange.
4. To increase the number of Certificates, Diploma/Value Skill added courses.
5. To organize online/offline Conferences/Seminars/Workshops on different topics.
6. Preparation and publication of annual magazine "Replica"
7. To collect online feedback and analyzed by Statistics department.
8. Faculty members are to be appointed as mentors.
9. To organize online/offline Induction meeting for B.Sc. I Students as per guidelines.
10. To submit MRP to increase research activities.
11. Extension of outreach programs through NSS, NCC, Swatch Bharat, AIDS awareness.
12. Heads are to be instructed to organize different programs under departmental societies.
13. Regular updating of Web site of the Institute.
14. MOOC's, SWAYAM video /audio to be prepared and uploaded by the staff.
15. To collect and evaluate the ASA - PBAS from the staff for the session 2020-21.
16. The CCPC was asked to work on conduction of programs for personality development and more placements.
17. As Institute got "A" grade in its third cycle of accreditation and proposal of autonomy was submitted by the institute as per direction 2018, further line of work in 2020-21 should be for acquiring autonomy.



**Dr. S. S. Deo**  
**IQAC Coordinator**

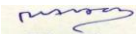
**Dr. R. G. Atram**  
**Director**

### **Following members were present in the meeting**

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

## Action Taken Report (ATR) of the Session 2019-20

1. AQAR for the session 2018-2019 was prepared and send to NAAC, Bangalore in March.
2. The academic calendar was prepared and followed accordingly till March but from 22<sup>nd</sup> March due to lockdown declared by the Center and State Government it was followed online as per the guidelines.
3. Various committees were formed which worked according to the objectives.
4. Eight MOU's and work like Summer Internship, Sharing of research facilities, Project work, was done by establishing linkages and collaborations with different organizations.
5. One day National Seminar on Post NAAC Accreditation, two days National Webinar on IPR and one two days Workshop on Applied Statistics were organized by the Institute.
6. Annual magazine "Replica" was prepared and under the process of publication.
7. Collection & analysis of students' feedback completed.
8. Mentoring of students by faculty members was done.
9. One week Induction Meeting was conducted for B.Sc. I students as per the guidelines of UGC.
10. CCPC has organized a value based lecture series 'UDDAN' for about 30 hours for B.Sc. I year student to provide a training for building up their personality by Dr. Sumant Tekade.
11. Two Students were recruited as Assistant Professor's in G. H. Raisoni University, Saikheda.
12. A seminar on cloud Technology and Information security was organized by CCPC.
13. Online lectures and e-content were prepared by maximum number of staff and made available for students for online teaching.
14. Many programs were organized by the NSS unit of the Institute in collaboration with Swatch Bharat, AIDS awareness etc.
15. Departmental societies have organized different Curricular and Co-curricular Programs such as guest lectures, workshops, training etc. for the students overall development.
16. ASA- PBAS for the session 2019-20 was collected from the staff and evaluated by the committee.



Director  
Institute of Science  
NAGPUR.

**Dr. R. G. Atram**  
Director