



SATIMATA SHIKSHAN SANSTHA'S

DR. M. K. UMATHE COLLEGE

(Approved by Govt. of Maharashtra, Affiliated to RTM Nagpur University, Reaccredited by NAAC with B++)

Lokseva Nagar Bhamti, Ring Road, Nagpur - 40022

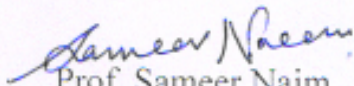
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 10th April, 2019

Notice

A meeting of the reconstituted **Internal Quality Assurance Cell** will be held on **16th April, 2019** at **10:00am** in the **Staffroom** to discuss and deliberate on the following agenda:

1. Confirmation of Minutes of the last Meeting
2. To Orient the new members with the functions and responsibilities of IQAC
3. Review of the working of the different committees
4. Academic Audit for the session 2018-19
5. Value added and skill based courses and programmes
6. Any other matter with the permission of the chair


Prof. Sameer Naim
IQAC Coordinator

Dr. D.V. Naik
Principal

CC:

1. Smt. Bhagyashree Telrandhe
2. Shri. Dilip Patil
3. Dr. Rajendra Selukar
4. Dr. Kalpana Tekade
5. Prof. Vinod Khedkar
- ✓ 6. Shri Mahesh Sawwalakhe
7. Shri. Atul Harode
8. Ms. Ishika Jaiswal
9. Mr. Palash Biswal



Satimata Sikshan sanstha's

Dr.M. K. UMATHE COLLEGE

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with B++)

Lokseva Nagar Bhamti, Ring Road, Nagpur - 440022

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting dated 16.04.2019

The IQAC meeting was held on 16.04.2019 at 10.A.M to 12.30 PM. The agenda for the meeting was as follows:

1. Confirmation of Minutes of the last Meeting.
2. To Orient the new members with the functions and responsibilities of IQAC
3. Review of the working of the different committees.
4. Academic Audit for the session 2018-2019
5. Value added and skill based courses and programmes.
6. Any other matter with the permission of the chair

Point No.1

As per the agenda the minutes of the last meeting is confirmed.

Point No 2.

The IQAC cell has all the staff (Teaching & non Teaching) Functions of IQAC committee in charge has been nominated. All the members have to participate and suggestion has to be given. Agenda has to be discussed. Notice file has to prepare, every month meeting has to conduct, discussion & outcome to decide. Every function has to assigned criteria wise and perspective plan. Time bound work has to complete and report of work has to submit to IQAC. It has been decided to have Academic Administrative Audit- Internal on Yearly basis and External Audit should be complete in – 3 to 5 years. All Administrative functions are upgraded with new College Management Software and the admission Process is also online. New ICT enabled Teaching & Learning has to introduce, New Changes in PPT notes supported by PDF file to students. Academic calendar report to present. It is also decided to upgrade of academic



calendar, Time table, and exam control room. All failed students to review, analyze and reports to findings. Conduct Remedial classes in the June/July. It has been decided to exercise more activity on training, Seminar, workshop, field training, Internship and bridge course. Also to develop robust system for Feedback, analysis & action taken, Alumni registration, analysis & feedback.

Dr.D.V.Naik has insisted to do more student activity; Soft skill development program has to be taken more. He also suggests conducting one skill development programme in the month of December. Dr.Rajendra Selukar will submit details on placement in last 02 years (data required). Student's data of alumni form to fill up from alumni. Details of Students participation in sports are not available. Mr. Yadav (Sports Teacher has been asked to give detailed report of students participation in various sports, and the support needed from the Management. Sports details are available with Mr.Dilip Patil .

Dr.D.V.Naik asked to prepare project for students on office file making, aquarium cleaning, Diwali lamps etc. screen Printing , workshop on personality development.Increase number of research guides, presently Dr.Dilip Sukhdeve, Dr.Ujwala Salve, Dr.D.V.Naik are research guides.

It has been decided to have more MoU for Conference, Symposium, Workshop, Seminar, for next session. More research papers and publication. Best activities (Practice), Eco-friendly Ganeshji, Prizes (From Retired Teachers),Flag hosting by alumni, making of huts for birds and water pots can be placed on the trees. Making availability of gymnasium for the society.

Point No.3

The work and responsibilities assigned to various committees are reviewed and found completed.

Point No.4

Mr.Vinod Khedkar Teacher Representative spoke on the Academic Audit for 2017-18 & 18-19.He has presented his format details of marking system of evaluation of Academic Activities and Infra structural facilities. He gives information on Criteria and Score, Grading System, Administrative setup, Academic Activities, Research activities, Infrastructure, Swot analysis, Sports & Games, Cultural activities & Public Speaking.

He also gives details of Best Practices adopted & various programmes conducted under Institutional Social Responsibility. He also gives details of Research Papers (Last 2 Years) with Publication & Impact factor. Details of seminars/Workshops, conference, National & International level by teachers/Students. He also gives details of Student enrichment



programmes Special Lectures/workshops/Seminars) inviting external experts conducted by various depts. & committees, He further added by organizing these program one can develop mechanism to ensure that program objectives and learning outcomes .The feedback mechanism & effective mentoring system ensure the program outcomes and vitality of the objectives of the courses. He has also highlighted the extension activities & future plans, Special achievement of the college.


Point No 5.

Mr. Mahesh Sawwalakhe has spoke on value added and skill based courses and training and internship programme for the pass out students of the college. He said that after completion of graduation the student must undergo paid training/Internship programme for 1 year or at least 6 months so that the student must get ready for absorption immediately with the acquired skills. This will benefit to Student and Recruiter both.

For competitive exams collect old books which can be made available at School level. Seek the help of retired persons who can share the knowledge and their experience to prepare for competitive exams. Retired personnel from govt. depts IAS cadre Asst. commissioner or Dy. Collector could be invited to share their experiences, this way retd. Persons can contribute a lot. (Maitre Pariwar has books collection and books can be obtained subject wise, teachers can bring books) It has also been suggested that Google forms can be created for book Donation. Mr.Atul Harde has suggested sending students for Marketing to sharpen their skills and capabilities

As per the agenda all the points are well discussed in the presence of all the IQAC Committee and the minutes are endorsed by the committee.




PRINCIPAL
Dr. M. K. Umathe College
Nagpur - 440022



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

The Following IQAC Members attended the Meeting held on
16.04.2019.

Chairperson: Dr. D. V. Naik, Principal

Member secretary: Prof. Sameer Naim

Management Representative: Smt. Bhagyashree Telrandhe

Office Superintendent: Shri Dilip Patil

Teacher Representative:

Dr. Rajendra.B.Selukar

Dr. Kalpana. R. Tekade

Prof. Vinod Khedkar

External/Local Community Representative: Shri. Mahesh Sawwalakhe

External Expert: Shri. Atul Harde



Student Representative: Ms. Ishika jaiswal

Student Representative: Mr. Palash Biswal



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Lokseva Nagar Bhamti, Ring Road, Nagpur - 440022

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 18/7/2019

NOTICE

All respected staff members of senior college are hereby informed that a meeting of IQAC will be held on 22/07/2019 at 11.00 a.m. in the staffroom to discuss and deliberate on the following agenda:

AGENDA

1. Confirmation of the minutes of the last meeting.
2. To plan the curricular, co-curricular and extra-curricular programmes & activities for the academic session 2019-20.
3. To assign the duties and responsibilities of various committees.
4. Academic calendar.
5. Innovative & best practices.
6. Value added, skill oriented courses.
7. Any other matter with the permission of the chair.


IQAC Co-ordinator




PRINCIPAL
Dr. M. K. Umathe College
Nagpur - 440022

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Lokseva Nagar Bhamtj, Ring Road, Nagpur - 40022

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting dated 22.07.2019

The IQAC Meeting was held on 22.07.2019 at 11.00am. The agenda for the meeting was as follows:

1. Confirmation of the minutes of the last meeting.
2. To Plan the curricular, co-curricular and extra-curricular activities.
3. To assign the duties and responsibilities of various committees.
4. Academic calendar to be prepared.
5. Innovative & best practices to be invited from the teachers of the respective subjects.
6. Value added, skill oriented courses to be introduced.
7. Any other matter with the permission of the chair.

Point No.1. Confirmation of the minutes of the last meeting.

As per the agenda the minutes of the meeting is confirmed.

All the faculties were informed to submit the information regarding the AQAR to be submitted for the academic session 2018-19 in order to upload the same on the NAAC website before the deadline. The stock of the progress was taken from the delegated faculties of the respective criterion. Some Issues of concern and difficulties were noticed by the IQAC coordinator in criterion no.4 which were resolved by putting some suggestions to acquire correct data..All reports in Marathi has to be translated in English informed the coordinator.

Point No.2. To Plan the curricular, co-curricular and extra-curricular

The faculties were asked to submit the report of their respective department regarding the activity done so far and the plans for Curricular, Co-curricular and extra-curricular activities to be held in the academic session 2019-20. The college has already organized many programs so far.



Point.No.3. To assign the duties and responsibilities of various committees

34 committees have been constituted in order to delegate various responsibilities regular basis. The IQAC committee required all the details of the meetings and minutes for the smooth functioning of the institution. The coordinator informed the conveners to hold the meetings of their respective committees and submit the reports of the same to check the progress of the committees on regular basis. The IQAC co ordinator further suggested that the notices & Minutes of the meeting should be computerized and duly signed by the Principal with the seal of the college and should be submitted to the IQAC within 4 days.

Point.No.4. Academic calendar.

The Academic Calendar was prepared by Dr.Kavita Borkar. The same was asked to submit to the IQAC Co-ordinator for the necessary action.

Point.no.5. Innovative & best practices.

The college is practicing best initiatives to work on the sustainability of environment. The college has organized Seed ball's making and plantation initiatives through NSS and other programmes. The college has produced Eco friendly Ganapati using Natural soil & natural organic flower color for promoting the importance of environment. Principal Dr.D.V.Naik asked each faculty to submit two innovative and best practices at the earliest.

Point.no.6. Value added & Skill oriented courses.

The college has signed several MoU's & organized Seminars on Value added and Skill oriented courses like Certification course in Banking ,Finance & Insurance, Technical courses in Hardware of IT, Logistic & Supply chain Management, Guest lectures on various topics. All departments have to conduct conference before dipawali.



Attendees :

Dr.D.V.Naik (Principal)

Prof .Harshawardhan B.Lanjewar

Dr.Sameer Naim (IQAC Coordinator)

Prof.Kirti R.Nimje

Dr.Rajendra B.Selukar

Prof.Vijaya R.Gayakwad

Dr.Dilip Sukhdeve

Prof.Rekha Pacholi

Dr.Vijay Bansod

Prof.Roshan K.Ambatkar

Dr. Kalpana Tekade

Prof.Mayuri M.Gadekar

Dr.Ujjwala S.Salve

Shri.H.R.Siddhewar

Prof. Madhuri S. Khandekar

Dr.Kavita Borkar

Dr.Pritee Umathe

Dr.Vaishali Meshram

Dr.Vinod Khedkar

Dr.Sanjay Meshram



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 16/10/2019

Notice


All respected members of IQAC and staff members of Senior college are here by informed that a meeting of IQAC will be held on 19/10/2019 at 11.00am in the staffroom to discuss and deliberate on the following agenda:

AGENDA

1. Confirmation of the minutes of the last meeting
2. To plan the curricular, co-curricular and extra-curricular programmes and activities for second, fourth and sixth semester.
3. To take stock of the programmes and activities planned and chalked out for first, third and fifth semester; completion, achievement of desired outcomes etc.
4. To study and analyse the reports and functioning of various departments and college committees.
5. Any other matter with the permission of the chair.


IQAC Co-ordinator




Principal
PRINCIPAL
Dr. M. K. Umathe College
Nagpur - 440022



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 19/10/2019. The agenda of the meeting was as follow:

AGENDA

1. Confirmation of the minutes of the last meeting
2. To plan the curricular, co-curricular and extra-curricular programmes and activities for second, fourth and sixth semester.
3. To take stock of the programmes and activities planned and chalked out for first, third and fifth semester; completion, achievement of desired outcomes etc.
4. To study and analyse the reports and functioning of various departments and college committees.
5. Any other matter with the permission of the chair.

MINUTES

Point no. 1. The member secretary of IQAC, Dr. Sameer Naim, welcomed the chairperson and the members of IQAC. He sought the permission of the chair to commence the meeting. As per point no. 1 of the agenda the minutes of the IQAC meeting held 22/07/2019 were read by the IQAC co-ordinator. The chairperson and all the members present unanimously approved and confirmed the minutes and put their signatures on it.



Point No. 2. After completing point no. 1 of the agenda the member secretary of IQAC read point no. 2 of the agenda and opened it for discussion. The chairperson emphasised on the systematic and time bound planning and implementation of the curricular, co-curricular and extra curricular programmes and activities so that the expected objectives and outcomes are achieved. He also instructed that academic calendar must strictly be followed and any programme or activity that is beneficial to the students that was not there while preparing the academic calendar, should be included in it with the permission of the principal.

The member secreting of IQAC, Dr. Sameer Naim stated that point no. 2 of the agenda is the most important aspect and primary duty of any Higher Education Institution. He emphasized that programmes and activities should not be done just for the sake of doing something and certainly not for the sake of record, in order to impress NAAC and obtain good grade from it, but all curricular, co-curricular and extra-curricular activities should be planned for the benefit of students in particular and society in general. He further stated that the process of teaching and learning be made more interesting and enjoyable for the learners. In order to make teaching and learning interesting and enjoyable he put forward the following views:

1. Use of ICT: Power Point presentation, short films, information of websites, etc.
2. Participative teaching-learning: Use of teaching methods that involve active student participation, loud reading, asking students to explain a concept or idea, quiz, oral presentation etc.
3. Daily recapitulation by a student on the portion taught in the previous lecture
4. Group discussions on a given topic and presentation of the outcome.



The chairperson and other members of the IQAC agreed on the points put forward by the member secretary.

Point no. 3:- The third point of the agenda was to take stock of the programs and activities planned and chalked out for first, third and fifth semester whether the programmes and activities were properly completed and succeeded in achieving the expected outcomes. A summary of the curricular, co-curricular and extra curricular initiatives taken during the session was read out by the member secretary and the same was then tallied with the academic calendar to how far it concurred with the academic calendar, and any deviation had taken place. The chairperson expressed his satisfaction and urged the faculty to be more innovative in their efforts and try to think out of the box.

Point no.4:- Reports collected from various departments and college committees were put forth for study and analysis. The functioning of the administrative office was found satisfactory. It had adequate staff properly cater to the needs of the students. It properly and efficiently provided the services to the students, the faculty and all others who had any business with the office. No complaints were received against the functioning of the office and the behavior of its staff.

The Library was found well organized, stocked with books needed for the courses taught in the college, journals, magazines, newspapers, reference books, books on general knowledge, competitive exams and many more, Students expressed their satisfaction with the services provided by the library and collection of books. The only negative aspect of the library was the paucity of space; the reading room can accommodate only twelve students at a time.





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 20/11/2019

Notice


All respected members of IQAC are hereby informed that a meeting of IQAC will be held on 22/11/2019 at 10-00 am in the staffroom to discuss and deliberate on the following agenda:

AGENDA

1. Confirmation of the minutes of the last meeting
2. To review the curricular, co-curricular and extra curricular plans chalked out in the last meeting and to make additions, if any to the same.
3. To plan extension activities and community service to be undertaken by NSS.
4. To plan student placement
5. MOU's with industry, NGO's and other govt. bodies and HEI's
6. Any other matter with the permission of the chair.


IQAC Co-ordinator




Principal
DR. M. K. UMATHE COLLEGE
NAGPUR - 440022



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 22/11/2019, The agenda of the meeting was as follow:

AGENDA

1. Confirmation of the minutes of the last meeting
2. To review the curricular, co-curricular and extra-curricular plans chalked out in the last meeting and to make additions, if any to the same.
3. To plan extension activities and community service to be undertaken by NSS.
4. To plan student placement
5. MOU's with industry, NGO's and other govt. bodies and HEI's
6. Any other matter with the permission of the chair.

MINUTES

Point No. 1: The member secretary of IQAC, Dr. Sameer Naim, welcomed the chairperson and the members of IQAC and commenced the meeting with permission of the chair. As per point no. 1 of the agenda the minutes of the IQAC meeting held on 19/10/2019 were read by the IQAC co-ordinator. The chairperson and all the members present unanimously approved and confirmed the minutes and put their signatures on it.

Point No. 2: After completing point no. 1 of the agenda the member secretary of IQAC read point no. 2 of the agenda and opened it for



discussion. As per the instructions given by the chairperson of IQAC, Dr. D. V. Naik and the member secretary of IQAC, Dr. Sameer Naim in the last meeting held on 19/10/2019, the review of the proposed curricular, co-curricular and extracurricular activities to be conducted during the academic session 2019-2020 was taken. The IQAC constituted various committees for the smooth functioning of the institution. The conveners of the respective committees were asked to give the verbal report of the work done by them so far. Their work was found satisfactory. Reports from various departments and college committees were collected for their perusal and analysis. The member secretary, Dr. Sameer Naim emphasized again on the use of ICT in order to make the teaching-learning process student centric and more effective and enjoyable. The chairperson and other members of the IQAC agreed on the points put forward by the member secretary.

Point No. 3: After discussing the second point of the agenda in detail, the member secretary opened the third point for discussion. The chairperson stated that the National Service Scheme (NSS) provides opportunity to the student to take part in various government led community service activities and programmes. He further stated that the sole aim of the NSS is to provide hands on experience to young students in delivering community service and to inculcate social sense amongst our students through various co-curricular and extra-curricular activities. He emphasized that the college should organize various constructive social and cultural activities and motivate students to participate and contribute for the same.

The member secretary, Dr. Naim stated that NSS is the most important extension activity through which the institution serves the neighborhood communities and tries to imbibe good qualities and values amongst the students. He stressed on organizing various extension activities such as awareness programmes on pressing women related social issues, cleanliness





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 19/06/2020

Notice

All respected members of the IQAC are hereby informed that a meeting of IQAC will be held on 26/06/2020 at 10.00 am in room no. 09 to discuss and deliberate on the following agenda:


AGENDA

1. Confirmation of the minutes of the last meeting
2. To plan curricular, Co-curricular and extra-curricular programmes and activities keeping in the mind the prevailing unprecedented pandemic situation.
3. To assign duties and responsibilities of various college committees.
4. Any other matter with the permission of the chair.

Note: - All members are requested to strictly adhere to the covid norms during the meeting i.e. wearing of masks, sanitizing hands and to maintain safe physical distance


IQAC Co-ordinator




Principal
PRINCIPAL
Dr. M. K. Umathe College
Nagpur - 440022



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Internal Quality Assurance Cell

Minutes of the IQAC meeting held on 26th June, 2020. The agenda of the meeting was as follows:

AGENDA

1. Confirmation of the minutes of the last meeting
2. To plan curricular, co-curricular and extra-curricular programmes and activities keeping in the mind the prevailing unprecedented pandemic situation
3. To assign duties and responsibilities of various college committees
4. Any other matter with the permission of the chair

MINUTES

Point No. 1: Confirmation of the minutes of the last meeting

The member secretary of IQAC, Dr. Sameer Naim, welcomed the chairperson and the members of IQAC and commenced the meeting with permission of the chair. As per point no. 1 of the agenda the minutes of the IQAC meeting held on 22/11/2019 were read by the IQAC co-ordinator. The chairperson and all the members present unanimously approved and confirmed the minutes and put their signatures on it.

Point No. 2: To plan curricular, co-curricular and extra-curricular programmes and activities keeping in the mind the prevailing unprecedented pandemic situation

After completing point no. 1 of the agenda the member secretary of IQAC read point no. 2 of the agenda and opened it for discussion. The chairperson of IOAC, Dr. D. V. Naik and the member secretary of IOAC, Dr. Sameer Naim emphasized on organizing curricular, co-curricular and extracurricular activities online during the academic session 2020-2021. The institution reopened from 15th June, 2020 after the second wave of Covid-19 Pandemic. But due to the prevailing Covid -19 pandemic situation the physical teaching and learning activities could not be resumed. The member secretary asked the teachers to conduct online



classes and complete the syllabus. It was decided to create course content on the syllabus prescribed by Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur. He further added that practice test based on the syllabus of the subjects should be taken by using Google forms. PDF and educational videos should be circulated in the WhatsApp groups of the respective subjects for the benefit of the students. The member secretary, Dr. Sameer Naim emphasized again on the use of ICT in order to make the teaching-learning process student centric and more effective and enjoyable. The chairperson and other members of the IQAC agreed on the points put forward by the member secretary.

Point.No.3: To assign the duties and responsibilities of various committees

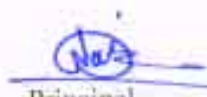
The IQAC constituted various committees for the smooth functioning of the institution. The IQAC constituted 34 committees in order to disseminate various responsibilities to the teaching staff. The conveners of the respective committees were asked to give the verbal report of the work done by them so far. Their work was found satisfactory. Reports from various departments and college committees were collected for their perusal and analysis. The member secretary Dr. Sameer Naim informed the conveners to hold the meetings of their respective committees and submit the reports of the same to check the progress of the committees on regular basis. Amid Covid-19 outbreak, the schools and colleges of the country were closed as per the order of the Govt. of India issued about the complete lockdown. So the conveners were encouraged to organize different programmes on online mode such as ZOOM and Google Meet platform. The IQAC Coordinator further suggested that the notices & Minutes of the meeting should be computerized and duly signed by the Principal with the seal of the college and should be submitted to the IQAC without fail.

Point No. 4: Any other matter with the permission of the chair

After a lengthy and thorough discussion on the points of agenda the chairperson asked the members present whether they wished to raise any matter. No further matter came up for the discussion and the chairperson instructed the member secretary to end the meeting. The member secretary thanked the chairperson and the members for their presence and invaluable inputs. The meeting ended with the permission of the chair.


IQAC Coordinator
(Dr. Sameer Naim)




Principal
(Dr. D. V. Naik)
PRINCIPAL
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Notice


Date: 24/11/2020

All the esteemed members of IQAC are hereby informed that a meeting will be held on 28/11/2020 at 10:00 am in the staffroom to discuss and deliberate on the following agenda:

AGENDA

1. Confirmation of the minutes of the last meeting
2. To review curricular, co-curricular and extra-curricular programmes and activities keeping in the mind the prevailing unprecedented pandemic situation
3. Any other matter with the permission of the chair


IQAC Coordinator
(Dr. Sameer Naim)


Principal
(Dr. D. V. Naik)



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 28th November, 2020. The agenda of the meeting was as follows:

AGENDA

1. Confirmation of the minutes of the last meeting
2. To review curricular, co-curricular and extra-curricular programmes and activities
3. Any other matter with the permission of the chair

MINUTES

Point No. 1: Confirmation of the minutes of the last meeting

The member secretary of IQAC, Dr. Sameer Naim, welcomed the chairperson and the members of IQAC and commenced the meeting with permission of the chair. As per point no. 1 of the agenda the minutes of the IQAC meeting held on 26/06/2020 were read by the IQAC co-ordinator. The chairperson and all the members present unanimously approved and confirmed the minutes and put their signatures on it.

Point No. 2: To review curricular, co-curricular and extra-curricular programmes and activities


After completing point no. 1 of the agenda the member secretary of IQAC read point no.2 of the agenda and opened it for discussion. As per the instructions given by the chairperson of IOAC, Dr. D. V. Naik and the member secretary of IOAC, Dr. Sameer Naim in the last meeting held on 28/11/2020, the review of the proposed curricular, cocurricular and extracurricular activities to be




conducted during the academic session 2020-2021 was taken. The conveners of the respective committees were asked to give the verbal report of the work done by them so far. They informed that the study material was provided to the students through Google Classrooms, WhatsApp groups and the classes were conducted on Zoom and Google Meet Platforms. Various Practice tests on the subjects of the respective classes in the form of Google Forms were prepared in collaboration with the cluster colleges and circulated in the groups of different college teacher's groups. Their work was found satisfactory. Reports from various departments and college committees were collected for their perusal and analysis. The member secretary, Dr. Sameer Naim emphasized again on the use of ICT in order to make the teaching-learning process student centric and more effective and enjoyable. The chairperson and other members of the IQAC agreed on the points put forward by the member secretary.

Point No. 3: Any other matter with the permission of the chair

After a lengthy and thorough discussion on the points of agenda the chairperson asked the members present whether they wished to raise any matter. No further matter came up for the discussion and the chairperson instructed the member secretary to end the meeting. The member secretary thanked the chairperson and the members for their presence and invaluable inputs. The meeting ended with the permission of the chair.


IQAC Coordinator
(Dr. Sameer Naim)




Principal
(Dr. D. V. Naik)
PRINCIPAL
Dr. M. K. Umathe College
Nagpur - 440022



SATIMATA SHIKSHAN SANSTHA'S

DR. M. K. UMATHE COLLEGE

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Lokseva Nagar Bhamti, Ring Road, Nagpur - 440022

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Notice

Date: 12/07/2021

All the esteemed members of IQAC are hereby informed that a meeting will be held on **17/07/2021** at **10:00 am** in the staffroom to discuss and deliberate on the following agenda:

AGENDA

1. Confirmation of the minutes of the last meeting
2. Reconstitution of IQAC
3. To plan curricular, co-curricular and extra-curricular programmes and activities keeping in the mind the prevailing unprecedented pandemic situation
4. Academic Calendar
5. To assign duties and responsibilities of various college committees
6. Any other matter with the permission of the chair


IQAC Coordinator
(Dr. Sameer Naim)




Principal
(Dr. D. V. Naik)
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Internal Quality Assurance Cell

Minutes of the IQAC meeting held on 17th July, 2021. The agenda of the meeting was as follows:

AGENDA

1. Confirmation of the minutes of the last meeting
2. Reconstitution of IQAC
3. To plan curricular, co-curricular and extra-curricular programmes and activities keeping in the mind the prevailing unprecedented pandemic situation
4. Academic Calendar
5. To assign duties and responsibilities of various college committees
6. Any other matter with the permission of the chair

MINUTES

Point No. 1: Confirmation of the minutes of the last meeting

The member secretary of IQAC, Dr. Sameer Naim, welcomed the chairperson and the members of IQAC and commenced the meeting with permission of the chair. As per point no. 1 of the agenda the minutes of the IQAC meeting held on 28/11/2020 were read by the IQAC co-ordinator. The chairperson and all the members present unanimously approved and confirmed the minutes and put their signatures on it.

Point No. 2: Reconstitution of IQAC

The Member secretary of IQAC, Dr. Sameer Naim with the consent of the Chairperson of the IQAC, Dr. D. V. Naik reconstituted the Internal Quality Assurance Cell.

Point No. 3: To plan curricular, co-curricular and extra-curricular programmes and activities keeping in the mind the prevailing unprecedented pandemic situation



After completing point no. 1 of the agenda the member secretary of IQAC read point no. 2 of the agenda and opened it for discussion. The chairperson emphasized on the systematic and time bound planning and implementation of the curricular, co-curricular and extra-curricular programmes and activities so that the expected objectives and outcomes are achieved. He also instructed that academic calendar must strictly be followed and any programme or activity that is beneficial to the students that was not there while preparing the academic calendar, should be included in it with the permission of the principal. Dr. Sameer Naim further added that all curricular, co-curricular and extra-curricular activities should be planned for the benefit of students in particular and society in general. He further stated that the process of teaching and learning be made more interesting and enjoyable for the learners.

Due to the prevailing unprecedented pandemic situation the physical teaching and learning activities could not be resumed. The member secretary asked the teachers to conduct online classes and complete the syllabus. It was decided to create course content on the syllabus prescribed by Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur. He further added that test based on the syllabus of the subjects should be taken by using Google forms. PDF and educational videos should be circulated in the WhatsApp groups of the respective subjects for the benefit of the students. The member secretary, Dr. Sameer Naim emphasized again on the use of ICT in order to make the teaching-learning process student centric and more effective and enjoyable. The chairperson and other members of the IQAC agreed on the points put forward by the member secretary.

Point No. 4: Academic Calendar

Dr. Kavita Borkar was assigned the responsibility of preparing an Academic Calendar for the session 2021-22 and was asked to submit to the IQAC Coordinator for the necessary action.

Point.No.5: To assign the duties and responsibilities of various committees

The IQAC constituted various committees for the smooth functioning of the institution. The IQAC constituted 34 committees in order to disseminate various responsibilities to the teaching staff. The conveners of the respective committees were asked to give the verbal report of the work done by them so far. Their work was found satisfactory. Reports from various departments and college committees were collected for their perusal and analysis. The member secretary Dr. Sameer Naim informed the conveners to hold the meetings of their respective committees and submit the reports of the same to check the progress of the




committees on regular basis. Amid Covid-19 outbreak, the schools and colleges of the country were closed as per the order of the Govt. of India issued about the complete lockdown. So the conveners were encouraged to organize different programmes on online mode such as ZOOM and Google Meet platform. The IQAC Coordinator further suggested that the notices & Minutes of the meeting should be computerized and duly signed by the Principal with the seal of the college and should be submitted to the IQAC without fail.

Point No. 6: Any other matter with the permission of the chair

After a lengthy and thorough discussion on the points of agenda the chairperson asked the members present whether they wished to raise any matter. No further matter came up for the discussion and the chairperson instructed the member secretary to end the meeting. The member secretary thanked the chairperson and the members for their presence and invaluable inputs. The meeting ended with the permission of the chair.


IQAC Coordinator
(Dr. Sameer Naim)


Principal
(Dr. D. V. Naik)





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Notice

Date: 23/11/2021

All the esteemed members of IQAC are hereby informed that a meeting will be held on 27/11/2021 at 10:00 am in the staffroom to discuss and deliberate on the following agenda:

AGENDA

1. Confirmation of the minutes of the last meeting
2. To review curricular, co-curricular and extra-curricular programmes and activities keeping in the mind the prevailing unprecedented pandemic situation
3. Any other matter with the permission of the chair


IQAC Coordinator
(Dr. Sameer Naim)


Principal
(Dr. D. V. Naik)
PRINCIPAL
Dr. M. K. Umathe College
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 27th November, 2021. The agenda of the meeting was as follows:

AGENDA

1. Confirmation of the minutes of the last meeting
2. To review curricular, co-curricular and extra-curricular programmes and activities
3. Any other matter with the permission of the chair

MINUTES

Point No. 1: Confirmation of the minutes of the last meeting

The member secretary of IQAC, Dr. Sameer Naim, welcomed the chairperson and the members of IQAC and commenced the meeting with permission of the chair. As per point no. 1 of the agenda the minutes of the IQAC meeting held on 17/07/2021 were read by the IQAC co-ordinator. The chairperson and all the members present unanimously approved and confirmed the minutes and put their signatures on it.

Point No. 2: To review curricular, co-curricular and extra-curricular programmes and activities

After completing point no. 1 of the agenda the member secretary of IQAC read point no.2 of the agenda and opened it for discussion. As per the instructions given by the chairperson of IOAC, Dr. D. V. Naik and the member secretary of IOAC, Dr. Sameer Naim in the last meeting held on 17/07/2021, the review of the proposed curricular, cocurricular and extracurricular activities to be




conducted during the academic session 2021-2022 was taken. The conveners of the respective committees were asked to give the verbal report of the work done by them so far. They informed that the study material was provided to the students through Google Classrooms, WhatsApp groups and the classes were conducted on Zoom and Google Meet Platforms. Various Practice tests on the subjects of the respective classes in the form of Google Forms were prepared in collaboration with the cluster colleges and circulated in the groups of different college teacher's groups. Their work was found satisfactory. Reports from various departments and college committees were collected for their perusal and analysis. The member secretary, Dr. Sameer Naim emphasized again on the use of ICT in order to make the teaching-learning process student centric and more effective and enjoyable. The chairperson and other members of the IQAC agreed on the points put forward by the member secretary.

Point No. 3: Any other matter with the permission of the chair

After a lengthy and thorough discussion on the points of agenda the chairperson asked the members present whether they wished to raise any matter. No further matter came up for the discussion and the chairperson instructed the member secretary to end the meeting. The member secretary thanked the chairperson and the members for their presence and invaluable inputs. The meeting ended with the permission of the chair.


IQAC Coordinator
(Dr. Sameer Naim)


Principal
(Dr. D. V. Naik)



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

PLAN OF ACTION BY IQAC & OUTCOMES

2019-20

In order to ensure quality education in the college and realizing the need of all-round development of the students, the IQAC chalked out the plan of action for the academic session 2019-20. The IQAC made honest efforts to realize the plans chalked out to upgrade the overall standard of the institution academically, culturally and sports-wise. It is a matter of great delight to note that most of the plans chalked out reached happy fruition. They are as follows:

Plan of Action	Achievement
Preparation of Academic Calendar	Prepared Academic Calendar for the year 2019-2020 in consultation with the faculty and monitored the various programs organized as per the given schedule.
Mentoring and Counseling Committee	Realizing the importance of emotional wellbeing of students, IQAC recommended Psychological counseling professionals to impart awareness and training regarding the same. Besides, the Mentoring and Counseling Committees also constituted.
Formulation of Committees	IQAC formed various committees for the smooth functioning of the institution. The

	<p>teachers and students are included in the same and shouldered the respective responsibilities as per the committees.</p>
Development Programs	<ul style="list-style-type: none"> • Development programs for teachers and the various programs for the benefit of students were organized. • Counseling sessions for students were made available.
Research Activities	<ul style="list-style-type: none"> • The teachers participated in workshops, conferences, seminars etc. • Teachers published their research papers in the reputed UGC listed Journals and Peer reviewed Journals. • Published Books
Enhancement in teaching-learning	<ul style="list-style-type: none"> • Remedial classes for weaker students in English subject were conducted. • Career Oriented Programs for students were organized.
Fulfilling social responsibilities	<ul style="list-style-type: none"> • Tree Plantation drive was also conducted near the vicinity of the institution. • Antigen Testing Drive was also organized and it was kept open for the residents of the nearby area of Bhamti, Kaamla and Swawlambi Nagar.

Campus Placement	Renowned firms of Nagpur were invited to conduct Placement Drives on the Campus.
Environmental Awareness	One day International Webinar on Covid-19: Impact on Society was organized for the faculty, students and parents.
Organization of Conference, Seminars and workshops	International, National Webinars, e-Seminars and Workshops were organized during the academic session 2019-20.
Feedback Mechanism	Feedback in the form of Google Forms was taken from the students. The same link is also provided on the Website.

IQAC Coordinator

Principal

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

PLAN OF ACTION BY IQAC & OUTCOMES

2020-21

In order to ensure quality education in the college and realizing the need of all-round development of the students, the IQAC chalked out the plan of action for the academic session 2020-21. The IQAC made honest efforts to realize the plans chalked out to upgrade the overall standard of the institution academically, culturally and sports-wise. It is a matter of great delight to note that most of the plans chalked out reached happy fruition. They are as follows:

Plan of Action	Achievement
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Formulation of Committees	IQAC formed various committees for the smooth functioning of the institution. The teachers and students are included in the same and shouldered the respective responsibilities as per the committees.

<p>Development Programs</p>	<ul style="list-style-type: none"> • In view of Covid-19 Pandemic, development programs for teachers could not be conducted. However, various programs for the benefit of students were organized by using online mode such as ZOOM and Google Meet platforms. • Counseling sessions for students were made available.
<p>Research Activities</p>	<ul style="list-style-type: none"> • The teachers participated in workshops, conferences, seminars etc, • Teachers published their research papers in the reputed UGC listed Journals and Peer reviewed Journals. • Published Books
<p>Enhancement in teaching-learning</p>	<ul style="list-style-type: none"> • Remedial classes for weaker students in English subject could not be conducted due to the prevailing unprecedented situation due to pandemic. • Career Oriented Programs for students were organized.
<p>Fulfilling social responsibilities</p>	<ul style="list-style-type: none"> • Tree Plantation drive was also conducted near the vicinity of the institution. • Antigen Testing Drive was also organized and it was kept open for the residents of the nearby area of Bhamti, Kaamla and Swawlambi Nagar.

Campus Placement	Could not conduct due to Pandemic.
Environmental Awareness	One day National level Webinar on Covid-19: Issues and Challenges for Future Environment was organized for the faculty, students and parents.
Organization of Conference, Seminars and workshops	International, National Webinars, e-Seminars and Workshops were organized during the academic session 2020-21.
Feedback Mechanism	Feedback in the form of Google Forms was taken from the students. The same link is also provided on the Website.

IQAC Coordinator

Principal