



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

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NAAC Accredited "A" Grade

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## **Minutes of the IQAC Meetings**

### **2023-2024**

**28<sup>th</sup> June, 2023**

First meeting of IQAC for the session 2023-24 was called upon by the coordinator Dr. Sujata Deo at 11.00am in the Director chamber. Dr. Sujata Deo, felicitated and welcomed Dr. Jairam Khobragade, who joined on 5<sup>th</sup> June, 2023 as the Director of the Institute after getting transferred from Mumbai. She welcomed all IQAC members for its first meeting for reopening of the college from 24<sup>th</sup> June, 2023. Minutes of the last meeting were read by Dr. N. J. Siddiqui and the same were confirmed.

**The agenda of the meeting was...**

1. Plan for the emergent meeting of Academic Council called upon by the Chairman of AC.
2. Deciding the dated of BoS meeting of all departments and formation of board of interdisciplinary studies.
3. Appointment of CHB Teachers.
4. Editing the Academic calendar 2023-24 already prepared.
5. Plan of action for the session 2023-24.

**Agenda Item no. 1: Plan for the emergent meeting of Academic Council called upon by the Chairman of AC:** In order to implement NEP-2020 according to Maharashtra Government Resolution it was necessary to organize an emergent meeting of Academic Council (third meeting), so it was decided that to approve the agendas AC meeting is to be organized on 1<sup>st</sup> of July, 2023. Dr. Deo mam distributed the work for the AC meeting.

**Agenda Item no. 2: Deciding the dated of BoS meeting of all departments and formation of board of interdisciplinary studies:** Need for change of syllabus and teaching and evaluation scheme was necessary for implementing as per NEP-2020. Therefore, it was decided that departments can conduct the BoS meetings for approval of the syllabus and teaching and examination scheme in the

period of 5<sup>th</sup> July-15<sup>th</sup> July, 2023 and then it can be put up in the next academic council for its approval. Dr. Deo mam deputed the work to IQAC members and asked to be done accordingly.

**Agenda Item no. 3: Appointment of CHB Teachers:** Dr. Deo informed that many departments needs Clock Hour Basis Teachers as some faculty members were retired and some departments doesn't have any permanent or less number of faculty. Hence there is a need to give advertisement in the month of July in the local papers and then heads can be asked to take the interview and give appointments according to the workload.

**Agenda Item no. 4:** Editing the Academic calendar 2023-24 already prepared: Some changes were suggested by Dr. Jairam Khobragade sir hence Dr. Deo mam will edit the Academic Calendar already prepared by her before summer vacation.

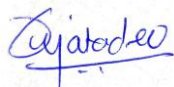
**Agenda Item no. 5: Plan of Action of 2023-24 was chalked out as....**

1. To prepare AQAR for the year 2022-23 and submit to NAAC by due date.
2. To prepare academic calendar 2023-24 and to follow it accordingly.
3. Being an autonomous Institute, organization of sequential meetings of BoS, Academic Council and BoG whenever necessary.
4. To implement NEP-2020 for UG and PG as per the guidelines of Government of Maharashtra for autonomous colleges.
5. To prepare the Syllabus, Teaching and Evaluation Scheme according to NEP-2020 and different Directions framed by Institute of Science, Nagpur.
  - UG Programme Structure of B.Sc. Semester III to Semester VI and Syllabus of the B.Sc. Semester III to Semester VI as per Direction Number 1 of 2023.
  - Four Year UG Programme Credit Framework and Structure of B.Sc. Semester I to Semester VIII (Including Honors and Honors with Research) and Syllabus of the B.Sc. Semester I and Semester II as per Direction Number 3 of 2023.
  - One Year / Two Year PG Credit Framework and Programme Structure of M.Sc. Semester I to Semester IV and the syllabus of the M.Sc. Semester I and Semester II as per Direction Number 2 of 2023.
6. To direct the COE to conduct examinations and its related work on time following the academic calendar and declaration of results on time. Conducting examinations for failure students.
7. To apply for NIRF ranking in the category of Colleges.
8. To form various college committees like WDC, ICC, LACF, IIC 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 collect online feedback and analyze it by Statistics department.
15. Extension of outreach programs through NSS, NCC, Swatch Bharat, AIDS awareness etc.
16. Heads are to be instructed to organize different online / offline programs under departmental societies.
17. Regular updating of Web site of the Institute by the concerned staff.
18. To collect and evaluate the ASA - PBAS from the staff for the session 2023-24.
19. 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. Kamlesh Alti
3. Dr. K. S. Janbandhu
4. Dr. R. Lihitkar
5. Mr. P. D. Ahtaputrey
6. Dr. Seema Bodkhe
7. Dr. Swati Deshmukh
8. Dr. Mr. N. B. Yemul
9. Dr. Uma Thakur
10. Dr. Kalpana Nagle
11. Mr. S. J. Borkar



**Dr. Sujata Deo**  
**IQAC Coordinator**



**Dr. Jairam Khobragade**  
**Director**

**18<sup>th</sup> July, 2023**

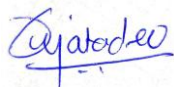
Dr. Sujata Deo, IQAC coordinator called upon a meeting of all members of the committee on 18<sup>th</sup> July, 2023 at 3.00 pm as per instructions given by the Director of the Institute.

**Agenda: T**

1. To attend an online Google meeting for a demo to be given on NAAC Complaint website Software. All the members attended the meeting and tried to understand the demonstration given online.
2. Dr. Deo informed that Syllabus, Teaching and examination scheme of UG and PG prepared by each department according to the Directions of the Institute prepared by Dr. Abhay Khamborkar, Dean, Academics IOS were approved by the BoS of every dept. hence, now it has to be approved from the AC members.
3. Date of next AC meeting will be soon decided by the Director and then date can be conveyed.

**Following members were present in the meeting**

1. Dr. N. J. Siddiqui
2. Dr. Kamlesh Alti
3. Dr. K. S. Janbandhu
4. Dr. R. Lihitkar
5. Mr. P. D. Ahtaputrey
6. Dr. Seema Bodkhe
7. Dr. Swati Deshmukh
8. Dr. Mr. N. B. Yemul
9. Dr. Uma Thakur
10. Dr. Kalpana Nagle
11. Mr. S. J. Borkar



**Dr. Sujata Deo**  
**IQAC Coordinator**



**Dr. Jairam Khobragade**  
**Director**

**26<sup>th</sup> July, 2023**

Dr. Sujata Deo, IQAC coordinator called upon a meeting of the committee on 26<sup>th</sup> July, 2023 at 3.00 pm.

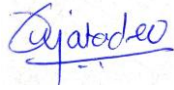
**Agenda: Organization of AC meeting**

In the third meeting of AC, held on 1<sup>st</sup> July, 2023 some agendas were approved. BoS meeting of every department was organized and the required agendas were approved. To implement these agendas from the session 2023-24 according to the NEP-2020 policy these agendas were to be approved by the AC.

Hence, to make necessary arrangements for the fourth meeting of Academic Council to be held on 2<sup>nd</sup> August, 2023 Dr. Deo distributed the work to the committee members and 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. Kamlesh Alti
3. Dr. K. S. Janbandhu
4. Dr. R. Lihitkar
5. Mr. P. D. Ahtaputrey
6. Dr. Seema Bodkhe
7. Dr. Swati Deshmukh
8. Dr. Mr. N. B. Yemul
9. Dr. Uma Thakur
10. Dr. Kalpana Nagle
11. Mr. S. J. Borkar



**Dr. Sujata Deo**  
**IQAC Coordinator**



**Dr. Jairam Khobragade**  
**Director**

**25<sup>th</sup> August, 2023**

A meeting of IQAC was called upon by the coordinator Dr. Sujata Deo at 2.00pm in the Director chamber.

**Agenda: submission of AQAR 22-23**

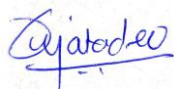
Dr. Sujata Deo informed Director Sir about different Criterion in-charges and work allotted. She asked to inform the heads and collect required information of all criterion from different departments such as UG, PG, Ph.D. students, teachers for mentoring, earn and learn scheme, identification of slow learners etc.

She suggested that...

1. Blank format of AQAR according to the criteria is to be mailed to departments - Dr. Siddiqui.
2. SSS link to be shared with the students - Dr. Alti.
3. CCPC to be made more active to work for the placements of more students – Dr. Yemul.
4. Research activities needed to be increased – Dr. S.R. Patil.
5. Major and Minor Projects to submitted to DST, SERB etc.
6. Publications needed to be in journal of good repute i.e. with high impact factor.

**Following members were present in the meeting**

1. Dr. N. J. Siddiqui
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4. Dr. R. Lihitkar
5. Mr. P. D. Ahtaputrey
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8. Dr. Mr. N. B. Yemul
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**Dr. Sujata Deo**  
**IQAC Coordinator**



**Dr. Jairam Khobragade**  
**Director**

**13<sup>th</sup> September, 2023**

A meeting of IQAC was called upon by Dr. Sujata Deo at 3.00pm in the IQAC chamber.

**Agenda:**

- 1. NIRF and AISHE Submission:** Dr. Deo asked Dr. Siddiqui and Mr. Ashtaputrey, nodal officers of NIRF and AISHE respectively to be updated about the messages received for the submission of data.
- 2. AQAR progress of the work:** Similarly she asked the members about the progress of work done for AQAR 22-23 submission. All of the members gave the information about work done till date.

**Following members were present in the meeting**

1. Dr. N. J. Siddiqui
2. Dr. Kamlesh Alti
3. Dr. K. S. Janbandhu
4. Dr. R. Lihitkar
5. Mr. P. D. Ahtaputrey
6. Dr. Seema Bodkhe
7. Dr. Swati Deshmukh
8. Dr. Mr. N. B. Yemul
9. Dr. Uma Thakur
10. Dr. Kalpana Nagle
11. Mr. S. J. Borkar



**Dr. Sujata Deo**  
**IQAC Coordinator**

**22<sup>nd</sup> December, 2023**

A meeting of IQAC was called upon by the coordinator Dr. Sujata Deo at 2.00pm in the IQAC chamber.

**Agenda:**

1. **Organization of the felicitation program of Dr. Koushik:** Being a member of IQAC it was decided by the committee to felicitate Dr. Koushik on 23<sup>rd</sup> December, 2024 as she had taken VRS.
2. **NIRF Submission update:** Dr. Siddiqui informed that NIRF has started collecting information and she has started the work according to the messages received from NIRF and will be submitted as soon as it gets completed.
3. **AQAR progress of the work:** Similarly she asked the members about the progress of work done for AQAR 22-23 submission. All of the members gave the information about work done till date.

**Following members were present in the meeting**

1. Dr. N. J. Siddiqui
2. Dr. Kamlesh Alti
3. Dr. K. S. Janbandhu
4. Dr. R. Lihitkar
5. Mr. P. D. Ahtaputrey
6. Dr. Seema Bodkhe
7. Dr. Swati Deshmukh
8. Dr. Mr. N. B. Yemul
9. Dr. Uma Thakur
10. Dr. Kalpana Nagle
11. Mr. S. J. Borkar



**Dr. Sujata Deo**  
**IQAC Coordinator**



**7<sup>th</sup> January, 2024**

A meeting of IQAC was called upon by the coordinator Dr. Sujata Deo at 3.00pm in the IQAC chamber.

**Agenda:**

1. **NIRF Submission update:** Dr. Siddiqui informed that she has submitted the online data on 28<sup>th</sup> December itself even though the submission date was extended.
2. **AQAR progress of the work:** Dr. Deo enquired the members about the progress of work done for AQAR 22-23 submission. All of the members updated about work done till date.
3. **Organization of BoG:** As per Director Sirs instructions IQAC was asked to be ready with all necessary documentation required for conduction of BoG on 20<sup>th</sup> February, 2024.
4. **AQAR progress of the work:** Dr. Deo took follow up of the work done till date for AQAR 22-23 preparation and submission. Members gave the information about work done till date.

**Following members were present in the meeting**

1. Dr. N. J. Siddiqui
2. Dr. Kamlesh Alti
3. Dr. K. S. Janbandhu
4. Dr. R. Lihitkar
5. Mr. P. D. Ahtaputrey
6. Dr. Seema Bodkhe
7. Dr. Swati Deshmukh
8. Dr. Mr. N. B. Yemul
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10. Dr. Kalpana Nagle
11. Mr. S. J. Borkar



**Dr. Sujata Deo**  
**IQAC Coordinator**

## **23<sup>rd</sup> February, 2024**

A meeting of IQAC was called upon by the coordinator Dr. Sujata Deo at 1.00pm in the IQAC chamber.

### **Agenda:**

- 1. Preparation of Mandatory Disclosure 2024-25:** Dr. Deo and Dr. Siddiqui were allotted the work to prepare the Mandatory Disclosure 2024-25 according to the M.S. G.R. dated 8<sup>th</sup> February, 2024 and then to be uploaded on the Institutional website.
- 2. Submission of AQAR after getting approval from BoG:** Unanimous approval of AQAR 2022-23 was done in the BoG meeting held on 20<sup>th</sup> February, 2024. Hence, Dr. Deo called upon all the members in the IQAC chamber for the submission of AQAR 2022-23. In presence of IQAC members all the seven criterions, data and links uploaded were checked thoroughly and submitted to NAAC, Bangalore.
- 3. NIRF data validation:** Dr. Deo asked Dr. Siddiqui to check the IQAC mail id regularly for validation of NIRF submitted. Dr. Siddiqui informed that she is doing it regularly and yet it has not been started.

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

1. Dr. N. J. Siddiqui
2. Dr. Kamlesh Alti
3. Dr. K. S. Janbandhu
4. Dr. R. Lihitkar
5. Mr. P. D. Ahtaputrey
6. Dr. Seema Bodkhe
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**Dr. Sujata Deo**  
**IQAC Coordinator**

**19<sup>th</sup> March, 2024**

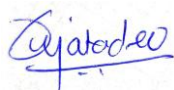
A meeting was called upon by Dr. Deo at 1.30pm in IQAC Chamber.

**Agenda:**

1. **Preparation of Academic Calendar 2024-25:** As per the instructions received from the Director, academic calendar was supposed to be prepared by the committee. Dr. Deo, Dr. Siddiqui, Dr. N. Yemul along with Dr. Khambhorkar, Dean Academics and Dr. Tayade, Controller of Examination prepared the Academic Calendar 2024-25 and got approved by the Director and uploaded on the institutional website.
2. **Updating work on preparation of Mandatory Disclosure 2024-25:** Dr. Siddiqui updated to Dr. Deo that she has started the work after gathering information from all the faculties and office. Upon completion it can to be uploaded on the Institutional website.
3. **NIRF data validation:** Dr. Deo asked Dr. Siddiqui to update the validation of NIRF data submitted. Dr. Siddiqui informed that it has been started from 16<sup>th</sup> March, 2024 onwards and the work is done according to the queries received. Mr. P.D. Ashtaputrey is helping her in the matter. After the required formats were completed it was sent back mentioning Indian Ranking 2024 and ID of the college Discipline in the subject line on the id [verification@nirfindia.org](mailto:verification@nirfindia.org)

**Following members were present in the meeting**

1. Dr. N. J. Siddiqui
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**Dr. Sujata Deo**  
**IQAC Coordinator**



**Dr. Jairam Khobragade**  
**Director**

**13<sup>th</sup> April, 2024**

A meeting was called upon by Dr. Deo at 11.30am in IQAC Chamber.

**Agenda:**

- 1. Updating work on preparation of Mandatory Disclosure 2024-25:** Dr. Siddiqui updated to Dr. Deo that Mandatory Disclosure 2024-25 was prepared according to the M.S. G.R. and was uploaded on the Institutional website on 5<sup>th</sup> April, 2024.
- 2. NIRF data validation:** Dr. Siddiqui updated that validation of NIRF data mentioning Indian Ranking 2024 and ID of the college Discipline in the subject line on the id [verification@nirfindia.org](mailto:verification@nirfindia.org) is still going on according to the queries received.

**Following members were present in the meeting**

1. Dr. N. J. Siddiqui
2. Mr. P. D. Ahtaputrey



**Dr. Sujata Deo**  
**IQAC Coordinator**

**22<sup>nd</sup> April, 2024**

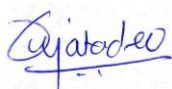
A meeting was called upon by Dr. Deo at 11.30am in Directors Chamber.

**Agenda:**

1. Preparation of Prospectus for the session 2024-25.
  2. Preparation of Plan of Action for the session 2024-25.
  3. Preparation of Proposal of Cluster University with IOISC as the parent Institution.
1. **Preparation of Prospectus for the session 2024-25:** Dr. N. J. Siddiqui was given the responsibility of preparation of the prospectus for the session 2024-25. A committee including Dr. Swati Deshmukh Chauhan and Dr. Preeti Singh with Dr. Siddiqui was constituted and it was expected to complete the work for uploading on website by 31<sup>st</sup> May, 2024.
  2. **Preparation of Plan of Action for the session 2024-25:** Dr. S.R. Patil has completed the preparation of Institutional Development Plan (IDP) 2024-25 and hence Dr. Siddiqui was asked to prepare the Plan of Action 2024-25 according to IDP.
  3. **Preparation of Proposal of Cluster University with IOISC as the parent Institution:** As per the orders of Dr. Khobragade sir, a committee was constituted under his chairmanship for preparation of proposal of State Cluster University, Nagpur including five colleges in the Nagpur District with Institute of Science as the parent Institution. Other colleges included in the cluster were Govt. Institute of Forensic Sciences, Nagpur, Vasantrya Naik Government Institute of Arts and Social Sciences, (VNGIASS-Old Morris College), Government College of Engineering, Nagpur and Government College of Art And Design, Nagpur. Dr. K. G. Patil was the President of the committee and it was decided to call upon a meeting of principals of the colleges on 3<sup>rd</sup> May, 2024 to contribute the data for the preparation and submission of the proposal to the Principal Secretary and Minister of Higher and Technical Education, Maharashtra State by 31<sup>st</sup> May, 2024.

**Following members were present in the meeting**

1. Dr. N. J. Siddiqui
2. Dr. Kamlesh Alti
3. Dr. K. S. Janbandhu
4. Dr. R. Lihitkar
5. Mr. P. D. Ahtaputrey
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**Dr. Sujata Deo**  
**IQAC Coordinator**



**Dr. Jairam Khobragade**  
**Director**