

## Tai Golwalkar Mahavidyalaya, Ramtek

Near Tehsil Office, Ramtek

### Minutes of First Meeting of IQAC

No- IQAC/01/2018

**Meeting Agenda:** Formation of IQAC

**Meeting Schedule:** 22/06/2018, 12.00 pm – 1.30 pm, Principal Cabin

**Meeting Facilitator:** Dr. Rajesh N. Singru

1. The meeting started with welcome speech by **Dr. Rajesh N. Singru** Principal/IQAC chairperson.
2. He explains the eligibility of assessment, accreditation and fees for NAAC and it was decided to apply for NAAC accreditation.
3. He suggested the establishment of Internal Quality Assurance Cell (IQAC) as a quality sustenance measure and explains the importance and structure of IQAC for NAAC.
4. He also explains IQAC – Vision, Objective, Strategies, Functions, benefits, Composition and Operational Features of the IQAC.
5. Dr. V. D. Raut, Head, Department of Zoology of TGM, appointed as IQAC coordinator which was approved in the CDC meeting held on 19/01/2018 at Sevasadan Nagpur.
6. Heads of all departments were nominated as IQAC members.
7. Dr. Prashant Pande Secretary of Shriram Shikshan Sanstha nominated as Management Nominee whereas Mr. Amol Yangad nominated as Non teaching representative as IQAC member.
7. Stakeholders including students, alumni and industry representative were suggested and finalized after their consensus by newly nominated IQAC members are as follows.

SR NO	NAME	DESIGNATION	NOMENCLATURE
1.	Dr. Rajesh N. Singru	Principal/ Administrative Officer	Chairman
2.	Dr. Prashant Pande	Management nominee	Member
3.	Ms. Swatantrata Sharma	Head, Department of Botany	Member
4.	Dr. Manoj Pande	Head, Department of Chemistry	Member
5.	Mr. Chandramohan Singh	Director Physical Education	Member

6.	Ms. Ujwala Deorankar	Librarian	Member
7.	Dr. Hemant Jambhekar	Industry Expert	Member
8.	Mr. Amol Yangad	Non Teaching Representative	Member
9.	Mr. Ulhas Itankar	Community Representative	Member
10.	Mr. Praful Dorle	Student's Representative	Member
11.	Mr. Aman Yadav	Alumni Representative	Member
12.	DR. Vijay D. Raut	Head, Department of Zoology	Director, IQAC

All the above (2, 7, 8, 9, 10 and 11) nominated members were convey message for the inclusion of their names in IQAC 2018-2019.

**The following objectives of IQAC were discussed,**

1. To develop a system for conscious and consistent improvement in TGM.
2. To assure all the stakeholders about the quality of education provided by TGM. The following strategies of IQAC-TGM were discussed to evolve mechanisms and procedures for,
  - a. Teacher recruitment for quality Enhancement of Teaching and Learning
  - b. Assuring quality education of UG and other academic programs/activities.
  - c. Use and integration of modern methods of teaching and learning.

**The IQAC-TGM will perform to following functions,**

1. Development and application of quality benchmarks/parameters for the various academic and administrative activities of the institutions.
2. Dissemination of information on the various quality parameters of UG.
3. Documentation of the various programmes/activities leading to quality improvement.

**The benefits from IQAC-TGM will contribute,**

1. To focus in the institutional functioning towards quality enhancement and facilitate internalization of the quality culture.
2. To enhancement and integration among the various activities of the institution and institutionalize many best practices.
3. To provide a sound basis for decision-making to improve institutional functioning.
4. To develop better internal communication.

The meeting was ended with Vote of Thanks by Dr. Vijay D. Raut

The Following members were present during meeting

SR NO	NAME	Signature
1.	Dr. Rajesh N. Singru	
2.	Ms. Swatantrata Sharma	
3.	Dr. Manoj Pande	
4.	Mr. Chandramohan Singh	
5.	Ms. Ujwala Deorankar	
6.	DR. Vijay D. Raut	

# **Tai Golwalkar Mahavidyalaya, Ramtek**

Near Tehsil Office, Ramtek

## **Minutes of Second Meeting of IQAC**

No- IQAC/02/2018

**Meeting Agenda:** Formation of IQAC

**Meeting Schedule:** 13/07/2018, 3.00 pm at Principal Cabin

**Meeting Facilitator:** Dr. Rajesh N. Singru

### Agenda

1. To read the minutes of previous meeting held on 22/06/2018
2. To discuss about IQAC and their role
3. To Form Placement cell
4. To start Certificate Courses
5. To Established Competitive forum

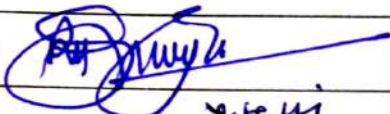
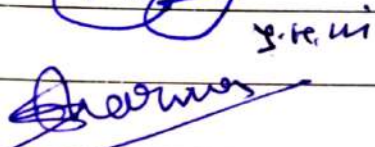
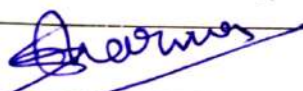

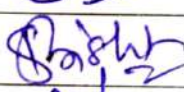
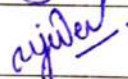
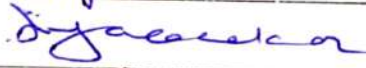
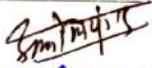
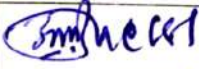
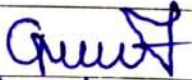
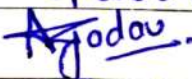
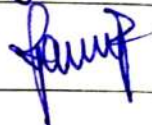
Following points were discussed and decisions were taken:

### Minutes:

1. The meeting started with welcome speech by **Dr. Rajesh N. Singru** Principal/IQAC chairperson.
2. All the Nominated members were welcome by the Dr. Rajesh N. Singru Principal/IQAC chairperson.
3. The minutes of previous meeting were read out by Dr. V. D. Raut, Co-ordinator IQAC. The resolution was unanimously taken after discussion and the resolution was approved.
4. IQAC coordinator explains about the importance of IQAC and role of IQAC in quality enhancement of college for the nominated members.
5. For placement of students IQAC members suggested Placement cell formation.
6. IQAC Chairperson put forward Resolution to start short term skill based certificates courses through Lifelong Learning and Extension.
7. It was unanimously decided and finalized that there should be recruitment of teaching staff in the college.
8. The library will be updated with Library software and purchase of new books and e resources in the library.
9. IQAC recommended to start Competitive forum for students so that students aware of Competitive Exams.
10. Decision was taken and approved to purchase Projectors.

The meeting was ended with Vote of Thanks by Dr. Vijay D. Raut

The Following members were present during meeting

SR NO	NAME	Signature
1.	Dr. Rajesh N. Singru	
2.	Dr. Prashant Pande	 P. P. P.
3.	Ms. Swatantrata Sharma	
4.	Dr. Manoj Pande	 Pande
5.	Mr. Chandramohan Singh	
6.	Ms. Ujwala Deorankar	 Ujwala
7.	Dr. Hemant Jambhekar	
8.	Mr. Amol Yangad	
9.	Mr. Ulhas Itankar	
10.	Mr. Praful Dore	
11.	Mr. Aman Yadav	 Yadav
12.	DR. Vijay D. Raut	

# **Tai Golwalkar Mahavidyalaya, Ramtek**

Near Tehsil Office, Ramtek

## **Minutes of Third Meeting of IQAC**

No- IQAC/03/2019

**Meeting Agenda:** Formation of IQAC

**Meeting Schedule:** 27/03/2019, 4.00 pm, Principal Cabin

**Meeting Facilitator:** Dr. Rajesh N. Singru

### Agenda

1. To read the minutes of previous meeting held on 13/07/2018
2. To discuss Purchase of office software
3. To establish Scrutiny Committee
4. Revision of IQAC

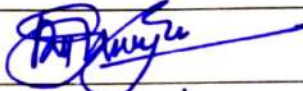
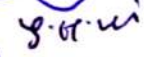
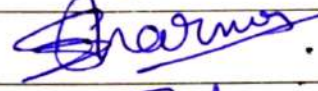

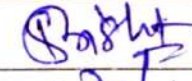
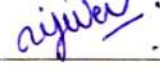
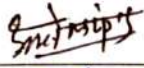



Following points were discussed and decisions were taken:

### Minutes:

1. The minutes of previous meeting were read out by Dr. V. D. Raut, Co-ordinator IQAC. The resolution was unanimously taken after discussion and the resolution was approved.
2. To enhance office work, committee recommends purchase of software.
3. To purchase and installation of Fire Extinguisher, First Aid box and provide awareness to students and staff.
4. The members' recommended about renovation of Science lab, library and sports.
5. As a part of Naac preparation, the IQAC committee has been agreed to make new boards, name plates, college names committee names.
6. To establish Scrutiny Committee for scrutinized the application for post of Assistant Professor.
7. IQAC Co-coordinator put forward Resolution to add new names Dr. Vandana Khati, Ms. Shubhangi Khobragade in IQAC.

The meeting was ended with Vote of Thanks by Dr. Vijay D. Raut

The Following members were present during meeting

SR NO	NAME	Signature
1.	Dr. Rajesh N. Singru	
2.	Dr. Prashant Pande	 8-07-21
3.	Ms. Swatantrata Sharma	
4.	Dr. Manoj Pande	
5.	Mr. Chandramohan Singh	
6.	Ms. Ujwala Deorankar	
7.	Dr. Hemant Jambhekar	
8.	Mr. Amol Yangad	
9.	Mr. Ulhas Itankar	
10.	Mr. Praful Dorle	
11.	Mr. Aman Yadav	
12.	DR. Vijay D. Raut	