



Ujjwal Bahu-Uddeshiya Sanstha, Nagpur

D.D. BHOJAR COLLEGE OF ARTS AND SCIENCE, MOUDA

Tah.: Mouda, Dist.: Nagpur, Pin - 441104

Affiliated to RTM Nagpur University, Nagpur, Approved by Government of Maharashtra

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Tel : 07115 - 281979 Mob. : 9158003321

Date : 27/06/2022

Notice

The first meeting of IQAC is scheduled on 29 / 06 /2022, at 02:30 PM in Seminar Hall.

Agenda:

1. To reformation IQAC as per direction of NAAC.
2. Revising several committees by upgrading the student member.
3. Defining Cos and Pos of the revised syllabus and program.
4. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.

I.Q.A.C. Coordinator
D.D. Bhojar College Of Arts & Science
Mouda, Dist. Nagpur



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Attendance

Sr. No.	Name	Designation	Post	Signature
1	Dr. S. V. Khudale	Principal	Chairperson	
2	Dr. A. M. Thakre	Head, Department of Chemistry	IQAC Coordinator	
3	Dr. S. V. Hese	Assistant Professor Department of Chemistry	Member	
4	Mr. N. B. Shiwankar	Assistant Professor Department of Botany	Member	
5	Mr. V. R. Zade	Head, Department of Zoology	Member	
6	Dr. P. D. Dolas	Head, Department of Mathematics	Member	
7	Dr. S. Y. Mullemwar	Head, Department of Physics	Member	
8	Mrs. M. S. Bhojar	Librarian	Member	
9	Mr. A. S. Wasnik	Assistant Professor Department of Sociology	Member	
10	Dr. S. M. Bhojar	Secretary, Ujjwal Bahu-uddeshiya Sanstha	Member	
11	Mr. N. M. Bhojar	Sr. Clerk	Member	
12	Mr. Ajay Mate	Reporter (Local Society)	Member	
13	Ku. Chandrakiran Sakure	B. Sc. II Year (Student)	Member	
14	Mr. M. G. Galbale	Alumni	Member	
15	Mr. M. D. Bhojar	President, Ujjwal Bahu-uddeshiya Sanstha	Member	

I.Q.A.C. CoordinatorD.D. Bhojar College Of Arts & Science,
Mouda, Dist. Nagpur**PRINCIPAL**D. D. BHOYAR COLLEGE OF ARTS & SCIENCE
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Date: 29/06/2022

Minutes of the first IQAC Meeting

Time: 02:30 PM

Venue: Seminar Hall

Agenda:

1. To reformation IQAC as per direction of NAAC.
2. Revising several committees by upgrading the student member.
3. Defining Cos and Pos of the revised syllabus and program.
4. Issue with the permission of the chair.

Minutes:

1. Reformation of IQAC

Discussion: The formation of the Internal Quality Assurance Cell (IQAC) as per NAAC directions was discussed. The roles and responsibilities of the IQAC were outlined.

Action Taken: Members to be nominated for the IQAC, and the second meeting of IQAC will be scheduled.

2. Revising Committees by Upgrading Student Members

Discussion: The need to revise several committees by including and upgrading student members was discussed. The goal is to enhance student involvement and representation.

Action Item: A list of committees requiring student upgrades to be prepared, and new student members to be nominated.

3. Defining COs and POs of the revised syllabus and program.

Discussion: The meeting highlighted the necessity of clearly defining the Course Outcomes (COs) and Program Outcomes (POs) as per revised syllabus and programs.

Action Item: Departments to review and define the COs and POs for their respective subject and programs. Submit them to the IQAC.

Acharya
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4. Issue with the Permission of the Chair**Discussion:** Any other issues were discussed with the permission of the chair.**Action Item:** No significant issues were raised..**Conclusion:**

The meeting concluded with a summary of the action items and deadlines. All concerned were thanked for their participation and urged to complete their tasks promptly.

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Date:18/11/2022

Notice

The second meeting of IQAC is scheduled on 21 /11/2022 at 03:00 PM in Principal Cabin.

Agenda:

1. Opening words by Chairman.
2. Introduction Speech by IQAC Coordinator.
3. Discussion about revision & key indicators of all 7 criteria.
4. Planning for preparation of IIQA.
5. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.

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Attendance

S.N.	Designation	Name	Signature
1.	Head of Institution	Dr. S. V. Khudale	
2.	NAAC and IQAC Coordinator	Dr. A. M. Thakre	
3.	IQAC Co-coordinator	Dr. S. Y. Mullemwar	
4.	Senior administrative officer nominee	Shri. Nitin M. Bhojar	
5.	Faculty nominees	Mr. V. R. Zade	
		Dr. S. S. Raut	
		Mrs. M. S. Bhojar	
		Dr. P. D. Dolas	
		Mr. N. B. Shiwankar	
	Mr. A. S. Wasnik		
6.	Nominee from Management	Dr. S. M. Bhojar	
7.	Nominees from Student and Alumni	Ms. Anushka Pathak	
		Mr. M. G. Galbale	
8.	Nominees from Employer/Industrialist/Stakeholders	Mr. Hemant Garg	
		Mr. Prakash Pande	
9.	Nominee from other institute	Dr. S. D. Deosarkar	

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Date:21/11/2022

Minutes of the second IQAC Meeting**Time:** 03:00 PM**Venue:** Principal Cabin**Agenda:**

1. Opening words by Chairman.
2. Introduction Speech by IQAC Coordinator.
3. Discussion about revision & key indicators of all 7 criteria.
4. Planning for preparation of IIQA.
5. Issue with the permission of the chair.

Minutes:**1. Opening Words by Chairman**

- o **Discussion:** The meeting commenced with opening remarks by the Chairman, highlighting the importance of IQAC and its role in enhancing quality.
- o **Action Item:** None.

2. Introduction Speech by IQAC Coordinator

- o **Discussion:** The IQAC Coordinator gave an introductory speech, outlining the purpose and significance of IQAC within the institution.
- o **Action Item:** None.

3. Revision & Key Indicators of All 7 Criteria

- o **Discussion:** The key indicators and required revisions for all seven criteria of the NAAC accreditation process were reviewed and discussed.
- o **Action Item:** Criteria-wise task forces to be formed for detailed evaluation and revision of key indicators.

4. Planning for Preparation of IIQA

- o **Discussion:** The preparation plan for the Institutional Information for Quality Assessment (IIQA) was discussed, including timelines and responsibilities.
- o **Action Item:** A detailed action plan for IIQA preparation to be drafted and shared with IQAC members.

5. Issue with the Permission of the Chair

- o **Discussion:** Any other issues were discussed with the permission of the chair. No significant issues were raised.
- o **Action Item:** None.

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Conclusion:

The meeting concluded with a summary of the action items and deadlines. Members were thanked for their participation and encouraged to collaborate actively to achieve the IQAC's goals.

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Date:10/01/2023

Notice

The third meeting of IQAC is scheduled on 16/01/2023 at 03:00 PM in Principal Cabin.

Agenda:

1. Confirmation and Review of Minutes of second IQAC meeting held on 21/11/2022.
2. Allotting of all 7 criteria by appointing criteria Co-ordinators.
3. To start the preparation of SSR.
4. Instructed to all criteria Co-ordinator to start collecting data of their corresponding criteria in NAAC prescribed format.
5. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.

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Attendance

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1.	Head of Institution	Dr. S. V. Khudale	
2.	NAAC and IQAC Coordinator	Dr. A. M. Thakre	
3.	IQAC Co-coordinator	Dr. S. Y. Mullemwar	
4.	Senior administrative officer nominee	Shri. Nitin M. Bhojar	
5.	Faculty nominees	Mr. V. R. Zade	
		Dr. S. S. Raut	
		Mrs. M. S. Bhojar	
		Dr. P. D. Dolas	
		Mr. N. B. Shiwankar	
		Mr. A. S. Wasnik	
6.	Nominee from Management	Dr. S. M. Bhojar	
7.	Nominees from Student and Alumni	Ms. Anushka Pathak	
		Mr. M. G. Galbale	
8.	Nominees from Employer/Industrialist/Stakeholders	Mr. Hemant Garg	
		Mr. Prakash Pande	
9.	Nominee from other institute	Dr. S. D. Deosarkar	ONLINE

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Minutes of the Third IQAC Meeting

Date: 15/01/2023

Time: 03:00 PM

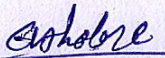
Venue: Principal Cabin

Agenda:

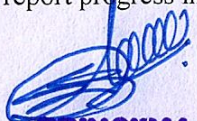
1. Confirmation and Review of Minutes of second IQAC meeting held on 21/11/2022.
2. Allotting of all 7 criteria by appointing criteria Co-ordinators.
3. To start the preparation of SSR (Self Study Report).
4. Instructed to all criteria Co-ordinator to start collecting data of their corresponding criteria in NAAC prescribed format.
5. Issue with the permission of the chair.

Minutes:

1. **Confirmation and Review of Minutes of the Second IQAC Meeting**
 - o **Discussion:** The minutes of the second IQAC meeting held on 21/11/2022 were reviewed and confirmed.
 - o **Action Item:** The minutes were approved with no amendments.
2. **Allotting of All 7 Criteria by Appointing Criteria Coordinators**
 - o **Discussion:** Criteria Coordinators for all seven NAAC criteria were appointed. Responsibilities for each criterion were discussed and assigned.
 - o **Action Item:** A list of appointed Criteria Coordinators along with their responsibilities to be documented and shared.
3. **Start Preparation of SSR**
 - o **Discussion:** The initiation of the Self-Study Report (SSR) preparation was discussed. Emphasis was placed on timely and accurate data collection and reporting.
 - o **Action Item:** A timeline and plan for SSR preparation to be drafted and distributed.
4. **Data Collection by Criteria Coordinators**
 - o **Discussion:** Criteria Coordinators were instructed to begin collecting data for their respective criteria in the format prescribed by NAAC.
 - o **Action Item:** Coordinators to gather and compile data and report progress in the next meeting.


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5. Issue with the Permission of the Chair

- o **Discussion:** Any other issues were discussed with the permission of the chair. No significant issues were raised.
- o **Action Item:** None.

Conclusion:

The meeting concluded with a summary of the action items and deadlines. Members were thanked for their participation and encouraged to maintain momentum on the NAAC accreditation process.

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Date:20/04/2023

Notice

The fourth meeting of IQAC is scheduled on 25/04/2023 at 04:00 PM in Principal Cabin.

Agenda:

1. Confirmation and Review of Minutes of third IQAC meeting held on 16/01/2023
2. Action taken report of second IQAC meeting held on 15 /01/2023
3. Review of NAAC work.
4. To decide policy document on energy conservation
5. To review energy audit, green audit, green initiatives and waste management steps in campus.
6. To conduct regular short meetings regarding data collection for SSR.
7. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.

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3.	IQAC Co-coordinator	Dr. S. Y. Mullemwar	
4.	Senior administrative officer nominee	Shri. Nitin M. Bhojar	
5.	Faculty nominees	Mr. V. R. Zade	
		Dr. S. S. Raut	
		Mrs. M. S. Bhojar	
		Dr. P. D. Dolas	
		Mr. N. B. Shiwankar	
		Mr. A. S. Wasnik	
6.	Nominee from Management	Dr. S. M. Bhojar	
7.	Nominees from Student and Alumni	Ms. Anushka Pathak	
		Mr. M. G. Galbale	
8.	Nominees from Employer/Industrialist/Stakeholders	Mr. Hemant Garg	
		Mr. Prakash Pande	
9.	Nominee from other institute	Dr. S. D. Deosarkar	

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**Minutes of the Fourth IQAC Meeting****Date:** 20/04/2023**Time:** 03:00 PM**Venue:** Principal Cabin**Agenda:**

1. Confirmation and Review of Minutes of the third IQAC meeting held on 15/01/2023.
2. Action taken report of the second IQAC meeting held on 15/01/2023.
3. Review of NAAC work.
4. To decide policy document on energy conservation.
5. To review energy audit, green audit, green initiatives, and waste management steps on campus.
6. To conduct regular short meetings regarding data collection for SSR.
7. Issue with the permission of the chair.

Minutes:

1. **Confirmation and Review of Minutes of the Third IQAC Meeting**
 - o **Discussion:** The minutes of the third IQAC meeting held on 15/01/2023 were reviewed and confirmed.
 - o **Action Item:** The minutes were approved without any amendments.
2. **Action Taken Report of the Second IQAC Meeting**
 - o **Discussion:** The actions taken based on the second IQAC meeting were reviewed. Progress on previously assigned tasks was evaluated.
 - o **Action Item:** A detailed action taken report to be documented and circulated among the members.
3. **Review of NAAC Work**
 - o **Discussion:** The current status of NAAC-related work was reviewed. The progress on the SSR preparation and documentation was assessed.
 - o **Action Item:** Continue with the ongoing NAAC work and provide regular updates in future meetings.
4. **Decide Policy Document on Energy Conservation**
 - o **Discussion:** The need for a comprehensive policy document on energy conservation was discussed. The importance of implementing energy-saving measures was emphasized.
 - o **Action Item:** A draft policy document on energy conservation to be prepared and presented in the next meeting.
5. **Review of Energy Audit, Green Audit, Green Initiatives, and Waste Management**
 - o **Discussion:** The results of the energy audit, green audit, green initiatives, and waste management steps were reviewed. Effectiveness and areas for improvement were discussed.

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- **Action Item:** Implement recommendations from the audits and continue promoting green initiatives on campus.
- 6. **Conduct Regular Short Meetings Regarding Data Collection for SSR**
 - **Discussion:** The importance of regular short meetings to monitor and facilitate data collection for the SSR was discussed.
 - **Action Item:** Schedule and conduct regular short meetings to ensure timely data collection and address any issues promptly.
- 7. **Issue with the Permission of the Chair**
 - **Discussion:** Any other issues were discussed with the permission of the chair. No significant issues were raised.
 - **Action Item:** None.

Conclusion:

The meeting concluded with a summary of the action items and deadlines. Members were thanked for their participation and encouraged to stay focused on the NAAC accreditation process.

L.Q.A.C. Coordinator**D.D. Bhojar College (of Arts & Science)
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