

IQAC meeting on 9 July 2019

To,

Respected Sir / Madam,

You are requested to attend the meeting of IQAC scheduled to be held on 9<sup>th</sup> July 2019 at 3 pm in IQAC room.

AGENDA:

- Discussion on need to improve college website design by a new vendor as there is requirement for updating to powerful, well designed and customizable that can be easily administered by students and staff.
- Discussion on the activities to be conducted in college to address welfare issues for students, teachers, and nonteaching staff.
- Discussion on the appointment of approved faculties for PG courses and non-grant courses.
- Finalization of dates and committee for submission of criterion of AQAR for the year 2018-19.



Dr. Mrs. R. S. Saha  
Coordinator  
IQAC  
S. M. Mohota Sci. College Nagpur



## IQAC meeting held on 31 Oct. 2019

To,  
Respected sir/ madam

You are requested to attend the meeting of IQAC scheduled to be held on 31<sup>st</sup> October 2019 at 10:30 am. in IQAC room for discussing the planning on organising IQAC National Seminar to go smoothly with a proper team in place and this basic framework.



**IQAC COORDINATOR**

Dr. Mrs. R. S. Saha  
Coordinator  
IQAC  
S. N. Mahanta Soc. College Assam



Members who attended the meeting :

- |                        |                           |
|------------------------|---------------------------|
| 1. Dr. J.N. Ramteke    | Chairman (Off. Principal) |
| 2. Dr. R.S. saha       | IQAC Coordinato           |
| 3. Dr. A.S. Muktibodh  | Mgmt. Nominee member      |
| 4. Dr. A. A. Fulzele   | Member                    |
| 5. Dr. J. A. Janbandhu | Member                    |
| 6. Dr. U.R. Sonparote  | Member                    |
| 7. Dr. S.G. Goswami    | Member                    |
| 8. Dr. M.G. Dhonde     | Member                    |



Minutes of meeting held on 31<sup>st</sup> October 2019 at 10:30 am.

For planning of national IQAC seminar event planning to manage it in an organized way Organising team and different leaders were delegated responsibilities to handle the logistical and larger details such as budget, catering, attendance, etc, only staff members of college in IQAC were expected to attend this preparatory meeting.

Committee were specified with duties

- Maintaining event budget
- Printing of seminar brochure, registration forms etc  
Managing food, tea (if needed)
- Overseeing each committee and their meetings
- Securing speakers, papers, etc.
- Building out a detailed agenda and run-of-show
- Creating a promotion schedule
- Setting up and managing online event registration
- Technology and electronic support committee Sourcing all equipment and systems
- Attendee registration, certificate distribution committee.

It is known that, NAAC provides financial assistance of Rs.75,000 for 2-day Seminar that to after the event is done, so It was also decided to request and apply for advance to Seminar Fund from management.


It was suggested to seek collaboration from IQAC of RTM Nagpur university to bring higher importance to the event and write letter to Vice chancellor and coordinator of RTM Nagpur University

Various committees with enthusiastic staff were formed for administration properly

  
Dr. Mrs. R. S. Saha  
Coordinator  
IQAC  
S. M. Meheta Sci. College Nagpur



IQAC meeting held on 07 Dec. 2019

  
Wagholi, Chikankar, Maharashtra  
**SHRI MATHURADAS MOHOTA COLLEGE OF SCIENCE**  
Wagholi Road, Wagholi-412 205 Tel. : 0212-2748992 Fax : 0212-2748992  
Email : mathuradascollege@vsnl.com Website : www.mathuradascollege.edu.in

President <b>A.K. GANDHI</b> Tel. 2726083, 8513400	Secretary <b>Dr. HARISH RATHE</b> Mob. 9720037038	Off. Principal <b>Dr. J.N. RAMTEKE</b> Mob. 9703187401
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No. **PMSC/56-352/19** Date: **2/11/19**


To,  
Respected Sir/Madam,

You are requested to attend the meeting of IQAC scheduled to be held on **07<sup>th</sup> Dec. 2019 Saturday 2019** at **03.00 pm** in **IQAC room**.

**Agenda**

- ✓ To start the academic and administrative audit by the end of session (April 2020).
- ✓ To resolve the issue of remuneration of contributory teachers (UG & PG) due since last two years.
- ✓ To discuss preparation for IQAC National Seminar to be held on 13 & 14 December 2019.
- ✓ Asking proposal of approximately Rs. 1 lakh advance for necessary preparation for National Seminar.
- ✓ Information regarding Notice of L. E. C. meeting by the University.
- ✓ Procedure for appointment of PG Teachers as per University notice.
- ✓ Any other matter with permission of the chair.

Date \_\_\_\_\_

  
**Dr. Mrs. R. S. Salga**  
Coordinator  
IQAC  
S. M. Mohota College of Science  
Wagholi

**Dr. Ant. R. S. Salga**  
IQAC Coordinator

*Ant. R. S. Salga*  
Dr. Ant. R. S. Salga  
Principal, S. M. Mohota College of Science

Dr. Ant. R. S. Salga  
Principal, S. M. Mohota College of Science





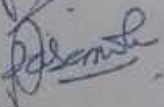

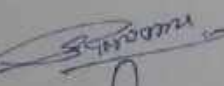

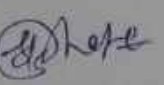

### Minutes of the meeting held on 7<sup>th</sup> December

After Welcome to members meeting was called to order, the quorum was established.

All members of IQAC were present along with of staff members of the college.

After Welcome to members meeting was called to order, the quorum was established.

Members who attended the meeting:

- |     |                      |   |
|-----|----------------------|---|
| 1.  | Dr.J.N. Ramteke      | Chairman( Off Principal)   |
| 2.  | Dr Dilip Deshpande   | Advisor   |
| 3.  | Dr A. S. Muktibodh   | Mgmt. Nominee member  |
| 4.  | Dr.A.A. Fulzele      | Member                    |
| 5.  | Dr.J.A. Janbandhu    | Member                    |
| 6.  | Dr.U.R. Sonparote    | Member                    |
| 7.  | Dr. S.G. Goswami     | Member                    |
| 8.  | Dr M.G. Dhonde       | Member                    |
| 9.  | Shri S.K. Dhote      | Member                    |
| 10. | Mr.Suraj Sing Gahlod | Students Representative  |

The agenda of the meeting was discussion regarding the letter received from University to conduct Academic Audit by the end of the session 2020.



## IQAC meeting held on 17 March 2020

### IQAC Meeting Notice

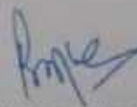
12.03.2020

To,

Respected Sir / Madam,

You are requested to attend the meeting of IQAC on 18 March 2020 at 3.00 PM in IQAC room.

The meeting for the discussion of submission of AQAR in the proper format and to conduct the classes and completion of courses in view of possibility of restrictions likely to be imposed on the attendance of students due to the COVID 19.



IQAC coordinator

(Dr. Mrs. R.S. Saha)

**Dr. Mrs. R. S. Saha**  
Coordinator  
IQAC  
S. M. Mehota Soc. College Nagpur



Minutes of the meeting held on 17.03.2020

In view of the Covid-19 restrictions implemented by the local authorities, the meeting was postponed to 17.03.2020.


The IQAC members discussed following issues.

1. All the HODs should communicate to the staff that in these uncertain moments, everyone should complete the academics and syllabus and give notes of the remaining syllabus well in time to the students through any online mode like Google classroom, whats App, email, etc. They should also provide question bank, links of various educational online videos.
2. Teachers should explore about the availability of paid / free online platforms any other modes to conduct the classes.
3. It was also proposed to again start the CRT classes of M.Sc. students at the earliest which were suspended in the first week of March 2020.
4. For the benefit of B.Sc. final students a lecture module 'Self Development for Career Development (SDCD)' should be planned and initiated.
5. The progress of various criterions of AQAR was also discussed.
6. The IQAC criterion in-charges should complete the given work within time limits and as per the NAAC requirements.

IQAC coordinator Dr. Saha proposed a vote of thanks to the following members who were present in the meeting.

1. Dr. J. R. Dontulwar - Chairman and principal 
2. Dr. Mrs. R.S. Saha - IQAC Coordinator and Vice Principal 
3. Dr. A. A. Fulzele - Member 
4. Dr. J. A. Janbandhu - Member 
5. Dr. U. R. Sonparote - Member 
6. Dr. S.G. Goswami - Member 
7. Dr. M.G. Dhonde - Member 
8. Shri S. K. Dhote - Member - College Superintendent 

Dr. Mrs. R.S. Saha  
IQAC Coordinator

  
Dr. Mrs. R. S. Saha  
Coordinator  
IQAC  
R. N. Wadgaonkar College, Nagpur



### Action Taken Report - IQAC meeting on 9 July 2019

1. The work of development of website and to make it user friendly was undertaken on priority. A committee was formed to look into it. A faculty member was assigned the work to maintain daily updation and to keep the website dynamic.
2. It was discussed with the staff to conduct students awareness programme on research methodology and plagiarism, women empowerment, a seminar on NAAC related issues, etc. and on the basis of the inputs programme details were chalked out.
3. An advertisement of posts was published in local news papers to get more and higher qualified candidates.
4. The criterion wise AQAR work was distributed to various committees.


Off. Principal  
S. M. M. College of Science,  
Nagpur


IOAC Coordinator  
S. M. M. College of Science,  
Nagpur



Action Taken Report of the IQAC meeting held on 31 Oct. 2019

1. To conduct NAAC Sponsored National Seminar on 'Teaching, Learning, Evaluation and best practices' on 13 and 14 Dec. 2019, detailed time-schedule of this national seminar was made.
2. The detailed budget allocation was decided.
3. Formation of various committees was carried out.
4. Method of publicity of event and protocol of the event was decided.

  
Off. Principal  
S. M. M. College of Science,  
Nagpur  
S. M. M. College of Science  
Nagpur

  
Dr. Mrs. R. S. Saha  
Coordinator  
IQAC  
S. M. Mohota College of Science,  
Nagpur



ATR - IQAC meeting held on 07 Dec. 2019

1. The enquiry was made to find out UGC approved auditors.
2. The issue of salary of contributory teachers was resolved.
3. Detailed discussion on the preparations of NAAC Sponsored National Seminar on 'Teaching, Learning, Evaluation and best practices' on 13 and 14 Dec. 2019 was made by IQAC coordinator.
4. The HODs were informed to be prepared for the forthcoming IEC committee visit.
5. The proposal for the appointment of PG teachers was sent so as to get the NOC.

  
Off. Principal  
S. M. M. College of Science,  
Nagpur  
S.M.M. College of Science  
Nagpur

  
IQAC Coordinator  
S. M. M. College of Science,  
Nagpur  
S. M. Mohata Sci. College Nagpur



ATR - IQAC meeting held on 17 March 2020

1. All the HODs were informed that they should communicate to the staff about the likely hood of shut down of college for quite a long time in view of Covid -19 pandemic. The HODs had informed that all the teachers should conduct classes and complete the course in the best possible way in an online mode and accordingly teachers completed the courses.
2. Few purchases were made to facilitate the conduction of online classes.
3. The teachers had conducted exams in an online mode also.
4. The training and placement committee completed the work of conduction of CRT and SOCD classes in an online mode.
5. The status of the preparation of AQAR was also taken into account.

*Jivan*

Principal  
S. M. M. College of Science,  
Nagpur

*R. S. Salia*

Dr. Mrs. R. S. Salia  
Coordinator  
IQAC  
S. M. M. College of Science,  
Nagpur