

MINUTES OF THE IQAC MEETING & ACTION TAKEN REPORT 2020-2021

Shri Shivaji Education Society Amravati's
Science College, Congress Nagar, Nagpur

- Accredited with CGPA of 3.51 at 'A+' grade by NAAC, Bangalore
- A College with Potential for Excellence
- Member of APQN
- Recognized center for higher learning
- A Mentor College under UGC Paramarsh Scheme

Meeting - I

A meeting of the members of IQAC and Criterion convener was held on 12th December 2020 at 2.00 PM in the meeting hall.

The following members were present in meeting:

①	M. P. Dhore	M Dhore 12-12-2020
②	Er Arinash Rode	Ar
③	Dr. A. W. Deshmukh	A Deshmukh
④	Dr. S. W. Anwane	S Anwane
⑤	Dr. S. R. Pande	S R Pande
⑥	Dr. R. V. Khore	R V Khore
⑦	Prof. G. R. Avachar	G R Avachar
⑧	Mrs. M. A. Pande	M A Pande 12-12-2020
⑨		
⑩	Dr. R. N. Deshmukh	R N Deshmukh 12/12/2020
⑪	Dr. Suresh M. Ghatole	S M Ghatole 12/12/2020
⑫	Dr. Vidya A. Dabhale	V A Dabhale 12/12/2020
⑬	Dr. A. D. Bobdey	A D Bobdey 12/12/2020

Hon'ble Prof. M. P. Dhore, Principal, welcomed Criterion Conveners and members.



Sr. No.	Item	Plan of Action	Action Taken Report / Achievements
1	Confirmation of minutes of meeting held on 12 th October 2019.	Minutes of the previous meeting held on 12 th October 2019 were read by IQAC Coordinator in house.	Confirmed
2	Confirmation of minutes of meeting held on 8 th Jun 2019.	Minutes of the previous meeting held on 8 th Jun 2019 were read by IQAC Coordinator in house.	Confirmed
3	AQAR of session 2019-2020	IQAC Coordinator briefed about the plan of action by IQAC and also requested to Criterion Convener to prepare the respective criterion and submit in the IQAC office.	Conveners prepared Criteria as per guidelines of NAAC.
4	Note of CAS promotions	IQAC coordinator informed the house about the promotion of faculty members from Associate Professor to Professor. Total sixteen associate professors are promoted as a professor.	The Hon'ble Joint Director Higher Education Nagpur Division and RTMNU has given approval for those promotions.
5	To discuss the peer team report of last NAAC	Hon'ble principal had readout peer team recommendation for Quality Enhancement of the institute. <ol style="list-style-type: none"> 1. To start of new job oriented courses. 2. Regular appointment against the sanction post. 3. Strengthen the career, counselling, guidance and research cell. 4. Improve the campus placement. 5. Need more Major & Minor research projects. 6. Utilize the potential of Alumni Association. 7. Institute industrial interface. 	All HOD's are requested to fulfill recommendations made by previous NAAC committee.
6	Any other matter with the permission of the chair.	As there were no any other matter to discuss, the meeting came to an end with vote of thanks.	Vote of thanks by IQAC

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



M. Shere
Principal
S. S. E. S. Anuragati's
Science College, Nagpur.

Meeting-II

A Meeting of Internal Quality Assurance Cell (IQAC) was held on 21st August 2021 in the meeting room at 10.00 am. Hon'ble Shri Harshvardhan Deshmukh, President, Shri Shivaji Education Society, Amravati & Chairman, College Development Committee (CDC) presided over the meeting.

The following members were present in meeting:

1. Hon'ble Shri Harshvardhan P. Deshmukh, President of the Parent Society
2. Hon'ble Shri Ashokrao W. Deshmukh, Nominee from Local Society
3. Hon'ble Dr Avinash Rode, Nominee from Alumni
4. Hon'ble Shri Shyam Somani, Nominee from Employers/Indust./Stakeholders
5. Hon'ble Prof. M. P. Dhore, Chairman
6. Prof. G. R. Avachar, Member
7. Prof. M. J. Hedau, Coordinator
8. Dr. A. A. Halder, Co-Coordinator
9. Prof. S. R. Pande, Member
10. Prof. A. D. Bobdey, Member
11. Prof. R. U. Khope, Member
12. Prof. Mrs. P. S. Tiwari, Member
13. Prof. S. W. Anwane, Member
14. Prof. Mrs. R. D. Urkude, Member
15. Dr. V. A. Dakhole, Member
16. Shri A. R. Zodpe, Member
17. Shri Umesh Dhumale, Member

Hon'ble Prof. M. P. Dhore, Principal, welcomed Hon'ble President of the Shri Shivaji Education Society, Amravati and members and discussed the following agenda.

Sr. No.	Item	Plan of Action	Action Taken Report / Achievements
1	Confirmation of minutes of meeting held on 12 th December 2020.	Minutes of the previous meeting held on 12 th December 2020 were read by IQAC Coordinator in house.	Confirmed
2	To approve the IQAC plan for the session 2021-22.	Resolution of the meeting: Prepare Academic Calendar & Event Calendar. Faculty members must do research and publish papers in UGC listed journal.	IQAC drew up Academic Calendar 2021-22 and event calendar. Faculty members published research



Science College, Congress Nagar, Nagpur

		Apply for Major/Minor research project funding to funding agencies. Principal requested to file patents for their findings in research.	papers in UGC listed journals, Scopus.
3	To discuss the preparation of AQAR for the session 2020-21.	IQAC coordinator informed the house about the new format of AQAR from the session 2020-21 and prepare AQAR accordingly. Hon'ble president suggested to undergo quality assurance and participate in National Institute Ranking Framework (NIRF).	Conveners prepared Criteria as per new guidelines of NAAC. College participated in NIRF ranking.
4	To take the note of CAS promotion during the session 2020-21	Principal of the college has informed the house that 15 Associate Professor are promoted as a Professor. Hon'ble president congratulates all the Professor for CAS promotion.	Associate Professors and Assistant Professors due for CAS prepared their API and IQAC organized CAS placement Camp.
5	To discuss the peer team report of last NAAC	Hon'ble principal had readout peer team recommendation for Quality Enhancement of the institute. 1. To start of new job oriented courses. 2. Regular appointment against the sanction post. 3. Strengthen the career, counselling, guidance and research cell. 4. Improve the campus placement. 5. Need more Major & Minor research projects. 6. Utilize the potential of Alumni Association. 7. Institute industrial interface.	Hon'ble president instructed to follow and act accordingly on recommendation given by peer team for quality enhancement of the institution. Hon'ble president has given permission to make the changes or to improve the college for overall development.
6	Any other matter with the permission of the chair.	Hon'ble principal informed the house building block "A" under construction will augment infrastructure. Suggestions from hon'ble members: Alumni Association must support for internship program. Alumni association and college website should be interlinked and interactive.	Prepare the college infrastructure as per recommendation given by NAAC peer team. College is thankful to the peer team for their recommendation.



		Hire Master Soft's android services for students and allow students login to upload requisite documents.	
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Principal
S. S. E. S. A. Science College, Nagpur.



Meeting –III

Internal Academic Audit for the Session 2020-2021.

Schedule of Academic Audit Committee Visit (10th & 11th December 2021).

Day I – Friday, 10 th December 2021	
Time	Department
2.00 PM – 02.30 PM	Physics
2.30 PM – 02.45 PM	Library
2.45 PM – 03.15 PM	Chemistry
3.15 PM – 03.40 PM	Botany
3.40 PM – 04.05 PM	Zoology
4.05 PM – 04.30 PM	Mathematics
4.30 PM – 04.50 PM	Physical Education
Day II – Saturday 11 th December 2021	
2.00 PM – 02.20 PM	Geology
2.20 PM – 02.50 PM	Microbiology & Biotechnology
2.50 PM – 03.10 PM	Statistics
3.10 PM - 03.30 PM	Electronics
3.30 PM – 04.00 PM	Computer Science
4.00 PM – 04.20 PM	Language

Action taken report:-

Academic Audit Committee members recommended following suggestions.

Department of Physics:-

1. Submit proposal for MRP (Dr Dhokne submitted project to DST).
2. Activity of MoUs.
3. To renew the MoUs.
4. Plan activities for 2021-2022.
(TWO webinars/Workshop)

Department of Chemistry:-

1. To plan seminar, workshops for session 2021-22.
2. To submit Major Research Project proposal.

Department of Botany:-

1. To submit proposal for Major Research Project
2. To maintain record of Bridge course.



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Department of Zoology:-

1. To submit proposal for Major Research Project
2. To maintain record of Bridge course.

Department of Mathematics:-

1. Research Project should be submitted to Funding agency.

Department of Geology:-

1. Organize workshop
2. Felicitate students
3. Publish the papers in listed UGC/Scopus/WOS
4. To submit proposal for MRP

Department of Microbiology & Biotechnology:-

Microbiology

1. To renew the MoU
2. Bridge course
3. To submit MRP

Biotechnology

1. Staff members should publish paper in index journals listed in UGC CARE / Scopus / WOS
2. To submit proposal for MRP.

Department of Statistics:-


1. To document the syllabus for Bridge course

Department of Electronics:-

1. To renew existing MoU

Department of Computer Science:-

1. To submit MRP
2. Publish Paper in UGC CARE / Scopus / WOS journals.


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Meeting -IV

A Meeting of Criterion Conveners and respective members was held on 22nd-23rd December 2021 in the meeting room at 1.00 pm. Hon'ble Principal M. P. Dhore presided over the meeting.

The following members were present in meeting:


33

CRITERIA I		22/12/2021
1. Rashmi Uakude		RU
2. P. N. Deshmukh		PN
3. Dr. Kinkhar		KL
CRITERIA II		
1. Dr. R. V. Khope		RK
2. Prof. R. N. Deshmuda		RN
3. R. N. Jugec		RN
4. J. K. Keeche		JK
5. A. D. Fuladi		AD
CRITERION - III		
1. A. D. Bobdey		AD
2. J. K. Gunjate		JK
3. S. R. Gedam		SR
CRITERION - IV		
1. S. R. Pande		SR
2. V. A. Dakhle		VA
CRITERION - V		23/12/2021
1. S. W. Anwane		SW
2. A. M. Pund		AM
3. R. A. Patil Btagat		RA
CRITERION - VI		
1. R. A. Deshmukh		RA
2. S. G. Kadu		SG
3. R. H. Mahakhode		RH
CRITERION - VII		
1. P. S. Tiwari		PS
2. Y. K. Meshram		YK
3. P. B. Zamarkar		PB

Hon'ble Prof. M. P. Dhore, Principal, welcomed Criterion Conveners and members following items were discussed regarding preparation of AQAR.



Sr. No.	Item	Plan of Action	Action Taken Report / Achievements
1	Criterion-I	Hon'ble Principal suggested that Convener of feedback committee should be a member of Criterion-I and also suggested to update the information in this Criterion.	Convener of Criterion-I updated the information.
2	Criterion-II	Hon'ble Principal suggested that Convener of this Criterion should collect recent and updated data.	Convener of Criterion-II updated the information.
3	Criterion-III	Collect the data related to MoU from various department and also update the information given in this Criterion.	Convener of Criterion-III updated the information.
4	Criterion-IV	Certified audited statement should be attached for online data validation.	Convener of Criterion-IV updated the information.
5	Criteria V	Chairperson discussed on Student Progression and requested the criterion convener to prepare a procedure to collect the maximum information about students seeking admission in PG courses	Convener is working on Student Progression to collect the maximum data.
6	Criterion VI	Principal has taken the review of the information submitted by Convener	Convener of Criterion-VI updated the information
7	Criterion VII	Chairperson informed about two best practices	


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