

IQAC COMPILED REPORT OF THE MINUTES OF THE MEETING (SUMMARY)

The IQAC periodically holds its interactions and meetings with the faculty members in course of the Staff Council meetings for the sake of convenience and time. Given below is IQAC compiled report of the minutes of the meeting (summary) in which the quality assurance and IQAC related matters were discussed.

Year 2018-19

IQAC Meeting held on 22.07.2018

Agenda 1: The Principal and Chairperson, IQAC Dr A. K. Zingare took the review of the admission taken in the college and the number of seats lying vacant. It was decided that seats would be filled on first cum first serve basis.

Agenda 2: Website Committee convener informed that website validity is coming to an end and the due date for updating the website is near. Principal asked to do the needful regarding update.

Agenda 3: The principal made aware the proposed activities during the session 2018-19 based on the Academic Calendar chalked out by RTM Nagpur University Nagpur. Along with this the activities proposed by the departments were approved.

Agenda 4: The Principal directed all the heads of the faculty to prepare exhaustive College Academic Calendar. He directed to prepare college academic calendar in tandem with academic calendar published by RTM Nagpur University Nagpur.

IQAC Meeting held on 23.12.2018

Agenda 1: Dr. A. K. Zingare informed about Survey regarding *NIRF (National Institutional Ranking Framework)*, so he directed Dr. A. G. Pakhmode to do the Needful Regarding NIRF (National Institutional Ranking Framework) Portal.

Agenda 2: No Complaints regarding Student Grievance received till now.

Agenda 3: Dr. A. K. Zingare asked Dr. A.G. Pakhmode, AISHE Nodal Officer and Dr. C. K. Gajbhiye to prepare and fill up AISHE-MIS Data preparation. He also asked them to obtain NOC from University after filling up the Data.

Agenda 4: Principal Dr. A. K. Zingare asked to observe *Cultural Week* and to organize various extra- curricular programmes. He also asked to prepare students for University Level cultural programmes.

IQAC Meeting held on 06.03.2019

Agenda 1: Dr A. K. Zingare asked to prepare schedule for Mock written exam based on University Pattern to be conducted in college for forthcoming University exam. Mr. Bhure and Shri. Nirwan were directed to prepare schedule.

Agenda 2: Shri. S. R. Bhure informed that the financial audit of current session will be prepared. President Sir said that everything needed should be done with priority so that the audit was done quickly.

Agenda 3: Annual departmental data was asked to be collected which includes Attendance Sheet, Stock Register. Inventory report will be prepared accordingly.

Agenda 5: Dr. A. K. Zingare informed that After successful submission of SSR, Accreditation Fees and Logistic expenses; NAAC has decided to visit college on 27th and 28th March 2019. IQAC Members and steering committee member were directed to plan and chalk out necessary action needs to be taken. Departmental data and power point presentation were asked to be made ready by 22.03.2019.

Year 2019-20

IQAC Meeting held on 21.07.2019

Agenda 1: The Principal and Chairperson, IQAC Dr A. K. Zingare took the review of the admission taken in the college and the number of seats lying vacant. It was decided that seats would be filled on first cum first serve basis.

Agenda 2: Website Committee convener informed that website validity is coming to an end and the due date for updating the website is near. Principal asked to do the needful regarding update.

Agenda 3: The principal made aware the proposed activities during the session 2019-20 based on the Academic Calendar chalked out by RTM Nagpur University Nagpur. Along with this the activities proposed by the departments were approved.

Agenda 4: The Principal directed all the heads of the faculty to prepare exhaustive College Academic Calendar. He directed to prepare college academic calendar in tandem with academic calendar published by RTM Nagpur University Nagpur.

IQAC Meeting held on 22.11.2019

Agenda 1: Dr. A. K. Zingare informed about Survey regarding *NIRF (National Institutional Ranking Framework)*, so he directed Dr. A. G. Pakhmode to do the Needful Regarding NIRF (National Institutional Ranking Framework) Portal.

Agenda 2: No Complaints regarding Student Grievance received till now.

Agenda 3: Principal Dr. A. K. Zingare directed Shri S.R. Bhure and Manjitsingh Nirwan to look into the maintenance of amenities like water coolers, generators and invertors.

Agenda 4: Matters related to Study Tour:

Principal Dr. A. K. Zingare asked Science faculty teachers and Geography teacher to organize study tour as per their curriculum. He urged them to draft a letter seeking permission from the Secretary, Gondia Education Society, Gondia.

IQAC Meeting held on 05.01.2020

Agenda 1: Discussion about Mock written exam (University Pattern):

Dr A. K. Zingare asked to prepare schedule for Mock written exam based on University Pattern to be conducted in college for forthcoming University exam. Mr. Bhure and Shri. Nirwan were directed to prepare schedule.

Agenda 2: Financial Audit:

Shri. S. R. Bhure informed that the financial audit of current session will be prepared. President Sir said that everything needed should be done with priority so that the audit was done quickly.

Agenda 3: Internal Assessment marks:

Principal Dr A. K. Zingare asked to inform all heads of the depts. about filling internal assessment/ Practical marks (If Any) according to prescribed format, and submit it to Clerk.

Agenda 4: Collection of Annual departmental data:

Annual departmental data was asked to be collected which includes Attendance Sheet, Stock Register. Inventory report will be prepared accordingly.

Year 2020-21

IQAC Meeting held on 27.09.2020

Agenda 1: Matters related to Admission 2019-20:

The Principal and Chairperson, IQAC Dr A. K. Zingare took the review of the admission taken in the college and the number of seats lying vacant. It was decided that seats would be filled on first cum first serve basis.

Agenda 2: Matters related to updating the College Website:

Website Committee convener informed that website validity is coming to an end and the due date for updating the website is near. Principal asked to do the needful regarding update.

Agenda 3: Activities proposed for the year 2020-21.

The principal made aware the proposed activities during the session 2020-21 based on the Academic Calendar chalked out by RTM Nagpur University Nagpur. Along with this the activities proposed by the departments were approved.

Agenda 4: Matters related College Academic Calendar and timetable.

The Principal directed all the heads of the faculty to prepare exhaustive College Academic Calendar. He directed to prepare college academic calendar in tandem with academic calendar published by RTM Nagpur University Nagpur. He also asked time table committee to prepare timetables of their respective faculty.

IQAC Meeting held on 14.12.2020

Agenda 1: Matters related to *NIRF (National Institutional Ranking Framework) Portal*:

Dr. A. K. Zingare informed about Survey regarding *NIRF (National Institutional Ranking Framework)*, so he directed Dr. A. G. Pakhmode to do the Needful Regarding NIRF (National Institutional Ranking Framework) Portal.

Agenda 2: Matters related to AISHE-MIS Data preparation:

Dr. A. K. Zingare asked Dr. A.G. Pakhmode, AISHE Nodal Officer and Dr. C. K. Gajbhiye to prepare and fill up AISHE-MIS Data preparation. He also asked them to obtain NOC from University after filling up the Data.

Agenda 3: Matters related to Renovation of Seminar Hall:

Principal Dr. A. K. Zingare along with the IQAC Coordinator and Members unanimously decided to renovate the seminar Hall and upgrade the public address system. The principal directed Dr. Pakhmode, Dr. Gajbhiye, Dr. Bhandarkar, Mr. Chavhan to do the needful.

Agenda 4: Programme of Superannuation of Shri. R.H. Nimje Asso. Professor:

Principal Dr. A. K. Zingare informed that the Superannuation of Shri. R.H. Nimje Asso. Professor is coming in next 15 days. He asked IQAC to organize farewell Programme and make necessary arrangements.

IQAC Meeting held on 04.01.2021

Agenda 1: Discussion about Mock written exam (University Pattern):

Dr A. K. Zingare asked to prepare schedule for Mock written exam based on University Pattern to be conducted in college for forthcoming University exam. Mr. Bhure and Shri. Nirwan were directed to prepare schedule.

Agenda 2: Financial Audit:

Shri. S. R. Bhure informed that the financial audit of current session will be prepared. President Sir said that everything needed should be done with priority so that the audit was done quickly.

Agenda 3: Internal Assessment marks:

Principal Dr A. K. Zingare asked to inform all heads of the depts. about filling internal assessment/ Practical marks (If Any) according to prescribed format, and submit it to Clerk.

Agenda 4: Collection of Annual departmental data:

Annual departmental data was asked to be collected which includes Attendance Sheet, Stock Register. Inventory report will be prepared accordingly.

Year 2021-22

IQAC Meeting held on 25.09.2021

Agenda 1: Matters related to Admission 2021-22:

The Principal and Chairperson, IQAC Dr A. K. Zingare took the review of the admission taken in the college and the number of seats lying vacant. It was decided that seats would be filled on first cum first serve basis.

Agenda 2: Matters related to updating the College Website:

Website Committee convener informed that website validity is coming to an end and the due date for updating the website is near. Principal asked to do the needful regarding update.

Agenda 3: Purchase of books for the library:

Librarian Shri. Gajabhiye informed about the purchase of the books for the library. He also asked every Head of the dept to submit their requirement to him in writing within next 7 days.

Agenda 4: Activities proposed for the year 2021-22.

The principal made aware the proposed activities during the session 2021-22 based on the Academic Calendar chalked out by RTM Nagpur University Nagpur. Along with this the activities proposed by the departments were approved.

IQAC Meeting held on 19.12.2021

Agenda 1: Matters related to NIRF (National Institutional Ranking Framework) Portal:

Dr. A. K. Zingare informed about Survey regarding *NIRF (National Institutional Ranking Framework)*, so he directed Dr. A. G. Pakhmode to do the needful Regarding NIRF (National Institutional Ranking Framework) Portal.

Agenda 2: Matters related to AISHE-MIS Data preparation:

Dr. A. K. Zingare asked Dr. A.G. Pakhmode, AISHE Nodal Officer and Dr. C. K. Gajbhiye to prepare and fill up AISHE-MIS Data preparation. He also asked them to obtain NOC from University after filling up the Data.

Agenda 3: Maintenance of Amenities:

Principal Dr. A. K. Zingare directed Shri S.R. Bhure and Manjitsingh Nirwan to look into the maintenance of amenities like water coolers, generators and invertors.

Agenda 4: Augmentation of library facilities and resources:

Principal Dr. A. K. Zingare along with IQAC Coordinator and members discussed about the augmentation of library facilities and resources and it was decided that Book Shelf and one Fire Extinguisher for the library will be purchased.

IQAC Meeting held on 14.02.2022

Agenda 1: Discussion about Mock written exam (University Pattern):

Dr A. K. Zingare asked to prepare schedule for Mock written exam based on University Pattern to be conducted in college for forthcoming University exam. Mr. Bhure and Shri. Nirwan were directed to prepare schedule.

Agenda 2: Financial Audit:

Shri. S. R. Bhure informed that the financial audit of current session will be prepared. President Sir said that everything needed should be done with priority so that the audit was done quickly.

Agenda 3: Internal Assessment marks:

Principal Dr A. K. Zingare asked to inform all heads of the depts. about filling internal assessment/ Practical marks (If Any) according to prescribed format, and submit it to Clerk.

Agenda 4: Collection of Annual departmental data:

Annual departmental data was asked to be collected which includes Attendance Sheet, Stock Register. Inventory report will be prepared accordingly.

Year 2022-23

IQAC Meeting held on 24.07.2022

Agenda 1: Matters related to Admission 2022-23:

The Principal and Chairperson, IQAC Dr A. K. Zingare took the review of the admission taken in the college and the number of seats lying vacant. It was decided that seats would be filled on first cum first serve basis.

Agenda 2: Matters related to updating the College Website:

Website Committee convener informed that website validity is coming to an end and the due date for updating the website is near. Principal asked to do the needful regarding update.

Agenda 3: Activities proposed for the year 2022-23.

The principal made aware the proposed activities during the session 2022-23 based on the Academic Calendar chalked out by RTM Nagpur University Nagpur. Along with this the activities proposed by the departments were approved.

Agenda 4: Matters related College Academic Calendar and timetable.

The Principal directed all the heads of the faculty to prepare exhaustive College Academic Calendar. He directed to prepare college academic calendar in tandem with academic calendar published by RTM Nagpur University Nagpur. He also asked time table committee to prepare timetables of their respective faculty.

IQAC Meeting held on 11.12.2022

Agenda 1: Matters related to *NIRF (National Institutional Ranking Framework) Portal*:

Dr. A. K. Zingare informed about Survey regarding *NIRF (National Institutional Ranking Framework)*, so he directed Dr. A. G. Pakhmode to do the Needful Regarding NIRF (National Institutional Ranking Framework) Portal.

Agenda 2: Student Grievance Cell recommendations:

No Complaints regarding Student Grievance received till now.

Agenda 3: Matters related to AISHE-MIS Data preparation:

Dr. A. K. Zingare asked Dr. A.G. Pakhmode, AISHE Nodal Officer and Dr. C. K. Gajbhiye to prepare and fill up AISHE-MIS Data preparation. He also asked them to obtain NOC from University after filling up the Data.

Agenda 4: Maintenance of Amenities:

Principal Dr. A. K. Zingare directed Shri S.R. Bhure and Manjit singh Nirwan to look into the maintenance of amenities like water coolers, generators and invertors.

IQAC Meeting held on 26.02.2023

Agenda 1: Discussion about Mock written exam (University Pattern):

Dr A. K. Zingare asked to prepare schedule for Mock written exam based on University Pattern to be conducted in college for forthcoming University exam. Mr. Bhure and Shri. Nirwan were directed to prepare schedule.

Agenda 2: Financial Audit:

Shri. S. R. Bhure informed that the financial audit of current session will be prepared. President Sir said that everything needed should be done with priority so that the audit was done quickly.

Agenda 3: Internal Assessment marks:

Principal Dr A. K. Zingare asked to inform all heads of the depts. about filling internal assessment/ Practical marks (If Any) according to prescribed format, and submit it to Clerk.

Agenda 4: Collection of Annual departmental data:

Annual departmental data was asked to be collected which includes Attendance Sheet, Stock Register. Inventory report will be prepared accordingly.

Year 2023-24

IQAC Meeting held on 25.06.2023

Agenda 1: Matters related to updating the College Website:

Website Committee convener informed that website validity is coming to an end and the due date for updating the website is near. Principal asked to do the needful regarding update.

Agenda 2: Purchase of books for the library:

Librarian Dr. Gajabhiye informed about the purchase of the books for the library. He also asked every Head of the dept to submit their requirement to him in writing within next 7 days.

Agenda 3: Activities proposed for the year 2023-24.

The principal made aware the proposed activities during the session 2023-24 based on the Academic Calendar chalked out by RTM Nagpur University Nagpur. Along with this the activities proposed by the departments were approved.

Agenda 4: Matters related College Academic Calendar and timetable

The Principal directed all the heads of the faculty to prepare exhaustive College Academic Calendar. He directed to prepare college academic calendar in tandem with academic calendar published by RTM Nagpur University Nagpur. He also asked time table committee to prepare timetables of their respective faculty.

IQAC Meeting held on 11.12.2023

Agenda 1: Matters related to *NIRF (National Institutional Ranking Framework) Portal*:

Dr. A. K. Zingare informed about Survey regarding *NIRF (National Institutional Ranking Framework)*, so he directed Dr. A. G. Pakhmode to do the Needful Regarding NIRF (National Institutional Ranking Framework) Portal.

Agenda 2: Student Grievance Cell recommendations:

No Complaints regarding Student Grievance received till now.

Agenda 3: Maintenance of Amenities:

Principal Dr. A. K. Zingare directed Shri S.R. Bhure and Manjit singh Nirwan to look into the maintenance of amenities like water coolers, generators and invertors.

Agenda 4: Matters related to Sanitation and Drainage:

Principal Dr. A. K. Zingare informed that Sanitation and Drainage problem of toilet and wash room will be resolved. He directed Shree Manjit Nirwan to do the necessary actions.