

NOTICE

Date: 13/07/2018

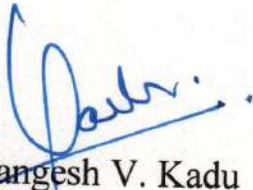
As per the procedure adopted in the College for the process of Reaccreditation, I have been directed by the Office of the Principal to call IQAC meeting on 19/07/2018 at 1.30 P.M for the Session 2018-2019. The meeting will be chaired by the Principal. All the Members of IQAC are hereby requested to remain present in the Meeting.

The following Agenda Items will be taken up:

1. To confirm the Minutes of the previous Meeting of IQAC dated 01/09/2017.
2. To appoint an External Agency to conduct the Green Audit, Energy Audit and Environment Audit of Bhiwapur Mahavidyalaya, Bhiwapur.
3. To discuss the nuances of the revised manual of NAAC.
4. To plan and execute the line of action for the submission of AQAR
5. To prepare and distribute Committees wise Assignments along with its guidelines for the Academic Session 2018-2019. Modify the existing data as per the requirements of the Revised NAAC Manual
6. To decide on making IQAC full-time
7. To discuss the extended deadline for submission of AQAR.
8. To evaluate the plan of 2017-2018 and incorporate changes if required
9. To analyze University Examination Results of the session 2017-2018.
10. To promote Research Consultancy and update the existing Research Policies
11. To discuss the up gradation of College Website to accommodate files for Data Verification and Validation
12. To discuss the continuation of Extension activities for the session 2018-2019
13. To discuss the updating of the Library as per the new guidelines of NAAC.



14. To suggest and plan Grooming Sessions for Training and Placement Cell
15. To discuss the utilization of Sports infrastructure to conduct the upcoming University Level Sports Events.
16. To table the audited statement for the Financial Year 2017-2018
17. 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 2017-2018 for the preparation and submission of AQAR to NAAC for the Reaccreditation of our Institution.
18. Any other matter with the permission of the chair.



Dr. Mangesh V. Kadu
IQAC



Dr. Jobi George
Principal

PRINCIPAL
Bhiwapur Mahavidyalaya
Bhiwapur Distt. Nagpur

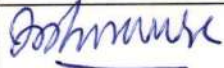



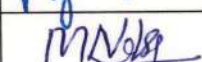
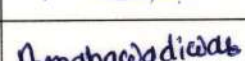
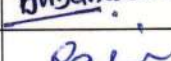
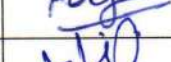


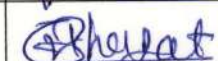




Minutes of Internal Quality Assurance Cell

The Minutes of Internal Quality Assurance Cell (IQAC) Meeting held on 19/07/2018 at 1.30 P.M for the session 2018-2019.

The Meeting of IQAC, Bhiwapur Mahavidyalaya, Bhiwapur was held on 19/07/2018 at 1.30 at P.M in the Conference Hall of the College under the Chairmanship of Dr. Jobi George, the Principal of the College.

Following members were present in the meeting:

Sr. No	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. Sanket S. Sable (Students' Nominee)	
		Mr. S. R. Dadmal (Alumni)	



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

The Meeting was addressed by the Principal of the College Dr. Jobi George. The Chair welcomed all those present.

Item No-1 To confirm the Minutes of the previous Meeting of IQAC dated 01/09/2017.

Resolution No. 1 The Minutes of the previous Meeting held on 01/09/2017 were read by IQAC Coordinator Dr. Mangesh V. Kadu. A copy of the Minutes was circulated. Corrections, if any, were invited. No corrections were found. Resolutions were unanimously approved by all the Members of IQAC.

Item No.2 To appoint an External Agency to conduct the Green Audit, Energy Audit and Environment Audit of Bhiwapur Mahavidyalaya, Bhiwapur.

Resolution No. 2 The Chair of IQAC made a proposal to appoint an External Agency to conduct the Green Audit, Energy Audit and Environment Audit of Bhiwapur Mahavidyalaya, Bhiwapur as it is mandatory for the Reaccreditation of our Institution. All the Members of IQAC discussed this issue in detail and resolved unanimously to identify a genuine External Agency to complete the process of Green Audit, Energy Audit and Environment Audit of Bhiwapur Mahavidyalaya as per the norms. Asst. Prof. Dr. Mangesh Kadu is authorized to identify the Agency to execute this task. Resolution was unanimously approved by all the Members of IQAC.

Item No-3. To discuss the nuances of the revised manual of NAAC.

Resolution No.3. The Chair welcomed the new NAAC Co-Ordinator Dr. Vinita S Virgandham and instructed to brief about the changes in the revised manual. The newly appointed NAAC coordinator apprised the meeting of the finer nuances and changes that have been incorporated in the NAAC Revised Guidelines and explained to the Members the processes in which they were



expected to work and compile the data. Resolution was unanimously approved by all the Members of IQAC.

Item No. 4 To plan and execute the line of action for the submission of AQAR

Resolution No. 4 The IQAC Coordinator Dr. Mangesh V. Kadu proposed the line of action for the submission of AQAR for Re- Accreditation as per the formats of the revised Manual of NAAC and handed over the proceedings to Dr. Vinita S Virgandham for further clarity. Keeping in view of the requisite changes for documentation and submission, a few working formats were placed before the Chair and the Members by Dr. Vinita S Virgandham. Resolution was unanimously approved by all the Members of IQAC.

Item No. 5 To prepare and distribute Committees wise Assignments along with its guidelines for the Academic Session 2018-2019. Modify the existing data as per the requirements of the Revised NAAC Manual.

Resolution No. 5 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 2018-2019. 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 data and the work carried out by different Committees/ Criteria Heads as per the old (previous NAAC) process of accreditation was to be modified to the existing requisition. An elaborate discussion in this regard took a concrete form and the members took the responsibility of doing the same in the formats provided.

The Committees proposed are as follows:



01. Admission and Attendance Committee
02. Time Table Committee
03. Committee for promoting Research, Extension, and consultancy services
04. 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.
5. Anti-ragging Cell/Committee for curbing the menace of ragging in Higher Educational Institution/Committee for developing Mechanism to check the suicide of students.
06. NSS Committee.
07. Students' Counseling Centre
08. Seminar and Symposia Committee
09. Committee for running the guidance center for Competitive Examinations / MPSC / UPSC
10. Committee for student Feedback
11. Hospitality Management and Committee for Public relations (Media)
12. Committee for the introduction of Subject Literary Association
13. Magazine Committee
14. Population and Adult Education Committee
15. Women's Study Centre
16. Committee for running B.VOC. Degree Programmes (Bachelor of Vocation), Community Colleges, Career Oriented Programmes.
17. Women's Grievance Redressal Cell
18. Syllabus Compliance Committee
19. Parent-teacher Association
20. 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 plan for students' Computer Literacy Programme.
21. Committee global warming, Eco-club, Plantation, Gardening, water harvesting and also for establishing vermicomposting production unit.
22. Library Committee
23. Committee for Running Students' Centre
24. Teaching-Learning and Evaluation Committee.
25. Committee for extra-curricular activities (Cultural Committee)
26. Students' Guidance and Placement Cell
27. Committee for updating college website and LED



28. Research Journal Publication Committee (VIBGYOR)
29. Alumni Association
30. Committee for Infrastructure Maintenance and Supervision
31. NCC
32. Entrepreneurship Development Cell
33. Committee for the preparation of Project Proposals (RUSA, UGC, ICSSR, CSR, MP and MLA Fund, Mining Dept. Social Welfare Department and State Sports Dept. District Sports Department, & HRD)
34. Affiliation Committee
35. Committee for the preparation of Academic Calendar
36. Prospectus Committee
37. De-addiction committee
38. Games Committee
39. Health Club and Yoga Unit
40. Campus Disciplinary and Cleanliness Committee

Resolution was unanimously approved by all the Members of IQAC.

Item No. 6 To decide on making IQAC full-time

Resolution No. 6 The IQAC Coordinator appraised the Chair of the full time working of IQAC with the support of NAAC (Internal, College Level). The Line of action of IQAC, that henceforth, NAAC (Internal, College Level), IQAC and the Office of the Principal will coordinate at all levels for the smooth working towards Re-Accreditation. Resolution was unanimously approved by all the Members of IQAC.

Item No.7 To discuss the extended deadline for submission of AQAR.

Resolution No.7 The IQAC proposed a change of guard keeping in view the submission of AQAR with the extended deadline. Criterion Heads were to be reminded to coordinate with IQAC for further information. Resolution was unanimously approved by all the Members of IQAC.

Item No.8 To evaluate the plan of 2017-2018 and incorporate changes if required.

Resolution No. 8 Some new Committees were formed to encompass the requisitions of NAAC Re-accreditation as per the new guidelines. It was brought to the notice of the Chair the working of the Committees and the activities concerned were as per the tentative schedule. In some cases, postponement was done as per the availability of the expert. Resolution was unanimously approved by all the Members of IQAC.



Item No.9 To analyze University Examination Results for the Session 2017-2018.

Resolution No. 9 Subject wise analysis of University's result was read out by the IQAC Coordinator. It was reiterated by the Chair to adopt ICT in the Teaching- Learning Process. Resolution was unanimously approved by all the Members of IQAC.

Item No. 10 To promote Research Consultancy and update the existing Research Policies

Resolution No. 10 The Chair directed the Coordinators of IQAC and NAAC to monitor the Notifications from various funding agencies and to appraise the faculties and assist them in the submission of the Research Proposals in various categories. Resolution was unanimously approved by all the Members of IQAC.

Item No. 11 To discuss the up gradation of College Website to accommodate files for Data Verification and Validation.

Resolution No. 11 Detailed discussion was done regarding the up-gradation of College Website and Data Verification and Validation. The Chair informed about the hiring of a Professional for the change in the Website to Dynamic and also directed the concerned to coordinate with the Professional with required inputs. Resolution was unanimously approved by all the Members of IQAC.

Item No. 12 To discuss the continuation of Extension activities for the session 2018-2019.

Resolution No. 12 Health check-up camps, Blood Donation Camps, Awareness Camps as a part of Institutional Social Responsibilities were to be continued as before. Resolution was unanimously approved by all the Members of IQAC.

Item No. 13 To discuss the updating of the Library as per the new guidelines of NAAC.

Resolution No. 13 As per the NAAC Guidelines and Data Verification and Validation, the Library needs to update its Book Racks and online service and maintain the proof of the same. Resolution was unanimously approved by all the Members of IQAC.

Item.no.14. To suggest and plan Grooming Sessions for Training and Placement Cell

Resolution No. 14 It was suggested by the members present that In-house Grooming Sessions should be conducted at regular intervals other than Guest



lectures. Experts to be invited to inspire students. At least two to three Sessions to be conducted and Placement opportunities to be taken care of. Entrepreneurship Development Cell and Training and Placement Cell to work in unison for the above activity. Resolution was unanimously approved by all the Members of IQAC.

Item No. 15 To discuss the utilization of Sports infrastructure to conduct the upcoming University Level Sports Events.

Resolution No. 15 The Chair reiterated that sports infrastructure of the College can accommodate any type of events, in lieu of that proposals should be forwarded to the authorities concerned to host University-level Sports Competitions. Resolution was unanimously approved by all the Members of IQAC.

Item No. 16 To table and pass the Audited Statement for the Financial Year 2017-2018

Resolution 16 The Audited Statement of Income and Expenditure for the Financial Year 2017-2018 was placed by the Principal. The Audited Statement of Income and Expenditure for the Financial Year 2017-2018 was unanimously approved by all the Members of IQAC.

Item No.17 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 2017-2018 for the preparation and submission of AQAR to NAAC for the Reaccreditation of our Institution.

Resolution No. 17

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 2017-2018 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. The Chair reminded the teaching staff of their duties towards students and society. The Chair 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 Seven Criterion wise Assignments submitted by each teacher for the Academic Session 2017-2018. The Committee observed certain shortcomings in the Progress Reports submitted by some of the teachers and decided to forward the same to the Office of the Principal for further action.

1. Asst. Prof. Dr. Motiraj R. Chavhan

Member Secretary of the Following Institutional Committees

The Members of IQAC verified the list of various Institutional Committees allotted to **Asst. Prof. Dr. Motiraj R. Chavhan** during the Academic Session 2017-2018. The following are the Committees;

- a. Seminars and Symposia Committee
- b. Committee for running the guidance center for Competitive Examinations
M.P.S.C/U.P.S.C
- c. Committee for Public Relations (Media)
- d. Feedback Committee (on priority basis)

The Members of IQAC verified the documents and found that the submissions of Asst. Prof. Dr. Motiraj R. Chavhan in relation to the Students' Feedback Committee are sufficient. The Committee expressed satisfaction over the work done by Asst. Prof. Dr. Motiraj R. Chavhan.

Criterion No. 1 Curricular Aspects

Member Secretary: Asst. prof. Dr. M.R.Chavhan

The Members of IQAC verified the documents submitted by Asst. prof. Dr. M.R.Chavhan in relation to Criterion No.1 and it is found that he had submitted all the relevant documents required for the preparation of AQAR for the Academic Session 2017-2018. The Members expressed satisfaction over the initiatives taken by Asst. Prof. Dr. M.R. Chavhan in executing the assignments of Criterion No. 1.

18. Asst. Prof. Amit Kalbandhe

Member Secretary of the Following Institutional Committees

- a. Alumni Association
- b. Committee for establishing research, Consultancy and Extension Services in the College.



The Members of IQAC verified the documents submitted by Asst. Prof. Amit Kalbandhe in respect of the Academic Committees assigned to him for the Session 2017-2018. The Committee observed that he had completed the assignments allotted to him as per the guidelines. The Committee expressed satisfaction over the documents submitted by him for the preparation of AQAR for the Session 2017-2018

19. Asst. Prof. Dr. Sarang Dhote

Member Secretary of the Following Institutional Committees

- a. Committee for framing/implementing Consultancy Policies/Services of the College.
- b. Committee for updating the College Website and LED
- c. Research Journal Publication Committee.(VIBGYOR)

The Members of IQAC verified the documents submitted by Asst. Prof. Dr. Sarang Dhote in respect of the Academic Committees assigned to him for the Session 2017-2018. The Committee observed that he had completed the assignments allotted to him as per the guidelines. The Committee expressed satisfaction over the documents submitted by him for the preparation of AQAR for the Session 2017-2018.

20. Asst. Prof. Dr. Nitisha Patankar

Member Secretary of the Following Institutional Committees

- a. Committee for extra-curricular activities (Cultural Committee)
- b. Centre for the prevention of sexual harassment of women
- b. Committee for the establishment of wormy compost plant in our Institution on commercial basis.
- c. Committee for starting fisheries industrial unit/fish pond in our institution

All the Members of IQAC verified the documents submitted by Asst. Prof. Dr. Nitisha Patankar in respect of the Academic Committees assigned to her for the Session 2017-2018. The Committee observed that she had completed the assignments allotted to her as per the guidelines. The Committee expressed satisfaction over the documents submitted by her for the preparation of AQAR for the Session 2017-2018. 11



21. Criterion No.2 Teaching, Learning and Evaluation

Asst. Prof. Dr. Nitisha Patankar

All the Members of IQAC verified the documents submitted by Asst. Prof. Dr. Nitisha Patankar in respect of **Criterion -II Teaching, Learning and Evaluation** assigned to her for the Session 2017-2018. The Committee observed that she had completed the assignments allotted to her as per the guidelines. The Committee expressed satisfaction over the documents submitted by her for the preparation of AQAR for the Session 2017-2018.

21. Asst. Prof. Dr. Sunil Shinde

Member Secretary of the Following Institutional Committees

- a. Admission Committee
- b. Time Table Committee
- c. Research Consultancy and Extension 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 Admission Committee and the Time Table Committee as per the guidelines issued to him in the Staff Council Meeting. It is further observed that the Assignments allotted to him in respect of **Research Consultancy and Extension Committee** particularly Students' Research Project was not fully executed by him.

Criterion -III, Research Innovation and Extension

Asst. Prof. Dr. Sunil 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 2017-2018. The Committee expressed satisfaction over the documents submitted by her for the preparation of AQAR for the Session 2017-2018.

22. Asst. Prof. Rajasree O.P (Librarian)

Member Secretary of the Following Institutional Committees

- a. Library Committee
- b. Committee for the subscription of Journals and Periodicals in the library
- c. Women's Grievance Redressal Cell

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The Members of IQAC observed that all the assignments under the Committees assigned to Asst. Prof. Rajasree O.P had been carried out as per the guidelines. Except for the Assignment of Library committee, the Repository Software work is yet to be undertaken. The Committee resolved to report this issue to the Principal for further action.

Criterion -IV Infrastructure and Learning Resources

Asst. Prof. Mrs. Rajasree O.P

On close perusal, the Members of IQAC observed that Asst. Prof. Mrs. Rajasree O.P had furnished all the requisite information in her Reports submitted to IQAC for preparing the AQAR for the Academic Session 2017-2018. The information was submitted by her in hard and soft copies.

23. Criterion-V Student Support and Progression

Asst. Prof. Amit Kalbandhe

On close perusal, the Members of IQAC observed that Asst. Prof. Amit Kalbandhe had furnished all the requisite information in her Reports submitted to IQAC for preparing the AQAR for the Academic Session 2017-2018. The information was submitted by her in hard and soft copies.

24. Asst. Prof. Dr. Anita V. Mahawadiwar

Member Secretary of the Following Institutional Committees

- a. Women's Study Centre
- b. Committee for running Students' Centre (Students' Consumer Society)
- c. Committee for introducing career Oriented Programmes
- d. Students' Grievance and Redressal Cell

It has been observed by the Members of IQAC that Asst. Prof. Dr. Anita V. Mahawadiwar has tried to complete the allocated assignments except for a few which seem to be in continuation and some others couldn't be accomplished due to certain technical issues. These observations are based on the findings from the documents submitted by the aforesaid faculty.

Criterion VI Governance, Leadership and Management

Asst. Prof. Dr. Anita V Mahawadiwar.

On close perusal, the Members of IQAC observed that Asst. Prof. Dr. Anita Mahawadiwar had furnished all the requisite information in her Reports 13



submitted to IQAC for preparing the AQAR for the Academic Session 2017-2018.

25. Asst. Prof. Dr. V. S. Dighore

Member Secretary of the Following Institutional Committees

- a. N.S.S Committee
- b. Students' Counseling Centre

It has been observed by the Members of IQAC that the member Secretary Asst. Prof. Dr. V. S. Dighore has completed all the Assignments allotted to him as per the guidelines. The Committee expressed satisfaction over the work executed.

Criterion – VII Institutional Values and Best Practices

Asst. prof. Dr. Vijay S. Dighore

On close perusal, the Members of IQAC observed that 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 2017-2018. The Committee expressed satisfaction over the work executed.

26. Asst. Prof. Dr. Vinita S. Virgandham

Member Secretary of the Following Institutional Committees

- a. National Cadet Corps
- b. Committee for the publication of E-Journal AURA
- c. Entrepreneur Development Cell

On close perusal, the Members of IQAC observed that Asst. Prof. Dr. Vinita S. Virgandham had furnished all the requisite information in her Reports submitted to IQAC for preparing the AQAR for the Academic Session 2017-2018. The Committee expressed satisfaction over her work.

27. Asst. Prof. Dr. Mangesh Kadu

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

- a. 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.
- b. Committee for the preparation of Academic Calendar
- c. Prospectus committee

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- d. Anti-ragging cell/ committee for curbing the menace of ragging in higher educational institutions/ committee for developing mechanism to check the suicide of students.

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 2017-2018. The Committee on perusal of the Progress Reports observed that the submissions of Asst. Prof. Dr. Mangesh Kadu are satisfactory. All the Assignments of other Committees are satisfactory as per the documentation provided.

28. 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 the introduction of Subject Literary Association

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 2017-2018. The Committee expressed satisfaction over the work executed by him.

29. Asst. Prof. Dr. R.K.Quraishi

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

a. Students' Guidance and Placement Cell

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 most 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 and submit the requisite data corresponding to his assignments to the Office of IQAC for the preparation and onward submission of AQAR to NAAC.

b. 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.

c. 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.)

d.

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 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 to the Office of IQAC.

30. Asst. Prof. Dr. Rajesh Bahurupi

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



The Members of IQAC verified the list of various Institutional Committees allotted to Asst. Prof. Dr. Rajesh Bahurupi during the Academic Session 2017-2018. The following are the Committees;

- a. **De-addiction and Awareness Committee**
- b. **Centre for Total Literacy Programme for rural children (for NAAC Re-accreditation)-establish new Bal Sanskar Kendras.**
- c. **Committee for conducting the subject of Environmental Science in B.A.II, B.Com II & B. SC. 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 in the Staff Council Meeting along with the guidelines of work procedures to be followed. The overall impression surmised from the above observation indicates that the execution of the assigned tasks is satisfactory. 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 to inform Asst. Prof. Dr. Rajesh Bahurupi to expedite the execution of all the Assignments and submit the requisite data to the Office of IQAC.

31. Asst. Prof. Someshwar Wasekar

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

1. Attendance Committee
2. Syllabus Compliance Committee
3. parent-teacher association
4. Committee for conducting Extension Activities (community-oriented programmes) in collaboration with other agencies/NGOS (such as ROTARY/LIONS CLUB/JCI)

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 2017-2018. The IQAC perceived that the allocated assignments to Asst. Prof. Someshwar Wasekar had 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 expressed its satisfaction over the work executed by him.

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32. 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. The Members 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. Hence, the Members of IQAC decided to inform Asst. Prof. Aditya Kishore Sarwe to accelerate the execution of all the Assignments as per the guidelines.

33. Asst. Prof. Sagar Munnilal Yadav

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

- a. **Plantation and Gardening Committee (landscaping)**
- b. Committee for creating awareness among students regarding Global Warming (Eco-Club)

The Members of IQAC observed on perusal of the Progress Reports submitted by Asst. Prof. Sagar Munnilal Yadav that he had implemented all the assignments allotted to him in the Staff Council Meeting for the Academic Session 2017-2018. The IQAC perceived that the allocated assignments to Asst. Prof. Sagar Munnilal Yadav 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 expressed its satisfaction over the work executed by him.

34. Principal



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

a. Committee for infrastructure maintenance and supervision

b. Committee for the preparation of Project Proposals (UGC, CSR, M.P & MLA fund, Social Welfare Department, State Sports Department, District Sports Department and HRD)

c. Affiliation Committee

The Members of IQAC observed on perusal of the Progress Reports submitted by the Principal of the College that he had implemented all the assignments allotted to him in the Staff Council Meeting for the Academic Session 2017-2018. The committee expressed its satisfaction over the Academic and Administrative Assignments executed by him.


Item No.18 Any other matter with the permission of the chair.

Resolution 18.

The IQAC Coordinator informed the Chair about the One Day Training Programme that was being conducted on the topic, "Use of M.S-Excel in Teaching-Learning" as it was deemed to be urgent and necessary. The Chair and all the other Members of the IQAC appreciated the efforts taken up by IQAC in the interest of the teachers of the Institution.

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

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