



INSTITUTE OF SCIENCE, NAGPUR
(An Autonomous Institute of Government of Maharashtra)

Civil Lines, R. T. Road, Nagpur 440001

NAAC Accredited "A" Grade

Phone: 0712-2561148

Web: www.iscnagpur.ac.in

Email: ioscnagpur@gmail.com

Minutes of the IQAC Meetings

2022-2023

24th June, 2022

First meeting of IQAC for the session 2022-23 was called upon by the coordinator Dr. Sujata Deo at 3.00pm in the Director chamber. Dr. Sujata Deo, welcomed the Dr. Anjali Rahatgaonkar, Director of the Institute and all IQAC members. Minutes of the last meeting were read by Dr. N. J. Siddiqui and the same were confirmed.

The agenda of the meeting was...

1. Preparations of the visit of the Hon. Dr. Dhanraj Mane, Director of Higher Education, Maharashtra State, Pune.
2. Plan of action for the session 2022-23.

Agenda Item no. 1: Dr. Anjali Rahatgaonkar, Director of the Institute informed about the visit of Dr. Dhanraj Mane, honorable Director of Higher Education, Maharashtra State, Pune and allotted the work to IQAC and ask for all the necessary arrangements to be done. Dr. Deo mam deputed the work to IQAC members and asked to fulfil accordingly.

Agenda Item no. 2: Plan of Action of 2022-23 was chalked out as....

1. To prepare AQAR for the year 2021-22 and submit to NAAC by due date.
2. To prepare academic calendar 2022-23 and to follow it accordingly.
3. As Academic Autonomy was granted to the Institute in March 2021, organization of sequential meetings of BoS, Academic Council and BoG.
4. Modification of Syllabus of B.Sc. Sem. I and II as per the Direction No. 4 of 2022.
5. To direct the COE to conduct examinations and its related work on time following the academic calendar and declaration of results on time now being an autonomous institute.
6. To apply for NIRF ranking in the category of Colleges.
7. To work for the implementation of NEP-20 as per the guidelines of Government of Maharashtra.

8. To form various college committees like WDC, ICC, LACF, etc. involving students in order to enhance the overall development of the students.
9. To organize online/offline Conferences/Seminars/Workshops on different topics.
10. To organize online/offline Induction meeting for newly inducted semester I Students of UG and PG as per guidelines.
11. To enhance the number of MOU's, Consultancies & Collaboration with different agencies with respect to research, faculty and student exchange.
12. To appoint Faculty members as mentors.
13. Publication of annual magazine "Replica"
14. To increase the number of Certificates, Diploma/Value Skill added courses.
15. To collect online feedback and analyze it by Statistics department.
16. Extension of outreach programs through NSS, NCC, Swatch Bharat, AIDS awareness etc.
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. To collect and evaluate the ASA - PBAS from the staff for the session 2022-23.
20. The CCPC will be asked to take steps necessary for campus placements.

Following members were present in the meeting

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



Dr. Sujata Deo
IQAC Coordinator



Dr. Anjali Rahatgaonkar
Director

26th August, 2022

Dr. Anjali Rahatgaonkar, Director of the Institute, called upon a meeting was 26/08/2022 at 3.00 pm in the Directors chamber in presence of Dr. Sujata Deo, IQAC coordinator and all of the members for finalizing the dates of meeting of BoS of each department and then Academic Council and BoG.

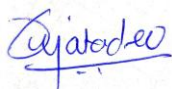
Following points were discussed...

As Members of Board of Studies of each department and Academic Council were finalized by the institute and simultaneously GR of Government of Maharashtra was published for BoG.

- Syllabus, Teaching and examination scheme of UG and PG was already prepared by each department according to the Directions of the Institute prepared by Dr. Abhay Khamborkar, Dean, Academics IOS therefore it was necessary to get their approval. Hence the Director conveyed to arrange the meetings following dates were decided.
1. All the heads were asked to organize the meeting of Board of Studies of their departments in between 15th to 22nd September, 2022 for approval of Syllabus, Teaching and Examination Scheme, Add on Courses, CHB faculties appointment etc.
 2. Academic Council was to be organized on 15th December, 2022 after approval of necessary items from BoS.
 3. Dr. N. J. Siddiqui, Member Secretary of AC was asked to work accordingly.

Following members were present in the meeting

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



Dr. Sujata Deo
IQAC Coordinator



Dr. Anjali Rahatgaonkar
Director

27th January, 2023

A meeting was organized by Dr. Sujata Deo in the conference room on 27/01/2023 at 1.30pm for discussing the preparation of AQAR 2021-22. Newly inducted members Mr. P.D. Shirsath and Dr. Swati Deshmukh were welcomed by Dr. Deo for the meeting.

Dr. Deo informed that the date for filling the AQAR on the portal of NAAC was extended from 31/12/2022 to 31/05/2023. It was to be requested to NAAC that the format for filling the AQAR has to be changed from affiliated colleges to Autonomous colleges.

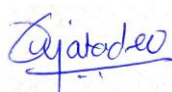
Dr. Deo distributed the work criterion wise to all the members and ask to collect the information and keep DVV ready and as soon as the format gets changed on the portal then it can be filled by the criterion in charges. Dr. Siddiqui- the third criterion in charge was asked to fill the Part A and Extended profile so that further information can be filled up by the other members.

Dr. Wankhede was informed to check up the updates of website for uploading all necessary documents so that the link can be given while filling the AQAR. Departmental Society reports were also to be collected.

Dr. G. M. Phadnaik the fifth criterion in charge was on medical leave hence Mr. Shirsath was inducted in the committee to work along with Dr. Uma Thakur for Criterion V. Dr. Swati Deshmukh was also included in the committee to work along with Dr. Alti sir for Criterion II. Dr. Alti sir had prepared a Google form for SSS and already forwarded to students. Dr. Dhabe and Dr. Koushik were doing the work on Criterion I, Dr. R.V. Tijare and Mr. P. D. Ashtaputrey were working on Criterion IV, while Citerion VI and VII was decided to be done by Dr. Yemul and Dr. Deo. Dr. Deo asked Mr. P.D. Ashtaputrey to fill up the NIRF information online on the NIRF portal with whom Dr. Siddiqui and she will assist for the input of the data for NIRF.

Following members were present in the meeting

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



Dr. Sujata Deo
IQAC Coordinator



Dr. Anjali Rahatgaonkar
Director

9th February, 2023

A meeting has been organized by Dr. Deo in IQAC room at 1.30pm for the follow up of the work done till date for filling up of the AQAR 2021-22.

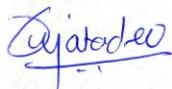
Dr. Deo informed that NAAC has changes the format of AQAR according to the autonomous status of the colleges and hence now it can be filled up on the portal.

All the members updated their work. Maximum work was completed by each of the criterion in charge and Dr. Deo asked to fill it online and complete the work as early as possible so that AQAR can be submitted soon.

Dr. Deo enquired Mr. P.D. Ashtaputrey about the status of filling up of NIRF information and he confirmed that almost all work is done and will submit as early as possible.

Following members were present in the meeting

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



Dr. Sujata Deo
IQAC Coordinator



Dr. Anjali Rahatgaonkar
Director

3rd March, 2023

An urgent meeting was called upon by Dr. Deo at 1.30pm for discussing the information of NIRF data after receiving mail from NIRF for not receiving any response for the queries after submission of NIRF data by Mr. P. D. Ashtaputrey.

After submission of NIRF information by Mr. P. D. Ashtaputrey on 20th February, 2023 a mail regarding query was received on 03/03/2023 mentioning Indian Ranking 2023 and ID of the college Discipline in the subject line on the id verification@nirfindia.org which was to be resolved and submitted by 04/03/2023. He was asked to work on it and resolve the matter.

Following members were present in the meeting

1. Dr. N. J. Siddiqui
2. Mr. P. D. Ahtaputrey
3. Dr. Sujata Deo



Dr. Sujata Deo
IQAC Coordinator

6th April, 2023

Dr. Deo called upon a meeting on 06/04/2023 at 12.30pm for informing that the information was successfully submitted to NIRF after all the queries aroused by NIRF data verification team on 10th march, 15th March and 6th April were resolved regarding Financial resources, other expenditure on creation of capital assets and utilized amount for the capital and operational expenditure for the last 3 years by government Institute of Science, Nagpur (IR-C-C-18938).

Dr. Uma Thakur Mam had given the information regarding placement of students. Dr. Deo informed that 25th April was the last date for the submission of the data.

Following members were present in the meeting

1. Dr. N. J. Siddiqui
2. Mr. P. D. Ahtaputrey
3. Dr. Sujata Deo



Dr. Sujata Deo
IQAC Coordinator

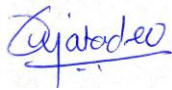
17th April, 2023

A review meeting was conducted on 17/04/2023 in IQAC for....

1. Submission of AQAR 2021-22 according to the new format. Uploading of all the information was to be completed by 15th May 2023 instructions to upload the documents on the website was shared and all in charges uploaded the documents successfully.
2. Dr. Anjali Rahatgaonkar, Director IOS, Nagpur has asked the IQAC coordinator to fill up the information required for continuous affiliation of non-grant subjects of the Institute to RTMNU.
3. Dr. Deo distributed the work to all the IQAC members Dr. Siddiqui, Dr. Yemul and Dr. Uma Thakur. The information was filled up and submitted to the IQAC mail id.
4. Mr. Todase student clerk was asked to give the information about enrolment number of students for progression and placement.

Following members were present in the meeting

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



Dr. Sujata Deo
IQAC Coordinator



Dr. Anjali Rahatgaonkar
Director

23rd May, 2023

Dr. Deo called upon a meeting at 1.00pm in IQAC for final submission of AQAR 2021-22 as all criterion in charges has successfully completed their work along with the uploading on website. All the members were present and thus AQAR was uploaded at 2.00pm. Dr. Deo thanked all the members for their support in the work done.

Following members were present in the meeting

1. Dr. N. J. Siddiqui
2. Dr. S. A. Koushik
3. Dr. Kamlesh Alti
4. Dr. R. V. Tijare
5. Mr. P. D. Ahtaputrey
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Plan of Action and Achievements / Outcomes: 2022-23

Sr. No.	Plan of Action 2022-23	Achievements/Outcomes
1.	To prepare AQAR for the year 2021-22 and submit to NAAC by due date.	AQAR for the year 2021-22 was prepared and was submitted online to NAAC Bangalore.
2.	To prepare academic calendar 2022-23 and to follow it accordingly.	Academic calendar was prepared for the session 2022-23 and followed accordingly
3.	As Academic Autonomy was granted to the Institute in March 2021, organization of sequential meetings of BoS, Academic Council and BoG.	<ul style="list-style-type: none">• Board of Studies (BoS) meetings was organized by different departments and got approval of the agenda items kept for the meeting.• Academic Council (AC) meeting was organized and got the agenda items approved by the members.
4.	Modification of Syllabus of B.Sc. Sem. I and II as per the Direction No. 4 of 2022.	Syllabus of B.Sc. Sem. I and II was modified as per the Direction No. 4 of 2022
5.	To direct the COE to conduct examinations and its related work on time following the academic calendar and declaration of results on time now being an autonomous institute.	Though first year of this autonomous institute the COE efficiently conducted all examinations of UG and PG on time and results were also declared immediately.
6.	To apply for NIRF ranking in the category of Colleges.	Online data for NIRF ranking in the category of Colleges was filled and Institute of Science, Nagpur was ranked 83rd in College category by the Ministry of Education, Government of India.
7.	To work for the implementation of NEP-20 as per the guidelines of Government of Maharashtra.	All the departments worked for implementation of NEP-20 as per guidelines in the Maharashtra government GR's.
8.	To form various college committees like WDC, ICC, LACF, etc. involving students in order to enhance the overall development of the students.	Various committees were formed and work was done smoothly by all the in-charges and members. Many activities like Expert talks, workshops, awareness programs were organized for the benefits of the students.
9.	To organize online/offline Conferences/Seminars/Workshops on different topics.	Online Seminar on IPR was organized by IQAC in collaboration with Physical Education departments. Workshops were conducted by different departmental committees.

10.	To organize online/offline Induction meeting for newly inducted semester I Students of UG and PG as per guidelines.	Induction meeting for newly inducted semester I Students of UG and PG was organized successfully.
11.	To enhance the number of MOU's, Consultancies & Collaboration with different agencies with respect to research, faculty and student exchange.	<ul style="list-style-type: none"> • Eight MoU's were signed by Institute of Science and different organizations for collaborating research and academics for the benefit of Students research fellows and teachers. • One collaborative activity is ongoing.
12.	To appoint Faculty members as mentors.	Faculty members were appointed as mentors.
13.	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.
14.	To increase the number of Certificates, Diploma/Value Skill added courses.	<ul style="list-style-type: none"> • Two certificate courses are ongoing one in Statistics and other in the department of Botany.
15.	To collect online feedback and analyze it by Statistics department.	Online feedback was collected and analyzed by Dr. Dhabe mam, Professor and Head, department of Statistics
16.	Extension of outreach programs through NSS, NCC, Swatch Bharat, AIDS awareness etc.	Twenty different programs were taken under this head for enhancing the leadership qualities, social awareness.
17.	Heads are to be instructed to organize different online / offline programs under departmental societies.	Numerous programs were organized online and offline by different departmental societies.
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 2022-23.	ASA - PBAS from the staff for the session 2022-23 is yet to be collected from staff.
20.	The CCPC will be asked to take steps necessary for campus placements.	The CCPC has conducted programs for personality development and more placements.
 Dr. Sujata S. Deo IQAC Coordinator		 Dr. A. M. Rahatgaonkar Director



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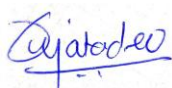
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Action Taken Report (ATR) of the Session 2022-23

Sr. No.	Actions Taken : 2022 - 23
1.	AQAR for the year 2021-22 was prepared and was submitted online to NAAC Bangalore.
2.	Academic calendar was prepared for the session 2022-23 and followed accordingly
3.	<ul style="list-style-type: none">Board of Studies (BoS) meetings was organized by different departments and got approval of the agenda items kept for the meeting.Academic Council (AC) meeting was organized and got the agenda items approved by the members.
4.	Syllabus of B.Sc. Sem. I and II was modified as per the Direction No. 4 of 2022
5.	Though first year of this autonomous institute the COE efficiently conducted all examinations of UG and PG on time and results were also declared immediately.
6.	Online data for NIRF ranking in the category of Colleges was filled and Institute of Science, Nagpur was ranked 83rd in College category by the Ministry of Education, Government of India.
7.	All the departments worked for implementation of NEP-20 as per guidelines in the Maharashtra government GR's.
8.	Various committees were formed and work was done smoothly by all the in-charges and members. Many activities like Expert talks, workshops, awareness programs were organized for the benefits of the students.
9.	Online Seminar on IPR was organized by IQAC in collaboration with Physical Education departments. Workshops were conducted by different departmental committees.
10.	Induction meeting for newly inducted semester I Students of UG and PG was organized successfully.
11.	<ul style="list-style-type: none">Eight MoU's were signed by Institute of Science and different organizations for collaborating research and academics for the benefit of Students research fellows and teachers.One collaborative activity is ongoing.

12.	Faculty members were appointed as mentors.
13.	Content of publication of annual magazine "Replica" was given concerned person for typing and is in the process of publishing.
14.	• Two certificate courses are ongoing one in Statistics and other in the department of Botany.
15.	Online feedback was collected and analyzed by Dr. Dhabe mam, Professor and Head, department of Statistics
16.	Twenty different programs were taken under this head for enhancing the leadership qualities, social awareness.
17.	Numerous programs were organized online and offline by different departmental societies.
18.	Web site of the Institute is updated by the concerned staff.
19.	ASA - PBAS from the staff for the session 2022-23 is yet to be collected from staff.
20.	The CCPC has conducted programs for personality development and more placements.



Dr. Sujata Deo
IQAC Coordinator



Dr. Anjali Rahatgaonkar
Director