

Establishment : 2006
NAAC 'A' Grade CGPA : 3.20



Dr. Gaikwad R.R.
I/C Director

Marathwada Shikshan Prasarak Mandal's

Deogiri Institute of Technology & Management Studies,

Chhatrapati Sambhajnagar-431005. Maharashtra, India

Affiliated to : Dr. Babasaheb Ambedkar Marathwada University, Chh. Sambhajnagar
Center Code: 610
Tel. No. : 0240 - 2353701
Website : www.ditms.org
E-mail : ditms@mspmandal.in

Date: 15th June, 2023

Notice

All the IQAC members are hereby informed that the first meeting for the Academic year 2023-24 is scheduled on 15th, June, 2023 in the IQAC office at 1:00 pm. The brief of agenda of the meeting is as follows:-

Agenda

1. To read and confirm minutes of the last meetings.
2. To review and verify admission procedure for Academic year 2023-24
3. To verify and submit documents required for AQAR.
4. To Prepare and submit Academic and Departmental Calendar for the academic year 2023-24
5. To prepare, schedule and submit the Induction program and departmental orientation 2023-24 for the students.
6. To design for bridge courses, and Short term Certificate courses.
7. To prepare and submit timetable and work distribution department wise for the academic year 2023-24.
8. Any other discussion with the permission of the chairman.


Co-Ordinator
IQAC DITMS
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DIRECTOR
DEOGIRI INSTITUTE OF TECHNOLOGY &
MANAGEMENT STUDIES A'BAD.



Dr. Gaikwad R.R.
I/C Director

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Center Code: 610
Tel. No. : 0240 - 2353701
Website : www.ditms.org
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Minutes of the Meeting


Meeting No. 1	Date: 15th June, 2023	Time 1:00 pm
Present Members: 10	Dept/Committee: IQAC	

The first meeting of the internal quality assurance cell for the Academic year 2023-24 was held on 15th June, 2023, at 1:00 pm in the IQAC office at DITMS. The meeting was chaired by Director Dr. Rameshwar Gaikwad. The following Agenda points were discussed during the meeting and it was unanimously resolved to implement the same.

Agenda	Resolutions
To read and confirm minutes of the last meetings.	Minutes of the previous meeting were confirmed.
To review and verify admission procedure for Academic year 2023-24	It was decided that as 12th marks declared admission registration should be started, and further it was decided to make a complete admission procedure through online mode.
To verify and submit documents required for AQAR.	It was decided that AQAR Metric wise documentation should be Verified and submitted before the due date.
To Prepare and submit the Academic and Departmental Calendar for the academic year 2023-24.	It was decided in an earlier IQAC meeting to prepare the departmental calendar by the Department BBA, BCA and BSc.(CS) for keeping harmony in the working of all three departments. It was also resolved that the departmental calendar should be prepared in tune with the Academic calendar prescribed by Dr. Babasaheb Ambedkar Marathwada University. The draft was discussed and reviewed in tune with Affiliating University this academic year calendar.

<p>To prepare, schedule and submit the Induction program and departmental orientation 2023-24 for the students.</p>	<p>It was guided and suggested by the Director to the Program coordinators to prepare proper planning for the Induction program followed by Departmental orientation on or before the first week of August.</p>
<p>To design for bridge courses, and Short term courses.</p>	<p>It was also guided and suggested by the Director and IQAC coordinator to design a bridge course related to Basic Computer Fundamental and Basic Accountancy and prepare a list of students who are from Science background for Basic accountancy course.</p>
<p>To prepare and submit timetable and work distribution department wise for the academic year 2023-24.</p>	<p>It was informed to all the program coordinators to prepare and submit workload distribution and timetable for the academic year 2023-24.</p>
<p>Any other discussion with the permission of the Chairman.</p>	<p>This was also discussed to counsel students from time to time to keep them updated and motivated and inform them about the Code of Conduct and Mentoring system to the Students in the Induction program. Further it was also discussed that NAAC AQAR Metric wise documentation should be Verified and submitted before the due date.</p>

The meeting was adjourned after the vote of thanks to the chair.


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Action Taken Report

Meeting	IQAC	Date: 15th June, 2023	Time 1:00 pm
Sr. No.	Resolution	Action Taken	
1.	Approval for online admission procedure.	After declaration of 12th marks online admission procedure has been started for the first year students.	
2.	AQAR Metric wise documentation should be Verified and submitted before the due date.	AQAR Metric wise documentation Verified and submitted before the due date dec. 2023	
3.	Approval for Departmental Calendar for the academic year 2023-24.	Approval of academic calendar in tune with Affiliating University Calendar and then Department wise Academic calendar was prepared and informed all the faculties to follow the same.	
4.	Preparation for the Induction program followed by Departmental orientation on or before the first week of August.	The Induction program was conducted on 1st Aug,2023 followed with Departmental orientation on 2nd Aug, 2023.	
5.	Approval for Bridge Course and Short Term Certificate Courses	Bridge course related to Basic Computer Fundamental and Basic Accountancy has been conducted from 3rd Aug to 14th Aug,2023. Proposal for short term certificate courses with syllabus submitted by Faculty members.	
6.	Workload distribution and timetable for the academic year 2023-24.	Workload distribution and timetable for the academic year 2023-24 has been submitted.	

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Date: 8th July, 2023

Notice

All the IQAC members are hereby informed that the meeting is scheduled on 8th July, 2023 in the IQAC office at 2:00 pm. The brief of agenda of the meeting is as follows:-

Agenda

1. To read and confirm minutes of the last meetings.
2. To Check, verify documents submitted related to AQR
3. To Circulate Code of Conduct to all Stakeholders
4. To review and discuss PO, PSO and CO of new and Old subjects.
5. To review and discuss the Mentoring system.
6. To plan and schedule Continuous Internal Evaluation for the semester.
7. Any other discussion with the permission of the chairman.


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Minutes of the Meeting

Meeting No. 2	Date: 8th July, 2023	Time 2:00 pm
Present Members: 12	Dept/Committee: IQAC	

The meeting of the internal quality assurance cell was held on 8th July, 2023, at 2:00 pm in the IQAC office at DITMS. The meeting was chaired by Director Dr. Rameshwar Gaikwad. The following Agenda was discussed during the meeting and it was unanimously resolved to implement the same.

Agenda	Resolutions
To read and confirm minutes of the last meetings.	Minutes of the previous meeting were confirmed.
To Check, verify documents submitted related to AQAR	It was guided and suggested by the Director to check every metric properly and fulfill it with proper documents.
To Update and Circulate Code of Conduct to all Stakeholders	It was guided and suggested by the Director and IqacCoordinator that, Code of Conduct Committee should conduct a meeting for updating any rule and further work on circulating Mechanism for the same.
To review and discuss PO, PSO and CO of new and Old subjects.	It was informed to all the program coordinators to prepare and submit PO, PSO and CO for new and old subjects and it was also discussed to make all stakeholders aware.
To review and discuss the Mentoring system.	It was reviewed and discussed about the mentor system. Mentors were allotted class wise and were explained about their roles and responsibilities.
To plan and schedule Continuous Internal Evaluation for the semester.	It was informed to the Internal Evaluation Committee to prepare and submit Schedules for Unit tests and prelims of this term.
Any other discussion with the permission of the Chairman.	This was also discussed to counsel students from time to time to keep them updated and motivated and inform them about the Code of Conduct and Mentoring system to the Students in the Induction program. Further it was also discussed that AQAR Metric wise documentation should be Verified and submitted before Nov. 2023.

The meeting was adjourned after the vote of thanks to the chair.

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Action Taken Report

Meeting	IQAC	Date: 8th July, 2023	Time 2:00 pm
Sr. No.	Resolution	Action Taken	
1.	To Check, verify documents submitted related to AQAR	AQAR Metric wise documentation Verified and submitted before the due date dec. 2023	
2.	To Update and Circulate Code of Conduct to all Stakeholders.	Code of conduct was updated and circulated through the Induction and departmental orientation program, as well as it is uploaded on website.	
3.	It was discuss to review and submit PO, PSO and CO and make awareness about this	PO, PSO, and CO's were reviewed and circulated through the Induction and departmental orientation program, as well as it is uploaded on the website.	
4.	Review and discuss the mentor system. Mentors allotment class wise and explanation about their roles and responsibilities	Class wise mentor mentee meetings were conducted successfully during the semester.	
5.	Informed to the Internal Evaluation Committee to prepare and submit Schedules for Unit tests and prelims of this term.	Internal assessment through unit test was conducted in Sept. and prelims for first term was conducted in the month of Oct, 2023.	


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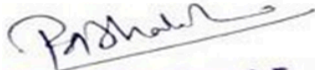
Date: 11th Aug, 2023

Notice

All the IQAC members are hereby informed that the meeting is scheduled on 12th August, 2023 in the IQAC office at 1:00 pm. The brief of agenda of the meeting is as follows:-

Agenda

1. To read and confirm minutes of the last meetings.
2. To plan and schedule a training program for third year students.
3. To plan and schedule Department wise Curricular, Co-curricular, and extra-curricular activities conducted during the first term.
4. To plan and schedule an awareness program on Anti-ragging, Grievance redressal and internal complaints mechanism.
5. Any other discussion with the permission of the chairman.


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Minutes of the Meeting

Meeting No. 3	Date: 12th Aug, 2023	Time 1:00 pm
Present Members: 10	Dept/Committee: IQAC	

The meeting of the internal quality assurance cell was held on 12th Aug, 2023, at 1:00 pm in the IQAC office at DITMS. The meeting was chaired by Director Dr. Rameshwar Gaikwad. The following Agenda was discussed during the meeting and it was unanimously resolved to implement the same.

Agenda	Resolutions
To read and confirm minutes of the last meetings.	Minutes of the previous meeting were confirmed.
To plan and schedule a training program for third year students.	It was informed to the Training and Placement Cell to plan and schedule for such a workshop which will inculcate employable skills in the students.
To plan and schedule Department wise Curricular, Co-curricular, and extra-curricular activities conducted during the first term.	It was guided and suggested by the Director that Program coordinators, NSS and Sport Dept. should plan and schedule such activities which inculcate National and Social Values, Professional ethics, Environmental awareness.
To plan and schedule an awareness program on Anti-ragging, Grievance redressal and internal complaints mechanism.	This was also discussed to counsel students from time to time to keep them updated and motivated and inform them about Anti- Ragging, Students Grievance Redressal and Internal Complaint Committees and its mechanism.
Any other discussion with the permission of the Chairman.	This was also discussed to plan and schedule for Rubicon Life skill training program for third year students.

The meeting was adjourned after the vote of thanks to the chair.


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Action Taken Report

Meeting	IQAC	Date: 12th Aug, 2023	Time 1:00 pm
Sr. No.	Resolution	Action Taken	
1.	Training and Placement Cell to plan and schedule for such a workshop which will inculcate employable skills in the students.	Training and Placement Cell has organized “ Life skill Development Training Workshop” during 17th Aug to 26 Aug, 2023, in collaboration with RUBICON and Deogiri College.	
2.	Program coordinators, NSS and Sport Dept. should plan and schedule such activities which inculcate National and Social Values, Professional ethics, Environmental awareness.	<ul style="list-style-type: none">• NSS has planned an action plan and Sports dept, students have participated in various Intercollegiate Sports competitions.• Program coordinators have organized Guest lectures for Subject knowledge and professional ethics.• A Faculty wise Fresher's parties for BBA, BCA and BCS First Year students were organized on 25th Aug, 26th Aug and 30th Aug,2023	
3.	Inform them about Anti- Ragging, Students Grievance Redressal and Internal Complaint Committees and its mechanism.	Program Coordinators and class teachers have taken various interactive sessions to inform students about committees and its purpose and working.	

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Date: 2nd Sept , 2023

Notice

All the IQAC members are hereby informed that the meeting is scheduled on 5th Sept, 2023 in the IQAC office at 1:00 pm. The brief of agenda of the meeting is as follows:-

Agenda

1. To read and confirm minutes of the last meetings.
2. To plan and schedule a training program for third year students.
3. To plan and schedule NSS Special Camp.
4. To Plan and schedule for Unit test and Prelims for first term
5. To plan and schedule for the upcoming Youth Festival at University level.
6. Any other discussion with the permission of the chairman.


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Minutes of the Meeting

Meeting No. 3	Date: 5th Sept, 2023	Time 1:00 pm
Present Members: 10	Dept/Committee: IQAC	

The meeting of the internal quality assurance cell was held on 5th Sept, 2023, at 1:00 pm in the IQAC office at DITMS. The meeting was chaired by Director Dr. Rameshwar Gaikwad. The following Agenda was discussed during the meeting and it was unanimously resolved to implement the same.

Agenda	Resolutions
To read and confirm minutes of the last meetings.	Minutes of the previous meeting were confirmed.
To plan and schedule a training program for third year students.	It was informed to the Training and Placement Cell to plan and schedule for such a Seminar on Resume writing and Facing interview.
To plan and schedule NSS Special Camp.	It was guided and suggested by the Director that Program coordinators, NSS and Sport Dept. should plan and schedule NSS Special Camp and complete all other procedures including permissions from Gram Panchayat and scheduling the activities.
To Plan and schedule for Unit test and Prelims for first term	It was guided and suggested by the Director that the Internal Exam committee should make a complete schedule for Unit tests as well as Prelims.
To plan and schedule for the upcoming Youth Festival at University level.	It was discussed that youth festival participants should be made aware about the rules and regulations and forms and details should be properly done.
Any other discussion with the permission of the Chairman.	All teachers greeted each other and gave Teacher's Day wishes. Further discussion was done on other formalities regarding Youth Festival and NSS Camp.

The meeting was adjourned after the vote of thanks to the chair.


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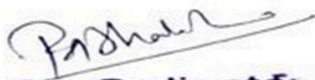
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Action Taken Report

Meeting	IQAC	Date: 5th Sept, 2023	Time 1:00 pm
Sr. No.	Resolution	Action Taken	
1.	Informed the Training and Placement Cell to plan and schedule for such a Seminar on Resume writing and Facing interview.	Training and Placement Cell has organized a Seminar on Resume making and Personal Interview on 14th Oct,2023 by Ms.Punit Neb, Faculty of ICFAI.	
2.	NSS and Sport Dept. should plan and schedule NSS Special Camp and complete all other procedures including permissions from Gram Panchayat and scheduling the activities.	NSS has planned an action plan about all the activities which should be conducted in camp. The NSS camp was organized at Sharnapur on 27th Dec. 2023 to 2nd Jan. 2024. It was successfully completed.	
3.	The Internal Exam committee should make a complete schedule for Unit tests as well as Prelims.	The Internal Exam committee has prepared a schedule for Unit Test as well as Prelims, and both have been completed successfully. Unit Tests were conducted on 14th to 16th Sep.2023. Prelims were conducted on 16th to 21th Oct.2023	
4.	Youth festival participants should be made aware about the rules and regulations and forms and details should be properly done.	Program Coordinators and class teachers have taken various interactive sessions to inform students about Youth Festival and taken various practices of the participants. A team of 36 student artists participated and got certificates in the Youth Festival held between 4th to 7th Oct., 2023 at University.	


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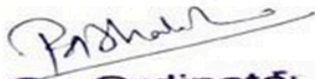
Date: 23rd Oct , 2023

Notice

All the IQAC members are hereby informed that the meeting is scheduled on 25th Oct, 2023 in the IQAC office at 1:00 pm. The brief of agenda of the meeting is as follows:-

Agenda

1. To read and confirm minutes of the last meetings.
2. To review and check AQAR documents and its linking process on the website.
3. To review and check criteria wise documents uploaded on the website.
4. To review and check NSS Special Camp preparations.
5. Any other discussion with the permission of the chairman.


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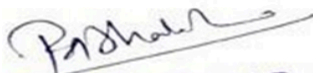
Minutes of the Meeting

Meeting No.	Date: 25th Oct, 2023	Time 1:00 pm
Present Members: 10	Dept/Committee: IQAC	

The meeting of the internal quality assurance cell was held on 25th Oct, 2023, at 1:00 pm in the IQAC office at DITMS. The meeting was chaired by Director Dr. Rameshwar Gaikwad. The following Agenda was discussed during the meeting and it was unanimously resolved to implement the same.

Agenda	Resolutions
To read and confirm minutes of the last meetings.	Minutes of the previous meeting were confirmed.
To review and check AQAR documents and its linking process on the website.	It was discussed that the Iqac Coordinator should review and check AQAR documents properly and should conduct a workshop on website linking processes for properly uploading documents.
To review and check criteria wise documents uploaded on the website.	It was guided and suggested by the Director every document should be checked properly and the website also updated accordingly.
To review and check NSS Special Camp preparations.	It was discussed that all procedures of NSS regarding the special camp should be reviewed and finalized.
Any other discussion with the permission of the Chairman.	It was discussed that certain programming should be developed for easy updation on the institute website.

The meeting was adjourned after the vote of thanks to the chair.


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Action Taken Report

Meeting	IQAC	Date: 25th Oct, 2023	Time 1:00 pm
Sr. No.	Resolution	Action Taken	
1.	Informed to review and check AQAR documents properly and should conduct a workshop on website linking processes for properly uploading documents.	AQAR documents checked and submitted properly, For AQAR online website linking Faculty training program organized on 2nd Dec, 2023	
2.	Instructed as every document should be checked properly and the website also updated accordingly.	Website updated and reviewed documents uploaded on Institute Website..	
3.	All procedures of NSS regarding the special camp should be reviewed and finalized.	All procedures of NSS regarding the special camp have been reviewed and finalized. The NSS camp was organized at Sharnapur on 27th Dec. 2023 to 2nd Jan. 2024. It was successfully completed.	
4.	Certain programming should be developed for easy updation on the institute website.	Institute has developed software to upload NAAC documents easily by all criteria heads.	

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Date: 2nd Nov , 2023

Notice

All the Teaching and Non-Teaching staff are hereby informed that the First term Closing meet is scheduled on 4th Nov, 2023 in the IQAC at 12:30 pm. The brief of agenda of the meeting is as follows:-

Agenda

1. To read and confirm minutes of the last meetings.
2. To take the review of Curricular, Co-curricular, and extra- curricular activities conducted during the first term.
3. To review and discuss on the progress of AQAR for the year 2022-23
4. Any other discussion with the permission of the Chairman.

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Affiliated to : Dr. Babasaheb Ambedkar Marathwada University, Chh. Sambhajnagar
Center Code: 610

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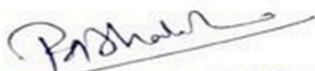
Minutes of the Meeting

Meeting No.	Date: 4th Nov, 2023	Time 12:30 pm
Present Members: 20	Dept/Committee: IQAC	

The meeting of the internal quality assurance cell was held on 4th Nov, 2023, at 12:30 pm in the IQAC office at DITMS. The meeting was chaired by Director Dr. Rameshwar Gaikwad. The following Agenda was discussed during the meeting and it was unanimously resolved to implement the same.

Agenda	Resolutions
To read and confirm minutes of the last meetings.	Minutes of the previous meeting were confirmed.
To take the review of Curricular, Co-curricular, and extra-curricular activities conducted during the first term.	All program coordinators submitted details of activities conducted during the first term. TPC representatives gave details of TPO programs conducted at the Institute. NSS and Sports Coordinator gave complete information about first term programs as well as discussed preparation of upcoming NSS Camp also.
To review and discuss on the progress of AQAR for the year 2022-23	It was guided and suggested by the Director that after diwali vacation all documents finally be submitted on NAAC portal after final reviewing of it.
Any other discussion with the permission of the Chairman.	It was further discussed about the second term plan of action for students, as well as for the Teachers also. Meeting was concluded with the Diwali Celebration.

The meeting was adjourned after the vote of thanks to the chair.


Co-Ordinator
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DIRECTOR
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Establishment : 2006
NAAC 'A' Grade CGPA : 3.20



Dr. Gaikwad R.R.
I/C Director

Marathwada Shikshan Prasarak Mandal's

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Date: 28th Nov, 2023

Notice

All the IQAC members are hereby informed that the first meeting for the term-II of the Academic year 2023-24 is scheduled on 28th Nov, 2023 in the IQAC office at 1:00 pm. The brief of agenda of the meeting is as follows:-

Agenda

1. To read and confirm minutes of the last meetings.
2. To verify and submit documents required for AQAR.
3. To Prepare and submit a Second Term action plan.
4. To prepare and submit a second term timetable and work distribution department wise for the academic year 2023-24.
5. To discuss and submit records of Addon Certificate Courses.
6. Any other discussion with the permission of the chairman.


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Minutes of the Meeting


Meeting No.	Date: 28th Nov, 2023	Time 1:00 pm
Present Members: 20	Dept/Committee: IQAC	

The first meeting of the second term of the internal quality assurance cell for the Academic year 2023-24 was held on 28th Nov, 2023, at 1:00 pm in the IQAC office at DITMS. The meeting was chaired by Director Dr. Rameshwar Gaikwad. The following Agenda was discussed during the meeting and it was unanimously resolved to implement the same.

Agenda	Resolutions
To read and confirm minutes of the last meetings.	Minutes of the previous meeting were confirmed.
To verify and submit documents required for AQAR.	It was decided that AQAR Metric wise documentation should be Verified and submission on NAAC portal should be started.
To Prepare and submit a Second Term action plan.	It was decided that in the second term <ul style="list-style-type: none">● TPO should focus on organizing more programs on career counselling and employability enhancement,● Program coordinator should focus on arranging Virtual Alumni guest rooms as well as other Student Development programs, as well as Annual gathering should be properly planned.● All teaching and non teaching staff were instructed for the upcoming NSS Special Camp.
To prepare and submit a second term timetable and work distribution department wise for the academic year 2023-24.	It was informed to all the program coordinators to prepare and submit workload distribution and timetable for the Second term of academic year 2023-24.
To discuss and submit records of Addon Certificate Courses.	It was informed to all the program coordinators to submit records of Addon Certificate courses

	to IQAC.
Any other discussion with the permission of the Chairman.	This was also discussed to counsel students from time to time to keep them updated and motivated and inform them about the Code of Conduct and Mentoring system. Further it was also discussed that NAAC AQAR Metric wise documentation should be Verified and submitted before the due date.

The meeting was adjourned after the vote of thanks to the chair.


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I/C Director

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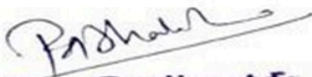
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Action Taken Report

Meeting	IQAC	Date: 28th Nov, 2023	Time 1:00 pm
Sr. No.	Resolution	Action Taken	
1.	AQAR Metric wise documentation should be Verified and submitted before the due date.	AQAR Metric wise documentation Verified and submitted before the due date dec. 2023	
2.	It was instructed to Program Coordinators, TPO, and NSS officers to organize Students Development, and Career Counseling and employability enhancement programs.	TPC has organized Career Counseling and employability enhancement programs, as well as Virtual alumni meet were also organized in both Online as well as offline mode. The NSS camp was organized at Sharnapur on 27th Dec. 2023 to 2nd Jan. 2024. It was successfully completed.	
3.	Workload distribution and timetable for the academic year 2023-24.	Workload distribution and timetable for the academic year 2023-24 has been submitted.	
4.	Informed all the program coordinators to submit records of Addon Certificate courses to IQAC.	All the program coordinators submitted records of Addon Certificate courses to IQAC.	


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Date: 14th Dec , 2023

Notice

All the IQAC members are hereby informed that the meeting is scheduled on 16th Dec , 2023 in the IQAC office at 1:00 pm. The brief of agenda of the meeting is as follows:-

Agenda

1. To read and confirm minutes of the last meetings.
2. To finalize invitations for NSS Special Camp.
3. To Plan and schedule for Unit test and Prelims for Second term
4. To plan and schedule a training program for third year students.
5. To plan and schedule for the upcoming Sports week and Annual Gathering.
6. Any other discussion with the permission of the chairman.


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Minutes of the Meeting

Meeting No. 3	Date: 16th Dec, 2023	Time 1:00 pm
Present Members: 10	Dept/Committee: IQAC	

The meeting of the internal quality assurance cell was held on 16th Dec, 2023, at 1:00 pm in the IQAC office at DITMS. The meeting was chaired by Director Dr. Rameshwar Gaikwad. The following Agenda was discussed during the meeting and it was unanimously resolved to implement the same.

Agenda	Resolutions
To read and confirm minutes of the last meetings.	Minutes of the previous meeting were confirmed.
To finalize invitations for NSS Special Camp.	It was informed to the NSS officer and program coordinators to finalize the invitations. Further review was also taken for bus facility and other procedures to be fulfilled by the institute.
To Plan and schedule for Unit test and Prelims for Second term	It was guided and suggested by the Director that the Internal Exam committee should make a complete schedule for Unit tests as well as Prelims and submit it to IQAC and display it to the concerned Students whatsapp groups.
To plan and schedule a training program for third year students.	It was informed to the Training and Placement Cell to plan and schedule for such a Seminar as well as Campus Drive.
To plan and schedule for the upcoming Sports week and Annual Gathering.	It was discussed that Sports Week and Annual Gathering should be planned properly and schedule should be submitted to IQAC
Any other discussion with the permission of the Chairman.	It was discussed about Sports week and Annual Gathering regarding the specific games and theme for gathering.

The meeting was adjourned after the vote of thanks to the chair.

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Action Taken Report

Meeting	IQAC	Date: 16th Dec, 2023	Time 1:00 pm
Sr. No.	Resolution	Action Taken	
1.	Informed the NSS officer and program coordinators to finalize the invitations. Further review was also taken for bus facility and other procedures to be fulfilled by the institute..	Invitations and program list was successfully finalized and printed The NSS camp was organized at Sharnapur on 27th Dec. 2023 to 2nd Jan. 2024. It was successfully completed.	
2.	NSS and Sport Dept. should plan and schedule NSS Special Camp and complete all other procedures including permissions from Gram Panchayat and scheduling the activities.	NSS has planned an action plan about all the activities which should be conducted in camp. The NSS camp was organized at Sharnapur on 27th Dec. 2023 to 2nd Jan. 2024. It was successfully completed.	
3.	The Internal Exam committee should make a complete schedule for Unit tests as well as Prelims.	The Internal Exam committee has prepared a schedule for Unit Test as well as Prelims, and both have been completed successfully. Unit Tests were conducted on 22nd to 24th Jan. 2024. Prelims were conducted on 18th to 20th Mar.2024	
4.	Sports Week and Annual Gathering should be planned properly and schedule should be submitted to IQAC	Sports week on 6th to 10th Feb 2024 and Annual Gathering on 14th to 18th Feb 2024 was successfully conducted.	


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Date: 1st Feb, 2024

NOTICE

All the IQAC members are hereby informed that the meeting is scheduled on 2nd Feb., 2024 in the IQAC office at 1:00 pm. The brief agenda of the meeting is as follows:-

Agenda

1. To read and confirm minutes of the last meetings.
2. To discuss and design Feedback systems for all stakeholders.
3. To check and review Sports week and Annual Gathering preparations.
4. To take follow up of AISHE report submission, MIS submission and Academic audit
5. Any other discussion with the permission of the chairman.


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Minutes of the Meeting

Meeting No.	Date: 2nd Feb, 2024	Time 1:00 pm
Present Members: 14	Dept/Committee: IQAC	

The meeting of the internal quality assurance cell was held on 2nd Feb, 2024, at 1:00 pm in the IQAC office at DITMS. The meeting was chaired by Director Dr. Rameshwar Gaikwad. The following Agenda was discussed during the meeting and it was unanimously resolved to implement the same.

Agenda	Resolutions
1. To read and confirm minutes of the last meetings.	Minutes of the previous meeting were confirmed.
2. To discuss and design Feedback systems for all stakeholders.	After the discussion it was resolved that a feedback system should be developed for all stakeholders and should be collected at the end of term-II collected data was analysed and action was taken on the feedback received.
3. To check and review Sports week and Annual Gathering preparations.	It was discussed and resolved that Annual Gathering should be based on Indian cultural diversity.
3. To take follow up of AISHE report submission, MIS submission and Academic audit	It was decided to follow up AISHE and MIS report requirements and all program coordinators are instructed to take initiative to fill the information and complete the report as per the schedule mentioned.
4 Any other discussion with the permission of the chairman.	It was guided and suggested by the Director and IQAC coordinator that all criteria heads should keep record of programs properly. It was also discussed that the NSS Camp report should be submitted to IQAC. More MoU should be done with University and Industry.

The meeting was adjourned after the vote of thanks to the chair.


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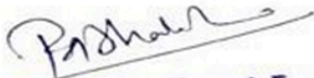
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Action Taken Report

Meeting	IQAC	Date: 2nd Feb, 2024	Time 1:00 pm
Sr. No.	Resolution	Action Taken	
1.	Informed to the program coordinators that feedback system should be developed for all stakeholders and should be collected at the end of term-II	Feedback system was created and feedback from stakeholders was collected successfully at the end of term.	
2.	Informed to all program coordinators and faculty members that Annual Gathering should be based on Indian cultural diversity.	Sports week was successfully conducted on 6th Feb to 10th Feb, and Annual gathering programs with various cultural events were successfully conducted from 14th feb. to 18th feb 2024.	
3.	All program coordinators are instructed to take initiative to fill the information of AISHE and MIS, and complete the report asper the schedule mentioned.	AISHE and MIS information was successfully submitted and AISHE certificate received.	
4.	Instructed to maintain records of all programs conducted. Focus on more MoU should be done with University and Industry.	TPO program record, NSS program record and NSS Special Camp report have been submitted successfully. MoU with various institutions are in progress.	


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Date: 24th Feb, 2024

NOTICE

All the IQAC members are hereby informed that the meeting is scheduled on 24th Feb., 2024 in the IQAC office at 1:00 pm. The brief agenda of the meeting is as follows:-

Agenda

1. To read and confirm minutes of the last meetings.
2. To check and review program preparation for International Women's Day.
3. To check and review the report of training and placement workshops
4. To check and review the report of NSS and Annual Gathering.
5. Any other discussion with the permission of the chairman.


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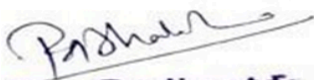
Minutes of the Meeting

Meeting No.	Date: 24th Feb, 2024	Time 1:00 pm
Present Members: 14	Dept/Committee: IQAC	

The meeting of the internal quality assurance cell was held on 24th Feb, 2024, at 1:00 pm in the IQAC office at DITMS. The meeting was chaired by Director Dr. Rameshwar Gaikwad. The following Agenda was discussed during the meeting and it was unanimously resolved to implement the same.

Agenda	Resolutions
1. To read and confirm minutes of the last meetings.	Minutes of the previous meeting were confirmed.
2. To check and review program preparation for International Women's Day.	After the discussion it was resolved that the International Women's Day celebration should be properly organized. All program coordinators were informed to make arrangements for the program.
3. To check and review the report of training and placement workshops	It was discussed and resolved that Training and placement workshops and seminars reports should be prepared and submitted to the IQAC.
4. To check and review the report of NSS and Annual Gathering.	It was decided that all program coordinators should take initiative to make reports of all events conducted in the complete Academic year as well as NSS Special Camp report and Annual Gathering report should be submitted to IQAC.
4 Any other discussion with the permission of the chairman.	It was guided and suggested by the Director and IQAC coordinator that all criteria heads should keep record of programs properly. It was guided and suggested by the Director and IQAC coordinator that all program coordinators need to collect syllabus completion report from all the teacher at the end of term -II and submit to IQAC Student feedback and student satisfaction surveys should be conducted as per NAAC Questionnaire and norms.

The meeting was adjourned after the vote of thanks to the chair.


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Action Taken Report

Meeting	IQAC	Date: 24th Feb, 2024	Time 1:00 pm
Sr. No.	Resolution	Action Taken	
1.	It was resolved that the International Women's Day celebration should be properly organized. All program coordinators were informed to make arrangements for the program.	International Women day was celebrated on 12th March, 2024. On this day a special Self Defense training session was conducted.	
2.	It was discussed and resolved that Training and placement workshops and seminars reports should be prepared and submitted to the IQAC.	All training programs reports were submitted by TPO	
3.	Informed to make reports of all events conducted in the complete Academic year as well as NSS Special Camp report and Annual Gathering report should be submitted to IQAC.	At the end of year all reports of NSS events as well as Special Camp and Annual Gathering were submitted.	
4.	Syllabus Completion report should be conducted from students as well as teachers also. Student feedback and student satisfaction surveys should be conducted.	Syllabus Completion report submitted to IQAC. Feedback system was created and feedback from stakeholders was collected successfully at the end of term. Students Satisfaction survey according to NAAC questionnaire successfully conducted.	


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Date : 27th April, 2024

Notice

All the Teaching and Non-Teaching staff are hereby informed that the Second term Closing meet is scheduled on 30th April, 2024 in the IQAC at 12:30 pm. The brief of agenda of the meeting is as follows:-

Agenda

1. To read and confirm minutes of the last meetings.
2. To take the review of Department wise Curricular, Co-curricular, and extra- curricular activities conducted during the academic year.
3. To review and discuss on the progress of AQAR for the year 2023-24
4. Any other discussion with the permission of the Chairman.



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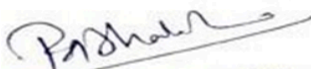
Minutes of the Meeting

Meeting No.	Date: 30th April, 2024	Time 1:00 pm
Present Members: 14	Dept/Committee: IQAC	

The meeting of the internal quality assurance cell was held on 30th April, 2024, at 1:00 pm in the IQAC office at DITMS. The meeting was chaired by Director Dr. Rameshwar Gaikwad. The following Agenda was discussed during the meeting and it was unanimously resolved to implement the same.

Agenda	Resolutions
1. To read and confirm minutes of the last meetings.	Minutes of the previous meeting were confirmed.
2. To take the review of Department wise Curricular, Co-curricular, and extra- curricular activities conducted during the academic year.	All the Program Coordinators presented a Complete report of Curricular, Co-curricular, and extra- curricular activities of their respective departments. It was also decided to prepare complete reports in proper format.
3. To review and discuss the progress of AQAR for the year 2023-24.	It was discussed and resolved that all Criteria heads should verify the documents as per respective criterias.
4 Any other discussion with the permission of the chairman.	It was guided and suggested by the Director and IQAC coordinator that all criteria heads should verify and check programs reports properly. It was decided to keep ready the tentative calendar for 2024-25 and verify after the University Calendar publication as and when circulated It was resolved that all Program coordinators are instructed to prepare Department wise Flyers for Academic year 2024-25.

The meeting was adjourned after the vote of thanks to the chair.


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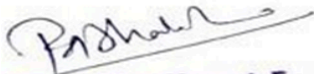
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Action Taken Report

Meeting	IQAC	Date: 30th April, 2024	Time 1:00 pm
Sr. No.	Resolution	Action Taken	
1.	It was also decided to prepare complete reports in proper format of Department wise Curricular, Co-curricular, and extra- curricular activities conducted during the academic year.	All department wise reports have been verified and checked and then submitted to IQAC	
2.	It was discussed and resolved that all Criteria heads should verify the documents as per respective criterias.	All Criteria heads prepared their list of requirements, verified and submitted the documents	
3.	It was decided to keep ready the tentative calendar for 2024-25 and verify after the University Calendar publication as and when circulated It was resolved that all Program coordinators are instructed to prepare Department wise Flyers for Academic year 2024-25.	Academic Calendar for 24-25 prepared in accordance with University Calendar. Department wise Flyers prepared for Academic year 2024-25.	


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