



Report of IQAC Meetings and Action Taken

2021-22

(Notices Agendas & Minutes of the Meetings & Action Taken Report)

During 2021-22 the IQAC of the college had four meetings with the stakeholders. Its dates agendas and minutes and the action taken reports are given in details.

Notice of the First IQAC Meeting

10th August 2021

All the teaching and non-teaching staff are hereby informed there will be meeting of IQAC under the Chairmanship of the Officiating Principal on 17th Aug 2021 at 11.30am in the Principal's cabin.

Agenda of the Meeting

1. Discussion of the procedure of filling up the post of Regular Principal
2. Discussion about the preparation of Academic Calendar 2021-22
3. Discussion about the promotion of Non-teaching staff

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⑤ IQAC Coordinator

Dr. Narendra L. Gadge
IQAC Coordinator
Smt. Rajkamal B. Tidke
Mahavidyalaya Mouda
Dist. Nagpur

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Principal (IQAC Chairman)

Abhay Y. Bhakte,
Officiating Principal
Smt. Rajkamal Baburao Tidke
Mahavidhyalay, Mouda
Dist. Nagpur





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Details of the First Meeting

7th August 2021

16 Minutes

Discussion of the procedure of filling up the post of Regular Principal

In the very first meeting of IQAC which held on 17th August; the iqac members and other stakeholders raised the question about the vacant post of the regular principal. Since it is an administrative post and it should be filled as soon as possible. The IQAC coordinator and other members of the committee asked question to the officiating principal when the management is going to start the procedure of filling the post. The Officiating Principal Dr. Abhay Bhakte told in the meeting the management has already given him the orders of making the enquiry and procedure of filling up the post of the regular principal. He also told the members that the procedure of filling the post is totally online. And it should be informed to the Director of Higher education by giving him the details about the vacant post. The state government has already given the permission to fill the post. Dr. Bhakte told that we will have to take the permission from the Director and then from the Joint Director and after that we will have to give the advertisement of the vacant post. Since it is an administrative post and it is filled for the short period of five years; so it is very difficult to get the suitable and proper candidate. On that the IQAC Coordinator said that first of all we will have to begin the process of the principal. He further told the IQAC members that he has to prepare for the 2nd cycle of NAAC and he cannot do so without the regular principal. On that the officiating principal assured the members that the procedure of filling up the post of the regular principal post.

2. Discussion about the preparation of Academic Calendar 2021-22 (12 Minutes)

The second point or agenda of the meeting was to prepare the Academic calendar of 2021-22 The principal Dr. Abhay Bhakte asked the IQAC coordinator Dr. Gadge about the Academic calendar and whether the previous academic calendars were uploaded on the college website. On that Dr. Gadge told that the process of preparation of the Academic calendar has already begun according to the Academic calendar of the University. Dr. Gadge also told in the meeting that the all the previous calendars were uploaded on college website. Dr. Gadge and the principal asked all the members to prepare their records and documents according to the Academic calendar. Since the corona period was over and the offline classes had begun all the teachers must take extra labour to make the students to come regularly in the college. On that all the members who were present in the meeting promised to take the extra labour to make the offline college regular. The principal asked to follow the guidelines of the government of

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corona virus whenever it is informed by the government for the danger of the virus had not ended completely.

3. Discussion about the promotion of Non-teaching staff

(12 Minute)

The third important point in this meeting was about the promotion of the non-teaching staff. When the former Superintendent Shree Sapate retired and in his place Shree Sudhakar Kadhao the Head clerk is promoted to the post of Superintendent according to the seniority. The officiating Principal Dr. Abhay Bhakte suggested the members of the IQAC & CDC that Shree Sudhakar kadhao should be promoted to the post of Superintendent for it was his due according to the seniority. Since Sudhakar Kadhao promoted to the post of Superintendent; the posts of the Head Clerk and the Senior clerk were vacant. It was decided that these posts would be filled according to the University norms and by the seniority of the non-teaching staff and it had been decided to check the previous record of the worker.

In this way three important issues had been discussed in the very first meeting of the IQAC and all the members asked for the immediate action on these important issues. Eventually Dr. Vyankatesh Potfode proposed the formal vote of thanks and the meeting over after tea i.e. at 12.15p.m. The following members were present at the meeting.

Sr. Nos.	Name of the Members	Designation
1.	Dr. Abhay Y. Bhakte	Chairperson of IQAC
2.	Dr. Narendra L. Gadge	Coordinator of IQAC
3.	Dr. Prashant s. Dafar	NAAC Coordinator
4.	Dr. Gopal J. Zade (Member)	IQAC Member
5.	Dr. Vyankatesh Potfode	IQAC Member
6.	Dr. Dilip S. Chavhan	IQAC Member
7.	Dr. Ishwar J. Wagh	IQAC Member
8.	Dr. Sunil S. Borkar	Teacher Member
9.	Sudhakar Kadhao	Administrative Member
10.	Pravesh Wasnik	Administrative Member

IQAC Coordinator

Dr. Narendra L. Gadge

IQAC Coordinator

Smt. Rajkamal B. Tidke

Mahavidyalaya Mouda

Dist. Nagpur

Principal:9422128818



Principal (IQAC Chairman)

Abhay Y. Bhakte

Officiating Principal
Smt. Rajkamal Baburao Tidke

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Notice of the Second IQAC Meeting


11th Nov. 2021

All the teaching and non-teaching staff are hereby informed there will be meeting of IQAC under the Chairmanship of the Officiating Principal on 18th Nov. 2021 at 11.30 am in the Principal's cabin.


Agenda of the Meeting

1. Discussion about NAAC 2nd Cycle and its preparation
2. Preparation of AQAR 2021-22
3. Discussion of preparation of SSR

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IQAC Coordinator
Smt. Rajkamal B. Tidke
Mahavidyalaya Mouda
IQAC Coordinator
Dist. Nagpur




PRINCIPAL
Smt. Rajkamal Baburao Tidke
Mahavidyalaya Mouda
Principal
Dist. Nagpur



Minutes of the Second Meeting

18th Nov.2021

1. Discussion about NAAC 2nd Cycle and its preparation

(15 Minutes)

In the second meeting of the IQAC major agenda was of the 2nd cycle of NAAC. The Principal Dr. Abhay Bhakte asked the IQAC coordinator and other members of IQAC about their preparation about the 2nd cycle. On that Dr. Gadge told that Two AQARs have been sent and he is on verge of sending the third & fourth AQAR. The AQARs being delayed due to the new norms of filling of AQAR have been introduced by the NAAC. The IQAC members and its coordinator suggested that the institution can't go for second cycle without having a regular post of the principal. The officiating principal told that the process and the procedure of filling the vacant post of the principal have already been started. The IQAC Coordinator asked all the teachers to keep ready all their academic records for when the regular principal would come the speed of the 2nd cycle of NAAC must be increased. The principal asked all the present teachers to keep ready their diaries, attendance and examination records. They should also keep ready their research and publication works. The principal said that the institution wanted to complete NAAC process in time.

2. Preparation of AQAR 2021-22

(12 Minutes)

The second point in the meeting of the IQAC was about the preparation and sending of AQAR 2021-22. The IQAC Coordinator Dr. Narendra Gadge asked all the teachers and he requested the principal to inform all the teachers that they should provide all the necessary data required for filling in the AQAR. The Principal the IQAC Coordinator and the NAAC coordinator Dr. P.S. Dafar told that we can't go for NAAC process unless the college send AQAR report in time. So all the teachers and non-teaching staff must assist to the IQAC Coordinator in order to complete process of AQAR 2021-22. On that all the teachers and non teaching staff assured the full assistance to the IQAC coordinator in order to complete the AQAR process.



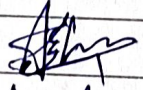
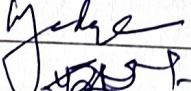
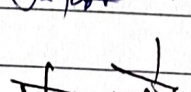
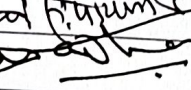


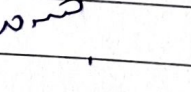





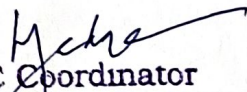
(17 Minutes)

Discussion of preparation of SSR


In the second meeting the third important point was of discussion about the preparation of the SSR (Self Study Report). The members of the IQAC what are the requirements of the new SSR. The principal asked the IQAC coordinator to clear the points regarding filling information in the SSR. On that Dr. Gadge told that now the institution will have to send the SSR by online mode and one hard copy would have to send to the NAAC committee. The SSR should have the detailed information of five years. Then Dr. Gadge cleared that the college has already prepared and sent the three AQARs and very soon the fourth AQAR would be sent. The SSR is nothing but the whole information which have already written or given in the AQAR. Besides the information of four AQAR the college will have to add the fifth year's information in the SSR. But before that the institution will have to complete the process of IQA & SSS (Students' Satisfaction Survey) and the process of DVV. After that the college can go for SSR. The principal of the college and the IQAC coordinator suggested all the teachers and the non-teaching staff to keep their all records updated so that the filling of SSR would be easy. On that all the members assured to cooperate for the humongous task like to fill the SSR. Eventually Dr. Ishwar Wagh proposed the formal vote of thanks and the meeting over after tea. Thus the meeting ended at 12.25p.m.

The following members were present in the second IQAC meeting

Sr. Nos.	Name of the Members	Designation
1.	Dr. Abhay Y. Bhakte 	Chairperson of IQAC
2.	Dr. Narendra L. Gadge 	IQAC Coordinator
3.	Dr. Prashant s. Dafar 	NAAC Coordinator
4.	Dr. Gopal J. Zade 	IQAC Member
5.	Dr. Vyankatesh Potfode 	IQAC Member
6.	Dr. Dilip S. Chavhan 	IQAC Member
7.	Dr. Ishwar J. Wagh 	IQAC Member
8.	Dr. Sunil S. Borkar 	Teacher Member
9.	Sudhakar Kadhao 	Administrative Member
10.	Pravesh Wasnik 	Administrative Member


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Notice of the Third IQAC Meeting

10th Jan. 2022

All the teaching and non-teaching staff are hereby informed there will be meeting of IQAC under the Chairmanship of the Officiating Principal on 17th Jan. 2022 at 11.30am in the Principal's cabin.

Agenda of the Meeting

1. Discussion about Mentor-Mentee Program
2. Discussion about the promotion of Research and publication works
3. Discussion about the establishment of Training and Placement Cell

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IQAC Coordinator

Dr. Narendra L. Gadge

IQAC Coordinator
Smt. Rajkamal B. Tidke
Mahavidyalaya Mouda
Dist. Nagpur

Principal (IQAC Chairman)

Abhay Y. Bhakte
Officiating Principal
Smt. Rajkamal Baburao Tidke
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Details of the Third IQAC Meeting

17th Jan. 2022

[12 Minutes]

1. Discussion about Mentor-Mentee Program

The Mentor- Mentee program has been introduced in the college since 2019-20

In this system a particular group of students' responsibility is given to a teacher who performs his or her role as a mentor. The IQAC Coordinator asked the principal to run the program of Mentor and Mentee. For this a committee has to be formed and all the teachers would work as a mentor. The purpose of this program is to teach some special skill to the students which the teacher possesses. It would be considered as the extracurricular activities. The principal immediately asked the teachers and head of departments to form the committee and divide all the students among all the teachers. He also asked the mentors that they will have to submit the periodic report about the program describing their success as a mentor.

2. Discussion about the promotion of Research and publication works [15 Minute]

The principal and the research & publication coordinator Dr. Vyanktesh Potfode told all the teachers they will have to increase to write and publish the research papers. They will also have to publish their books concerning to their syllabus and about creating writing. For it has become the compulsory part of the work of the teachers. The principal Dr. Abhay Bhakte insisted on the publication in scopus or in UGC Care listed journals lest those papers would not be counted by the NAAC peer team. He also insisted that this research and publication works should be continued till the retirement of the teachers. The teachers should write only for CAS advantage but the teachers should make it as a part of their regular work. On that all the teachers assured to write and publish their papers and books regularly.

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3. Discussion about the establishment of Training and Placement Cell [16 Minutes]

The third point of the third meeting was about the establishment of training and placement cell. The principal Dr. Abhay Bhakte told in the meeting that since the last destination of any education is to get the job or to acquire some life's skill for making one's living. Dr. Gopal Zade explained that Mouda Tehsil is having many industries and factories but they do not get the efficient people in order to work in their firms. So he suggested that the students should get some extra skill and knowledge like English communication skill, computer knowledge and banking knowledge. They should also get the knowledge for the preparation of competitive examinations like banking staff selection commission mpSC and other exams. On that Dr. Ishwar Wagh suggested to begin the concept Career Katta in collaboration with MCED Nagpur wherein the students would get extra knowledge of additional skill by paying nominal fees. So that the student will have some extra qualities and skills in addition to their degrees. Thus it was decided to establish the placement cell in the college after the permission of CDC. Thus the whole meeting ended at 12.50pm. Dr. Prashant Dafar the NAAC coordinator proposed the formal vote of thank and the meeting over after tea. The following members were present in the meeting

Name of the Members	Designation
Dr. Abhay Y. Bhakte	Chairperson of IQAC
Dr. Narendra L. Gadge	IQAC Coordinator
Dr. Prashant s. Dafar	NAAC Coordinator
Dr. Gopal J. Zade	IQAC Member
Dr. Vyankatesh Potfode	IQAC Member
Dr. Dilip S. Chavhan	IQAC Member
Dr. Ishwar J. Wagh	IQAC Member
Dr. Sunil S. Borkar	Teacher Member
Sudhakar Kadhao	Administrative Member
Pravesh Wasnik	Administrative Member

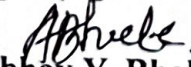
IQAC Coordinator


Dr. Narendra L. Gadge

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Principal (IQAC Chairman)


Dr. Abhay Y. Bhakte

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Notice of the Fourth IQAC Meeting

11th April. 2022

All the teaching and non-teaching staff are hereby informed there will be meeting of IQAC under the Chairmanship of the Officiating Principal on 16th April. 2022 at 11.30am in the Principal's cabin.

Agenda of the Meeting

1. Discussion about Environmental Consciousness and Sustainability through Enviro Club
2. Discussion of Conservation of Natural Resources
3. Review of the whole agenda of IQAC meetings & Action taken

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IQAC Coordinator

Dr. Narendra L. Gadge

IQAC Coordinator

Smt. Rajkamal B. Tidke

Mahavidyalaya Mouda

Dist. Nagpur

Principal (IQAC Chairman)

Abhay Y. Bhakte

Officiating Principal

Smt. Rajkamal Baburao Tidke

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Details of the Fourth IQAC Meeting

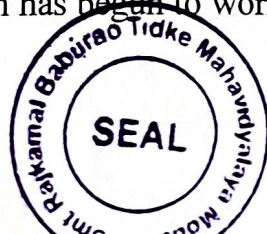
16th April 2022

1. Discussion about Environmental Consciousness and Sustainability through Enviro Club (13 Minutes)

In the fourth meeting of IQAC the four important points have been discussed. Among those points one of the above points was to create the Enviro Club in order to create consciousness about the environment and to sustain the eco-friendly environment through various activities. Dr. Wagh explained that the college organizes the tree plant mission every year. These activities are being done by the NSS & Physical Education Department. Dr. Gadge told that environment subject has been made compulsory for the 2nd year students of B.A .B.Com. B.Sc. Dr. Gadge told that Dr. Mohite teaches Environment by giving various projects. Dr. Gadge the IQAC Coordinator suggested that there should be an Enviro Club in order to do various eco-friendly activities in order to create Environmental consciousness and its sustainability. Dr. Gadge told in the meeting that Dr. Mohite has been doing a commendable job with the help of students. He has been conserving water through rain water harvesting and by the water sprinkle projects. One students and teachers plant plenty of saplings in the premise of the college as well as outside the premises of the college. All the members of IQAC appreciated the works of Dr. Mohite and it was decide that all the teachers must cooperate to his eco-friendly work.

2. Discussion of Conservation of Natural Resources (12 Minutes)

The second important point of discussion was of the conservation of Natural Resources. Dr. Bhakte told that the institution should make some plans in order to conserve of Natural Resources. He also told that it is also in the guideline of the NAAC. The institution has to fill the information about the efforts for conservation of nature. Dr. Gadge suggested that the led bulbs should be used in the premises of the college so that energy and power can be saved and also money can also be saved. The institution has begun to work in the direction of paperless work or work





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by using little papers. Thus the paper should be used by both the sides. The various teachers are running various projects like transferring books from senior to junior class' students. The students of our college are making bouquet which are being used in the various programs in the colleges. Dr. Gadge told that it has become the best practice of the college. Then Dr. Gadge told in the meeting that Dr. Mohite has taken a project of basil planting at the empty and barren places. Thus the institution is trying hard to save water, paper and power through its various projects.

3. Review of the whole agenda of IQAC meetings & Action taken (22 minutes)

In the third point of last IQAC meeting of the year it was decided by the consent of the principal CDC and IQAC committee to review all the points. It was also decided to assess the whole points from beginning to the last time of the session as what we have gained and what actions have been taken to reach the target.

In the very first meeting of the IQAC the discussion was of filling the regular post and what efforts were done for that. At the end of the session it came to know that all the preparation and process have been done and the advertisement would have been given very soon. The stakeholders of the college assured that the college would get the regular principal from 2022-23 session.

Then the Academic calendar of 2021-22 was prepared and the problem of promotion of non-teaching staff has been solved towards the end of the session.

Then there were the points regarding AQAR & SSR. All the AQARs have been sent and the preparation of filling SSR would begin after finishing the process of IIQA.

Then the Mentor- Mentee program is being implemented and all the teachers have started to take an active part in Research publication works. Then the efforts have started to start the training and placement cell in the college. The institution has started a big mission to save the environment by tree plantation and basil plantation to make pure environment. The institution has also started its mission to conserve natural resources like water and energy and trees. The institution has been





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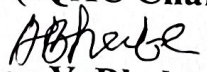
successful in gaining 75% of its decided target. Thus I can say as the coordinator of IQAC that the IQAC of the college has become successful in its efforts. After this useful information and review of the whole year works of the IQAC Dr. Zade proposed the formal vote of thanks and meeting over at 12.40pm after tea. The following members were present in the meeting

Name of the Members	Designation
Dr. Abhay Y. Bhakte	Chairperson of IQAC
Dr. Narendra L. Gadge	IQAC Coordinator
Dr. Prashant s. Dafar	NAAC Coordinator
Dr. Gopal J. Zade	IQAC Member
Dr. Vyankatesh Potfode	IQAC Member
Dr. Dilip S. Chavhan	IQAC Member
Dr. Ishwar J. Wagh	IQAC Member
Dr. Sunil S. Borkar	Teacher Member
Sudhakar Kadhao	Administrative Member
Pravesh Wasnik	Administrative Member

IQAC Coordinator


Dr. Narendra L. Gadge
IQAC Coordinator
Smt. Rajkamal B. Tidke
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Principal (IQAC Chairman)


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