



SANMARG SHIKSHAN SANSTHA NAGPUR
UNDER THE SOCIETIES REGISTRATION ACT XII OF 1860 R. No. 40/66.M.S. & Charitable Act. Reg. (814) (N)

MADHUKARRAO PANDAV COLLEGE OF ENGINEERING

Bhilewada, Bhandara.

Website : www.mpceb.in E-mail : mpce@rediffmail.com, mpcebhbandara09@gmail.com Ph. No. 07184-298755
Approved by AICTE, DTE, Govt. of Maharashtra, Affiliated to RTM Nagpur University, Nagpur



Ref.No.: MPCOE/2025-26/A - 289

Date : 30/06/2025

OFFICE ORDER

Academic Year: 2025-2026

Subject: Constitution of OBC Cell

As per the guidelines of UGC, AICTE, and Government of Maharashtra, and with the approval of the Hon'ble Principal, the **Other Backward Class (OBC) Cell** of Madhukarrao Pandav College of Engineering, Bhilewada, Bhandara, is hereby constituted to ensure welfare, guidance, grievance redressal, and equal opportunity for students and staff belonging to OBC categories.

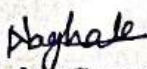
The committee is constituted as follows:

Sr. No.	Name of the Member	Designation	Role
1	Dr. Dhiraj Deshmukh	Principal	Chairman
2	Prof. Neha Waghale	Faculty	Member Secretary
3	Prof. Dipak Bhiogade	Faculty	Member
4	Prof. Priya Vaidya	Faculty	Member
5	Prof. Nishchay Nimbarte	Faculty	Member

Responsibilities of the OBC Cell:

1. To ensure proper implementation of UGC / AICTE / Government rules related to OBC students and staff.
2. To assist OBC students in academic, administrative, and financial matters.
3. To create awareness regarding scholarships, freeships, and government welfare schemes.
4. To address grievances of OBC students/staff and report to the Principal.
5. To maintain records, conduct meetings regularly, and submit reports annually.

This office order comes into effect immediately.


Member Secretary


Vice Principal
Madhukarrao Pandav College of
Engineering, Bhilewada, Bhandara.


Principal
Principal
Madhukarrao Pandav College
of Engineering, Bhilewada
Bhandara.

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Ref NO.: MPCOE/OBC/2025-26/Notice01

Date: 26/06/2025

Notice

This is to inform all members of the **OBC (Other Backward Classes) Cell** that the **first meeting** for the academic year 2025-26 will be held as per the details mentioned below:

Date: 30/06/2025

Time: 01:00 PM

Venue: Conference Room, Administrative Block

Agenda for the Meeting:

1. **Introduction to the OBC Cell's objectives for the academic year 2025-26.**
2. **Review of the previous year's initiatives for the welfare of OBC students.**
3. **Discussion on scholarship and financial assistance schemes for OBC students.**
4. **Programs and events for the empowerment of OBC students.**
5. **Awareness campaigns to highlight government schemes for OBC students.**
6. **Any other matter related to the functioning of the OBC Cell.**

Please make it a point to attend the meeting. In case of any absence, kindly inform the Member Secretary in advance.


By Order

Principal
Madhukarrao Pandav College
of Engineering, Bhilewada
Bhandara.



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Ref.No.: MPCE/OBC/2025-26/MOM01

Date : 30/06/2025

Minutes of Meeting:

Date: 30/06/2025

Time: 1:00 PM

Venue: Conference Room

Members Present:

1. Dr. Dhiraj Deshmukh – Chairman
2. Prof. Neha Waghale – Member Secretary
3. Prof. Dipak Bhiogade – Member
4. Prof. Priya Vaidya – Member
5. Prof. Nishchay Nimbarte – Member

Agenda-wise Proceedings:

1. Introduction to the OBC Cell's objectives for the academic year 2025–26

The Chairman welcomed all members and briefed them about the objectives of the OBC Cell, which include ensuring the welfare, support, and empowerment of students from the OBC category.

2. Review of the previous year's initiatives

The Member Secretary shared a summary of past initiatives, noting that while some scholarship assistance had been facilitated, awareness among students needed improvement.

3. Discussion on scholarship and financial assistance schemes

It was resolved that the cell will organize an awareness session on state and central government scholarships for OBC students before the start of the next semester.

4. Planning of programs for empowerment of OBC students

Members suggested conducting a guest lecture on career guidance specifically targeting OBC category students. A tentative date in August was proposed.



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Ref.No.: MPCE/OBC/2025-26/MOM01

Date : 30/06/2025

5. Awareness campaigns for government schemes

It was proposed that a notice board be maintained in the administrative block to regularly display updates about OBC-related schemes and opportunities.

6. Any other matter

No additional points were raised.

The meeting concluded with a vote of thanks to the chair.

Prof. Neha Waghale
Member Secretary,
OBC Cell

Dr. Dhiraj Deshmukh
Principal, MPCOE
Chairman, OBC Cell

Principal
Madhukarrao Pandav College
of Engineering, Bhilewada
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Ref.No.: MPLE/OBC/2025-26/ATR01

Date : 05/07/2025

Action Taken Report (ATR):

For the Meeting held on 03/07/2025

1. Introduction to the OBC Cell's Objectives for Academic Year 2025-26

Action Taken:

- The objectives were circulated among cell members and faculty via official communication.
- Orientation material is being prepared for new students from the OBC category.

2. Review of Previous Year's Initiatives

Action Taken:

- Records of previously facilitated scholarships and grievance redressals were reviewed.
- Gaps in communication with students were identified for improvement.

3. Discussion on Scholarship and Financial Assistance Schemes

Action Taken:

- A date was finalized for a **Scholarship Awareness Session** in Aug. 2025.
- Coordination with the scholarship department is in process.

4. Planning of Programs for Empowerment of OBC Students

Action Taken:

- A guest lecture on **Career Guidance for OBC Students** is being scheduled for Dec. 2025.
- Suitable speakers are being contacted.



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Ref.No.: MPWDE/OBC/2025-26/ATRO1

Date : 05/07/2025

5. Awareness Campaigns for Government Schemes

Action Taken:

- A dedicated section on the main college notice board has been reserved for OBC welfare scheme updates.
- Information brochures and posters are being designed.

The next meeting of the OBC Cell will review the progress and effectiveness of these initiatives.

Prof. Neha Waghale
Member Secretary,
OBC Cell

Dr. Dhiraj Deshmukh
Principal, MPCOE
Chairman, OBC Cell
Principal
Madhukarrao Pandav College
of Engineering, Bhilewada
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SANMARG SHIKSHAN SANSTHA NAGPUR

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Ref No.: MPWE/OBC/2025-26/Notice 01

Date: 14/11/2025

Notice

This is to inform all members of the **OBC (Other Backward Classes) Cell** that the **Second meeting** for the academic year 2025-26 will be held as per the details mentioned below:

Date: 17/11/2025

Time: 3:00 PM

Venue: Conference Room, Administrative Block

Agenda for the Meeting:

1. Review of Action Taken on the First Meeting Decisions
2. Finalization of Scholarship & Financial Assistance Awareness Plan
3. Planning of Programs & Events for OBC Student Empowerment
4. Initiatives for Strengthening Awareness on Government OBC Schemes
5. Discussion on Grievance Redressal Mechanism
6. Planning of Skill Development/Support Activities
7. Budget Requirements & Resource Allocation

Please make it a point to attend the meeting. In case of any absence, kindly inform the Member Secretary in advance.

By Order

Principal
Madhukarrao Pandav College
of Engineering, Bhilewada
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SANMARG SHIKSHAN SANSTHA NAGPUR
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Ref.No.: MPWE/ORB/2025-26/MO MO 2

Date : 17/11/2025

Minutes of Meeting:

Date: 17/11/2025

Time: 3:00 PM

Venue: Conference Room

Members Present:

1. Dr. Dhiraj Deshmukh – Chairman
2. Prof. Neha Waghale – Member Secretary
3. Prof. Dipak Bhiogade – Member
4. Prof. Priya Vaidya – Member
5. Prof. Nishchay Nimbarte – Member

Agenda-wise Proceedings

- Review of Action Taken on the First Meeting Decisions
- Progress on objectives for academic year 2025-26
- Status of previous year's initiative review
- Finalization of Scholarship & Financial Assistance Awareness Plan
- Confirmation of date, venue, and resource persons
- Preparation of student communication materials
- Planning of Programs & Events for OBC Student Empowerment
- Finalizing proposed guest lecture/activity
- Allocation of responsibilities



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Ref.No.: MP/COE/OBC/2025-26/MOM02

Date : 17/11/2025

- **Initiatives for Strengthening Awareness on Government OBC Schemes**
 - Notice board updates
 - Digital poster and brochure preparation
- **Discussion on Grievance Redressal Mechanism**
 - Online grievance form
 - Suggestion/complaint drop box
- **Planning of Skill Development/Support Activities**
 - Possible workshops (communication, aptitude, interview skills)
 - Identifying trainers
- **Budget Requirements & Resource Allocation**
 - Estimation and approval process

Prof. Neha Waghale
Member Secretary,
OBC Cell

Dr. Dhiraj Deshmukh
Principal, MPCOE
Chairman, OBC Cell

Principal
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Ref.No.: MPCE/OBC/2025-26/ATRO2

Date : 27/11/2025

Action Taken Report (ATR)

For the Meeting held on 25/11/2025

Agenda-wise Proceedings:

1. Review of Action Taken on Previous Meeting Decisions

The Member Secretary briefed the committee on the progress:

- Planning for the scholarship awareness session is in progress.
- Communication has been initiated with potential speakers for the career guidance lecture.
- A designated space for the OBC schemes notice board has been identified in the administrative block.

2. Finalization of Scholarship Awareness Program

It was decided to conduct the scholarship awareness session **before the commencement of the next semester**. Members agreed to prepare brochures and digital content to be shared with students in advance. Responsibilities for coordination and student communication were assigned.

3. Planning of Career Guidance Guest Lecture

The committee discussed potential experts to be invited for the lecture. A final decision will be taken after confirming availability. The tentative date of August, as proposed earlier, remains unchanged. Members suggested preparing a structured agenda for the session.



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Ref.No.: MPCE/OBC/2025-26/ATR02

Date : 27/11/2025

4. Discussion on Student Grievance Support Mechanism

A proposal was made to create a formal grievance submission system for OBC students. The committee agreed to develop:

- An online form for easy access
 - A physical submission box placed near the administrative office
- Additionally, the idea of forming a small student representative group was discussed.

5. Initiatives to Improve Awareness Among Students

Members suggested introducing the OBC Cell during the orientation program for first-year students.

A digital poster and a brief information brochure will be created:

A WhatsApp or Telegram information group will be initiated to ensure timely updates.

6. Planning for Skill Development Workshops

The committee agreed to explore collaborations for skill development programs focusing on:

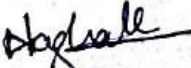
- Communication skills
- Interview preparation
- Aptitude training

Members will identify suitable trainers and finalize proposals in the next meeting.

7. Budget Requirements and Resource Allocation

Preliminary budget estimates for upcoming events were discussed.

The Member Secretary will prepare a budget proposal and submit it to the administration for approval


Prof. Neha Waghale
Member Secretary,
OBC Cell


Dr. Dhiraj Deshmukh
Principal, MPCOE
Chairman, OBC Cell


Principal
Madhukarrao Pandav College
of Engineering, Bhilewada
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Pictures : Meeting Held on OBC Cell



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PRINCIPAL
Madhukarrao Pandav College of
Engineering, Bhilewada,
Bhandara.



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Ref.No.: MPCOE/2024-25/A-250

Date: 24/06/2024

OFFICE ORDER

Subject: Constitution of OBC Cell for the Academic Year 2024-25

In accordance with the guidelines laid down by the University Grants Commission (UGC) and as per the direction of the competent authority, the OBC Cell is hereby constituted at Madhukarrao Pandav College of Engineering, Bhilewada, Bhandara for the academic year 2024-25.

The committee shall consist of the following members:

Sr. No.	Name of the Faculty Member	Designation	Role in Committee
1.	Dr. Dhiraj Deshmukh	Principal	Chairman
2.	Prof. Dipak Bhiogade	Assistant Professor	Member Secretary
3.	Prof. Neha Waghale	Assistant Professor	Member
4.	Prof. Anurag Nagpure	Assistant Professor	Member
5.	Prof. Himanshu Mhatre	Assistant Professor	Member

Responsibilities of the OBC Cell:

- To ensure the implementation of policies and programs for the benefit of OBC students and staff.
- To create awareness regarding various government schemes, fellowships, and scholarships for OBCs.
- To look into grievances related to OBC students and employees and resolve them effectively.
- To foster an inclusive environment and address challenges faced by OBC community members on campus.

All members are requested to take note of this and extend their cooperation for the smooth and efficient functioning of the cell.


PRINCIPAL
Madhukarrao Pandav College of
Engineering, Bhilewada,
Bhandara.



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Approved by AICTE, DTE, Govt. of Maharashtra, Affiliated to RTM Nagpur University, Nagpur

RefNo.: MPCOE/OBC/2024-25/Notice 01

Date: 24/06/2024

Notice

This is to inform all members of the OBC (Other Backward Classes) Cell that the first meeting for the academic year 2024-25 will be held as per the details mentioned below:

Date: 24/06/2024

Time: 4:00 PM

Venue: Conference Room, Administrative Block

Agenda for the Meeting:

1. Introduction to the OBC Cell's objectives for the academic year 2024-25.
2. Review of the previous year's initiatives for the welfare of OBC students.
3. Discussion on scholarship and financial assistance schemes for OBC students.
4. Programs and events for the empowerment of OBC students.
5. Awareness campaigns to highlight government schemes for OBC students.
6. Any other matter related to the functioning of the OBC Cell.

Please make it a point to attend the meeting. In case of any absence, kindly inform the Member Secretary in advance.


By Order

Principal
Madhukarrao Pandav College
of Engineering, Bhilewada
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Ref.No.: ...MPCE/OBC/2024-25/MOM01

Date : 24/06/2024

Minutes of Meeting:

Date: 24/06/2024

Time: 4:00 PM

Venue: Conference Room

Members Present:

1. Dr. Dhiraj Deshmukh – Chairman
2. Prof. Dipak Bhiogade – Member Secretary
3. Prof. Neha Waghale – Member
4. Prof. Anurag Nagpure – Member
5. Prof. Himanshu Mhatre – Member

Agenda-wise Proceedings:

1. Introduction to the OBC Cell's objectives for the academic year 2024-25

The Chairman welcomed all members and briefed them about the objectives of the OBC Cell, which include ensuring the welfare, support, and empowerment of students from the OBC category.

2. Review of the previous year's initiatives

The Member Secretary shared a summary of past initiatives, noting that while some scholarship assistance had been facilitated, awareness among students needed improvement.

3. Discussion on scholarship and financial assistance schemes

It was resolved that the cell will organize an awareness session on state and central government scholarships for OBC students before the start of the next semester.

4. Planning of programs for empowerment of OBC students

Members suggested conducting a guest lecture on career guidance specifically targeting OBC category students. A tentative date in August was proposed.

5. Awareness campaigns for government schemes

It was proposed that a notice board be maintained in the administrative block to regularly display updates about OBC-related schemes and opportunities

6. Any other matter

No additional points were raised.

The meeting concluded with a vote of thanks to the chair.

Prof. Dipak Bhiogade
Member Secretary, OBC Cell

Dr. Dhiraj Deshmukh
Principal, MPCE
Chairman, OBC Cell
Principal
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Ref.No.: MPCE/OBC/2024-25/ATR01

Date : 28/06/2024

Action Taken Report (ATR):

For the Meeting held on 26/06/2024

1. Introduction to the OBC Cell's Objectives for Academic Year 2024-25

Action Taken:

- The objectives were circulated among cell members and faculty via official communication.
- Orientation material is being prepared for new students from the OBC category.

2. Review of Previous Year's Initiatives

Action Taken:

- Records of previously facilitated scholarships and grievance redressals were reviewed.
- Gaps in communication with students were identified for improvement.

3. Discussion on Scholarship and Financial Assistance Schemes

Action Taken:

- A date was finalized for a Scholarship Awareness Session in Aug. 2024.
- Coordination with the scholarship department is in process.

4. Planning of Programs for Empowerment of OBC Students

Action Taken:

- A guest lecture on Career Guidance for OBC Students is being scheduled for Dec. 2024.
- Suitable speakers are being contacted.

5. Awareness Campaigns for Government Schemes

Action Taken:

- A dedicated section on the main college notice board has been reserved for OBC welfare scheme updates.
- Information brochures and posters are being designed.

The next meeting of the OBC Cell will review the progress and effectiveness of these initiatives.


Prof. Dipak Bhiogade
Member Secretary, OBC Cell


Dr. Dhiraj Deshmukh
Chairman, OBC Cell
Principal, MPCE

Principal
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of Engineering, Bhilewada
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Ref No.: MPW E/OBC/2024-25/Noti 02

Date: 12/09/2024

Notice

This is to inform all members of the OBC (Other Backward Classes) Cell that the **Second meeting** for the academic year 2024-25 will be held as per the details mentioned below:

Date: 16/09/2024

Time: 4:00 PM

Venue: Conference Room, Administrative Block

Agenda for the Meeting:

1. Review of Action Taken on the First Meeting Decisions
2. Finalization of Scholarship & Financial Assistance Awareness Plan
3. Planning of Programs & Events for OBC Student Empowerment
4. Initiatives for Strengthening Awareness on Government OBC Schemes
5. Discussion on Grievance Redressal Mechanism
6. Planning of Skill Development/Support Activities
7. Budget Requirements & Resource Allocation

Please make it a point to attend the meeting. In case of any absence, kindly inform the Member Secretary in advance.


By Order

Principal
Madhukarrao Pandav College
of Engineering, Bhilewada
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Ref.No.: MPCE/OBC/2024-25/MOM02

Date : 16/09/2024

Minutes of Meeting:

Date: 16/09/2024

Time: 4:00 PM

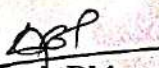
Venue: Conference Room

Members Present:

1. Dr. Dhiraj Deshmukh – Chairman
2. Prof. Dipak Bhigade – Member Secretary
3. Prof. Neha Waghale – Member
4. Prof. Anurag Nagpure – Member
5. Prof. Himanshu Mhatre – Member

Agenda-wise Proceedings

- Review of Action Taken on the First Meeting Decisions
- Progress on objectives for academic year 2024-25
- Status of previous year's initiative review
- Finalization of Scholarship & Financial Assistance Awareness Plan
- Confirmation of date, venue, and resource persons
- Preparation of student communication materials
- Planning of Programs & Events for OBC Student Empowerment
- Finalizing proposed guest lecture/activity
- Allocation of responsibilities
- Initiatives for Strengthening Awareness on Government OBC Schemes
- Notice board updates
- Digital poster and brochure preparation
- Discussion on Grievance Redressal Mechanism
- Online grievance form
- Suggestion/complaint drop box
- Planning of Skill Development/Support Activities
- Possible workshops (communication, aptitude, interview skills)
- Identifying trainers
- Budget Requirements & Resource Allocation
- Estimation and approval process


Prof. Dipak Bhigade
Member Secretary, OBC Cell


Dr. Dhiraj Deshmukh
Principal, MPCOE
Chairman, OBC Cell
Principal
Madhukarrao Pandav College
of Engineering, Bhilewada
Bhandara.



SANMARG SHIKSHAN SANSTHA NAGPUR
UNDER THE SOCIETIES REGISTRATION ACT XII OF 1860 R. No. 40/66.M.S. & Charitable Act. Reg. (814) (N)
MADHUKARRAO PANDAU COLLEGE OF ENGINEERING

Bhillewada, Bhandara.

Website : www.mpceb.in E-mail : mpce@rediffmail.com, mpcebhandara09@gmail.com Ph. No. 07184-298755
Approved by AICTE, DTE, Govt. of Maharashtra, Affiliated to RTM Nagpur University, Nagpur



Ref.No.: MPCOE/OBC/2024-25/ATR02

Date : 25/09/2024

Action Taken Report (ATR)

For the Meeting held on 23/09/2024

Agenda-wise Proceedings:

1. Review of Action Taken on Previous Meeting Decisions

The Member Secretary briefed the committee on the progress:

- Planning for the scholarship awareness session is in progress.
- Communication has been initiated with potential speakers for the career guidance lecture.
- A designated space for the OBC schemes notice board has been identified in the administrative block.

2. Finalization of Scholarship Awareness Program

It was decided to conduct the scholarship awareness session **before the commencement of the next semester**. Members agreed to prepare brochures and digital content to be shared with students in advance. Responsibilities for coordination and student communication were assigned.

3. Planning of Career Guidance Guest Lecture

The committee discussed potential experts to be invited for the lecture. A final decision will be taken after confirming availability. The tentative date of August, as proposed earlier, remains unchanged. Members suggested preparing a structured agenda for the session.



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Ref.No.: MPCOE/OBC/2024-25/ATR02

Date : 25.10.2024

4. Discussion on Student Grievance Support Mechanism

A proposal was made to create a formal grievance submission system for OBC students. The committee agreed to develop:

- An online form for easy access
 - A physical submission box placed near the administrative office
- Additionally, the idea of forming a small student representative group was discussed.

5. Initiatives to Improve Awareness Among Students

Members suggested introducing the OBC Cell during the orientation program for first-year students.

A digital poster and a brief information brochure will be created.

A WhatsApp or Telegram information group will be initiated to ensure timely updates.

6. Planning for Skill Development Workshops

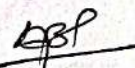
The committee agreed to explore collaborations for skill development programs focusing on:

- Communication skills
 - Interview preparation
 - Aptitude training
- Members will identify suitable trainers and finalize proposals in the next meeting.

7. Budget Requirements and Resource Allocation

Preliminary budget estimates for upcoming events were discussed.

The Member Secretary will prepare a budget proposal and submit it to the administration for approval


Prof. Dipak Bhigade
Member Secretary,
OBC Cell


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Ref No.: MPCE/OBC/2024-25/Notice 03

Date: 03/01/2025

Notice

This is to inform all members of the **OBC (Other Backward Classes) Cell** that the **third meeting** for the academic year 2024-25 will be held as per the details mentioned below:

Date: 07/01/2025

Time: 4:00 PM

Venue: Conference Room, Administrative Block

Agenda - Third Meeting of OBC Cell

1. Review of action taken on decisions from the second meeting
2. Final confirmation of scholarship awareness program (date, venue, resource persons)
3. Approval of agenda and logistics for the career guidance guest lecture
4. Discussion on preparation of orientation-day presentation for new students
5. Review and finalization of grievance redressal mechanism (online form + physical box)
6. Planning of first skill development workshop (topic, trainer, schedule)
7. Budget submission status and further financial planning
8. Updates on notice board installation and digital awareness materials
9. Any other matter with the permission of the Chair

Please make it a point to attend the meeting. In case of any absence, kindly inform the Member Secretary in advance.

By Order

Principal
Madhukarrao Pandav College
of Engineering, Bhilewada
Bhandara.



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Ref.No.: MPWEDBC/2024-25/MOMB3

Date : 07/01/2025

Minutes of Meeting:

Date: 07/01/2025

Time: 4:00 PM

Venue: Conference Room

Members Present:

1. Dr. Dhiraj Deshmukh – Chairman
2. Prof. Dipak Bhiogade – Member Secretary
3. Prof. Ncha Waghale – Member
4. Prof. Anurag Nagpure – Member
5. Prof. Himanshu Mhatre – Member

Agenda-wise Proceedings:

A. Student Support & Awareness

- Conduct scholarship awareness session in July/August
- Maintain OBC schemes notice board (updated twice monthly)
- Orientation program introduction for first-year students

B. Career Development & Empowerment

- Guest lecture on career guidance (August)
- Workshop on communication skills (September)
- Aptitude and interview skills workshop (November)
- Resume-building session (January)

C. Grievance Redressal

- Launch of online grievance form
- Installation of grievance box in admin block
- Appointment of two student representatives

D. Outreach & Communication

- Create a dedicated WhatsApp/Telegram broadcast group



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Ref.No.: MPCE/OBC/2024-25/MOM03

Date : 07/01/2025

- Publish quarterly digital newsletters
- Design posters and brochures for OBC schemes

E. Monitoring & Review

- Monthly internal review by OBC Cell members
- End-of-year report submitted to Principal
- Feedback collection from students after each event


Prof. Dipak Bhigade
Member Secretary, OBC Cell


Dr. Dhiraj Deshmukh
Principal, MPCOE
Chairman, OBC Cell

Principal
Madhukarrao Pandav College
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Ref.No.: MPCEB/08/2024-25/ATR03

Date : 25/01/2025

Action Taken Report (ATR):

For the Meeting held on 23/1/2025

Review of Action Taken on Second Meeting Decisions

Action Taken:

- Progress report was presented before the committee.
- Scholarship session planning, notice board setup, and speaker communication updates were shared with all members.

2. Final Confirmation of Scholarship Awareness Program

Action Taken:

- The date and venue for the program were finalized.
- Brochures, informational flyers, and digital content were prepared and circulated.
- Student communication was completed through class groups and notice board updates.

3. Approval of Agenda & Logistics for Career Guidance Guest Lecture

Action Taken:

- A resource person list was finalized and invitations were sent.
- A structured agenda for the session was drafted.
- Venue and technical arrangements were initiated.

4. Preparation for Orientation-Day Awareness Presentation

Action Taken:

- A dedicated OBC Cell introduction slide deck was prepared.
- Information brochure for first-year students entered final design stage.
- Presentation slot during orientation was coordinated with the organizing committee.



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Ref.No.: MPWEOBC/2024-25/ATRO3

Date : 25/01/2025

5. Finalization of Grievance Redressal Mechanism

Action Taken:

- Online grievance form was created and tested.
- Physical grievance box installation was confirmed for the administrative block.
- Draft guidelines for grievance handling were prepared.

6. Planning of First Skill Development Workshop

Action Taken:

- Topics shortlisted: communication skills, interview skills, and aptitude training.
- Contact was established with prospective trainers.
- Proposals for workshop dates and budgets were collected.

7. Budget Submission Status & Resource Planning

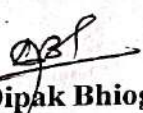
Action Taken:

- Preliminary budget for all upcoming activities was drafted.
- Proposal submitted to the college administration for approval.
- Awaiting financial sanction.

8. Updates on Notice Board & Digital Awareness Materials

Action Taken:

- Dedicated OBC schemes notice board section was installed and updated.
- Digital posters regarding scholarships and schemes were circulated to students.


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