



**INTERNAL QUALITY ASSURANCE CELL
(IQAC)
2023-24
NOTICE (1st Meeting)**

26th June 2023

All the teaching and non-teaching staff is hereby informed that the IQAC meeting is going to be held 4th July 2023 at 11.50 am. under the chairmanship of the principal. Therefore all should be present for the meeting.

Agenda of the Meeting:

- i) Total Survey of NAAC Works
- ii) Discussion of Update of Library
- iii) Discussion of Physical Facilities in the college
- iv) Update of Language Laboratory
- v) Inception of P.G. Courses

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Principal
Smt. Rajkamal Baburao Tidke
Mahavidyalaya Mouda



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

Principal

Vision: To provide quality higher education to socially and economically disadvantaged students of backward classes belonging to the rural areas through dissemination of knowledge in the branches of Arts, Commerce and Science and overall personality development.



Shriram Gram Vikas Shikshan Sanstha, Nagpur
SMT. RAJKAMAL BABURAO TIDKE, MAHAVIDYALAYA

Mouda, Dist. Nagpur - 441104

(Junior / Senior)

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(NAAC ACCREDITED)

(Arts Commerce Science)

MINUTES OF MEETINGS (MOM)

2023-24

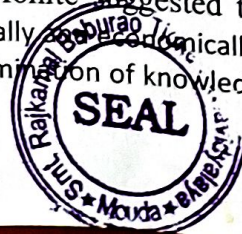
(4th July 2023)

i) **Total Survey of NAAC Works:** **24 Minutes**

Whereas the process of NAAC work was going fast and all the online procedures were coming to an end. And it was the time to make a survey of the works according to each criteria for the actual record would have been checked by the NAAC Peer Team. By keeping that point of view the IQAC Coordinator had arranged this meeting. The chairperson of the meeting was the principal. In the very beginning the principal asked the IQAC coordinator what was the position of the NAAC Works. On that Dr. Narendra Gadge suggested the principal he should asked each criterion in-charges the present progress of their works. Then principal asked all the criterion in-charges that they have to prepare the documents of the record of six years i.e. from 2017-18 to 2022-23. Then the IQAC Coordinator suggested all the criterion in-charges that they must study their criteria carefully and according to its need they should assemble all the documents. Then the principal asked Dr. Dafar and Dr. Gadge to check the files of all the criterias. The principal also asked Dr. Dafar to pay heed to the ambience of the college. The principal also asked the progress of works to major three departments i.e. Library, NSS & Sports.

ii) **Discussion of Update of Library** **12 Minutes**

Whereas the library is the major source of knowledge to both the students and the teachers And in order to keep the knowledge up-to date the library should also be kept up-to date. That's why the IQAC coordinator suggested this point in the agenda of the meeting. Then the principal asked the Librarian Dr. Abhay Bhakte to make update the library and its software. He also asked to make the reading room up-to-date with internet facilities and with the latest journals and magazines. Then the IQAC coordinator and Dr. Dafar asked Dr. Bhakte to make available all the newspapers for the students. The students should have the liberty to search any kind of information on computer related to his subject suggested Dr. Potfode. Then Dr. Mohite suggested that all the students should get the Vision: To provide quality higher education to socially, economically disadvantaged students of backward classes belonging to the rural areas through dissemination of knowledge in the branches of Arts, Commerce and Science and overall personality development.





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books from library. Then the principal asked Dr. Bhakte that the he must be cautious about the books which have been issued by him to students and all the books should come back in time. Finally Dr. Naik suggested that there should be an arrangement for the teachers to sit and read in the library. On that D r. Bhakte said that he has already made the arrangement for the teachers and the students in the reading.

iii) Discussion of Physical Facilities in the college 13 Minutes

This was the third point in agenda of the meeting. In the very beginning of this point the principal asked Dr. Dafar; the NAAC Coordinator to report about the physical facilities in the college. Then IQAC Coordinator also asked Dr. Dafar to report the latest position of the infrastructure facilities. On that Dr. Dafar said that in few classes there are some shortages of desk benches for they were damaged and they should be repaired. He also told all the members that the building should have been painted and few windows needed glasses. He also told that few fans in the classes needed repairing. On that the principal said that everything would have been made update before the arrival of the NAAC Peer Team. He also added that the management has already painted to the whole building and hence there was no need of painting to the building. But he gave assurance that he would paint the places which have become genuinely dirty.

iv) Discussion of Update of Language Laboratory: 10 Minutes

In this point the topic of the discussion was to make update of the Language Laboratory Both the English teachers; Dr. Dafar and Dr. Gadge insisted on the update of Language Laboratory. On that the principal said that the software of the language would be replaced by the new software so that the students and the teachers would be benefited as well. The principal also explained the importance of the language laboratory in order to hike the efficiency of spoken English of students. He also explained the importance of communication in English in day to day life and especially in practical and business life. The principal asked both the English teachers to spare and spend ten minutes in their daily periods for communication in English. Thus he said that the language laboratory plays a very important role in developing the skill of communication in English among the students.



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v) **Discussion of inception of P. G. Courses: (8 minutes)**

The management and the CDC of the college is thinking about to introduce the new courses of Post Graduates told the principal to all the members. The principal also told that in the session 2024-25 the college will have three P. G. Courses; M.Sc. (chemistry) M.A. (Marathi) and MBA. The IQAC coordinator Dr. N.L. Gadge added that since our college is very old and if the students have to take admission in P.G. they will have to go either to Bhandara or Nagpur. So there was the need of having P.G. in the college. Then the principal told that that's why we have to complete the NAAC process so that we can have the NAAC certificate which is needed to introduce the new P.G. courses in the coming session and the poor rural students will be benefited. On this all the members gave their positive consent.

Eventually Dr. Harish Mohite thanked everyone for sharing their views on the various issues especially when the visit of the NAAC Peer team is very near to arrive. Thus the meeting over after tea. The following members were present in the meeting.

Sr. No.	Name of Members	Signature
1	Dr. Debashis S. Bowmick (Principal & Chairman)	
2	Dr. Narendra L. Gadge (IQAC coordinator)	
3	Dr. Prashant S. Dafar	
4	Dr. Gopal J. Zade	
5	Dr. Sandhya O. Wankhed	
6	Dr. Harish Mohite	
7	Dr. Abhay Y. Bhakte	
8	Dr. Atul P. Naik	
9	Dr. Ishwar J. Wagh	
10	Dr. Vyankatesh Potfode	
11	Pravesh Wasnik (Administrative Staff)	
12	Principal Dr. Kishor Rewatkar (External Member)	

Principal

Smt. Rajkamal Baburao Tidke
Mahavidyalaya Mouda



IQAC Coordinator
Smt. Rajkamal B. Tidke
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NOTICE (2nd Meeting)

23rd Sept. 2023

All the teaching and non-teaching staff is hereby informed that the IQAC meeting is going to be held 4th Oct. 2023 at 11.50 am. Under the chairmanship of the principal. Therefore all should be present for the meeting.

Agenda of the Meeting:

- i) Discussion about the doubts & clarification of Criterion In-charges
- ii) Discussion of ambience of the college for NAAC
- iii) Discussion with Administrative Staff & Non-Teaching Staff
- iv) Discussion of updates of laboratories.

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~~Pradhan~~
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Minutes of the Meeting

4th Oct. 2023

i) Discussion about the doubts & clarifications of Criterion In-charges: (09 Minutes)

The second meeting of the IQAC held on 4th Oct.2023 and the first point in the agenda of the meeting was the doubts and clarifications of Criterion in-charges. In this meeting all the criteria in-charges were presents. The IQAC coordinator Dr. Gadge explained the criteria wise marks. He especially mentioned about the second criteria; Teaching Learning and Evaluation which carries 350 marks. He also explained about the fifth and the third criteria which carry 140 & 110 marks respectively. Principal and the chairman of the IQAC committee explained about quantitative and qualitative metrics. He also explained how to prepare the files of each criteria and what documents are required in each criteria. He also cleared the doubts of all criterion in charges. He and the IQAC coordinator explained and cleared all the doubts about the documents of all the in-charges.

ii) Discussion of ambience of the college for NAAC (11 Minutes)

Here the Principal and the IQAC coordinator explained the role of the in-charge of Criteria four. The IQAC coordinator told Dr. Borkar and Dr. Bhakte that it carries 100 marks and the peer committee would focus on the infrastructure and the learning resources in the college. That's why both the teachers should focus on the ambience and decoration of the building of the college. Whereas the building of the college is very big and its maintenance is really a challenge to the management. Thats why the principal asked the incharge of fourth criteria and the IQAC coordinator asked to visit in the whole premises of the college and find out what lacunas are there and report him immediately. So that they can be repaired in time. Dr. Dafar also suggested for white wash of the whole building. On that the principal told that he would put this matter before the management and the college development committee.

iii) Discussion with Administrative Staff & Non-Teaching Staff (10 Minutes)

In the process of NAAC the administrative and non-teaching staffs plays a vital role. All the official records from the process of admission can only be found in the office. That's why while composing the IQAC Committee there should be at least one or two members in the committee. In this meeting there two administrative members were present. The

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principal and the IQAC coordinator made them understand the role of the administrative staff when the peer team will visit. What record they have to keep update. How they should prepare the files and how to arrange them and how to explain them to the members of them team. The principal also told them about the dress code. The IQAC coordinator explained that they should not be afraid when the committee would arrive. All they have to keep all their records update with all their relevant documents. The IQAC coordinator suggested to the superintendent that he should keep update the records of the scholarship and of the admission.

iv) **Discussion of updates of laboratories.**

(11 Minutes)

In this point the principal and the IQAC coordinator asked Mr. Shahane about the present status of science laboratories. The principal also asked to update and renovate all the laboratories. And if there are any requirements of instruments the budget of it should immediately submitted to the principal. On that Mr. Shahane told that all the laboratories need to be updated and there are requirements of instruments in all laboratories. Mr. Shahane added that in the present session i.e. 2023-24 the no. of admissions have increased so the no. of instruments in the laboratories should be increased. On that the principal assured him to buy the necessary instruments. Then the principal asked all the members is there any topic to be discussed. Eventually Dr. Gadge proposed the vote of thanks and the meeting over after tea.

The following members were present in the meeting.



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9	Dr. Ishwar J. Wagh	
10	Dr. Vyankatesh Potfode	
11	Mr. Sandeep Shahane In-charge of B.Sc.	
12	Pravesh Wasnik (Administrative Staff)	
13	Principal Dr. Kishor Rewatkar (External Member)	

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