

IQAC
NOTICE OF THE MEETING

All the members of IQAC are hereby informed that the meeting of IQAC is scheduled on 15th December 2021, at 10.30 am in the office of the principal to discuss and resolve the topics as per agenda given below. Members are requested to attend the meeting with due preparation as per subjects given in the agenda.

Nagpur

Date : 01/12/2021

Co-ordinator

No	Name of Member	Designation	Signature
1	Dr. Jayant Gangrediwar	Chairperson	
2	Dr. Usha Sakure	Member	
3	Prof. Nasir M. Pathan	Co-ordinator	
4	Dr. Vilas Gajghate	Member	
5	Prof Leena Gadewar	Member	
6	Prof Ravi Durge	Member	
7	Mr. Sahil Gangrediwar	Member	
8	Mr. Jitendra Thangan	Member	
9	Mrs. Ranjana M. Bondre	Member	
10	Dr. Anil Sharma	Member	
11	Ms. Nidhi Mishra	Member	
12	Mr. Gavrav Somnarkar	Member	
13	Mr. Shivkumar Mute	Member	

AGENDA OF THE MEETING

1. To discuss and confirm the minutes of last meeting
2. To assign the responsibility of each criteria given in the NAAC process.
3. To review the work of committees functional in the college
4. To prepare the institutional calendar for the upcoming session i.e. 2022-23
5. Any other matter with permission of Chair.



Co-ordinator

IQAC CO-ORDINATOR
Ravindranath Tagore College
Dongargaon, Wardha Road, Nagpur


Principal

Ravindranath Tagore College
of Arts Science & Commerce



MEETING OF THE IQAC 15/12/2021

The meeting of the IQAC is held on 15th Dec. 2021, in the chamber of Principal of the college at 10.00 am. The discussion on the subjects as per given agenda were held and matter has been resolved by the members. Following members were present in the meeting.

No.	Name of Member	Designation	Signature
1	Dr. Jayant Gangrediwar	Chairperson	
2	Dr. Usha Sakure	Member	
3	Prof. Nasir M. Pathan	Co-ordinator	
4	Dr. Vilas Gajghate	Member	
5	Prof Leena Gadewar	Member	
6	Prof Ravi Durge	Member	
7	Mr. Sahil Gangrediwar	Member	
8	Mr. Jitendra Thangan	Member	
9	Mrs. Ranjana M. Bondre	Member	
10	Dr. Anil Sharma	Member	
11	Ms Nidhi Mishra	Member	
12	Mr. Gavrav Somnarkar	Member	
13	Mr. Shivkumar Mute	Member	

MINUTES OF THE IQAC MEETING HELD ON 15th Dec 2021

Subject 1: To read the minutes of last meeting and confirm the minutes

Resolution 1: Under this subject IQAC co-ordinator read the minutes of last meeting held 10/09/2021 After discussion on the minutes the minutes were confirmed unanimously.

Subject 2: To assign the responsibility of each criteria given in the NAAC process.

Resolution 2: Under this subject IQAC coordinator inform the members that the preparation of NAAC process is basically depend on the overall activities of the college NAAC authority has categorised these activities into seven criteria. In order to proceed for NAAC process all the information of the college activities needs to be gathered, analyse and develop the documents in accordance with the seven criteria. The matter was discussed in the meeting widely and understood the volume of the work. Hon'ble Chairman suggest to distribute the criteria to each faculty so that one can focus on the given criteria. It would help to each faculty to focus on the given area. All members agreed for the same and all seven criteria were distributed in the four regular teachers and it was also decided that each faculty shall be assisted by the one temporary teacher. The IQAC co-ordinator has given authority to assign the criteria to each faculty and provide them standard operating process. Co-ordinator will supervise the work of each team regularly.

Subject 3: To review the work of committees functional in the college.

Resolution 3: The IQAC Coordinator informed the members about the work of various committees. It was decided in the meeting that each committee member should conduct various programs under their field and prepare the proper record and submit the annual reports on their work to the principal through coordinator.

Subject 4: To prepare the institutional calendar for the upcoming session i.e. 2022-23

Resolution 4: The IQAC Coordinator inform the committee that a Institutional plan for the session 2022-23 needs to be prepare. All members had a discussion on the matter and it was decided that concerned committee shall prepare the Institutional Annual plan and submit it in the next meeting.

Subject 5: Any other matter with permission of Chair.

Resolution 5: No other matter comes before the committee under this subject hence coordinator declare the meeting over with permission of Chair.

ACTION TAKEN REPORT

To discuss and confirm the minutes of last meeting.	1. The minutes of the previous meetings were read out and confirmed.
To assign the responsibility of each criterion given in the NAAC process	The Criteria were distributed amongst the staff members and the duties were assigned to complete it in the given times schedule, which was completed satisfactorily
To review the work of committees functional in the college	The iqac Coordinator informed the members that three programmes were conducted for the benefit of the students which was a significant achievement of the IQAC.
To prepare the institutional calendar for the upcoming session i.e 2022-23	The Institutional annual plan was made and submitted in the CDC for approval.
Any other matter with permission of Chair	As no other matter came up so the meeting ended with a vote of thanks by the coordinator.

Principal

Co-Ordinator



Principal
Ravindranath Tagore College
of Arts Science & Commerce




IQAC CO-ORDINATOR
Ravindranath Tagore College
Congalgaon, Wardha Road, Nashik