



# MINUTES OF THE IQAC MEETING & ACTION TAKEN REPORT 2022-2023



**Shri Shivaji Education Society Amravati's  
SCIENCE COLLEGE**

**Congress Nagar, Nagpur - 440012 (M.S.) India.**

**Accredited with CGPA of 3.51 at 'A+' grade.**

- A College with Potential for Excellence
- Member of APQN
- Recognized centre for higher learning
- A Mentor College under UGC Paramarsh Scheme

## Meeting-I

*Shri Shivaji Education Society Amravati's*  
**Science College, Congress Nagar, Nagpur**  
*Internal Quality Assurance Cell*

### NOTICE

Date: 08-10-2022

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed to attend the meeting scheduled on Tuesday, 11<sup>th</sup> Oct 2022 at 1.00 PM in the meeting hall.

#### Agenda of meeting:

1. To confirm the minutes of meeting held on 22<sup>nd</sup>, 23<sup>rd</sup> Dec 2021 and 11<sup>th</sup> May 2022.
2. To approve the IQAC plan for the session 2022-23.
3. To discuss the preparation of AQAR for the session 2021-22.
4. Discussion on compliance of recommendations in NAAC report.
5. Registration of B.Sc. Sem-I students in Academic Bank of Credits.
6. Research paper publication in UGC CARE listed journal.
7. Setting up of sensor-based energy conservation.
8. Any other matter with the permission of chair.

*Dr A A Halder*  
08/10/2022

Dr A A Halder  
Coordinator, IQAC  
Science College,  
Congress Nagar, Nagpur

*Prof. M. P. Dhore*

Prof. M. P. Dhore  
Principal  
Science College,  
Congress Nagar, Nagpur



11<sup>th</sup> October 2022

A meeting of Internal Quality Assurance cell (IQAC) is held on Tuesday, 11<sup>th</sup> Oct 2022 at 1:00 PM in the meeting hall.

The following members have attended the meeting.

1. Prof. M. P. Dhore, Principal, Chairman

2. Dr. A. A. Haldar, Co-ordinator, IQAC

3. Prof. S R Pande, Member

4. Prof. A D Bobadey, Member

5. Prof. R. U. Khope, Member

6. Prof. Mrs. P. S. Tiwari, Member

7. Prof. S. W. Anwar, Member

8. Prof. Mrs. R A Deshmukh, Member

9. Prof. Mrs. R D Utkule, Member

10. Dr. V. A. Dakhole, Member

11. Mr. A R Zodape, Member

12. Ms. Nitin Hivulkar, Member

*Confirmation of minutes of meeting held on  
11<sup>th</sup> October 2022 at 1.00 PM.*

### **Minutes of the meeting of IQAC held on 11<sup>th</sup> October 2022**

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 11<sup>th</sup> October 2022 at 1.00 PM in the meeting hall. The meeting was presided over by Prof. M. P. Dhore (Principal) Chairman, IQAC. The following members attended the meeting.

1. Prof. M. P. Dhore (Principal) Chairman, IQAC
2. Dr. A. A. Halder, IQAC Coordinator
3. Prof. S. R. Pande, Member
4. Prof. A. D. Bobde, Member
5. Prof. R.U. Khope, Member
6. Prof. Mrs. P. S. Tiwari, Member
7. Prof. S. W. Anwane, Member
8. Prof. Mrs. R. A. Deshmukh, Member
9. Prof. Mrs. R. D. Urkude, Member
10. Dr. V. A. Dakhole, Member
11. Mr. A. R. Zodape, Member
12. Mr. Nitin Hirulkar, Member

#### **Agenda of the meeting:**

1. To confirm the minutes of meetings held on 22<sup>nd</sup>, 23<sup>rd</sup> Dec 2021, and 11<sup>th</sup> May 2022.
2. To approve the IQAC plan for the session 2022-23.
3. To discuss the preparation of AQAR for the session 2021-22.
4. Discussion on compliance with recommendations in the NAAC report.
5. Registration for B.Sc. Sem-I students in Academic Bank of Credits.
6. Research paper publication in UGC CARE listed journal.
7. Setting up of sensor-based energy conservation.
8. Any other matter with the permission of the chair.

Hon'ble Prof. M. P. Dhore (Principal) Chairman, IQAC welcomed the house and discussed the following items.

Sr. No.	Items	Plan of Action	Action Taken
1.	To confirm the minutes of meetings held on 22 <sup>nd</sup> , 23 <sup>rd</sup> Dec 2021, and 11 <sup>th</sup> May 2022.	The minutes of meetings held on 22 <sup>nd</sup> , 23 <sup>rd</sup> Dec 2021, and 11 <sup>th</sup> May 2022 were read by the IQAC Coordinator.	Confirmed
2.	To approve the IQAC plan for the session 2022-23.	the IQAC plan for the session 2022-23 was placed before the house. After a detailed discussion, it was approved by the house.	Approved
3.	To discuss the preparation of AQAR for the session 2021-22.	The plan of preparation for AQAR 2021-22 was discussed in length with all the members of IQAC and mutually exchanged ideas, and requirements. It was appealed to prepare AQAR at the earliest.	Approved



4.	Discussion on compliance of recommendations in the NAAC report.	<p>Except for the points that were complied with, other points were discussed.</p> <ul style="list-style-type: none"> <li>• Formation of research cell: After a detailed discussion the house concluded that Prof. A. D. Bobde is the Convener of the research cell and all heads of departments would be the members of the cell.</li> <li>• Utilize the potential of the alumni association for the overall development of the college: It was decided to take the help of the alumni association in this regard.</li> <li>• Strengthen consultancy services: The consultancy services are being offered by few of the departments.</li> <li>• Add more journals of international repute to the library: Dr. V. A. Dakhole was given the responsibility in consultation with HODs to subscribe the suitable journals of international repute and expedite the process of subscription.</li> <li>• Establish a central instrumentation facility for teaching and research: Central instrumentation facility is already in place in the dept. of Physics.</li> </ul>	Approved
5.	Registration for B.Sc. Sem-I students in Academic Bank of Credits.	All B.Sc. Semester-I students will be registered on the Academic Bank of Credits portal for the academic session 2021-2022. The responsibility of registration of students is to be shouldered by teacher members.	Approved
6.	Research paper publication in UGC CARE listed journal.	Principal informed that each teacher must publish at least two papers in UGC CARE listed journal/SCOPUS/WOS in each academic session.	Approved
7.	Setting up of sensor-based energy conservation.	It is decided to install motion sensor-based devices for energy conservation at locations where frequent switch on/off is required.	Approved
8.	Any other matter with the permission of the chair.	<p>The following are discussed:</p> <ul style="list-style-type: none"> <li>• Responsibility for registration of B.Sc. Semester-I students on SWAYAM/ Anti Ragging portal will be shouldered by Teachers under the teacher-mentor scheme run by the college. The mentor teacher will take care of registration on the SWAYAM/ Anti Ragging portal of those students who are allotted to him under the teacher-mentor scheme also keep a record of them until they pass out the B.Sc. final year and also prepare and keep reports of different activities conducted during these years.</li> <li>• The institute should initiate the process for obtaining ISO 21001 Certification. Dr. Sarang</li> </ul>	Approved

		<p>Dhote has been given the responsibility of preparing a proposal for ISO certification.</p> <ul style="list-style-type: none"> <li>• Prof. Atul Bobde Convener of Criteria -III Research Innovation and Extension drew the attention of the house to the need of organizing National/International Conferences. It was decided to organize a National Conference by Chemistry and Computer Science department in this academic session.</li> </ul>	
--	--	--	--

Prof. M. P. Dhore, Principal, Chairman, IQAC briefed the house on the college will be facing the 4<sup>th</sup> Cycle of NAAC visits in 2024 and henceforth all would have to work hard to meet the requirement and do the necessary activities for improving the Grading of the college from A+ to A++. As there was no other matter left for discussion the meeting came to an end with a vote of thanks delivered by Dr. A. A. Halder, Coordinator, IQAC.

*A. A. Halder*  
A. A. Halder

Dr A. A. Halder  
Coordinator, IQAC  
Science College,  
Congress Nagar, Nagpur

*M. P. Dhore*  
M. P. Dhore

Prof. M. P. Dhore  
Principal  
Science College,  
Congress Nagar, Nagpur



## Meeting-II

*Shri Shivaji Education Society Amravati's*  
**Science College, Congress Nagar, Nagpur**  
*Internal Quality Assurance Cell*

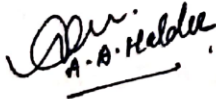
### NOTICE

Date: 08-12-2022

All the NAAC Criteria Conveners are hereby informed to attend a meeting scheduled on Friday, 09<sup>th</sup> Dec 2022 at 2.00 PM in the meeting hall.

Agenda of the meeting:

1. To confirm the minutes of the meeting held on 11<sup>th</sup> Oct 2022.
2. To review the preparation of AQAR for the session 2021-22.
3. Any other matter with the permission of the chair.

  
A.A. Halder

Dr A A Halder  
Coordinator, IQAC  
Science College,  
Congress Nagar, Nagpur

  
M. P. Dhore

Prof. M. P. Dhore  
Principal  
Science College,  
Congress Nagar, Nagpur



A meeting of criteria conveners held on 09<sup>th</sup> Dec 2022 at 2.00 pm in the meeting hall to review the preparation of AQAR for the session 2021-2022.

The following were present in the meeting.

1. Prof. M. P. Shore (Chairman) M. P. Shore
2. Dr. A. A. Halder, Coordinator-IQAC A. A. Halder 9/12/22
3. Prof. Mrs. R. D. Ukkude R. D. Ukkude
4. Prof. R. V. Khope R. V. Khope
5. Prof. A. D. ~~Bobde~~ Bobdey A. D. Bobdey
6. Prof. S. R. Pande S. R. Pande
7. Prof. S. W. Anwane S. W. Anwane 9.12.22
8. Prof. Mrs. R. A. Deshmukh R. A. Deshmukh 9.12.22
9. Prof. Mrs. P. S. Tiwari P. S. Tiwari



## Minutes of the meeting of IQAC held on 09<sup>th</sup> Dec 2022

A meeting of the Internal Quality Assurance Cell (IQAC) was held on Friday, 09<sup>th</sup> Dec 2022 at 2.00 PM in the meeting hall. The meeting was presided over by Prof. M. P. Dhore (Principal) Chairman, IQAC. The following criteria conveners attended the meeting.

1. Prof. M. P. Dhore (Principal) Chairman, IQAC
2. Dr. A. A. Halder, IQAC Coordinator
3. Prof. Mrs. R. D. Urkude, Convener Criteria-I
4. Prof. R.U. Khope, Convener Criteria-II
5. Prof. A. D. Bobde, Convener Criteria-III
6. Prof. S. R. Pande, Convener Criteria-IV
7. Prof. S. W. Anwane, Convener Criteria-V
8. Prof. Mrs. R. A. Deshmukh, Convener Criteria-VI
9. Prof. Mrs. P. S. Tiwari, Convener Criteria-VII


Agenda of the meeting:

1. To confirm the minutes of the meeting held on 11<sup>th</sup> Oct 2022.
2. To review the preparation of AQAR for the session 2021-22.
3. Any other matter with the permission of the chair.


Hon'ble Prof. M. P. Dhore (Principal) Chairman, IQAC welcomed the house and discussed the following items.

Sr. No.	Items	Plan of Action	Action Taken
1.	To confirm the minutes of the meeting held on 11 <sup>th</sup> Oct 2022	The minutes of the meeting held on 11 <sup>th</sup> Oct 2022 were read by the IQAC Coordinator.	Confirmed
2.	To review the and discuss preparation of AQAR for the session 2021-22.	The IQAC Coordinator informed each criteria convener about the necessity of required changes in the data submitted to IQAC for the preparation of AQAR 2021-2022.	Approved
3.	Any other matter with the permission of the chair.	There was no other matter left for discussion.	Approved

Prof. M. P. Dhore, Principal, Chairman, IQAC urged all the criteria conveners to make required changes in data and submit it at the earliest. As there was no other matter left for discussion the meeting came to an end with a vote of thanks delivered by Dr. A. A. Halder, Coordinator, IQAC.

  
Dr A. A. Halder  
Coordinator, IQAC  
Science College,  
Internal Quality Assurance Cell  
(IQAC)  
S. S. E. S. A. Science College  
Nagpur, Nagpur.



  
Prof. M. P. Dhore  
Principal  
Science College,  
S. S. E. S. A. Science College,  
Nagpur, Nagpur.

### Meeting-III

*Shri Shivaji Education Society, Amravati's*  
**Science College, Congress Nagar, Nagpur**  
*Internal Quality Assurance Cell*

### NOTICE

Date: 07/02/23

All the NAAC criteria conveners are informed to attend a meeting scheduled on 08/02/2023 at 11 AM in the IQAC office to discuss the requirement of AQAR 2021-22 criteria-wise and also collect hard and soft copies of the data template of AQAR for the session 2021-2022.

**Agenda:**

1. To confirm the minutes of the meeting held on 9<sup>th</sup> Dec 2022.
2. To discuss and distribute the hard and soft copies of the data template of AQAR 2021-2022.



Dr. A. A. Halder  
Coordinator, IQAC  
Science College,  
Congress Nagar, Nagpur



Prof. M. P. Dhore  
Principal  
Science College,  
Congress Nagar, Nagpur



A meeting of the Internal Quality Assurance Cell (IQAC) was held on 08<sup>th</sup> Feb 2023 at 11 AM in the IQAC Office. The meeting was presided over by Prof. M. P. Dhore (Principal) Chairman, IQAC. The following were present in the meeting.

1. Prof. M. P. Dhore (Principal) Chairman, IQAC

*M. P. Dhore*

2. Dr. A. A. Halder, IQAC Coordinator

*A. A. Halder*  
08/02/2023

3. Prof. Mrs. R. D. Urkude, Convener Criteria-I

*R. D. Urkude*

4. Prof. R. U. Khope, Convener Criteria-II

*R. U. Khope*

5. Prof. A. D. Bobde, Convener Criteria-III

*A. D. Bobde*

6. Prof. S. R. Pande, Convener Criteria-IV

*S. R. Pande*

7. Prof. S. W. Anwane, Convener Criteria-V

*S. W. Anwane*

8. Prof. Mrs. R. A. Deshmukh, Convener Criteria-VI

*R. A. Deshmukh*

9. Prof. Mrs. P. S. Tiwari, Convener Criteria-VII

*P. S. Tiwari*

## Minutes of the meeting of IQAC held on 08<sup>th</sup> Feb 2023

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 08<sup>th</sup> Feb 2023 at 11 AM in the IQAC Office. The meeting was presided over by Prof. M. P. Dhore (Principal) Chairman, IQAC. The following criteria conveners attended the meeting.

1. Prof. M. P. Dhore (Principal) Chairman, IQAC
2. Dr. A. A. Halder, IQAC Coordinator
3. Prof. Mrs. R. D. Urkude, Convener Criteria-I
4. Prof. R.U. Khope, Convener Criteria-II
5. Prof. A. D. Bobde, Convener Criteria-III
6. Prof. S. R. Pande, Convener Criteria-IV
7. Prof. S. W. Anwane, Convener Criteria-V
8. Prof. Mrs. R. A. Deshmukh, Convener Criteria-VI
9. Prof. Mrs. P. S. Tiwari, Convener Criteria-VII


### Agenda of the meeting:

1. To confirm the minutes of the meeting held on 09<sup>th</sup> Dec 2022.
2. To review the preparation of AQAR for the session 2021-22.
3. Any other matter with the permission of the chair.


Hon'ble Prof. M. P. Dhore (Principal) Chairman, IQAC welcomed the house and discussed the following items.

Sr. No.	Items	Plan of Action	Action Taken
1.	To confirm the minutes of the meeting held on 09 <sup>th</sup> Dec 2022.	The minutes of the meeting held on 09 <sup>th</sup> Dec 2022 were read by the IQAC Coordinator.	Confirmed
2.	To review the preparation of AQAR for the session 2021-22.	The IQAC Coordinator informed each criteria convener to collect hard and soft copies of the data template of AQAR 2021-2022 and prepare data as per the given template and submit it to IQAC.	Approved
3.	Any other matter with the permission of the chair.	There was no other matter left for discussion.	Approved

Prof. M. P. Dhore, Principal, Chairman, IQAC urged all the criteria conveners to make required changes in data as per the shared data template and submit it to the IQAC. As there was no other matter left for discussion the meeting came to an end with a vote of thanks delivered by Dr. A. A. Halder, Coordinator, IQAC.

  
Dr A. A. Halder  
Coordinator, IQAC  
Science College,  
Congress Nagar, Nagpur  
**Internal Quality Assurance Cell**  
(IQAC)  
S. S. E. S. A. Science College  
Congress Nagar, Nagpur.



  
Prof. M. P. Dhore  
Principal  
Science College,  
Congress Nagar, Nagpur  
**Principal**  
**S. S. E. S. Amravati's**  
**Science College, Nagpur.**



## Meeting-IV

*Shri Shivaji Education Society Amravati's*  
**Science College, Congress Nagar, Nagpur**  
*Internal Quality Assurance Cell*

### NOTICE

Date: 03-05-2023

All the members of the Internal Quality Assurance Cell (IQAC) are hereby informed to attend the meeting scheduled on Saturday, 6<sup>th</sup> May 2023 at 10.30 AM in the meeting hall.

Agenda of the meeting:

1. To confirm the minutes of the meeting held on 09<sup>th</sup> Dec 2022.
2. To discuss on submission of AQAR prepared for the session 2021-2022.
3. Any other matter with the permission of the chair.



Dr. A. A. Halder  
Coordinator, IQAC  
Science College,  
Congress Nagar, Nagpur



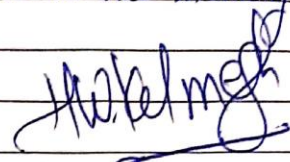
Prof. M. P. Dhore  
Principal  
Science College,  
Congress Nagar, Nagpur

06-05-2023

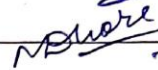
A meeting of the Internal Quality Assurance Cell (IQAC) was held on Saturday, 6<sup>th</sup> May 2023 at 10.30 AM in the meeting hall of the college to discuss on submission of AQR prepared for the session 2021-2022.

The following members were present in the meeting.

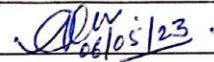
1. Hon'ble H. W. Kalmegh



2. Prof. M. P. Dhore



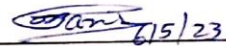
3. Dr. A. A. Halder

 6/5/23

4. Prof. S. W. Anwane

 6/5/23

5. Prof. S. R. Pande

 6/5/23

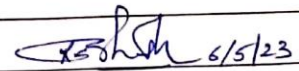
6. Prof. R. V. Khope



Rashmi Urkude 6/5/23

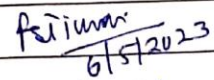
7. Prof. R. D. Urkude

8. Prof. R. A. Deshmukh

 6/5/23

9

9. Prof. P. S. Tiwari

 6/5/2023

 06/05/2023

10. Prof. A. D. Bobale

### **Minutes of the meeting of IQAC held on 6<sup>th</sup> May 2023**

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 6<sup>th</sup> May 2023 at 10.30 AM in the meeting hall. The meeting was presided over by Hon'ble H. W. Kalmegh, Management Representative of IQAC. The following members attended the meeting.

1. Hon'ble H. W. Kalmegh, Management Representative, IQAC
2. Prof. M. P. Dhore (Principal) Chairman, IQAC
3. Dr. A. A. Halder, IQAC Coordinator
4. Prof. S. R. Pande, Member
5. Prof. A. D. Bobde, Member
6. Prof. R.U. Khope, Member
7. Prof. Mrs. P. S. Tiwari, Member
8. Prof. S. W. Anwane, Member
9. Prof. Mrs. R. A. Deshmukh, Member
10. Prof. Mrs. R. D. Urkude, Member
11. Dr. V. A. Dakhole, Member
12. Mr. A. R. Zodape, Member
13. Mr. Nitin Hirulkar, Member

#### **Agenda of the meeting:**

1. To confirm the minutes of meetings held on 08<sup>th</sup> Feb 2023.
2. To discuss on submission of AQAR for the session 2021-22.
3. Any other matter with the permission of the chair.


Hon'ble Prof. M. P. Dhore (Principal) Chairman, IQAC welcomed the house and discussed the following items.


<b>Sr. No.</b>	<b>Items</b>	<b>Plan of Action</b>	<b>Action Taken</b>
1.	To confirm the minutes of the meeting held on 08 <sup>th</sup> Feb 2023.	The minutes of the meeting held on 08 <sup>th</sup> Feb 2023 were read by the IQAC Coordinator.	Confirmed
2.	To discuss on submission of AQAR for the session 2021-22.	It was discussed in the house and the house permitted to submit the AQAR.	Confirmed
3.	Any other matter with the permission of the chair.  Hon'ble H. W. Kalmegh, Management Representative suggested the following: a. To invite Mr. Ashish Raut for guidance once before the NAAC accreditation. b. To look into infrastructure development and maintenance, ICT, and HR development in view of the	It would be implemented in the next academic session 2023-24.	Accepted



	forthcoming accreditation of the institute by the NAAC.		
	c. To consider the contribution of the parent society to the institute and the contribution of faculty members to the Covid-19 fund in the AQAR of 2022-23.		

Prof. M. P. Dhore, Principal, Chairman, IQAC assured the house to fulfill all the necessary requirements on top priority as a preliminary requirement for the upcoming NAAC visit to be held in 2024. As there was no other matter left for discussion the meeting came to an end with a vote of thanks delivered by Dr. A. A. Halder, Coordinator, IQAC.

  
Dr A. A. Halder  
Coordinator, IQAC  
Science College,  
Congress Nagar, Nagpur

  
Prof. M. P. Dhore  
Principal  
Science College,  
Congress Nagar, Nagpur

