

Minutes of the IQAC Meetings

2020-2021

28th August, 2020

An online meeting was held by Dr. Sujata Deo, Coordinator IQAC, in presence of the Director on Zoom App at 4.00 pm. Dr. R. G. Atram was welcomed by Dr. Sujata Deo. Minutes of the last meeting were read by Dr. N. J. Siddiqui and the same were confirmed.

Agenda of the Meeting

- Discussion about the progress of the work done by different criterion in-charges for preparation of AQAR 2019-20. The criterion in-charges were asked to present the progress of their work.
1. **Criterion I:** Dr. Dhabe and Dr. Koushik mam informed that feed back was collected from the students and writing of the criterion was done.
 2. **Criterion II:** Dr. Alti and Mr. Sayare informed that work was almost completed according to the requirements. SSS was left and soon it will collected by preparing Google form.
 3. **Criterion III:** Dr. Siddiqui and Mr. Borkar informed that 90% of the work is completed, scanned documents were also compiled. Only on job training courses was incomplete as certificates were yet to be collected from staff.
 4. **Criterion IV:** Dr. Khamborkar and Dr. Lihitkar sir informed that work on Criterion IV was already completed and submitted to IQAC.
 5. **Criterion V:** Dr. Madhavi Mardikar and Dr. Jigajeni informed that only scholarship data from the government is to be collected and soon they will submit.
 6. **Criterion VI:** Dr. Sujata Deo and Dr. Yemul were working on this criterion and they informed that they need the help of Dr. Atram and Dr. Bhanu for completing it.
 7. **Criterion VII:** Dr. Yemul informed that some points are left and informed that he will complete it immediately.

Dr. Atram assured that Professor Bhanu will help all the in-charges wherever needed. He advised all to complete the criterions by 8th September 2020 so that it can be uploaded by 10th September, 2020.

Plan of Action of 2020-21:


1. To prepare AQAR for the year 2019-20.
2. As proposal of autonomy was submitted by the Institute in 20th January, 2020 further line of work in 2020-21 should be according to the requirements.
3. To fill the online application for NIRF ranking in the category of Colleges.
4. To prepare academic calendar and to follow it.
5. To form various committees in order to enhance the overall development.

6. To organize online/offline Conferences/Seminars/Workshops on different topics.
7. To organize online/offline Induction meeting for newly inducted semester I Students of UG and PG as per guidelines.
8. To enhance the number of MOU's, Consultancies & Collaboration with different agencies.
9. Faculty members are to be appointed as mentors.
10. Preparation and publication of annual magazine "Replica"
11. To increase the number of Certificates, Diploma/Value Skill added courses.
12. To conduct collaborative activities with respect to research, faculty and student exchange.
13. To collect online feedback and analyze it by Statistics department.
14. Extension of outreach programs through NSS, NCC, Swatch Bharat, AIDS awareness.
15. Heads are to be instructed to organize different online programs under departmental societies and keep the record of it in the department.
16. Regular updating of Web site of the Institute by the concerned staff.
17. MOOC's, SWAYAM video /audio to be prepared and uploaded by the staff.
18. To collect and evaluate the ASA - PBAS from the staff for the session 2020-21.
19. 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. K.S.Bhanu
2. Dr. S. A. Koushik
3. Dr. N. J. Siddiqui
4. Dr. Madhavi Mardikar
5. Dr. Kamlesh Alti
6. Dr. Abhay Khamborkar
7. Dr. R. S. Lihitkar
8. Dr. R. R. Tayade
9. Mr. N.B.Yemul
10. Mr. Shrikant Borkar
11. Mr. S. R. Jigajeni
12. Mr. Praveen Sayare

Dr. Sujata Deo
IQAC Coordinator



Director
Institute of Science
NAGPUR.

Dr. R. G. Atram
Director

25th September, 2020

A meeting was organized on 25/09/2020 at 1.00pm in the conference room in presence of the Director Dr. R. G. Atram. Dr. Sujata Deo welcomed the Director and minutes of the last meeting were read and the same were confirmed.

Agenda of the Meeting

1. Information and discussion about the visit of University Committee for grant of Academic Autonomy to Institute.
2. To apply for NIRF ranking in the category of colleges.

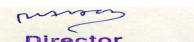
Dr. R.G. Atram informed the IQAC members that University Committee for grant of Academic Autonomy to Institute is about to visit the institute hence Dr. Sujata Deo deputed the work to all the members for preparation of required files for the presentation according to the annexure as per the proposal submitted to the UGC and University.

Dr. R.G. Atram asked to fill up and submit the data online for NIRF ranking in the category of colleges whenever the portal gets started. Dr. R. R. Tayade was given the responsibility to fill the data and instructed the IQAC members to assist him wherever required.

Following members were present in the meeting

1. Dr. K.S.Bhanu
2. Dr. S. A. Koushik
3. Dr. N. J. Siddiqui
4. Dr. Madhavi Mardikar
5. Dr. Kamlesh Alti
6. Dr. Abhay Khamborkar
7. Dr. R. R. Tayade
8. Mr. N.B.Yemul
9. Mr. Shrikant Borkar
10. Mr. S. R. Jigajeni
11. Mr. Praveen Sayare

Dr. Sujata Deo
IQAC Coordinator



Director
Institute of Science
NAGPUR.

Dr. R. G. Atram
Director

24th November, 2020

A meeting was organized in the conference room on 24/09/2020 at 1.00pm. Dr. Sujata Deo welcomed the members and then minutes of the last meeting were read and confirmed.

Agenda of the Meeting

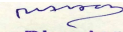
- Information and discussion about the visit of University Grant Commission (UGC) Committee for grant of Academic Autonomy to Institute and its further preparations.

Dr. Sujata Deo coordinator informed the IQAC members that UGC has communicated through the mail to the Director Dr. R. G. Atram that Committee nominated by the UGC for grant of Academic Autonomy is about to visit the Institute on 6th and 7th December 2020, hence all the preparations is to be done according to the requirement. Files and documentation are to be kept ready. Heads were to be informed for keeping ready the syllabus of UG and PG, nomination of members for Board of Studies and then to be submitted to the IQAC. Dr. Deo deputed the work to all the members for preparation of required files for the presentation according to the annexure.

Following members were present in the meeting

1. Dr. K.S.Bhanu
2. Dr. S. A. Koushik
3. Dr. N. J. Siddiqui
4. Dr. Madhavi Mardikar
5. Dr. Kamlesh Alti
6. Dr. Abhay Khamborkar
7. Dr. R. R. Tayade
8. Mr. N.B.Yemul
9. Mr. Shrikant Borkar
10. Mr. S. R. Jigajeni
11. Mr. Praveen Sayare

Dr. Sujata Deo
IQAC Coordinator



Director
Institute of Science
NAGPUR.

Dr. R. G. Atram
Director

19th January, 2021

A meeting has been organized by the IQAC Coordinator Dr. Sujata Deo at 1.00pm in the conference room on 19/01/2021 in presence of the Director, Dr. R.G.Atram. After welcoming the members minutes of the last meeting were read and confirmed.

Agenda of the Meeting

- Review of the work done till date and
- Information about the date confirmation of the visit of UGC Committee in February 2021 for grant of Academic Autonomy to Institute and its further line of work.

Dr. R. G. Atram informed that UGC has communicated through the mail that the schedule for visit of the Committee nominated by the UGC for grant of Academic Autonomy to Institute which was in December 2020 was postponed on 12th and 13th February 2021.

The Director reviewed the work done till date, Dr. Ganatra specifically mentioned the line of work to be done for the purpose. Different committees required for smooth functioning were to be formed. Dr. Deo formed different committees and allocated the work to all the IQAC members, Heads of departments, teaching and non teaching staff of the institute. Dr. Siddiqui was asked to compile the files and documentation. Dr. R.R.Tayade, Mr. S. R. Jigajeni, Dr. N.Yemul and Mr. S. Borkar were asked to assist. Dr. Atram informed the names of Expert Visiting Committee and UGC officers who were about to visit.

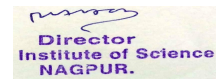
Sr.No.	Name	Designation and Address
1.	Prof. N.C. Gautam	Vice Chancellor, Mahatma Gandhi Chitrakoot Gramodaya, Vishwavidyalaya, Chitrakoot, District Satna, MP- 485334
2.	Dr. Ajay Taneja	Professor of Chemistry, Institute of Basic Sciences, Dr. Bhimrao Ambedkar University , Agra, UP, 2822004
3.	Dr. Devendranath Verma	Principal Government Nagarjuna PG College of Science, Raipur,CG, 492099
4.	Dr. Mahesh Salunkhe	Joint Director, Nagpur Region, Department of Higher Education, Nagpur, MS-01
5.	Dr. Om Mahodaya	Bajaj College of Science, Jarnalal Bajaj Marg Civil Lines, Wardha, MS - 442001
6.	Mrs. Renu Bala Sharma	Under Secretary, University Grants Commission, New Delhi-110002

Following members were present in the meeting

1. Dr. K.S.Bhanu
2. Dr. S. A. Koushik

3. Dr. N. J. Siddiqui
4. Dr. Madhavi Mardikar
5. Dr. Kamlesh Alti
6. Dr. Abhay Khamborkar
7. Dr. R. R. Tayade
8. Mr. N.B.Yemul
9. Mr. Shrikant Borkar
10. Mr. S. R. Jigajeni
11. Mr. Praveen Sayare

Dr. Sujata Deo
IQAC Coordinator



Dr. R. G. Atram
Director

10th February, 2021

A meeting has been organized in the conference room on 10/02/2021 in presence of the Director by the IQAC Coordinator Dr. Sujata Deo at 2.00pm. Dr. Ganatra was invited for the meeting. After minutes of the last meeting were read and confirmed.

Agenda of the Meeting

- Final review of the work done till date for the visit of UGC Committee.
- Review on filling the data for NIRF ranking.

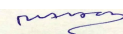
Dr. Ganatra reviewed the allotted work done by all the members. He checked all the files and documents compiled according to annexures 1 to 20. All plans were chalked out starting from the welcome of committee to their departure on 13th Feb, 2021. Dr. Sujata Deo and Dr. Ganatra instructed to follow all the Covid protocols given by Central and State Governments during the visit. Use of mask and sanitizer was mandatory. All heads were asked to be ready with their departmental presentations; cleanliness of labs, classrooms, instrumentation etc. was to be maintained.

Dr. R. R. Tayade informed that most of the data required for filling of online application for NIRF ranking is completed but few points are left and that will be done soon and final submission will be done after the visit of UGC committee.

Following members were present in the meeting

1. Dr. K.S.Bhanu
2. Dr. S. A. Koushik
3. Dr. N. J. Siddiqui
4. Dr. Madhavi Mardikar
5. Dr. Kamlesh Alti
6. Dr. Abhay Khamborkar
7. Dr. R. R. Tayade
8. Mr. N.B.Yemul
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11. Mr. Praveen Sayare

Dr. Sujata Deo
IQAC Coordinator



Director
Institute of Science
NAGPUR.

Dr. R. G. Atram
Director

15th March, 2021

A meeting has been organized by the IQAC Coordinator Dr. Sujata Deo at 1.00pm on 15/03/2021 in the Director's Chamber.

Agenda of the Meeting: Information regarding

- Grant of academic autonomy to the institute.
- Submission of data for NIRF ranking.

Dr. R.G. Atram shared the good news that Institute of Science has been granted with the status of academic autonomy from the session 2021-22 as per the letter received on 12th March, 2021. The news was also shared with all the heads of different departments. Dr. Atram congratulated Dr. Ganatra, Dr. Deo, and whole IQAC team, Heads of the departments teaching and non teaching staff to put their efforts for the work done to gain the achievement.

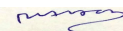
Constitution of Board of Governors, Members of Academic Council and Board of Studies i.e. all the statutory bodies and non-statutory bodies is now the requirement. He informed that Board of Governors will be constituted by Government of Maharashtra while the selection of Members of Academic Council and Board of Studies will be done by the director and heads of the departments.

Framing of the syllabus for UG and PG courses, board of examination and pattern of examination, rules and regulations for admission, fees structure, etc. has to be done according to the directions given by the government of Maharashtra and UGC for autonomous colleges.

Following members were present in the meeting

1. Dr. K.S.Bhanu
2. Dr. S. A. Koushik
3. Dr. N. J. Siddiqui
4. Dr. Madhavi Mardikar
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Dr. Sujata Deo
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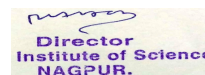
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Dr. R. G. Atram
Director

Action Taken Report (ATR) of the session 2020-21

1. AQAR for the session 2019-2020 was prepared and submitted to NAAC, Bangalore.
2. Academic Autonomy was granted to the Institute in March 2021, after the Committee visited the Institute in February 2021.
3. Online submission of data for NIRF ranking was done in February 2021.
4. The academic calendar was prepared and followed accordingly till March but again lockdown was declared for the second time by the Center and State Government it was followed online as per the guidelines.
5. Some of the Committees were formed which worked according to the objectives.
6. Collection & analysis of students' feedback completed.
7. One week Induction Meeting was conducted for B.Sc. I students as per the guidelines of UGC.
8. Online lectures and e-content were prepared by maximum number of staff and made available for students for online teaching.
9. Some online and offline programs were organized by the NSS unit of the Institute in collaboration with NGO's etc.
10. Departmental societies have organized some online programs.
11. Online feedback was collected and analyzed by Department of Statistics.
12. Only Soft copy of the ASA- PBAS for the session 2019-20 was collected from the staff.
13. Nineteen PG students from different department of the Institute were placed in different firms.

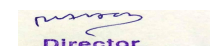
Dr. Sujata Deo
IQAC Coordinator



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Director

Plan of Action 2020-21	Achievements/Outcomes
<ol style="list-style-type: none"> 1. To prepare AQAR for the year 2019-20. 2. As proposal of autonomy was submitted by the Institute in 20th January, 2020 further line of work in 2020-21 should be according to the requirements. 3. To fill the online application for NIRF ranking in the category of Colleges. 4. To prepare academic calendar and to follow it. 5. To form various committees in order to enhance the overall development. 6. To organize online/offline Conferences/Seminars/Workshops on different topics. 7. To organize online/offline Induction meeting for newly inducted semester I Students of UG and PG as per guidelines. 8. To enhance the number of MOU's, Consultancies & Collaboration with different agencies. 9. Faculty members are to be appointed as mentors. 10. Preparation and publication of annual magazine "Replica" 11. To increase the number of Certificates, Diploma/Value Skill added courses. 12. To conduct collaborative activities with respect to research, faculty and student exchange. 13. To collect online feedback and analyze it by Statistics department. 14. Extension of outreach programs through NSS, NCC, Swatch Bharat, AIDS awareness. 15. Heads are to be instructed to organize different online programs under departmental societies and keep the record of it in the department. 16. Regular updating of Web site of the Institute by the concerned staff. 17. MOOC's, SWAYAM video /audio to be prepared and uploaded by the staff. 18. To collect and evaluate the ASA - PBAS from the staff for the session 2020-21. 19. The CCPC will be asked to work on conduction of programs for personality development and more placements. 	<ol style="list-style-type: none"> 1. AQAR for the session 2019-2020 was prepared and submitted to NAAC, Bangalore. 2. Academic Autonomy was granted to the Institute in March 2021, after the Committee visited the Institute in February 2021. 3. Online submission of data for NIRF ranking was done in February 2021. 4. The academic calendar was prepared and followed accordingly till March but again lockdown was declared for the second time by the Center and State Government it was followed online as per the guidelines. 5. Some of the Committees were formed which worked according to the objectives. 6. Collection & analysis of students' feedback completed. 7. One week Induction Meeting was conducted for B.Sc. I students as per the guidelines of UGC. 8. Online lectures and e-content were prepared by maximum number of staff and made available for students for online teaching. 9. Some online and offline programs were organized by the NSS unit of the Institute in collaboration with NGO's etc. 10. Departmental societies have organized some online programs. 11. Online feedback was collected and analyzed by Department of Statistics. 12. Only Soft copy of the ASA- PBAS for the session 2019-20 was collected from the staff. 13. Nineteen PG students from different department of the Institute were placed in different firms.

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