



DHARAMPETH M. P. DEO MEMORIAL SCIENCE COLLEGE, NAGPUR

Internal Quality Assurance Cell

Notice

Date: 14<sup>th</sup> June 2020

A meeting of the IQAC members of the college is convene on Zoom platform on 16<sup>th</sup> June 2020 at 2.30 pm and will discuss the following points in the agenda:

Kindly accept this as a formal invite for the meeting

1. Discussion on the Academic Calendar 2020-2021
2. Review of functioning IQAC.
3. Action Plan for the year 2020-21
4. Initiation of Admission Process for 2020-21
5. Submission of AQAR 2019-20
6. Result analysis of Summer 2020
7. Any other related subjects with the permission of the chairman.

**Dr. R.B. Lanjewar**  
IQAC Coordinator

**CO ORDINATOR**  
INTERNAL QUALITY ASSURANCE CELL  
DHARAMPETH, M. P. DEO MEMORIAL &  
SCIENCE COLLEGE, NAGPUR

**Dr. A.V. Peshwe**  
Principal  
**Principal**  
Dharampeth M.P. Deo Memorial  
Science College, NAGPUR



## DHARAMPETH M. P. DEO MEMORIAL SCIENCE COLLEGE, NAGPUR

### Minutes of IQAC meeting held on 16<sup>th</sup> June 2020

The meeting of the college IQAC was held on 16<sup>th</sup> June 2020 on Zoom Platform under the chairmanship of Dr. Akhilesh Peshwe, Principal at 2:30 pm. Following office bearers and

Sr. No	Name of Member	Designation
1.	Dr.A.V.Peshwe	Principal/Chairman
2.	Shri Ratnakar Kekatpure	Secretary, DES, Management
3.	Dr. Ms. A.M. Bhate	Special Invitee
4.	Dr. R.B.Lanjewar	IQAC, Coordinator
5.	Dr. Mrs. A.S.Kulkarni	Member
6.	Mr Ravi Haridas	Member (Alumni)
7.	Dr. P.W. Ambekar	Member
8.	Mrs. Snehal Narle	Member
9.	Mrs. R.K.Kulat	Member
10.	Prof. Sanjay J. Dhoble	Research Scientist (External Expert)
11.	Mr. Utkarsh Khopkar	Industrialist, Sun Envriion Pvt. Ltd, Nagpur

members were present for the meeting:

Minutes of previous IQAC meeting was read out and confirmed.

The following agenda was discussed and the following decision were taken in the meeting. To enhance the quality of curricular aspects, teaching-learning, research, innovation and various extension activities, a comprehensive plan was prepared.

- Discussion on the Academic Calendar 2020-2021
  - Review of functioning of IQAC.
  - Action Plan for the year 2020-21
  - Dr. N. P. Gaikwad will work as Admission Committee Convener and the admission process will be as per the guidelines of Nagpur University, Nagpur
  - Submission of AQAR 2019-20
  - Preparation of AQAR 2020-21
  - Result analysis of Summer 2020
- Any other related subjects with the permission of the chairman.

To enhance the quality of curricular, co-curricular and extracurricular activities, research, innovations, research and other extension activities, comprehensive academic plan was prepared.

#### **IQAC activities proposed:**

1. Due to COVID pandemic situation online classes to be conducted by the teaching staff using Microsoft team, google meet and zoom app. COVID Safety Measure and Directions to be follow by the staff.

3. 22 certificate courses to be run during 2020-21 session.
4. Induction program and Bridge courses to be conducted for B.Sc. Sem-I as per UGC guidelines.
5. Faculty Development Program and Various National Webinar on different topics in collaboration with other colleges to be organized during the session 2020-21.
6. Swacha Bharat Abhiyan, Aids Awareness Rally, Tree Plantation, Pledge for life: Tobacco free youth, Blood Donation, PUC Community Service etc.to be organized through NSS and NCC.
7. All the Science and Home Science Dept. Should form subject Association and should organize various activities like guest lectures, seminars and poster competition for students
8. Feedback from all the stakeholders to be procured at the end of the session.
9. Value addition program to be organized for students and staff.



**Dr. R. B. Lanjewar**  
IQAC, Coordinator

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**Dr. Akhilesh Peshwe**  
Principal  
**Principal**  
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**Dharampeth M. P. Deo Memorial Science College, Nagpur**  
**Internal Quality Assurance Cell (IQAC)**

**Notice**

**Date: 21<sup>st</sup> July, 2020**

A meeting of the IQAC members of the college is convened in Conference room on 23<sup>rd</sup> July, 2020 at 03:30 p.m. All are requested to attend the meeting positively.

The following points will be in the agenda of the meeting:

1. To avail the facilities for online teaching-learning processes.
2. To organize online seminars / workshops / conferences etc.
3. To conduct online tests
4. To organize online competitions

**Dr. R. B. Lanjewar**  
IQAC Coordinator

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**Internal Quality Assurance Cell (IQAC)**

**Minutes of the Meeting**

**Date: -23<sup>rd</sup> July 2020**

The meeting of the IQAC members was held on 23<sup>rd</sup> July, 2020 in Conference room at 03:30 p.m.

- Minutes of previous IQAC meeting was read out and confirmed.
- Finalization of use of Microsoft Teams for Online Teaching-Learning.
- Use of google forms for online test examinations, feedback and surveys was decided.
- Organization of blood donation camp in memory of Late. Shri. Vinayakrao Phatak
- Organizations of Samajik Janiw Diwas, Foundation Day of Dharampeth Education Society, Nagpur.
- Tree Plantation Program under NSS.

**Dr. R. B. Lanjewar**  
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**Internal Quality Assurance Cell (IQAC)**

**Notice**

Date: 10<sup>th</sup> September, 2020

All the Heads of the Departments are hereby requested to attend IQAC meeting on 12<sup>th</sup> September, 2020 at 02:30 p.m.in Conference room.

The following points will be discussed in the meeting:

1. Shifting of Certificate Course in Jewellery Design from offline to online mode.
2. Introduction of skill based Certificate Courses
3. To organized webinar on stress management by sports department
4. To organize activity by Rotract Club of the College.
5. On Campus Training for Microsoft Teams for Online Teaching-Learning processes.

**Dr. R. B. Lanjewar**  
IQAC Coordinator

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**Dharampeth M. P. Deo Memorial Science College, Nagpur**

**Internal Quality Assurance Cell**

**Minutes of the meeting**

Date: - 12<sup>th</sup> September 2020

The meeting of the IQAC members was held on 12<sup>th</sup> September, 2020 in Conference room at 02:30 p.m.

- Minutes of previous IQAC meeting was read out and confirmed.
- Implementation of online “Basics of Jewellery Design and Making” Certificate Course.
- Certificate Courses Course Coordinators informed for introduction of new courses.
- The responsibility to conduct Stress Management Webinar given to Dr. Rahul Kalode.
- The responsibility to conduct activity under Rotract Club of the college given to Dr. Mrs. S. A. Deshpande.
- Assistances for use of Microsoft Teams for online Teaching Learning with the help of techno-savvy facilities of the Institute.
- To solve the grievances regarding use of Microsoft Teams by the students.

**Dr. R. B. Lanjewar**  
IQAC Coordinator

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**Internal Quality Assurance Cell (IQAC)**

**Notice**

Date: 31<sup>st</sup> October, 2020

A meeting of the IQAC members and all Heads of the department is convened in Conference room on 2<sup>nd</sup> November, 2020 at 12:30 p.m.

All are requested to attend the meeting positively.

Agenda of the meeting: -

1. Discussion on Induction Program for SEM –I at entry level
2. Discussion on Guest Speaker to be invited for Induction Program.
3. Finalization of online platform for Induction Program.
4. New courses addition in IIT Spoken Tutorial Certificate Course for SEM I Students
5. Organization of Webinar on Staff Selection Commission CHSL 2020 in collaboration with Gadget: The Career Tool.
6. Allotment of Mentors to Semester- I students through Mentor Mentee Committee.
7. Preparations of RTM Nagpur University's Online semester examination of Sem.-III and Sem.-V and backlog examinations by faculty members.

**Dr. R. B. Lanjewar**  
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Dharampeth M. P. Deo Memorial Science College, Nagpur

Internal Quality Assurance Cell

## Minutes of the Meeting

Date: -2<sup>nd</sup> November 2020

A meeting of all IQAC members, Heads and All staff of the departments was held on 2<sup>nd</sup> November 2020 in conference room at 12.30 p.m.

- Minutes of previous IQAC meeting was read out and confirmed.
- Finalization of Induction Program schedule for SEM-I at entry level.
- Guest speaker were suggested for the Guest Lectures to be organized in the Induction Program.
- Allotment of teachers for contact to Guest Speaker and decide date and time for the Lecture.
- Finalization of ZOOM and You Tube platform for the organization of Induction Program. Zoom platform responsibility were given to Dr. Mrs S. A. Deshpande and You Tube Platform responsibility were given to Mrs. R. R. Kapre.
- New courses were discussed and included in IIT Spoken Certificate Course according to the need and which are beneficial for the students.
- The responsibility of Webinar of Staff Selection Commission was given to Training and Placement Cell of the college.
- Decision was made for allotment of batches of Sem.- I to the Mentors as per the mentor mentee committee guidelines.
- It was decided to constitute University Examination Grievance Committee Cell which will sort out the grievances of students. Dr. N. P. Gaikwad was made the convener of this committee and Mrs. R. R. Kulat worked as member.

**Dr. R. B. Lanjewar**  
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**Internal Quality Assurance Cell (IQAC)**

**Notice**

Date: 5<sup>th</sup> January, 2021

All the staff members are hereby informed that a meeting of all staff members is convened in Conference room on 8<sup>th</sup> January, 2021 at 12:30 p.m.

All are requested to attend the meeting positively.

Agenda of the meeting:

1. Organization of 4-days National Seminar on "Ferroelectrics and Dielectrics 2021" in collaboration with RTM Nagpur University, Nagpur
2. Celebration of Republic day and Prize Distribution program to provide live on college YouTube Channel.
3. To conduct IIT Spoken Tutorial Certificate Course Online Examination.
4. Organization of various days like National voter day, Parakram Diwas etc.
5. Feedback report from the students to be taken.

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IQAC Coordinator

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**Internal Quality Assurance Cell (IQAC)**

**Minutes of the Meeting**

Date: 8th January, 2021

A meeting of all staff members were held in the Conference room on 8<sup>th</sup> January 2021 at 12:30 p.m.

- Minutes of previous IQAC meeting was read out and confirmed.
- The responsibility of 4-days National Webinar in collaboration with RTM Nagpur University, Nagpur was given to Physics Department.
- Organization of all celebration days in the month will be organized by Value Addition Committee of the college.
- Dates were finalized to conduct IIT Spoken Tutorial Online Examination.
- Discussed all points which will be incorporated in all feedback forms which are going to circulate amongst the students.
- Decision of hybrid celebration of 72<sup>nd</sup> Republic day and Prize Distribution program were taken due to Corona Pandemic. The You Tube platform was decided for online mode. The program responsibility was given to concerned committee and YouTube life responsibility was given to Mrs. Ruma Kapre.

**Dr. R. B. Lanjewar**  
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**Notice**

Date: 1<sup>st</sup> March, 2021

A meeting of the IQAC members and all the Heads of the Departments is convened in Conference room on 3<sup>rd</sup> March, 2021 at 03:30 p.m.

All are requested to attend the meeting positively.

The following points will be in the agenda of the meeting:

1. Preparation of AQAR 19-20
2. Organization of activities by Women Cell.
3. Co-curricular activities through social organization.

**Dr. R. B. Lanjewar**  
IQAC Coordinator

**Dr. A. V. Peshwe**  
Principal

**Principal**

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**Minutes of the Meeting**

Date: -3<sup>rd</sup> March 2021

A meeting of all Heads and staff members was held in conference room at 03:30 p.m. on 3<sup>rd</sup> March 2021.

- Minutes of previous IQAC meeting was read out and confirmed.
- The feedback of work completed by each Criterion In-charge was noted down.
- The suggestions and difficulties faced while writing the criterion details was taken into consideration for further necessary changes.
- Finalization of celebration of International Women`s Day on 8<sup>th</sup> March 2021. The responsibility was given to Dr. Mrs. S. A. Deshpande, convener of Women Cell.
- Co-curricular activities by Rotract Club were decided.

**Dr. R. B. Lanjewar**  
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