

NOTICE

Date-26/08/2017

As per the procedure adopted in the College for the Reaccreditation of the Institution by NAAC, I have been directed by the Office of the Principal to call IQAC meeting on 01/09/2017 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 confirm the Minutes of the last meeting of IQAC on 01/04/2016.
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 2016-2017 for the preparation and submission of AQAR to NAAC for the Reaccreditation of our Institution.
3. To prepare and distribute Committees wise Assignments along with its guidelines for the Academic Session 2017-2018.
4. To prepare the Academic Calendar for the Academic Session 2017-2018.
5. To shuffle and allot NAAC Criteria for satisfactory output.
6. To evaluate the plan of 2016-2017 and incorporate changes if required.
7. To approve the Annual Budget for the Academic Session 2017-18.
8. To analyze University Examination Results of the session 2016-2017.
9. To discuss and speed up the process of submission of AQAR for the Sessions 2015-2016, 2016-2017 for the Reaccreditation process.
10. To continue the existing and already framed Research Consultancy services and Research Policies at Institution level.
11. To seriously deliberate on the up-gradation of College Website and Data verification and Validation, this has been newly introduced in NAAC guidelines.
12. To discuss the continuation of Extension activities for the session 2017-2018
13. To forward proposals to funding agencies for organizing National/Inter National Seminars/ Conferences/ Workshops.
14. To Organize/ Promote Faculty Development Programmes for the Teaching and Non-teaching staff.
15. To initiate steps to make the Library more resourceful.



16. To work towards the continuity of Functional MoUs and Academia across Universities.
17. To make Grooming Sessions more regular for Training and Placements of students.
18. To discuss the appraisal of implementation of innovative methods and use of technology along with conventional methods in teaching and learning.
19. To utilize sports infrastructure during vacations for the benefit of College students and the students from around the College.
20. To assess the second phase of the perspective plan.
21. To table and approve the Audited Statement for the Financial Year 2016-2017
22. To pursue any other matter with the permission of the chair.


Dr. Mangesh V. Kadu
IQAC


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



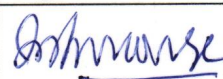
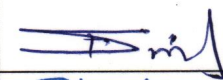
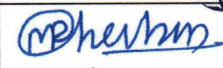
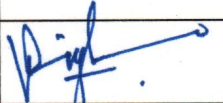
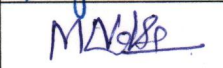
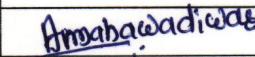
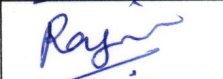
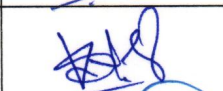
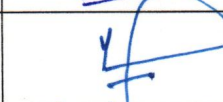
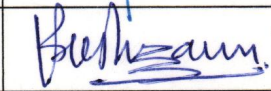
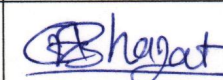

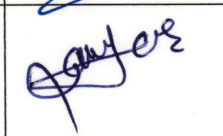
MINUTES OF INTERNAL QUALITY ASSURANCE CELL

2017-2018

Minutes of the Internal Quality Assurance Cell (IQAC) Meeting held on
01/09/2017 at 1. P. M.

The Meeting of IQAC, Bhiwapur Mahavidyalaya, Bhiwapur was held on
01/09/2017 at 1. P. M in the Conference Hall under the Chairmanship of Dr. Jobi
George, the Principal of the College.

Following members of IQAC were present at the meeting:

S.N	Designation	Name	Signature/s
01	Chairperson	Dr. Jobi George	
02	Teachers' Representative	Dr. S. K. Shinde	
		Dr. M. R. Chavhan	
		Dr. V. S. Dighore	
		Dr. M. V. Nandanwar	
		Dr. A. V. Mahawadiwar	
		Mrs. O. P. Rajshree	
		Asst. Prof. S. V. Wasekar	
03	Member from the Management	Hon. Shri. Yashraj R. Mulak	
04	Senior Administrative Officer	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/Industrialist/Stakeholders	Shri. Padmakar K. Agrawal (Stakeholder)	P.K. Agrawal
		Shri. Shankarlal Vajjnathji Gupta (Industrialist)	S. Gupta
		Dr. Devendra Bhongade (From Employers)	Dr. Bhongade
7	IQAC Coordinator	Dr. M.V. Kadu	Dr. Kadu
8	NAAC Coordinator	Dr. Vinita S. Virgandham	Vinita

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

The Resolutions adopted in the Meeting were as follows:

Item No. 1. To confirm the Minutes of the previous Meeting of IQAC dated 01/04/2016.

Resolution No. 1 The Minutes of the previous meeting of IQAC held on 01/04/2016 were read by IQAC Coordinator Asst. Prof. Dr. Mangesh V. Kadu. A copy of the Minutes was circulated among the Members. Corrections, if any, were invited. No corrections were found. The Resolution was 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 2016-2017 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 2016-2017 for the preparation and submission of AQAR to NAAC for the Reaccreditation of



our Institution was submitted to the Chair. Further, he brought out the deficiencies in the work of some of the Committees and sought clarification in this regard about the challenges faced by him in completing the given tasks on time. This issue was discussed in detail by all the Members of IQAC. The Chair reminded the teaching staff of their duties towards students and society. The Chair also repeated 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 2016-2017. The Committee observed some flaws in the Progress Reports submitted by some of the in-charge teachers and decided to inform them for rectifying their shortcomings in the implementation of all the Assignments as observed in the Progress Reports.

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 2016-2017. The following are the Committees;

- a. Attendance committee
- b. Committee for conducting Extension Activities (Community related activities in collaboration with other agencies/NGOS (such as Rotary/Lions Club/JCI)
- c. De-addiction and Awareness Committee
- d. Centre for Total Literacy Programme for rural children (for NAAC Re-accreditation)-establish new Bal Sanskar Kendras.

OBSERVATION OF IQAC MEMBERS

The Members of IQAC observed that the Progress Reports submitted by Asst. Prof. Rajesh Bahurupi 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 Committee expressed satisfaction over the completion of some of the Assignments as per the

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guidelines. The Committee suggested some improvements in the execution of all other Assignments. Therefore, it was decided to inform Asst. Prof. Dr. Rajesh Bahurupi to expedite the implementation of all the Assignments as per the guidelines and submit the requisite information corresponding to his assignments to the Office of IQAC.

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 certain Assignments as per the guidelines. The Committee suggested some improvisations in the implementation of all other Assignments. Therefore, it was decided to inform Asst. Prof. Dr. Rajesh Bahurupi to expedite the execution of all the Assignments as per the guidelines and submit the requisite data corresponding to his assignments to the Office of IQAC.

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 2016-2017. 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 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 and submit the requisite data corresponding to his assignments to the Office of IQAC.

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Observations/Inferences from the Progress Reports submitted by Asst. Prof. Dr. R.K.Quraishi for the Assignments allotted to him during the Academic Session 2016-2017.

Observations/Inferences from the Progress Report submitted by Asst. Prof. Dr. R.K.Quraishi for the Assignments 2016-2017

1. The Member Secretary: 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 of the Progress Reports, observed that the performance of Asst. Prof. Dr. R.K.Quraishi in response to the Committee under reference needs to be 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 of all his 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.

2.The Member Secretary : 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, noticed 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 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.



3. The Member Secretary: Committee for establishing Research, Consultancy and Extension services in the College. (Additional Committee formed for the purpose of NAAC Reaccreditation)

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 in conformity with the guidelines issued to him by the office of IQAC. It was further observed that most of the Assignments had been executed by him as per the guidelines. The Committee observed that this Criterion- III, which holds 120 marks, is a lifeline for Institutions of Higher Education as well 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 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 and submit the requisite data corresponding to his assignments with clarity to the Office of IQAC.

4. The Member Secretary: 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 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 the Assignments as per the guidelines and submit the requisite data corresponding to his assignments with clarity to the Office of IQAC.



5. The Member Secretary: 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 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 the Assignments as per the guidelines and submit the requisite data corresponding to his assignments with clarity to the Office of IQAC.

6. The Member Secretary: Population and Adult Education Committee

It is observed by the Members of IQAC Committee that Asst. Prof. Dr. R.K.Quraishi has stated in his Progress Report that he has accomplished all the Assignments other than the Assignments No. 3 and 5 as per the guidelines of IQAC. Further, he stated that though he tried to mobilize various Government schemes for the benefits of students and the local community, there was lukewarm response from Government Departments. 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 the Assignments as per the guidelines and submit the requisite data to the Office of IQAC. 9

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 2016-2017. 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 most of the 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 of AQAR.

3. 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
- e. Committee for Framing Consultancy Policies of the College)

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 has been complied with the guidelines and instructions given in the Assignments.

Criterion No.3 Member Secretary: Research Consultancy and Extension Committee

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 2016-2017. The information was submitted by him in hard and soft copies. The Members of the IQAC Committee further noticed that though Notices, as a part of information and reminders have been circulated by the Member Secretary of **Research Consultancy and Extension Committee**, no follow up on the Research Projects and its completion by students under teachers' supervision is mentioned nor the hurdles faced by faculties and students find any mention in the documentation provided.



**4. Asst. Prof. Dr. Anita Vivek Mahawadiwar
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. Women's grievance Redressal cell
- e. Committee for introducing career oriented programmes

It has been observed by the Members of IQAC that Asst. Prof. Dr. Anita Mahawadiwar has complied with the allocated Assignments. The Members of IQAC expressed satisfaction over the completion of all the Assignments allotted to her. The IQAC observed that the faculty had carried out the allocated assignments in a dutiful manner. CDs which were to be procured for Women's Study Centre and a Guest Lecture by a Psychiatrist could not be accomplished. The same has been reported in the previous Session i.e. 2016-2017 also.

**Criterion No.4 Member Secretary: Infrastructure and Learning Resources
Asst. Prof. Dr. Anita Vivek 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 2016-2017. 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. NSS Committee
- b. Alumni Association

The Members of IQAC observed on perusal of the Progress Reports submitted by Asst. Prof. Dr. Vijay Dighore that he had done considerable amount of work assigned to him. However, in the Assignments of NSS Committee, Assignment No. 6,8,12,13,15,16,17,18,21, 22 remain unresponsive as nothing has been mentioned as per the documentation provided. Assignments related to Alumni Association, namely Assignments No. 3,4,9,10,12,13,14,17 and 19 unanswered as per the documentation provided. It is further observed that the Assignments allotted to him in the Alumni Association needs more improvements.



Criterion No.5 Students Support and Progression

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

The Members of IQAC verified the Progress Report of Asst. Prof. Dr. Vijay Dighore in respect of all the Assignments allotted to him. On close perusal, the Members of IQAC observed that the assignments pertaining to various Committees assigned to him had been properly executed and the documents pertaining to the same had been submitted to IQAC for perusal. It is further 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 2016-2017.

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. Committee for Public Relations (Media)
- d. Feedback Committee)

Criteria No. 6 Governance, Leadership and Management

Asst. Prof. Dr. M.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 2016-2017. The Committee expressed satisfaction over the initiative taken by him for completing his assignments as per the guidelines.

7. Asst. Prof. Dr. Madhukar 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 the introduction of Subject Literary Association
- d. Committee for introducing environmental science in B.A.II, B.COM II & BSC II)



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. The Member Secretary of all the Committees mentioned in the subject above fulfills all the Tasks assigned for the Session 2016-2017 except for the Guest Lecture, which has to be conducted under the Subject Literary Association Committee. The Committee observed that he needs to do further improvements in the implementations of all the assignments allotted to him.

Criteria No. 7 Innovations and Best Practices

Asst. Prof. Dr. Madhukar Nandanwar

On close perusal, the Members of IQAC observed that in the National Assessment and Accreditation Council process held on 2nd November, 2015 an added supplement of the Bi -annual committee data was attached to the Self Study Report as a part of the procedure. It is further 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 2016-2017.

8. Asst. Prof. Someshwar Wasekar

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

1. Committee for Extra-Curricular Activities (Cultural Committee)
2. Parent-Teacher Association
3. Committee for The Introduction of Music Classes
4. Students' Grievance and Redressal Cell

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 for the Academic Session 2016-2017. The IQAC perceived that the allocated assignments to Asst. Prof. Someshwar Wasekar has been taken up to its definiteness and barring a few tasks which are in continuation are also well put up in the submitted documents. The committee suggested some improvisations in its activities.

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. Health Club and Yoga Unit



c. 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 the 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.

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. Students' legal aid clinic
- d. Research journal publication committee (VIBGYOR)
- e. Committee for the preparation of Academic Calendar
- f. Prospectus committee
- g. Anti-ragging cell/ committee for curbing the menace of ragging in higher educational institutions/ committee for developing mechanism to check the suicide of students.

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The Members of the 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 for the Academic Session 2016-2017. The Committee on perusal of the Progress Reports observed that the submissions of Asst. Prof. Dr. Mangesh Kadu are satisfactory. Out of all the points mentioned, assignment No.10 of Anti- ragging committee'; the Orientation of Staff seemed to be significant from NAAC point of view which remained unfulfilled. All the Assignments of other Committees are satisfactory as per the documentation provided.

11. Asst. Prof. Dr. Nitisha Pattankar

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

- a. Committee for creating awareness among students regarding Global Warming (Eco Club)**
- b. Centre for the prevention of sexual harassment of women**
- c. Committee for the establishment of wormy compost plant in our Institution on commercial basis.**
- d. Committee for starting fisheries Industrial Unit/fish pond in our Institution**

The Members of the IQAC made a thorough analysis of the Progress Reports submitted by Asst. Prof. Dr. Nitisha Pattankar in respect of all the Assignments allotted to her in the Staff Council meeting of the College for the Academic Session 2016-2017. The Committee on perusal of the Progress Reports observed that the submissions of Asst. Prof. Dr. Nitisha Pattankar are satisfactory. It is further observed that Asst. Prof. Dr. Nitisha Pattankar had furnished all the requisite information in her Reports submitted to IQAC for preparing the AQAR for the Academic Session 2016-2017.

Item No. 3. To prepare and distribute Committee-wise Assignments along with its guidelines for the Academic Session 2017-2018.

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 2017-2018. 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. Resolutions were unanimously approved by all the Members of IQAC.

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. Admission Committee.
05. Time Table Committee.
06. Research Consultancy and Extension Committee
07. 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.
08. Anti-ragging Cell/Committee for curbing the menace of ragging in higher educational Institution/Committee for developing Mechanism to check the suicide of students.
09. Committee for the preparation of Academic Calendar
10. Prospectus Committee
11. NSS Committee
12. Student's Counseling Centre
13. Seminar and Symposia Committee
14. Committee for student feedback
15. Committee for public Relation
16. Examination Committee
17. Magazine Committee
18. Committee for the introduction of subject literary association
19. Students' guidance and placement cell
20. Population and Adult Education Committee



21. 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.
22. Women's Study Centre
23. Committee for Running Students' Centre
24. Committee for introducing Career oriented programmes
25. Students' Grievance and Redressal Cell
26. De-addiction Committee
27. Centre for total literacy programme for rural children
28. Committee for introducing Environmental Science for B. A. II and B. Com. II
29. Attendance Committee
30. Syllabus Compliance Committee
31. Parent-teacher Association
32. Committee for conducting Extension Activities (community related activities) in collaboration with other agencies/NGOs (such as Rotary/Lions Club/JCI)
33. Games Committee
34. Health Club and Yoga Unit
35. Campus Disciplinary and Cleanliness Committee
36. Plantation and Gardening Committee(Landscaping)
37. Committee for Creating Awareness among the students regarding Global Warming (Eco-Club).
38. Library Committee
39. Committee for the subscription of Journals and Periodicals in library
40. Women's Grievance Redressal Cell
41. Committee for extra-curricular activities
42. Centre for the prevention of sexual harassment of women
43. Committee for the establishment of Vermicomposting plant in our Institution on Commercial basis
44. Committee for starting Fisheries Industrial Unit / Fish Pond in our Institution
45. Committee for framing / implementing Consultancy Policies / services of the College
46. Committee for updating College Website and LED
47. Research Journal Publication Committee (VIBGYOR)
48. Alumni Association
49. Committee for establishing Research, Consultancy and Extension Services in College



50.NCC

51.Committee for publication of E-Journal (AURA)

52.Entrepreneurship Development Cell

Resolutions were unanimously approved by all the Members of IQAC

Item No. 4. To prepare Academic Calendar for the Academic Session 2017-2018.

Resolution No. 4 The issue regarding the preparation of Academic Calendar for the Academic Session 2017-2018 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.

Resolutions were unanimously approved by all the Members of IQAC.

Item No. 5. . To shuffle and allot NAAC Criteria for satisfactory output.

Resolution No. 5 The IQAC discussed this issue in detail and found that some Committees and NAAC Criterion Heads have submitted data which was insignificant from the NAAC point of view whereas some others didn't respond or nor submitted the data. The Criterion Heads of Criterion No.1 and Criterion No.2 must be removed and in their places competent teachers should be appointed for the Academic Session 2018-2019. The Website up gradation of the College remained unfulfilled till date and though some of the contents are ready for uploading. It wasn't yet appraised to the IQAC coordinator. Keeping all the above in mind a re-shuffle was proposed by IQAC in order to pace up the work.

Resolutions were unanimously approved by all the Members of IQAC

Item No. 6 To evaluate the plan of 2016-2017 and incorporate changes if required.

Resolution No. 6 A discussion ensued after the Chair's initiation and it was decided that hereafter the Committee Heads and Member Secretaries would submit the data in the prescribed format, with documentary evidences as and when demanded by the Office of the Principal and IQAC.

Resolutions were unanimously approved by all the Members of IQAC

Item No. 7 To approve the Annual Budget for the Academic Session 2017-18.

Resolution No. 7 The Annual Budget for the Academic Session 2017-2018 was prepared and placed in the meeting of IQAC for approval and it was approved by all the Members of IQAC. Resolutions were unanimously approved by all the Members of IQAC

Item No. 8 To analyze University Examination Results of the session 2016-2017.



Resolution No. 8 Subject wise analysis of University Results was read. The results of most of the subjects were better as compared to the previous year and it was appreciated by all the Members. Resolutions were unanimously approved by all the Members of IQAC

Item no. 9. To discuss and speed up the process of submission of AQAR for the Sessions 2015-2016, 2016-2017 for the Reaccreditation process of the Institution.

Resolution No. 9 It was decided that IQAC would take extra efforts during the Summer Vacations to meet the deadline of submitting AQAR. All the teachers concerned were to be informed to comply and provide the data. Resolutions were unanimously approved by all the Members of IQAC

Item No. 10 To continue the existing and already framed Research Consultancy services and Research Policies at Institution level.

Resolution No. 10 It was decided to promote Research Consultancy Services and Research Policies extensively to achieve the desired targets for the Reaccreditation process. Resolutions were unanimously approved by all the Members of IQAC

Item No. 11 To seriously deliberate on the up-gradation of College Website and Data verification and Validation, this has been newly introduced in NAAC guidelines.

Resolution No. 11 Data Verification and Validation which is newly introduced in NAAC Guidelines was discussed in detail and the possible efforts in providing documents as proof were to be asked to be maintained by different Committee Heads in the form of photographs with date and time. Another important issue discussed was the Website up gradation. As all the primary data was to be uploaded on the site, it made things difficult in the absence of a Dynamic website. The Chair assured that under all circumstances, the Website issue will be resolved immediately. Resolutions were unanimously approved by all the Members of IQAC

Item No. 12 To discuss the continuation of Extension Activities during the Academic Session 2017-2018

Resolution No 12 Health check-up Camps, Blood Donation Camps, and Awareness Programmes as part of Institutional Social responsibilities were to be continued more vigorously. Resolutions were unanimously approved by all the Members of IQAC



Item No. 13 To forward proposals to funding agencies for organizing National/Inter National Seminars/ Conferences/ Workshops.

Resolution No. 13 Proposals were to be drafted and forwarded to various funding agencies for organizing International and National Seminars/Conferences/Workshop in the current Session. All faculties should be involved in forwarding the proposal in coordination with the office of the Principal. Resolutions were unanimously approved by all the Members of IQAC

Item No. 14 To organize/ promote Faculty Development Programmes for the Teaching and Non-teaching staff.

Resolution No. 14 During the current Academic Session, the activity of Orientation of teaching and non-teaching staff was organized on the topic "Basic Computer Skills for Workplace" as per the necessity identified. It was also decided that faculty members whose Orientation and Refresher Courses and Doctoral Degrees are due, would be motivated to complete such activities. The teachers who intend to apply for Career Advancement Scheme should comply with all the requisite documentation and forward it to the Office of the Principal. Resolutions were unanimously approved by all the Members of IQAC

Item No. 15 To initiate steps to make the Library more resourceful.

Resolution No. 15 The Library has to be made more resourceful in terms of its expansion and usage as proposed by the Coordinator of IQAC. The teachers and the students must use Opac and Libman services available to a maximum. As per the NAAC Guidelines and DVV, the Library needs to update its Book Racks and online services and maintain the proof of the same. Resolutions were unanimously approved by all the Members of IQAC

Item No 16 To work towards the continuity of Functional MoUs and Academia across Universities.

Resolution No. 16 It was discussed and decided that MoUs, Industry tie-ups, linkages for resource sharing and student's placements be made functional. A discussion was initiated to work towards a functional MoUs with Academia across universities to benefit students with various professional courses. Resolution was confirmed and unanimously adopted.

Item No. 17 To make Grooming Sessions more regular for the Training and Placements of students.

Resolution No. 17 In-house Grooming Sessions to be conducted for the students to be Job ready said the Chair. The Chair further advised the concerned to invite Guest/Experts to inspire students. At least two to three Sessions to be conducted.



and Placement Opportunities to be taken notice of. Resolutions were unanimously approved by all the Members of IQAC

Item No. 18 To discuss the appraisal of implementation of innovative methods and use of technology along with conventional methods in teaching and learning.

Resolution No. 18 It was discussed that implementation of innovative methods and technology should be a regular practice to enhance better Teaching- Learning process. The audio -visual aids being used were to be maintained for Academic Audit and produced on demand. Resolutions were unanimously approved by all the Members of IQAC.

Item no. 19. To utilize sports infrastructure during vacations for the benefit of College students and the students from around the College.

Resolution No. 19 Trainers for various Sports activities are to be invited to conduct classes and training during vacations. The brochure regarding training sessions is to be made and circulated among the students and the public. Resolutions were unanimously approved by all the Members of IQAC

Item No. 20 To assess the second phase of the Perspective Plan.

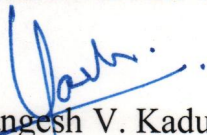
Resolution No. 20 The execution of the activities and the data compilation was the main focus while planning the perspective plan. It still remains a concern as the outcomes aren't satisfactory. The IQAC Coordinator proposed some introspection and suggested some changes in the working style. Resolutions were unanimously approved by all the Members of IQAC

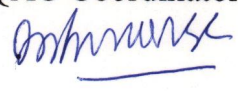
Item No. 21 To table and approve the Audited Statement for the Financial Year 2016-2017

Resolution No. 21 The Principal placed before the members of IQAC, the audited statement of Income and Expenditure for the financial year 2016-2017. The members approved the audited statement. Resolutions were unanimously approved by all the Members of IQAC

Item No. 22 To pursue any other matter with the permission of the chair.

Resolution No. 22 Since no other subject was raised by anybody, the meeting was concluded with the formal Vote of Thanks by the IQAC Coordinator.


Dr. Mangesh V. Kadu
IQAC


Dr. Jobi George
Principal

PRINCIPAL
Bhiwapur Mahavidyalaya
Bhiwapur Distt. Nagpur

