

## NOTICE

Date: 24/03/2016

As per the Academic and Administrative procedures adopted in the College for the process of NAAC Re-Accreditation, I have been directed by the Office of the Principal to call IQAC meeting on 01/04/2016 at 1 P.M. The meeting will be chaired by the Principal of the College. All the members of IQAC are hereby requested to remain present in the meeting.

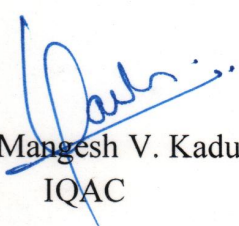
The following Agenda Items will be taken up for the Meeting

1. To read and confirm the Minutes of the previous meeting of IQAC dated 02/07/2015.
2. To evaluate and make appropriate recommendations to the Principal in respect of the Progress Reports of various Institutional Committees and Seven NAAC Criteria received from the Office of the Principal upon submission of the same by the in-charge teachers concerned in the Office of the Principal for the Academic Session 2015-2016 for the preparation and submission of AQAR to NAAC for the Reaccreditation of our Institution.
3. To discuss and constitute various Institute level Committees with Committee-wise Assignments for the Academic Session 2016-2017.
4. To discuss and prepare Academic Calendar for the Academic Session 2016-2017.
5. To discuss and constitute Seven NAAC Criteria with Member Secretaries for the Academic Session 2016-2017.
6. To discuss and prepare action plan for the Academic Session 2016-2017.
7. To discuss and approve the Annual Budget for the Academic Session 2016-17.
8. To analyze the University Examination Results of the Academic Session 2015-2016
9. To discuss and take appropriate decisions regarding data compilation for the submission of AQAR for the session 2015- 2016 as a pre-requisite for the Reaccreditation process of the Institution by NAAC.
10. To discuss Research Consultancy services and framing Research Policies at Institution level.






11. Discussion regarding the up-gradation and outsourcing of the College Website (to Dynamic) and Improve ICT tools.
12. To discuss and decide about the continuation of Extension activities for the Academic Session 2016-2017.
13. To finalize proposals to be forwarded to funding agencies for organizing National/International Seminars/ Conferences/ Workshops.
14. To discuss and organize Faculty Development Programmes for Teaching and Non-teaching staff.
15. To discuss and decide about Library Expansion, Development and Digitalization on war foot basis.
16. To enhance Industry Interaction / Collaborations / MoUs / Linkages.
17. To expedite the process of training and placement of students for Campus selection.
18. To review the implementation of innovative methods and use of ICT in teaching and learning.
19. To decide strategy for utilization of sports infrastructure during vacations for the students and society at large.
20. To review the first phase of the Perspective Plan.
21. To table the Audited Statement of the Institution for the Financial Year 2015-2016
22. To discuss any other matter with the permission of the Chair.

  
Dr. Mangesh V. Kadu  
IQAC





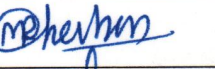
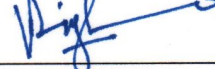
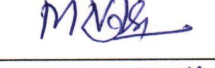
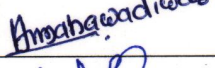



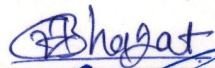
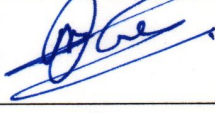

  
Dr. Jobi George  
Principal  
PRINCIPAL  
Bhiwapur Mahavidyalaya  
Bhiwapur Distt. Nagpur

**MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL  
2016-2017**

The Minutes of Internal Quality Assurance Cell (IQAC) Meeting held on  
01/04/2016 at 1 P.M.

The Meeting of IQAC, Bhiwapur Mahavidyalaya, Bhiwapur was held on 01/04/2016 at 1 P.M in the Conference Hall of the College under the Chairmanship of Dr. Jobi George, the Principal of the College.

Following Members IQAC were present at the meeting:

S. N	Designation	Name	Signature
01	Chairperson	Dr. Jobi George	
02	Teachers' Representatives	Dr. S. K. Shinde	
		Dr. M. R. Chavhan	
		Dr. V. S. Dighore	
		Dr. M. V. Nandanwar	
		Dr. A. V. Mahawadiwar	
		Asst. Prof. S. V. Wasekar	
03	Member from the Management	Hon. Shri. Yashraj R. Mulak	
04	Senior Administrative Officers	Shri. Sanjay Meshram	
		Mr. Amol Bhagat	
05	One Nominee each from Local Society, Students and Alumni	Shri. Dilip Gupta (Representative from Local Society)	
		Mr. Sagar Shankar Fendar (Students' Nominee)	
		Mr. S. R. Dadmal (Alumni)	Absent





06	One Nominee each from Employers/Industrialists/ Stakeholders	Shri. Padmakar K. Agrawal (Stakeholder)	P.K. Agrawal
		Shri. Shankarlal V. Gupta (Industrialist)	S.B. Gupta
		Dr. Devendra Bhongade (From Employers)	Dr. Devendra Bhongade
7	NAAC Coordinator	Dr. M.V. Kadu	Dr. M.V. Kadu

**Agenda Items of the Meeting were circulated among all the Members IQAC**

The Resolutions adopted in the meeting were as follows:

**Item No. 1.** To read and confirm the Minutes of the previous meeting of IQAC dated 02/07/2015.

**Resolution No. 1** The Minutes of the previous meeting of IQAC held on 02/07/2015 were read by IQAC Coordinator Asst. Prof. Dr. Mangesh V. Kadu. A copy of the Minutes was circulated among the Members of IQAC. Corrections, if any, were invited. No corrections were found. Resolutions were unanimously approved by all the Members of IQAC.

**Item No. 2.**

To evaluate and make appropriate recommendations to the Principal in respect of the Progress Reports of various Institutional Committees and Seven NAAC Criteria received from the Office of the Principal upon submission of the same by the in-charge teachers concerned in the Office of the Principal for the Academic Session 2015-2016 for the preparation and submission of AQAR to NAAC for the Reaccreditation of our Institution.

**Resolution No. 2**

As per the Standard Operating Procedure of IQAC, the Progress Reports of various Institutional Committees and Seven NAAC Criteria received from the Office of the Principal upon submission of the same by the in-charge teachers concerned in the Office of the Principal for the Academic Session 2015-2016 for the preparation and submission of AQAR to NAAC for the Reaccreditation of our Institution was submitted to the Chair. The Chair brought out the deficiencies in the work of some of the Committees and sought clarification in this regard with the challenges faced in completing the given tasks on time. A





detailed discussion took place on this issue. The Chair reminded the teaching staff of their duties towards students and society. The Chair also reiterated the need to work together for the benefit of students so as to equip them for life. All the Members of IQAC discussed in detail the Progress Reports of various Institutional Assignments and Criterion wise Assignments submitted by each in-charge teacher for the Academic Session 2015-2016. The Committee observed some flaws in the Progress Reports submitted by some of the in-charge teachers and decided to give inform them for rectifying their flaws.

### **1. Asst. Prof. Dr. Rajesh Bahurupi**

#### **Member Secretary of the Following Institutional Committees**

The Members of IQAC verified the list of various Institutional Committees allotted to Asst. Prof. Dr. Rajesh Bahurupi during the Academic Session 2015-2016. The following are the Committees;

- a. Anti- Ragging Cell/ Committee for curbing the menace of ragging in Higher Educational Institution/ Committee for developing Mechanism to check the suicide of students.
- b. Committee for conducting extension activities (community oriented activities) in collaboration with other agencies/NGOS (such as Rotary/Lions Club/JCI.
- c. De-addiction and Awareness Committee
- d. Committee for introducing Environmental Science in B.A.II, B.COM II and BSC II)

#### **OBSERVATION OF IQAC MEMBERS**

All the Members of IQAC verified the Progress Reports submitted by Asst. Prof. Rajesh Bahurupi and found that the Progress Reports are mostly in conformity with the requirements mentioned in the Committee-wise Assignments allotted to him in the Staff Council Meeting along with the guidelines of work procedures to be followed. The Committees assigned to him hold significant positions in any Higher Educational Institution as per the NAAC guidelines. It is to be noted that the tasks assigned to him hold a reasonable score in the NAAC Reaccreditation process. The overall impression surmised from the above observation indicates that the execution of the assigned tasks would have been far better had he executed the tasks with clear perceptions. The Committee opined that Asst. Prof. Dr. Rajesh Bahurupi would have done meticulous work in respect of the Committee wise Assignments 5





allotted to him for the Session 2015-2016. The Committee expressed satisfaction over the completion of some of the Assignments as per the guidelines. The Committee suggested some improvisations in the execution of all other Assignments. Therefore, it was decided to inform Asst. Prof. Dr. Rajesh Bahurupi to expedite the execution of all other Assignments as per the guidelines.

### **Criterion No. 1 Curricular Aspects**

#### **Member Secretary: Asst. Prof. Dr. Rajesh Bahurupi**

The Members of IQAC observed that the performance of Asst. Prof. Dr. Rajesh Bahurupi in respect of Criterion No.1 needs to be expedited considerably so that the preparation and onward submission of AQAR to the Office of NAAC for the Reaccreditation of the Institution can be expedited. The Committee expressed satisfaction over the completion of some of the Assignments as per the guidelines. The Committee suggested some improvisations in the execution of all other Assignments. Therefore, it was decided to inform Asst. Prof. Dr. Rajesh Bahurupi to expedite the execution of all other Assignments as per the guidelines.

### **2. Asst. Prof. Dr.R.K.Quraishi**

#### **Member Secretary of the Institutional Committees formed for the Purpose of Reaccreditation of the Institution by NAAC.**

The Members of IQAC verified the Progress Reports submitted by Asst. Prof. Dr. R.K.Quraishi in respect of various Committee-wise Assignments allotted to him for the Reaccreditation of the Institution during the Academic Session 2015-2016. The Members of IQAC observed that the performance of Asst. Prof. Dr. R.K.Quraishi needs to be expedited considerably so that the preparation and onward submission of AQAR to the Office of NAAC for the Reaccreditation of the Institution can be expedited. The Committee expressed satisfaction over the completion of some of the Assignments as per the guidelines. The Committee suggested some improvisations in the execution of all other Assignments. Therefore, it was resolved unanimously to inform Asst. Prof. Dr. R.K.Quraishi to expedite the execution of all other Assignments as per the guidelines and submit the requisite data corresponding to his assignments to the Office of IQAC.





Observations/Inferences from the Progress Reports submitted by Asst. Prof. Dr. R.K.Quraishi for the Assignments allotted to him during the Academic Session 2015-2016.

**The Member Secretary: Asst. Prof. Dr.R.K.Quraishi**  
**Students' Guidance and Placement Cell**

The Members of IQAC observed that Asst. Prof. Dr.R.K.Quraishi has mentioned in his Progress Report that he had made efforts to carry out Tasks assigned to him. The Members of IQAC, on perusal, observed that the submission of Asst. Prof. Dr. R.K.Quraishi in response to the Committee under reference needs to be improved and expedited considerably to match with the programme objectives as envisioned by IQAC. It has been further observed that some of the Assignments had been executed by him as per the Academic Planning. The Committee suggested some improvisations in the execution the Assignments. Therefore, it was resolved unanimously to inform Asst. Prof. Dr. R.K.Quraishi to expedite the execution of all other Assignments as per the guidelines.

**The Member Secretary: Asst. Prof. Dr.R.K.Quraishi**

**Committee for Promoting the use of Technology in teaching and also for Establishing Complete Students' Computer Literacy Programme (audio visual aids-LCD, OHP Interactive Board/Smart boards etc.)**

The Members of IQAC, on perusal of the Progress Reports of Dr. R.K.Quraishi in respect of the Committee under reference, found that the Assignment states procurement of educational CDs and the submission only states that the teachers have downloaded the study material from sources like You Tube and incorporating the same in their day to day teaching. The Report requires more information regarding the procurement of educational CDs. The Committee suggested some improvisations in the execution of all other Assignments. The Committee expressed satisfaction over the completion of most of the Assignments as per the guidelines. Therefore, it was resolved unanimously to inform Asst. Prof. Dr. R.K.Quraishi to expedite the execution of all other Assignments as per the guidelines.





**The Member Secretary: Asst. Prof. Dr.R.K.Quraishi**  
**Committee for Establishing Research, Consultancy and Extension Services**  
**in the College. (Additional Committee formed for the purpose of NAAC**  
**Re-Accreditation)**

The Members of IQAC, on perusal of the Progress Reports of Asst. Prof. Dr. R.K.Quraishi in respect of the Committee under reference; noticed that the Assignments executed by Asst. Prof. Dr. R.K.Quraishi are mostly in conformity with the guidelines issued to him by the office of IQAC. The Committee observed that this Criterion- III, which holds 120 marks, is a lifeline for Institutions of Higher Education as well as for the faculties to proceed for Career Advancement Scheme (CAS). The assigned Task garners immense potential for accreditation to any Higher Educational Institution in terms of exploring the locally available potential for Research. The Committee expressed satisfaction over the completion of most of the Assignments as per the guidelines. The Committee suggested some improvisations in the execution of all other Assignments. Therefore, it was resolved unanimously to inform Asst. Prof. Dr. R.K.Quraishi to expedite the execution of all other Assignments as per the guidelines.

**The Member Secretary: Asst. Prof. Dr.R.K.Quraishi**  
**Committee for updating the College Website**

The Members of IQAC, on perusal of the Progress Reports of Asst. Prof. Dr. R.K.Quraishi in respect of the Committee under reference, noticed that the Member Secretary in his Report submitted that the requisite information has been forwarded to IQAC. It is mandatory for any Higher Educational Institution to update its Website from time to time and coordinate with the faculty concerned in procuring photographs of various activities and upload them. The Website mirrors an Institution's achievements and progress. The Report submitted by the faculty needs to be modified. The Committee expressed satisfaction over the completion of certain Assignments as per the guidelines. The Committee suggested some improvisations in the execution of all other Assignments. Therefore, it was resolved unanimously to inform Asst. Prof. Dr. R.K.Quraishi to expedite the execution of all other Assignments as per the guidelines.





**The Member Secretary: Asst. Prof. Dr.R.K.Quraishi**

**Committee for the Launching of E-Journal**

The Members of IQAC, on perusal of the Progress Reports of Asst. Prof. Dr.R.K.Quraishi in respect of the Committee under reference, noticed that the Member Secretary has mentioned about the difficulties that he faced while initiating the process of publishing the E-Journal. The IQAC observed that the Progress Report submitted by the in-charge teacher needs further improvement. The Committee expressed satisfaction over the completion of certain Assignments as per the guidelines. The Committee suggested some improvisations in the execution of all other Assignments. Therefore, it was resolved unanimously to inform Asst. Prof. Dr. R.K.Quraishi to expedite the execution of all the Assignments as per the guidelines.

**FINDINGS OF IQAC**

After an in-depth learning of the Progress Reports submitted by Asst. Prof. Dr. R.K.Quraishi about the importance of the Assignments delegated to him, it has been observed by IQAC that even in an adverse situation the significance of assignments and its execution should have been an utmost priority. The Committee expressed satisfaction over the completion of most of the Assignments as per the guidelines. The Committee suggested some improvisations in the execution of all other Assignments. It was resolved unanimously to inform Asst. Prof. Dr. R.K.Quraishi to expedite the execution of all other Assignments as per the guidelines and submit the requisite data corresponding to his assignments with clarity to the Office of IQAC for the preparation and onward submission of AQAR to NAAC.

**1. Criterion No.2 Teaching –Learning and Evaluation**

**Criterion Member Secretary Asst. Prof. Dr. R. K. Quraishi**

On close perusal, the Members of IQAC observed that Asst. Prof. Dr. R.K.Quraishi had asked for some more time to submit the requisite information to IQAC for preparing the AQAR for the Academic Session 2015-2016. The information which he had collected from other staff members corresponding to his Committee was insufficient to proceed with the preparation of the Report for onward submission. The Committee expressed satisfaction over the completion of certain Assignments as per the guidelines. The Committee suggested some improvisations in the execution of all other Assignments. Therefore, it was,





decided by all the Members of IQAC to grant additional time to Asst. Prof. Dr. R.K.Quraishi to expedite the submission of requisite data corresponding to his assignments to the Office of IQAC for the preparation and onward submission of AQAR to NAAC.

**2. Asst. prof. Dr. Sunil K. Shinde**

**Member Secretary of the Institutional Committees formed for the Purpose of Reaccreditation of the Institution by NAAC.**

- a. Admission Committee
- b. Time Table Committee
- c. Research Consultancy and Extension Committee
- d. Syllabus Compliance Committee

All the Members of the IQAC made a through scrutiny of the Progress Reports submitted by Asst. Prof. Dr. S.K.Shinde in respect of the Committees under reference and found that he had executed all the assignments of the Committees allotted to him as per the guidelines issued to him in the Staff Council Meeting. It is further observed that the Committees assigned to the above-mentioned faculty have been complied with the guidelines and instructions given in the Assignments except for the assignment in the Time-Table, which needs to forward a personal copy of the Time-Table to faculty members.

**Criterion No.3 Research, Consultancy and Extension**

**Criterion Member Secretary: Asst. Prof. Dr. Sunil K Shinde.**

On close perusal, the Members of IQAC observed that Asst. Prof. Dr. S.K Shinde had furnished all the requisite information in his Reports submitted to IQAC for preparing the AQAR for the Academic Session 2015-2016. The information was submitted by him in hard and soft copies.

**3. Asst. Prof. Dr. Anita Mahawadiwar**

**4.**

**Member Secretary of the Institutional Committees formed for the Purpose of Reaccreditation of the Institution by NAAC.**

- a. Women's Study Centre
- b. Students' Counseling Centre





- c. Committee for running students' Centre (students' consumer society compulsory for NAAC)
- d. Committee for the subscription of journals and periodicals in the Library.

It has been observed by the Members of IQAC that Asst. Prof. Dr. Anita Mahawadiwar has complied with the allocated Assignments except for the procurement of CDs for the Students' Counseling Committee and arranging pre-marriage counseling lectures. It has been assured that these things will be taken care of in the upcoming Academic Session. The Members of IQAC expressed satisfaction regarding the completion of all the Assignments allotted to her.

#### **Criterion No.4 Infrastructure and Learning Resources**

**Criterion Member Secretary: Asst. Prof. Dr. Anita Mahawadiwar**

On close perusal, the Members of IQAC observed that Asst. Prof. Dr. Anita Mahawadiwar had furnished all the requisite information in her Reports submitted to IQAC for preparing the AQAR for the Academic Session 2015-2016. The information was submitted by her in hard and soft copies.

#### **5. Asst. Prof. Dr. V.S Dighore**

**Member Secretary of the Institutional Committees formed for the Purpose of Reaccreditation of the Institution by NAAC.**

- a. Alumni association
- b. Population and adult education committee
- c. Committee for student feedback (on priority basis)

The Members of IQAC observed on perusal of the Progress Reports submitted by Asst. Prof. Dr. Vijay Dighore had done considerable amount of work assigned to him. However, in the Assignments allotted to him in the Alumni Association, Population and Adult Education and Committee for Students' Feedback, the Committee observed that there needs more improvements.

**Criterion No.5 Students Support and Progression**

**Criterion Member Secretary: Asst. Prof. Dr. V.S Dighore**





On close perusal, the Members of IQAC observed that Asst. Prof. Asst. Prof. Dr. V.S Dighore had furnished all the requisite information in his Reports submitted to IQAC for preparing the AQAR for the Academic Session 2015-2016. The Committee expressed satisfaction over this.

**6. Asst. Prof. Dr. M.R.Chavhan**

**Member Secretary of the Institutional Committees formed for the Purpose of Reaccreditation of the Institution by NAAC.**

- a. Seminars and Symposia Committee
- b. Committee for running the Guidance Centre for Competitive Examinations/M.P.S.C/U.P.S. & N.S.S Committee.
- c. N.S.S Committee

The Members of IQAC observed on perusal of the Progress Reports submitted by Asst. Prof. Dr. M.R. Chavhan that he had implemented all the assignments allotted to him in the Staff Council Meeting in its letter and spirit. However, the Committee further observed that adequate Proposals of Seminar and Symposia had not been sent to different funding agencies for approval. The Committee suggested some improvisations in the execution of all his Assignments.

**Criterion No.6 Governance, Leadership and Management**

**Criterion Member Secretary: Asst. Prof. Dr. Motiraj R Chavhan.**

On close perusal, the Members of IQAC observed that Asst. Prof. Dr. Motiraj R Chavhan had furnished all the requisite information in his Reports submitted to IQAC for preparing the AQAR for the Academic Session 2015-2016.

**6. Asst. Prof. Dr. M.V. Nandanwar**

**Member Secretary of the Institutional Committees formed for the Purpose of Reaccreditation of the Institution by NAAC.**

- a. Examination Committee
- b. Magazine Committee
- c. Committee for Extra-curricular Activities
- d. Centre for Total Literacy programme for rural children (for NAAC





Committee)

The Members of IQAC observed on perusal of the Progress Reports submitted by Asst. Prof. Dr. M.V. Nandanwar that he had implemented all the assignments allotted to him in the Staff Council Meeting. However, the Committee observed that he needs to do further improvements in the implementations of all the assignments allotted to him. The Committee suggested some improvisations in the execution of all his Assignments.

**Criterion No.7 Innovations and Best Practices**

**Criterion Member Secretary: Asst. Prof. Dr. M.V. Nandanwar.**

On close perusal, the Members of IQAC observed that Asst. Prof. Dr. M.V. Nandanwar had furnished all the requisite information in his Reports submitted to IQAC for preparing the AQAR for the Academic Session 2015-2016.

**8. Asst. Prof. Someshwar Wasekar**

**Member Secretary of the Institutional Committees formed for the Purpose of Reaccreditation of the Institution by NAAC.**

- a. Committee for The Introduction of Subject Literary Association
- b. Parent-Teacher Association
- c. COMMITTEE FOR CREATING AWARENESS AMONG STUDENTS REGARDING GLOBAL WARMING (ECO-CLUB)
- d. Committee for Public Relations (Media)
- e. Committee for The Introduction of Music Classes)

The Members of IQAC observed on perusal of the Progress Reports submitted by Asst. Prof. Someshwar Wasekar that he had implemented all the assignments allotted to him in the Staff Council Meeting. The IQAC further observed that the assignments allocated to the said faculty have been carried out except for a few of which it has been assured to be taken up during the upcoming events or session. The Committee suggested some improvisations in the execution of all his Assignments.

**9. Asst. Prof. Aditya Kishore Sarwe**

**Member Secretary of the Institutional Committees formed for the Purpose of Reaccreditation of the Institution by NAAC.**





- a. **Games Committee**
- b. **Students' Grievance and Redressal Cell**
- c. **Health Club and Yoga Unit**
- d. **Campus Disciplinary and Cleanliness Committee**

The Members of IQAC made a thorough analysis of the Progress Reports submitted by Asst. Prof. Aditya Kishore Sarwe in respect of all the Assignments allotted to him in the Staff Council meeting of the College. The Committee, on perusal of the Progress Reports, observed that the submissions of Asst. Prof. Aditya Kishore Sarwe are mostly in conformity with the Assignments and its guidelines allotted to him in the Staff Council Meeting. The Physical Education Department holds a significant position in any Higher Educational Institution. It is to be noted that the tasks assigned to him hold a prominent score in the Assessment of NAAC.

The overall impressions surmised by the Members of IQAC from the Progress Reports of all the vital Committees of the Institution, which were allotted to him, indicate that the execution of the assigned Tasks is to be expedited considerably. The Committee expressed satisfaction over the completion of most of the Assignments as per the guidelines. The Committee suggested some improvisations in the execution of all other Assignments. Therefore, it was resolved unanimously to inform Asst. Prof. Aditya Kishore Sarwe to expedite the execution of all other Assignments as per the guidelines.

#### **10. Asst. Prof. Dr. Mangesh Kadu**

#### **Member Secretary of the Institutional Committees formed for the Purpose of Reaccreditation of the Institution by NAAC.**

- a. Attendance committee
- b. Committee for establishing collaborations-  
a formal agreement/ understanding between any two or more institutions for training/ student exchange/ faculty exchange or research with or without resource sharing.
- c. Library committee
- d. Research journal publication committee (VIBGYOR)
- e. Committee for the preparation of Academic Calendar
- f. Prospectus committee
- g. Anti -Ragging Committee

14





The Members of IQAC made a thorough analysis of the Progress Reports submitted by Asst. Prof. Dr. Mangesh Kadu in respect of all the Assignments allotted to him in the Staff Council meeting of the College. The Committee on perusal of the Progress Reports observed that the submissions of Asst. Prof. Dr. Mangesh Kadu are satisfactory. The Committee suggested some improvisations in the execution of all his Assignments.

**Item No. 3.** To discuss and constitute various Institute level Committees with Committee-wise Assignments for the Academic Session 2016-2017.

**Resolution No. 3**

For the above stated subject the IQAC coordinator Asst. Prof. Dr. Mangesh V. Kadu suggested all the Members of the Committee about the need for constituting various Academic and Administrative Committees for the smooth functioning of the Institution for the Academic Session 2016-2017.

All the members of IQAC discussed and decided to form various Committees along with its Assignments and Guidelines to be followed under the guidance of the Chairperson/Principal. Some of the members suggested some replacements in the Committees as per the expertise of the faculties. The IQAC Coordinator informed the members that any delay in the submission of the Progress Report will directly affect the submission of AQAR to the esteemed Office of NAAC for the Reaccreditation of the College. All the members present favoured the decision and it was decided that the Progress Reports of the Committees should be presented as per the Notices issued from time to time and that all the Assignments should be completed by fully adhering to the guidelines given. The Resolutions were unanimously adopted by all.

**The Committees constituted are as follows:**

01. Committee for Infrastructure Maintenance and Supervision
02. Committee for the preparation of project proposals (UGC, HRD, Social Welfare Department and District Sports Department)
03. Affiliation Committee
04. Committee for the preparation of Academic Calendar
05. Prospectus Committee
06. Admission Committee
07. Time Table Committee
08. Research Consultancy and Extension Committee
09. Committee for framing consultancy policies of the College
10. Syllabus Compliance Committee

15





11. Attendance Committee
12. Committee for establishing collaborations-a-formal agreement/Understanding between any two or more Institutions for training/student exchange/faculty exchange or Research with or without resource sharing.
13. Research Journal Publication Committee (VIBGYOR)
14. Students' Legal Aid Clinic
15. Anti-ragging Cell/Committee for curbing the menace of ragging in higher educational institutions.
16. NSS Committee
17. Alumni Association
18. Seminar and Symposia Committee
19. Committee for the introduction of guidance Centre for Competitive Examinations/M.P.S.C./U.P.S.C.
20. Committee for Public Relations
21. Feedback Committee
22. Examination Committee
23. Magazine Committee
24. Committee for the introduction of Subject Literary Associations
25. Committee for introducing environmental science for B. A. II and B. Com. II & BSc
26. Students' guidance and Placement Cell
27. Committee for promoting the use of technology in teaching and also for ESTABLISHING COMPLETE STUDENTS' COMPUTER LITERACY PROGRAMME (AUDIO VISUAL AIDS – LCD, OHP, interactive board/smart board etc.) This committee will work out schedule and plans for students' computer literacy programme.
28. Committee for establishing Research, Consultancy and Extension Services in the College
29. Committee for updating College Website
30. Committee for launching E-Journal
31. Committee for Population and Adult Education
32. Women's Study Centre
33. Students' Counseling Centre
34. Committee for Running Students' Centre (Students' Consumer Society)
35. Women's Grievance Redressal Cell
36. Committee for Introducing Career-oriented Programmes
37. Attendance Committee





38. Committee for conducting extension activities (community related activities) in collaboration with other agencies/NGOs (such as Rotary/Lions Club/JCI)
  39. De-addiction and Awareness Committee
  40. Centre for total literacy programme for rural children (Establish New Bal Sanskar Kendras) For NAAC Re-accreditation.
  41. Committee for extra-curricular activities (Cultural Committee)
  42. Parent-Teacher Association
  43. Committee for the introduction of music classes
  44. Students' Grievance and Redressal Cell
  45. Games Committee
  46. Health Club and Yoga Unit
  47. Campus Disciplinary and Cleanliness Committee
  48. Plantation and Gardening Committee (Landscaping)
  49. Committee for students' feedback
  50. Committee for Creating Awareness among the students regarding Global Warming (Eco-Club).
  51. Centre for Prevention of Sexual harassment of women
  52. Committee for the establishment of Vermicomposting plant in our Institution on Commercial basis
  53. Committee for starting Fisheries Industrial Unit / Fish Pond in our Institution
  54. Library Committee
  55. Committee for subscription of periodicals and journals for Library
- The Resolution was unanimously approved by all.

**Item No. 4.** To discuss and prepare Academic Calendar for the Academic Session 2016-2017.

**Resolution No. 4.** The issue regarding the preparation of Academic Calendar for the Academic Session 2016-2017 was discussed. All the members proposed proper distribution and utilization of working days in advance as per R.T.M.N.U Notification. The activities were to be strictly adhered to the Academic Calendar. The Resolution was unanimously approved by all.

**Item No. 5.** To discuss and constitute Seven NAAC Criteria with Member Secretaries for the Academic Session 2016-2017.

**Resolution No. 5** The Members of the IQAC discussed this item in detail. Further, they proposed that all the Member Secretaries of 7 Criteria appointed during the Academic Session 2015-2016 would be allowed to continue to





discharge their duties as 7 Criterion Heads for the Academic Session 2016-2017. The Resolution was unanimously approved by all.

**Item No. 6** To discuss and prepare action plan for the Academic Session 2016-2017.

**Resolution No. 6** It was decided by all the members of IQAC that the activities planned for the Academic Session 2016-2017 should be completed on the scheduled dates and the IQAC would be authorized to check the progress of all these activities. The Resolution was unanimously approved by all.

**Item No. 7** To discuss and approve the Annual Budget of the Institution for the Academic Session 2016-17.

**Resolution No. 7** The Annual Budget for the Academic Session 2016-2017 was placed in the meeting of IQAC for approval. The Annual Budget for the Academic Session 2016-2017 was unanimously approved by all.

**Item No. 8** To analyze the University Examination Results of the Academic Session 2015-2016

**Resolution No. 8** Subject wise analysis of University's Results was read out. Thereafter, it was decided by the members present that a few subjects needed improvisation and accordingly Remedial classes were to be taken on urgent basis. The Resolution was unanimously approved by all.

**Item no. 9.** To discuss and take appropriate decisions regarding data compilation for the submission of AQAR for the session 2015- 2016 as a pre-requisite for Reaccreditation process of the Institution by NAAC.

**Resolution No.9** The Members of IQAC discussed this Item in detail and decided to inform all the Member Secretaries of 7 NAAC Criteria to submit the data as per the NAAC Manual as early as possible so that the IQAC would be able to submit the AQAR for the Academic Session 2015-2016 on time. The Resolution was unanimously approved by all.

**Item No. 10** To discuss and decide the Research Consultancy Services and framing Research Policies at Institution level.

**Resolution No. 10** In order to promote Research acumen, a discussion was initiated by the Chair citing the importance of promoting Research Policies of the Institution. All the Members decided to promote Research Consultancy Services. The Chair echoed the need to promote students with Research





potential. The members favoured the decision. The Resolution was unanimously approved by all.

**Item No. 11** Discussion regarding the up-gradation and outsourcing of the College Website (to Dynamic) and Improve ICT tools.

**Resolution No. 11** As per the need of Reaccreditation process, the College Website was to be upgraded into a Dynamic mode. The IQAC Coordinator brought to the notice of the Chair and the members about the failure in the uploading of the primary data on the site due to its non-up-gradation. Smart Rooms and ICT tools training must be conducted during the current Academic Session so as to provide the faculty with hands-on experience. More LCD projectors to be installed in class rooms. The Resolution was unanimously confirmed and approved by all the Members.

**Item No. 12** To discuss and decide about the continuation of Extension activities for the Academic Session 2016-2017.

**Resolution No. 12** Discussion regarding continuation of Extension activities was taken up as a part of Institutional Social responsibilities. The members reflected on and was decided that health checkup camps, Yoga, Pranayama, Blood Donation Camps and Awareness rallies would be continually planned and executed so as to strengthen the bond with the society. The Resolution was unanimously approved by all.

**Item No. 13** To finalize proposals to be forwarded to funding agencies for organizing National/International Seminars/ Conferences/ Workshops.

**Resolution no. 13.** At least five proposals were to be drafted and forwarded to various funding agencies for organizing International and National Seminars/Conferences/Workshop in the current Academic Session. All faculties would be equally involved in forwarding the Proposals in coordination with the office of the Principal. The Members suggested of self-funding too. It was favoured by all present. The Resolution was unanimously approved by all.

**Item No. 14** To discuss and organize Faculty Development Programmes for Teaching and Non-teaching staff.

**Resolution No. 14** It was decided by all the Members of IQAC that the faculty members whose Orientation and Refresher courses and Doctoral degrees are due, would be motivated to complete such Academic activities. And those faculties who intend to apply for their Career Advancement Scheme should





comply with all the requisite documentation and forward it to the office of the Principal. The Chair put forth the plan of conducting one Orientation Programme for the teaching Staff of the College on the topic "Exploring Microsoft Office". The Resolution was unanimously confirmed by all the Members.

**Item No. 15** To discuss and decide about Library Expansion, Development and Digitalization on war foot basis.

**Resolution No. 15** Discussions related Expansion, Development and Digitalization of Central Library were carried out. Online access to students and acquisition of old manuscripts on priority basis would be done. It was suggested that requisitions from the Departments would be invited and as per the demand of text books, reference book, journals, periodicals, CDs and videos and e-journals would be added to the existing repository. The Resolution was unanimously confirmed and approve by all the Members.

**Item No. 16.** To enhance Industry Interaction/Collaborations/ MoUs /Linkages.

**Resolution No. 16** It was discussed and decided to enter into MoUs, Industry tie-ups, linkages for resource sharing and students' placements. The Resolution was unanimously confirmed by all the Members.

**Item No. 17** To expedite the process of training and placement of students for campus selection.

**Resolution no. 17** Guest Lectures/Experts Talks must be conducted to inspire students. Sincere efforts would be needed in this area as pointed out by the NAAC Committee during its first visit. In-house training should be conducted by the concerned Committee without fail during the current Session. The Resolution was unanimously approved by all the Members

**Item No. 18** To review the implementation of innovative methods and the use of ICT in teaching and learning.

**Resolution No. 18** Implementation of innovative methods and use of ICT in teaching and learning was reviewed by all the Members of IQAC. The use of Audio-visual aids, CDs were to be submitted in the library repository. The follow up and documentation is to be reported as per NAAC Criterion II Teaching, Learning and Evaluation. The Resolution was unanimously approved by all the Members.

**Item No. 19** To decide strategy for utilization of sports infrastructure during vacations for the students and society at large.





**Resolution No. 19** The members discussed various ways to reach out to the community, students of surrounding villages through the existing infrastructure. Trainers for various sports activities were to be invited to conduct classes and training during vacations. The brochure regarding training sessions was to be circulated to the students. The Resolution was unanimously by all the Members.

**Item No. 20** To review the first phase of the perspective plan.

**Resolution No. 20** Though various Committees were introduced keeping in mind the perspective plan but the outcome isn't satisfactory said, the IQAC Coordinator with respect to compliance of progress of various Committees. The Chair reiterated on the various aspects, analyzed and instructed the Committees to fasten their pace of work. The Resolution was unanimously confirmed by all the Members.

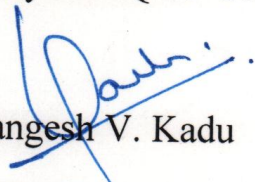
**Item No. 21** To table the Audited Statement of the Institution for the Financial Year 2015-2016

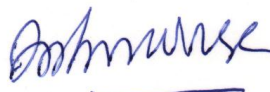
**Resolution No. 21** The Principal placed before the members of IQAC the Audited Statements of Income and Expenditure for the financial year 2015-2016. The members approved the audited statement. The Resolution was unanimously approved by all the Members.

**Item No. 22** To discuss any other matter with the permission of the Chair.

**Resolution No. 22** No other subject came up in the given time. With the permission of the Chair, the meeting was concluded with the formal vote of thanks by the IQAC Coordinator.

21

  
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IQAC

  
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