

NOTICE

Date: 13/07/2018

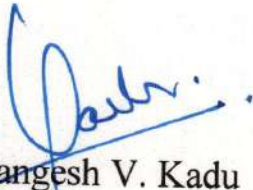
As per the procedure adopted in the College for the process of Reaccreditation, I have been directed by the Office of the Principal to call IQAC meeting on 19/07/2018 at 1.30 P.M for the Session 2018-2019. The meeting will be chaired by the Principal. All the Members of IQAC are hereby requested to remain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

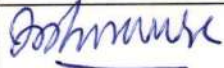




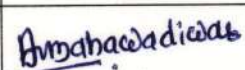
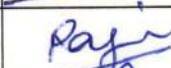

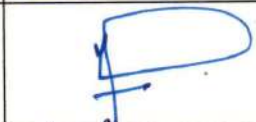






Minutes of Internal Quality Assurance Cell

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



- 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

19

NOTICE

Date: 15/07/2019


As per the Academic and Administrative Policies and procedures adopted in the College for the process of Reaccreditation, I have been directed by the Office of the Principal to call IQAC Meeting on 20/07/2019 at 1 P.M in the Conference Hall of the College. 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 for the Meeting.

1. To read and confirm the Minutes of the Previous Meeting of IQAC dated 19/07/2018.
2. To prepare and distribute Committee-wise Assignments along with its guidelines for the Academic Session 2019-2020.
3. To appoint a competent faculty as Criterion Head and Nodal Officer to handle Criterion-II.
4. To discuss the allotment of Member Secretary for Criterion - V
5. To address the difficulties faced by IQAC and NAAC Coordinators in the compilation of data for the submission of AQAR to NAAC.
6. To discuss on the request of Associate Prof. Dr. Sunil K Shinde for assistance in Criterion -III
7. To discuss the allotment of various Committees for the upcoming State level NSS Camp and NAAC sponsored National Seminar.
8. To discuss the process and execution of the activity, 'Gandhi Global Solar Yatra (Student Solar Ambassador).
9. To discuss on the letter received from Lupin to initiate Skill Development Centre in the premises.
10. To address the difficulties faced by IQAC and NAAC Coordinators in the compilation of the data.
11. 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 2018-2019 for the preparation and submission of AQAR to NAAC for the Reaccreditation of our Institution.
12. Any other matter with the permission of the Chair.


Dr. Mangesh V. Kadu
IQAC




Dr. Jobi George
Principal

PRINCIPAL
Bhiwapur Mahavidyalaya
Bhiwapur Distt. Nagpur

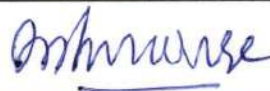

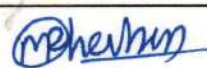
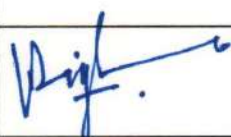

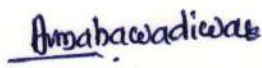


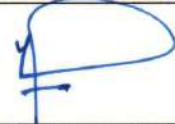
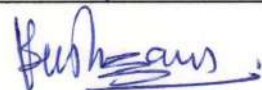
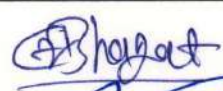

Minutes of Internal Quality Assurance Cell

2019-2020



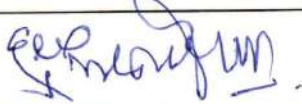

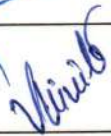
Minutes of Internal Quality Assurance Cell (IQAC) Meeting held on 20/07/2019 at 1.30 P.M for the Session 2019-2020.

The Meeting of IQAC, Bhiwapur Mahavidyalaya, Bhiwapur was held on 20/07/2019 at 1.30 P.M in the Conference Hall of the College under the Chairmanship of Dr. Jobi George, the Principal of the College.

Attendance of Members present -

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	Shri. Dilip Gupta	



	Local Society, Students and Alumni	(Representative from Local Society)	
		Mr. Nayan Bhaskar Harne (Students' Nominee)	
		Mr. S. R. Dadmal (Alumni)	
06	One Nominee each from Employers/Industrialist/Shareholders	Shri. Padmakar K. Agrawal (Stakeholder)	P. K. Agrawal
		Shri. Shankarlal Vajinathji Gupta (Industrialist)	
		Dr. Devendra Bhongade (From Employers)	
7	IQAC Coordinator	Dr. M.V. Kadu	
8	NAAC Coordinator	Dr. Vinita Virgandham	

Agenda Items of the Meeting were circulated among the Members of IQAC
Resolutions adopted in the Meeting were as follows:

Item No. 1 To read and confirm the Minutes of the Previous Meeting of IQAC dated 19/07/2018.

Resolution No. 1

The Minutes of the previous Meeting IQAC held on 19/07/2018 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 prepare and distribute Committee-wise Assignments along with its guidelines for the Academic Session 2019-2020.

Resolution No. 2

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 2019-2020. 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/ Criterion Heads as per the old (previous NAAC) process of Reaccreditation 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. Committee for Infrastructure Maintenance and Supervision.
02. 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, and HRD)
03. Affiliation Committee
04. Committee for the preparation of Academic Calendar
05. Prospectus Committee
06. Admission Committee
07. Time Table Committee
08. Committee for promoting Research, Innovations, Extension and Consultancy Services.
09. Committee for student feedback
10. 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.
11. Anti-ragging Cell/Committee for curbing the menace of ragging in higher educational Institutions/Committee for developing Mechanism to check the suicide of students.
12. Alumni Association
13. Student's Counseling Centre
14. NSS Committee



15. Seminar and Symposia Committee
16. Committee for running Guidance Centre for Competitive Examinations MPSC / UPSC
17. Hospitality Management and Committee for Public Relations- Event Management (Media)
18. Committee for the introduction of Subject Literary Associations
19. Magazine Committee
20. Teaching-Learning and Evaluation Committee (NAAC)
21. Committee for running B.Voc. Degree Programmes (Bachelor of Vocation), Community Colleges, Career Oriented Programmes, Advance Diploma Programme and One Student One Skill Programme (OSOSP) (BEST PRACTICES)
22. Students' Grievance and Redressal Cell
23. Attendance Committee
24. Parent-teacher Association
25. Board of Life Long learning and Extension under University's Dept. of Life long and Extension.
26. Syllabus Compliance Committee
27. Committee for extra-curricular activities
28. Committee for Extension Services
29. Library Committee
30. Committee for Running Students' Centre
31. Entrepreneurship Development Cell
32. Games Committee
33. Health Club and Yoga Unit
34. Campus Disciplinary and Cleanliness Committee
35. De-addiction Committee
36. Students' Guidance and Placement Cell
37. Committee for promoting innovations and Consultancy Services
38. Committee for promoting the use of technology in teaching and also for establishing complete students' Computer Literacy Programme (AUDIO VISUAL AIDS – LCD, OHP, Interactive Boards/Smart Board etc.) this Committee will work out schedule and plans for Students' Computer Literacy Programme.
39. Committee for updating College Website and LED
40. Committee for creating awareness about Global Warming, Eco-Club, Plantation, Gardening, water harvesting and also for establishing Vermicomposting production unit.
41. Research Journal Publication Committee (VIBGYOR)
42. NCC
43. Centre for total literacy programme for rural children and Adults (For NAAC Re-accreditation) establish new Bal- Sanskar Kendras and Adult literacy Centers



Resolution was unanimously approved by all the Members of IQAC.

Item.No.3. To appoint a competent faculty as Criterion Head and Nodal Officer to handle Criterion-II

Resolution.3. The Chair and the IQAC Coordinator proposed the name of Asst. Prof. Dr. Vinita S Virgandham as the Head of Criterion No.2 and Asst. Prof. Ashish Talekar as one of the Nodal Officers for the vacant position of Criterion –II Teaching, Learning and Evaluation. Resolution was unanimously approved by all the Members of IQAC.

Item No.4 To discuss the allotment of Member Secretary for Criterion-V

Resolution No.4 NAAC Coordinator (Internal, College Level) apprised the Members and the Chair about the vacant position of Criterion Head of Criterion No. V- Student Support and Progression. Keeping in view of the compilation of data, it is necessary to appoint a competent faculty to head the activities of Criterion No. V. The Chair discussed this matter and appointed Asst. Prof. Dr. M.V. Nandanwar as the Criterion Head. Resolution was unanimously approved by all the Members of IQAC.

Item. No. 5 To address the difficulties faced by IQAC and NAAC Coordinators in the compilation of data for the submission of AQAR to NAAC.

Resolution.5 NAAC Coordinator apprised the members, IQAC Coordinator and the Chair the difficulties in compiling the data. The Coordinator also exemplified the difficulties which can be confronted during the process of Reaccreditation. The Chair and IQAC took cognizance of the same and equally presented their concern on the working and compilation of data by various Committees. The Chair assured to find feasible and workable solutions for the same in the coming days through consultations and deliberations with IQAC. Resolution was unanimously approved by all the Members of IQAC.

Item No. 6 To discuss on the request of Associate Prof. Dr. Sunil K Shinde for getting additional teacher for assistance in Criterion -III

Resolution. No.5 A request application was made by Criterion-III Member Secretary Associate Prof. Dr. Sunil K Shinde asking for a support in Innovations aspect of Criterion -III. The aforesaid faculty discussed the technical issue and limitations of his expertise in handling the Innovative aspect of the Criterion. The Chair very well clarified the position to all the Members present and heeding to the request made, asked the Members to suggest a name. As per the list of the faculty, newly recruited faculty Asst. Prof Ashish Talekar was assigned to take care of Innovations under Criterion –III. Resolution was unanimously approved by all the Members of IQAC.

Item No.7 To discuss the allotment of various Committees for the upcoming State level NSS Camp and NAAC sponsored National Seminar.



Resolution No.7

The Chair apprised all the members present about the Sponsorship received in the form of grant to organize a National Level Seminar on '**Role of HEIs in Tapping Local Resources for Quality Sustenance and Quality Enhancement**' in the month of January, 2021. The Committees were to be formed to make the event a successful one. The Proposal to hold a State Level NSS Camp was to be forwarded by the NSS Committee Member Secretary. Resolutions were unanimously approved by all the Members of IQAC.

Item No. 8 To discuss the process and execution of the activity, 'Gandhi Global Solar Yatra (Student Solar Ambassador).

Resolution No.8

The initiative was taken up by **IIT Mumbai as Gandhi Global Solar Yatra** for which students were to be the Solar Ambassadors and teachers were to undergo an online training of assembling and a scrutiny test. The IQAC recommended the names of Asst. Prof. Ashish Talekar and NAAC coordinator Asst. Prof. Dr. Vinita S. Virgandham to take initiative for the said activity. The Solar Lamp Assembling and Training was to be conducted on the premises as per the instructions from IIT Mumbai. Resolutions were unanimously approved by all the Members of IQAC.

Item No.9 To discuss on the letter received from Lupin to initiate Skill Development Centre in the premises.

Resolution No.9

A request Letter received from Lupin to begin Skill Development Centre in the Premises was placed in the meeting and an elaborate discussion ensued for the Skill Development Centre. The members present appreciated the initiative and it was at the discretion of the authority to take the call. Resolutions were unanimously approved by all the Members of IQAC.

Item No. 10 To address the difficulties faced by IQAC and NAAC Coordinators in the compilation of the data.

Resolution No.10 The NAAC Coordinator apprised the Members, IQAC Coordinator and the Chair the difficulties in compiling the data (insufficient, incomplete, vague, non-accountability, duplication of data in various Committees of the previous Sessions). The Coordinator also exemplified the difficulties which can be confronted during the process of Reaccreditation. The Chair and IQAC took cognizance of the same and equally presented their concern on the working and compilation of data by various Committees. The Chair assured to find feasible and workable solutions for the same in the coming days after consultations and deliberations with IQAC. Resolutions were unanimously approved by all the Members of IQAC.



Item No. 11 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 2018-2019 for the preparation and submission of AQAR to NAAC for the Reaccreditation of our Institution.

Resolution No. 11

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 2018-2019 for the preparation and submission of AQAR to NAAC for the Reaccreditation of our Institution was submitted to the Chair. 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 2018-2019. 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.

Member Secretary of the Following Institutional Committees

The Members of IQAC verified the list of various Institutional Committees allotted during the Academic Session 2018-2019. The Committee also verified the Progress Reports submitted by each teacher. The following are the Committees;

ASSOCIATE. PROF.DR.S.K.SHINDE

a. Admission and Attendance Committee

Associate Prof. Dr. S. K. Shinde (the nodal officer of admissions)

Asst. Prof. S. Wasekar (the nodal officer of attendance com.)

b. Time table Committee

c. Committee for promoting Research, Innovations, Extension and Consultancy Services (refer Institutional Accreditation Manual)

On close perusal, the Members of IQAC observed that Associate 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 2018-2019. The Committee expressed satisfaction over the documents submitted by him for the preparation of AQAR for the Session 2018-2019. Over all, the Members of IQAC expressed satisfaction over the completion of most of the Assignments.



ASST.PROF. DR. M.V.KADU

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. Anti-ragging Cell/ Committee for curbing the menace of ragging in Higher Educational Institutions/Committee for developing mechanism to check the suicide of students.

It has been observed by the Members of IQAC that Asst. Prof. Dr. Mangesh Kadu has completed all the Assignments allotted to him during the Staff Council Meeting. Over all, the Members of IQAC expressed satisfaction over the completion of most of the Assignments

ASST.PROF.DR.V.S.DIGHORE

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

IQAC observed that the Member Secretary of the Committees assigned above very conveniently skips giving responses to certain assignments given in the task assigned from the office of the Principal. For e.g. Assignments No. 3, 4, 8, 9, from General Guidelines remain unresponsive. These observations were made from the documentation provided by the Office of the Principal. The Committee observed certain shortcomings in the Progress Reports submitted by the teacher concerned and decided to forward the same to the Office of the Principal for further action.

ASST.PROF.M.R.CHAVHAN

- a. Seminar and Symposia Committee
- b. Committee for running the guidance Centre for Competitive Examinations/M.P.S.C/U.P.S.C
- c. Feedback Committee (on priority basis)
- d. Hospitality Management and Committee for Public Relations (MEDIA)
- e. Community oriented programmes/outreach programmes in view of NAAC Re-accreditation

It has been observed by the Members of IQAC that the Feedback has been taken up by IQAC. The reason cited here is that IQAC has prepared a new Proforma and therefore the existing Feedback Form of the Committee could not be put to use. The assignment asks to take the first Feedback for the session 2018-2019 on 20/8/18 and the second on 15/01/19. The Committee expressed satisfaction over the Assignments executed by the teacher concerned.

ASST.PROF.DR.NANDANWAR



- a. **Committee for the introduction of Subject Literary Associations**
- b. **Magazine Committee**
- c. **Population and adult education committee**

It has been observed by the Members of IQAC that the Member Secretary of the Committees mentioned above has complied with all the tasks assigned. This has been verified from the documentation provided by the concerned to the office of the Principal. All the Members expressed satisfaction over the completion of Assignments as per the guidelines issued in the Staff Council Meeting.

ASST.PROF.DR.A.V.MAHAWADIWAR

- a. **Women's Study Centre**
- b. **Committee for running B.Voc. Degree Programmes (Bachelor of Vocation), Community Colleges and Career Oriented Programmes.**
- c. **Students' Grievance and Redressal Cell**

Internal Quality Assurance Cell observed that the Assignment No. 2, and Assignment No.4 in Women's Study Centre has not been completed as declared by the aforementioned faculty. The Assignments of other Committees allotted have been carried out. The IQAC expressed satisfaction over the completion of Assignments as per the guidelines issued in the Staff Council Meeting.

ASST.PROF.S.WASEKAR

- a. **Syllabus Compliance Committee**
- b. **Parent-teacher Association**
- 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.)**

The Members of IQAC verified all the documents submitted by Asst. Prof. Someshwar Wasekar and found that he had completed all the Assignments allotted to him during the Staff Council Meeting. The IQAC also observed that the faculty has taken up all the assignments to its destination by completing them barring a few which he couldn't do as he mentioned, he was attending his Orientation Programme. The IQAC expressed satisfaction over the completion of Assignments as per the guidelines issued in the Staff Council Meeting.

ASST.PROF.SAGAR MUNNILAL YADAV

- A. **GLOBAL WARMING (ECO-CLUB), plantation, gardening, water harvesting and also for establishing wormy composting Production Unit.**

10



It has been observed by the Members of IQAC that the Member Secretary of the Committee mentioned above has complied with all the tasks assigned. This has been verified from the documentation provided by the concerned to the office of the Principal. All the Members expressed satisfaction over the completion of Assignments as per the guidelines issued in the Staff Council Meeting.

ASST.PROF.RAJSREE O.P

a. Library Committee

b. Committee for running students' Centre (Students' Consumer Society)

(Compulsory for NAAC)

It has been observed by the Members of IQAC that the Member Secretary of the Committee mentioned above has complied with all the tasks assigned. This has been verified from the documentation provided by the concerned to the office of the Principal. All the Members expressed satisfaction over the completion of Assignments as per the guidelines issued in the Staff Council Meeting.

ASST. PROF. DR. NITISHA PATANKAR

A. Committee for extra-curricular activities

The Members of IQAC observed on perusal that the Member Secretary of the Committee mentioned above has complied with all the tasks assigned. This has been verified from the documentation provided by the concerned to the office of the Principal. All the Members expressed satisfaction over the completion of Assignments as per the guidelines issued in the Staff Council Meeting.

ASST.PROF.DR. SARANG DHOTE

a. Students' Guidance and Placement Cell

b. Committee for updating the college website and led

c. Research journal publication committee (VIBGYOR)

It has been observed by the Members of IQAC that the Member Secretary of the Committee mentioned above has complied with all the tasks assigned. This has been verified from the documentation provided by the concerned to the office of the Principal. The IQAC Members expressed satisfaction over the completion of Assignments as per the guidelines issued in the Staff Council Meeting.

ASST.PROF.AMIT KALBANDHE

Alumni Association

The Members of IQAC observed on perusal that the Member Secretary of the Committee mentioned above has complied with all the Assignments assigned. All the Members expressed satisfaction over the completion of Assignments as per the guidelines issued in the Staff Council Meeting.



ASST.PROF.DR.VINITA S.VIRGANDHAM

a. NCC

b. Entrepreneur development cell

C. Internal Complaint Committee (ICC)

D. Committee for the publication of E-JOURNAL AURA

All the Members of IQAC observed on perusal that the Member Secretary of the Committee mentioned above has complied with most the tasks assigned. This has been verified from the documentation provided by the concerned to the office of the Principal. All the Members expressed satisfaction over the completion of Assignments as per the guidelines issued in the Staff Council Meeting.

PRINCIPAL

a. Committee for infrastructure maintenance and supervision

b. Committee for the preparation of project proposals (RUSA, UGC, CSR, M.P & MLA FUND, MINING DEPARTMENT,

c. Affiliation Committee

d. Committee for the preparation of Academic Calendar

e. Prospectus Committee

f. De-addiction Committee

g. Games Committee

h. Health club and Yoga Unit

i. Campus disciplinary and cleanliness committee

The Members of IQAC verified all the documents submitted by the Principal in relation to all the Committees and its Assignments and found that he had completed most of the Assignments allotted to him during the Staff Council Meeting as per the availability of fund. The IQAC expressed satisfaction over the completion of Assignments as per the guidelines issued in the Staff Council Meeting.

CRITERION NO.1

CURRICULAR ASPECTS

ASST. PROF. DR. M.R.CHAVHAN

The office of the Principal in its Staff Council Meeting and General Staff Meeting had informed all the Criterion Heads and Member Secretaries to comply with procedure of submission of data. 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 2018-2019. The Members expressed satisfaction over the initiatives taken by Asst. Prof. Dr. M.R. Chavhan in executing the Assignments of Criterion No. 1.

12



CRITERION NO.2
TEACHING, LEARNING AND EVALUATION
ASST. PROF. DR. NITISHA PATTANKAR

The office of the Principal in its Staff Council Meeting and General Staff Meeting had informed all the Criterion Heads and Member Secretaries to comply with procedure of submission of data. Regardless of many reminders verbally, through Emails and through the office of the Principal from time to time, the data which was needed to be filled for the Annual Quality Assurance Report 18-19 was not received by Internal Quality Assurance Cell either in hard or soft copies by **Criterion -II Teaching, Learning and Evaluation** headed by Asst. Prof. **Dr. Nitisha Pattankar**.

CRITERION NO.3
RESEARCH, INNOVATIONS & AND EXTENSION

ASSOCIATE PROF. DR. S.K SHINDE

The office of the Principal in its Staff Council Meeting and General Staff Meeting had informed all the Criterion Heads and Member Secretaries to comply with procedure of submission of data. On close perusal, the Members of IQAC observed that Associate 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 2018-2019. The Committee expressed satisfaction over the documents submitted by her for the preparation of AQAR for the Session 2018-2019.

CRITERION NO.4

INFRASTRUCTURE AND LEARNING RESOURCES

ASST. PROF. RAJASREE O.P

On close perusal, the Members of IQAC observed that Asst. Prof. Rajasree O.P had furnished all the requisite information in her Reports submitted to IQAC for preparing the AQAR for the Academic Session 2018-2019. The information was submitted by her in hard and soft copies. The office of the Principal in its Staff Council Meeting and General Staff Meeting had informed all the Criterion Heads and Member Secretaries to comply with procedure of submission of data.

CRITERION NO.5
STUDENTS SUPPORT AND PROGRESSION
ASST. PROF. AMIT KALBANDHE

13



The office of the Principal in its Staff Council Meeting and General Staff Meeting had informed all the Criterion Heads and Member Secretaries to comply with procedure of submission of data. Regardless of many reminders verbally, through Emails, and through the office of the Principal from time to time, the data which was needed to be filled for the Annual Quality Assurance Report 18-19 was not received by Internal Quality Assurance Cell either in hard or soft copies by with reference to **Criterion-V, Students Support and Progression** headed by **Asst. Prof. Amit Kalbandhe**.

CRITERION NO.6

GOVERNANCE, LEADERSHIP AND MANAGEMENT
ASST. PROF. DR. ANITA V MAHAWADIWAR.

The office of the Principal in its Staff Council Meeting and General Staff Meeting had informed all the Criterion Heads and Member Secretaries to comply with procedure of submission of data. 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 2018-2019.

CRITERION NO.7

INSTITUTIONAL VALUES AND BEST PRACTICES
ASST. PROF. DR. VIJAY S DIGHORE


The office of the Principal in its Staff Council Meeting and General Staff Meeting had informed all the Criterion Heads and Member Secretaries to comply with procedure of submission of data. 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 2018-2019. The Committee expressed satisfaction over the work executed.

12. Any other matter with the permission of the Chair.

The IQAC Coordinator informed the Chair about the One Day Training Programme that was being conducted on the topic, "Benefits of Power Point in the Classroom" as it was deemed to be urgent and necessary. The Chair and all the other Members of IQAC appreciated the efforts taken up by IQAC in the interest of the teachers of our Institution.

Since no other subject was raised by anybody, the meeting was concluded with the formal Vote of Thanks by the IQAC Coordinator. 14


Dr. Mangesh V. Kadu
IQAC


Dr. Jobi George
Principal

Principal
Bhiwapur Mahavidyalaya,
Bhiwapur




NOTICE

Date: 11/07/2020

As per the Academic and Administrative Procedures adopted in the College for the process of Reaccreditation, I have been directed by the Office of the Principal to call IQAC meeting on 17/07/2020 at 1 P.M in the Vice Principal's Office at KDK's old Polytechnic College, Nandanvan, Nagpur (Extended Office of Bhiwapur Mahavidyalaya during the COVID-19 Pandemic period). The meeting will be chaired by the Principal. All the Members of IQAC are hereby requested to remain present in the Meeting.

1. To read and confirm the Minutes of the previous Meeting of IQAC dated 20/07/2019.
2. To decide on the submission of AQAR.
3. To upload teacher's profile on the Website of the College along with relevant data necessary for the submission of AQAR.
4. To discuss on the geo-tagging of photographs, photo album (Soft and Hard Copies) and stationery.
5. Review of the execution of the Perspective Plan.
6. To table the Audited Statement for the Financial Year 2019-2020.
7. To initiate the Re-accreditation process as early as the documentation of the data received.
8. To review the Institutional Social Responsibilities in times of COVID-19 Pandemic.
9. To finalize the topics for newly adopted mode for Webinars to be conducted by the Institution in times of Pandemic.
10. To discuss Online and Offline University Examination related issues.
11. To prepare and distribute Committee-wise Assignments along with its guidelines for the Academic Session 2020-2021.
12. 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 2019-2020 for the preparation and submission of AQAR to NAAC for the Reaccreditation of our Institution.
13. Any other matter with the permission of the chair


Dr. Mangesh V. Kadu
IQAC


Dr. Jobi George
Principal

PRINCIPAL
Bhiwapur Mahavidyalaya
Bhiwapur Distt. Nagpur

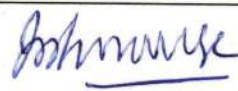
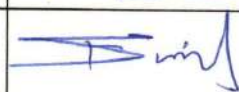

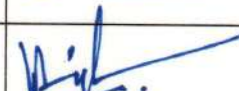
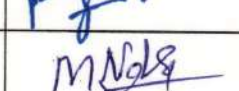
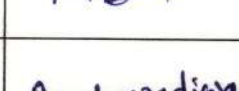
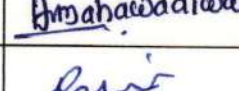

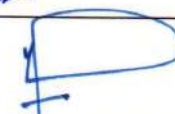
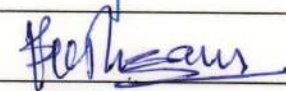
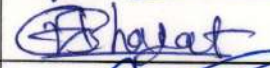




**Minutes of Internal Quality Assurance Cell
2020-2021**

Minutes of Internal Quality Assurance Cell (IQAC) Meeting held on 17/07/2020 at 1 P.M for the Session 2020-2021

The Meeting of IQAC, Bhiwapur Mahavidyalaya, Bhiwapur was held on 17/07/2020 at 1 P.M in the Vice Principal's Office at KDK's old Polytechnic College, Nandanvan, Nagpur (Extended Office of Bhiwapur Mahavidyalaya during the COVID-19 Pandemic period).

Attendance of Members present -

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. Mrs. 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. Nayan Bhaskar Harne (Students' Nominee)	
		Mr. S. R. Dadmal (Alumni)	



06	One Nominee each from Employers/Industrialist/Stake holders	Shri. Padmakar K. Agrawal (Stakeholder)	P.K. Agrawal
		Shri. Shankarlal Vajjnathji Gupta (Industrialist)	Shankarlal
		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

Agenda Items of the Meeting was circulated among 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 20/07/2019.

Resolution No. 1

The Minutes of the previous Meeting of IQAC held on 20/07/2019 were read by IQAC Coordinator Asst. Prof. 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 decide on the submission of AQAR

Resolution No.2

The Chair expressed concern over the submission of AQAR for Re-accreditation process. It was proposed by the Chair that a tentative date would be decided and the Criterion Heads would ensure to comply with the required data as per IQACs obligations while filling online content with evidences. Resolution was unanimously approved by all the Members of IQAC.

Item No.3 To upload teacher's profile on the Website of the College along with relevant data necessary for the submission of AQAR

Resolution No. 3

NAAC Coordinator acquainted the gathering of the Dynamic Website and the up gradation of the site as per the NAAC credentials. The Coordinator apprised the Member Secretaries of Committees, IQAC Coordinator and the Chair about updating of Teachers' Profile on the Website. A notice / Mail in this regard has been floated and the teachers are asked to submit the related document on time. The Member Secretaries, IQAC Coordinator and the Chair deliberated upon the confidentiality of the uploaded profiles. It was then taken into account and a feasible locking system was to be looked for. (Consulting the technical expert handling the Website)



Item No. 4 To discuss on the geo-tagging of photographs, photo album (Soft and Hard Copies) and stationery.

Resolution No. 4

The Chair informed the concerned about the photo albums with geo-tag and soft copies required during DVV process (Data Verification and Validation). The Chair made provisions for the required photocopies and stationery material. IQAC Coordinator, NAAC Coordinator and the Member Secretaries appreciated and welcomed the move.

Item No. 5 Review of the execution of the Perspective Plan.

Resolution No. 5

Though the 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. Resolution was unanimously approved by all the Members of IQAC.

Item No. 6 To table the Audited Statement for the Financial Year 2019-2020.

Resolution No.6

The Principal placed before the Members of IQAC, the Audited Statement of Income and Expenditure for the Financial Year 2019-2020. The Members of IQAC verified the Audited Statements and it was approved by all the Members of IQAC.

Item No. 7 To initiate the Re-accreditation process as early as the documentation of the data received.

Resolution No.7

IQAC coordinator impressed upon the Chair about certain changes needed as per the requirement in terms of new Guidelines and the formats available. The data presently available with the concerned would be again filled into the new formats to comply with the new guidelines of AQAR Format. Resolution was unanimously approved by all the Members of IQAC.

Item No. 8 To review the Institutional Social Responsibilities in times of COVID-19 Pandemic.

Resolution No. 8

All the Members of IQAC were informed that the N.S.S Unit, under the aegis of IQAC, distributed packed material (food grains and daily needs items) to the poor and migrant labourers who were badly affected by the COVID-19 Pandemic. The Chair appreciated the efforts taken by NSS in times of Pandemic. The lead taken by NSS Volunteers to prepare masks for distribution was also appreciated by all the Members of IQAC. The Chair also appreciated the Institutional Social responsibilities taken up by teachers and students of the College. Resolution regarding appreciation of the



N.S.S. Unit under the able leadership of Programme Officer Asst. Prof. Dr. M.R. Chavhan was unanimously approved by all the Members of IQAC.

Item No. 9 To finalize the topics for newly adopted mode for Webinars to be conducted by the Institution in times of Pandemic.

Resolution No. 9

The Chair asked those present to chart a title for the Webinar and communicate with the experts. NAAC Coordinator was assigned the task to coordinate with the entire subject Heads to facilitate the technical aspects. Asst. Prof. Dr. Yogesh More was authorized to look into the generation of the links, brochures etc. Asst. Prof. Mr. Ashish Talekar was asked to handle the online certification part along with Asst. Prof. Dr. Yogesh More. Resolution was unanimously approved by all the Members of IQAC.

Item No. 10 To discuss Online and Offline University Examination related issues.

Resolution No. 10

The Non-teaching and the Examination Committee were assigned to take care of Online and Offline University Examinations, keeping in tandem the instructions from the University from time to time. Resolution was unanimously approved by all the Members of IQAC.

Item No.11 To constitute Institute level Committees along with its Assignments and Guidelines to be executed for the Academic Session 2020-2021.

Resolution No.11

The IQAC coordinator Asst. Prof. Dr. Mangesh V. Kadu spoke about the necessity of constituting various Academic and Administrative Committees for the smooth functioning of the Institution for the Academic Session 2020-2021. All the Members of IQAC discussed and decided to constitute various Committees along with its Assignments and Guidelines to be pursued under the guidance of the 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. Resolutions were unanimously approved by all the Members of IQAC.

The IQAC, for the convenience of proper Academic and Administrative delivery, resolved to constitute different Committees along with its Assignments and Guidelines to be implemented judiciously during the Academic Session 2020-2021.

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The Committees proposed are as follows:

01. Committee for Infrastructure Maintenance and Supervision.



02. 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, and HRD)
03. Affiliation Committee
04. Committee for the preparation of Academic Calendar
05. Prospectus Committee
06. Admission Committee
07. Time Table Committee
08. Committee for promoting Research, Innovations, Extension and Consultancy Services.
09. Committee for student feedback
10. 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.
11. Anti-ragging Cell/Committee for curbing the menace of ragging in higher educational Institutions/Committee for developing Mechanism to check the suicide of students.
12. Alumni Association
13. Student's Counseling Centre
14. Community oriented programmes/outreach programmes in view of NAAC Re-accreditation
15. NSS Committee
16. Seminar and Symposia Committee
17. Committee for running Guidance Centre for Competitive Examinations MPSC / UPSC
18. Hospitality Management and Committee for Public Relations- Event Management (Media)
19. Committee for the introduction of Subject Literary Associations
20. Magazine Committee
21. Teaching-Learning and Evaluation Committee (NAAC)
22. Committee for running B.Voc. Degree Programmes (Bachelor of Vocation), Community Colleges, Career Oriented Programmes, Advance Diploma Programme and One Student One Skill Programme (OSOSP) (BEST PRACTICES)
23. Students' Grievance and Redressal Cell
24. Attendance Committee
25. Parent-teacher Association
26. Board of Life Long learning and Extension under University's Dept. of Life long and Extension.
27. Syllabus Compliance Committee
28. Committee for extra-curricular activities



29. Committee for Extension Services
30. Library Committee
31. Committee for Running Students' Centre
32. Entrepreneurship Development Cell
33. Games Committee
34. Health Club and Yoga Unit
35. Campus Disciplinary and Cleanliness Committee
36. De-addiction Committee
37. Students' Guidance and Placement Cell
38. Committee for promoting innovations and Consultancy Services
39. Committee for promoting the use of technology in teaching and also for establishing complete students' Computer Literacy Programme (AUDIO VISUAL AIDS – LCD, OHP, Interactive Boards/Smart Board etc.) this Committee will work out schedule and plans for Students' Computer Literacy Programme.
40. Committee for updating College Website and LED
41. Committee for creating awareness about Global Warming, Eco-Club, Plantation, Gardening, water harvesting and also for establishing Vermicomposting production unit.
42. Research Journal Publication Committee (VIBGYOR)
43. NCC
44. Committee for promoting *Research, Innovations, Extension and Consultancy Services* (Refer Institutional Accreditation Manual – Criterion No.2 -NAAC)

Resolution was unanimously approved by all the Members of IQAC.

Item No.12 To assess and make proper 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 2019-2020 for the preparation and submission of AQAR to NAAC for the Reaccreditation of our Institution.

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 2019-2020 for the preparation and submission of AQAR to NAAC for the Reaccreditation of our Institution. 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 2019-2020. 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. 7

Member Secretary of the Following Institutional Committees



The Members of IQAC verified the list of various Institutional Committees allotted during the Academic Session 2019-2020. The IQAC Committee also verified the Progress Reports submitted by each teacher. The following are the Committees;

ASSOCIATE. PROF.DR.S.K.SHINDE

- a. Admission Committee
- b. Time table Committee
- c. Committee for promoting Research, Innovations, Extension and Consultancy Services (refer Institutional Accreditation Manual)

The Members of IQAC, on close analysis, learned that Associate Prof. Dr. S.K Shinde had fulfilled all the Assignments as per the Guidelines given in the Staff Council meeting. He had furnished all the relevant information required for preparing the AQAR for the Academic Session 2019-2020. The Members of IQAC expressed satisfaction over the completion of most of the Assignments.

ASST.PROF. DR. M.V.KADU

A. Feedback 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. Anti-ragging Cell/ Committee for curbing the menace of ragging in Higher Educational Institutions/Committee for developing mechanism to check the suicide of students.

It has been observed by the Members of IQAC that Asst. Prof. Dr. Mangesh Kadu has completed all the Assignments allotted to him during the Staff Council Meeting. Over all, the Members of IQAC expressed satisfaction over the completion of most of the Assignments.

ASST.PROF.DR.V.S.DIGHORE

- a. Alumni Association
- b. Students' Counseling Centre
- c. Community oriented programmes/outreach programmes in view of NAAC Re-accreditation

The IQAC observed that the Member Secretary of the Committees assigned above completed most of the Assignments allotted to him in the in the Staff Council Meeting. These observations were made from the documentation provided by the Office of the Principal. However, the Committee observed certain shortcomings in the Progress Reports submitted by the teacher concerned and decided to forward the same to the Office of the Principal.

ASST.PROF.M.R.CHAVHAN



- a. N.S.S Committee
- b. Seminar and Symposia Committee
- c. Committee for running the guidance Centre for Competitive Examinations/M.P.S.C/U.P.S.C
- d. Hospitality Management and Committee for Public Relations (MEDIA)

It has been observed by the Members of IQAC that Asst. Prof. Dr. M.R.Chavhan had completed almost all the Academic Assignments allotted to him during the Staff Council meeting. It is observed that the Member Secretary of all these Committees had made outstanding contributions to the Society through the Committees under reference. The IQAC Committee expressed satisfaction over the Assignments executed by the teacher concerned.

ASST.PROF.DR.NANDANWAR

- a. Committee for the introduction of Subject Literary Associations
- b. Magazine Committee

The Members of IQAC observed that the Member Secretary of the Committees mentioned above has complied with all the tasks assigned to him during the Staff Council Meeting of the College. This has been verified from the documents provided by the concerned to the office of the Principal. All the Members expressed satisfaction over the completion of Assignments as per the guidelines issued in the Staff Council Meeting.

ASST.PROF.DR.A.V.MAHAWADIWAR

- a. Committee for running B.Voc. Degree Programmes (Bachelor of Vocation), Community Colleges and Career Oriented Programmes.
- b. Students' Grievance and Redressal Cell

Internal Quality Assurance Cell observed that the Assignments of all the Committees allotted have been carried out successfully. The IQAC expressed satisfaction over the completion of Assignments as per the guidelines issued in the Staff Council Meeting.

ASSOCIATE. PROF.DR.R.BAHURUPI

01. Attendance Committee
02. Parent-teacher association
03. Board of lifelong learning and extension under University's Department of Lifelong and Extension

The Progress Reports submitted by Asst. Prof. Rajesh Bahurupi were verified by all the Members of IQAC. On perusal it was found that the Reports were mostly in agreement with the guidelines issued by IQAC. 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 most of the Assignments as per the guidelines. However, 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 as per the guidelines.

ASST.PROF.S.WASEKAR

- a. **Syllabus Compliance Committee**
- b. **Committee for extra-curricular activities (Cultural Committee)**
- c. **Committee for extension services (Refer Institutional Accreditation Manual-Criterion No.2 -NAAC)**

The Members of IQAC verified all the documents submitted by Asst. Prof. Someshwar Wasekar and found that he had completed all the Assignments allotted to him during the Staff Council Meeting. The IQAC also observed that the faculty had taken up all the assignments to its destination by completing them barring a few which he couldn't do as he mentioned, he was attending his Orientation Programme. The IQAC expressed satisfaction over the completion of Assignments as per the guidelines issued in the Staff Council Meeting.

ASST.PROF.RAJSREE O.P

- a. **Library Committee**
- b. **Committee for running Students' Centre (Students' Consumer Society)
(Compulsory for NAAC)**
- c. **Internal Complaint Committee (ICC)**

It has been observed by the Members of IQAC that the Member Secretary of the Committee mentioned above has complied with all the tasks assigned. This has been verified from the documentation provided by the concerned to the office of the Principal. All the Members expressed satisfaction over the completion of Assignments as per the guidelines issued in the Staff Council Meeting.

ASST.PROF.DR.VINITA S.VIRGANDHAM

- a. **Entrepreneur development cell**
- b. **Teaching- learning and evaluation committee**

All the Members of IQAC observed on perusal that the Member Secretary of the Committee mentioned above has complied with most of the tasks assigned. This has been verified from the documents provided by the concerned to the office of the Principal. All the Members expressed satisfaction over the completion of Assignments as per the guidelines issued in the Staff Council Meeting.

ASST.PROF.A.K.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
- d. De-addiction 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 allotted to him. 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.

ASST.PROF. ASHSIH TALEKAR

- a. Students' Guidance and Placement Cell
- b. Committee for promoting Innovations and Consultancy Services (Refer Institutional Accreditation Manual – Criterion No.2 -NAAC)

All the Members of IQAC observed on perusal that the Member Secretary of the Committees mentioned above has complied with most of the tasks assigned. This has been verified from the documents provided by the concerned to the office of the Principal. All the Members expressed satisfaction over the completion of Assignments as per the guidelines issued in the Staff Council Meeting.

ASST.PROF. NAZIM SHEIKH

- a. 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.)
- b. Committee for updating the College Website and LED

All the Members of IQAC observed on perusal that Asst. Prof. Nazim Sheikh has complied with most of the tasks assigned. This has been verified from the documents provided by the concerned to the office of the Principal. All the Members expressed satisfaction over the completion of Assignments as per the guidelines issued in the Staff Council Meeting.



ASST.PROF.ROSER ROBERT

- a. **GLOBAL WARMING (ECO-CLUB), plantation, gardening, water harvesting and also for establishing wormy composting production unit**

The IQAC Members observed on perusal that Asst. Prof. Roser Robert has complied with most of the tasks assigned. This has been verified from the documents provided by the concerned to the office of the Principal. All the Members expressed satisfaction over the completion of Assignments as per the guidelines issued in the Staff Council Meeting.

ASST.PROF. SACHIN KUBADE

- a. **Research Journal Publication Committee (VIBGYOR)**

The IQAC Members observed on perusal that Asst. Prof. Sachin Kubade has complied with most of the tasks assigned. This has been verified from the documents provided by the concerned to the office of the Principal. All the Members expressed satisfaction over the completion of Assignments as per the guidelines issued in the Staff Council Meeting.

ASST.PROF.DR.YOGESH MORE

- a. NCC

The IQAC Members observed on perusal that Asst. Prof. Dr. Yogesh More has complied with most of the tasks assigned. This has been verified from the documents provided by the concerned to the office of the Principal. All the Members expressed satisfaction over the completion of Assignments as per the guidelines issued in the Staff Council Meeting.

PRINCIPAL

- a. Committee for infrastructure maintenance and supervision
b. Committee for the preparation of project proposals (RUSA, UGC, CSR, M.P & MLA FUND, MINING DEPARTMENT,
c. Affiliation Committee
d. Committee for the preparation of academic calendar
e. Prospectus Committee

The Members of IQAC verified all the documents submitted by the Principal in relation to all the Committees and its Assignments and found that he had completed most of the Assignments allotted to him during the Staff Council Meeting as per the availability of fund. The IQAC expressed satisfaction over the completion of Assignments as per the guidelines issued in the Staff Council Meeting.

CRITERION NO.1

CURRICULAR ASPECTS

ASST. PROF. DR. M.R.CHAVHAN

The office of the Principal in its Staff Council Meeting and General Staff Meeting had informed all the Criterion Heads and Member Secretaries to comply with procedure of



submission of data. 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 2019-2020. The Members expressed satisfaction over the initiatives taken by Asst. Prof. Dr. M.R. Chavhan in executing the Assignments of Criterion No. 1.

CRITERION NO.2

TEACHING, LEARNING AND EVALUATION

ASST. PROF. SOMESHWAR WASEKAR

The office of the Principal in its Staff Council Meeting and General Staff Meeting had informed all the Criterion Heads and Member Secretaries to comply with procedure of submission of data. Regardless of many reminders verbally, through Emails and through the office of the Principal from time to time, the data which was needed to be filled for the Annual Quality Assurance Report 2019-2020 was not received by Internal Quality Assurance Cell either in hard or soft copies by **Criterion -II Teaching, Learning and Evaluation** headed by Asst. Prof. Dr. Nitisha Pattankar.

CRITERION NO.3

RESEARCH, INNOVATIONS & AND EXTENSION

ASSOCIATE PROF. DR. S.K SHINDE

The office of the Principal in its Staff Council Meeting and General Staff Meeting had informed all the Criterion Heads and Member Secretaries to comply with procedure of submission of data. On close perusal, the Members of IQAC observed that Associate 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 2019-2020. The Committee expressed satisfaction over the documents submitted by her for the preparation of AQAR for the Session 2018-2019.

CRITERION NO.4

INFRASTRUCTURE AND LEARNING RESOURCES

ASST. PROF. RAJASREE O.P

On close perusal, the Members of IQAC observed that Asst. Prof. Rajasree O.P had furnished all the requisite information in her Reports submitted to IQAC for preparing the AQAR for the Academic Session 2019-2020. The information

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was submitted by her in hard and soft copies. The office of the Principal in its Staff Council Meeting and General Staff Meeting had informed all the Criterion Heads and Member Secretaries to comply with procedure of submission of data.

CRITERION NO.5

STUDENTS SUPPORT AND PROGRESSION

ASST. PROF. DR. VIJAYE DIGHORE

The office of the Principal in its Staff Council Meeting and General Staff Meeting had informed all the Criterion Heads and Member Secretaries to comply with procedure of submission of data. Regardless of many reminders verbally, through Emails, and through the office of the Principal from time to time, the data which was needed to be filled for the Annual Quality Assurance Report 2019-2020 was not received by Internal Quality Assurance Cell either in hard or soft copies by with reference to **Criterion-V, Students Support and Progression** headed by **Asst. Prof. Amit Kalbandhe**.

CRITERION NO.6

GOVERNANCE, LEADERSHIP AND MANAGEMENT

ASST. PROF. DR. ANITA V MAHAWADIWAR.

The office of the Principal in its Staff Council Meeting and General Staff Meeting had informed all the Criterion Heads and Member Secretaries to comply with procedure of submission of data. 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 2019-2020.

CRITERION NO.7

INSTITUTIONAL VALUES AND BEST PRACTICES

ASST. PROF. DR. YOGESH MORE

The office of the Principal in its Staff Council Meeting and General Staff Meeting had informed all the Criterion Heads and Member Secretaries to comply with procedure of submission of data. 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 2019-2020. The Committee expressed satisfaction over the work executed.

12. Any other matter with the permission of the Chair.

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



was submitted by her in hard and soft copies. The office of the Principal in its Staff Council Meeting and General Staff Meeting had informed all the Criterion Heads and Member Secretaries to comply with procedure of submission of data.

CRITERION NO.5

STUDENTS SUPPORT AND PROGRESSION

ASST. PROF. DR. VIJAYE DIGHORE

The office of the Principal in its Staff Council Meeting and General Staff Meeting had informed all the Criterion Heads and Member Secretaries to comply with procedure of submission of data. Regardless of many reminders verbally, through Emails, and through the office of the Principal from time to time, the data which was needed to be filled for the Annual Quality Assurance Report 2019-2020 was not received by Internal Quality Assurance Cell either in hard or soft copies by with reference to **Criterion-V, Students Support and Progression** headed by **Asst. Prof. Amit Kalbandhe**.

CRITERION NO.6

GOVERNANCE, LEADERSHIP AND MANAGEMENT

ASST. PROF. DR. ANITA V MAHAWADIWAR.

The office of the Principal in its Staff Council Meeting and General Staff Meeting had informed all the Criterion Heads and Member Secretaries to comply with procedure of submission of data. 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 2019-2020.

CRITERION NO.7

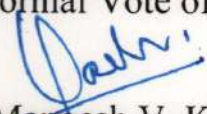
INSTITUTIONAL VALUES AND BEST PRACTICES

ASST. PROF. DR. YOGESH MORE

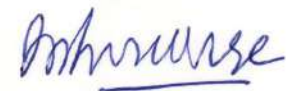
The office of the Principal in its Staff Council Meeting and General Staff Meeting had informed all the Criterion Heads and Member Secretaries to comply with procedure of submission of data. On close perusal, the Members of IQAC observed that Asst. Prof. Dr. V.S. Dighore had furnished all the requisite information in his Reports submitted to IQAC for preparing the AQAR for the Academic Session 2019-2020. The Committee expressed satisfaction over the work executed.

12. Any other matter with the permission of the Chair.

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



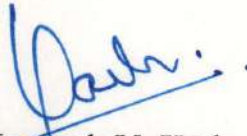

Dr. Jobi George
Principal
PRINCIPAL
Bhiwapur Mahavidyalaya
Bhiwapur Distt. Nagpur

NOTICE

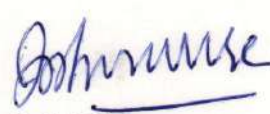
Date: 06/09/2021

As per the Academic and Administrative Procedures adopted in the College for the process of Reaccreditation, I have been directed by the Office of the Principal to call IQAC Meeting on 11/09/2021 at 1 P.M in the Conference Hall of the College. The meeting will be chaired by the Principal. All the Members of IQAC are hereby requested to remain present in the Meeting.

1. To read and confirm the Minutes of the previous Meeting of IQAC dated 17/07/2020.
2. To table the Audited Statement of Income and Expenditure for the Financial Year 2020-2021.
3. To initiate the Re-accreditation process of the Institution at the earliest.
4. To review the Institutional Social Responsibilities during COVID-19 Pandemic.
5. To finalize the topics for conducting Webinars during COVID-19 Pandemic.
6. To discuss Online and Offline University Examination related issues.
7. To prepare and distribute Committee-wise Assignments along with its guidelines for the Academic Session 2021-2022.
8. 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 2020-2021 for the preparation and submission of AQAR to NAAC for the Reaccreditation of our Institution.
9. Any other matter with the permission of the chair


Dr. Mangesh V. Kadu
IQAC

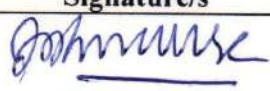


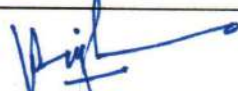
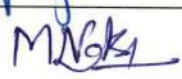
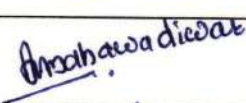
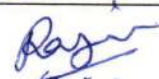



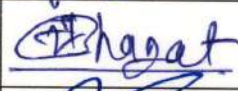




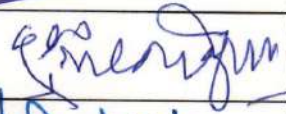
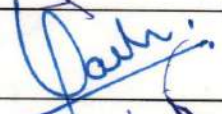




Dr. Jobi George

Principal
PRINCIPAL
Bhiwapur Mahavidyalaya
Bhiwapur Distt. Nagpur

Minutes of Internal Quality Assurance Cell-2021-22

Attendance of Members present -

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. Mrs. 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. Nayan Bhaskar Harne (Students' Nominee)	
		Mr. S. R. Dadmal (Alumni)	
06	One Nominee each from Employers/Industrialist/Stakeholders	Shri. Padmakar K. Agrawal (Stakeholder)	
		Shri. Shankarlal Vaijnathji Gupta (Industrialist)	
		Dr. Devendra Bhongade (From Employers)	
7	IQAC Coordinator	Dr. M.V. Kadu	
8	NAAC Coordinator	Dr. Vinita Virgandham	



Agenda Items of the Meeting was circulated among 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 17/07/2020.

Resolution No. 1

The Minutes of the previous Meeting of IQAC held on 17/07/2020 were read out by IQAC Coordinator Asst. Prof. Dr. Mangesh V. Kadu. Corrections, if any, were invited. No corrections were found. Resolutions were unanimously approved by all the Members of IQAC.

Item No. 2 To table the Audited Statement of Income and Expenditure for the Financial Year 2020-2021.

Resolution No.2

The Principal placed before the Members of IQAC, the Audited Statement of Income and Expenditure for the Financial Year 2020-2021. The Members of IQAC verified the Audited Statements of Income and Expenditure and found everything in order. The Resolution was unanimously approved by all the Members of IQAC.

Item No.3 To initiate the Re-accreditation process of the Institution at the earliest.

Resolution No.3

The IQAC coordinator impressed upon all the Members of IQAC about the urgency of completing the data compilation of AQAR from the Academic Session 2015-2016 to 2021-2022. He said that enough time had been elapsed and the NAAC may not extend the time limit for submission of AQAR. He also informed that NAAC has introduced new Guidelines for Reaccreditation. The data presently available with the teachers concerned would again be filled into the new Formats to comply with the new guidelines of AQAR Format. Resolution was unanimously approved by all the Members of IQAC.

Item No.4 To review the Institutional Social Responsibilities during COVID-19 Pandemic.

Resolution No.4

The IQAC Coordinator informed the Members that the teaching and non-teaching staff of the College contributed enormously during the COVID-19 Pandemic period for Charity as part of their Institutional Social Responsibilities. The Institution, under the aegis of N.S.S. Unit distributed food grains and other essential items for distribution among the poor people including the Migrant labourers. The Volunteers of N.S.S and N.C.C prepared Face Masks and distributed the same in Government Rural Hospital, Bhiwapur Police Station, Taluka Office and Panchayat Samiti, Bhiwapur. In addition to this, the N.S.S. Volunteers performed Street Plays in Bhiwapur Taluka for creating awareness among the commoners about the importance of COVID-19 Vaccination. The Chair appreciated the efforts taken by N.S.S and N.C.C Units in times of Pandemic. The lead taken by N.S.S Volunteers to prepare masks for distribution was also appreciated by all the Members of IQAC. The Chair also appreciated the Institutional Social



responsibilities taken up by teachers and students of the College. Resolution regarding appreciation of the N.S.S. and N.C.C Units under the able leadership of Programme Officer Asst. Prof. Dr. M.R. Chavhan and Asst. Prof. Dr. Yogesh More were unanimously approved by all the Members of IQAC.

Item No.5 To finalize the topics for conducting Webinars during COVID-19 Pandemic.

Resolution No.5

The Members of IQAC discussed the need to organize Educational activities namely Webinars, Guest Lectures, and other activities on Digital Platform. The NAAC Coordinator was assigned the task to coordinate with the entire subject Heads to facilitate the technical aspects. Asst. Prof. Dr. Yogesh More was authorized to look into the generation of the links, brochures etc. Asst. Prof. Mr. Ashish Talekar was asked to handle the online certification part along with Asst. Prof. Dr. Yogesh More. Resolution was unanimously approved by all the Members of IQAC.

Item No.6 To discuss Online and Offline University Examination related issues.

Resolution No.6

The Chair informed all the Members of IQAC about University's decision of conducting all its Examinations in Online Mode. The Committee discussed this matter in detail and decided to conduct all the Examinations in a smooth and fair manner. The Non-teaching staff and the Examination Committee were authorized to handle the Examinations very smoothly. They are asked to take care of Online and Offline University Examinations, keeping in tandem the instructions from the University from time to time. Resolution was unanimously approved by all the Members of IQAC.

Item No.7 To prepare and distribute Committee-wise Assignments along with its guidelines for the Academic Session 2021-2022.

Resolution No.7

The IQAC coordinator Asst. Prof. Dr. Mangesh V. Kadu informed the Members about the need for constituting various Academic and Administrative Committees for the smooth functioning of the Institution for the Academic Session 2021-2022. All the Members of IQAC made an elaborate discussion on this matter and decided to constitute various Institutional Committees along with its Assignments and Guidelines to be pursued under the guidance of the Principal. Some of the Members suggested some replacements in the Committees as per the expertise of the faculties.

It was further informed by the NAAC Coordinator that any delay in the submission of the Progress Report on the part of the teachers will adversely 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. Resolutions were unanimously approved by all the Members of IQAC.

The IQAC, for the convenience of proper Academic and Administrative delivery, constituted different Committees along with its Assignments and Guidelines to be implemented judiciously during the Academic Session 2021-2022.



The Committees proposed are as follows:

01. Committee for Infrastructure Maintenance and Supervision.
02. 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, and HRD)
03. Affiliation Committee
04. Committee for the preparation of Academic Calendar
05. Prospectus Committee
06. Admission Committee
07. Time Table Committee
08. Committee for promoting Research, Innovations, Extension and Consultancy Services.
09. Committee for students' feedback
10. 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.
11. Anti-ragging Cell/Committee for curbing the menace of ragging in Higher Educational Institutions/Committee for developing Mechanism to check the suicide of students.
12. Alumni Association
13. Student's Counseling Centre
14. Community oriented programmes/outreach programmes in view of NAAC Re-accreditation
15. NSS Committee
16. Seminar and Symposia Committee
17. Committee for running Guidance Centre for Competitive Examinations (MPSC / UPSC)
18. Hospitality Management and Committee for Public Relations- Event Management (Media)
19. Committee for the introduction of Subject Literary Associations
20. Magazine Committee
21. Teaching-Learning and Evaluation Committee (NAAC)
22. Committee for running B.Voc. Degree Programmes (Bachelor of Vocation), Community Colleges, Career Oriented Programmes, Advance Diploma Programme and One Student One Skill Programme (OSOSP) (BEST PRACTICES)
23. Students' Grievance and Redressal Cell
24. Attendance Committee
25. Parent-teacher Association
26. Board of Life Long learning and Extension under University's Dept. of Life long and Extension.
27. Syllabus Compliance Committee



28. Committee for extra-curricular activities
29. Committee for Extension Services
30. Library Committee
31. Committee for Running Students' Centre
32. Entrepreneurship Development Cell
33. Games Committee
34. Health Club and Yoga Unit
35. Campus Disciplinary and Cleanliness Committee
36. De-addiction Committee
37. Students' Guidance and Placement Cell
38. Committee for promoting Consultancy Services (Refer Institutional Accreditation Manual-Criterion No.2 -NAAC)
39. Committee for promoting the use of technology in teaching and also for establishing complete students' Computer Literacy Programme (AUDIO VISUAL AIDS – LCD, OHP, Interactive Boards/Smart Board etc.) this Committee will work out schedule and plans for Students' Computer Literacy Programme.
40. Committee for updating College Website and LED
41. Committee for creating awareness about Global Warming, Eco-Club, Plantation, Gardening, water harvesting and also for establishing Vermicomposting production unit.
42. Research Journal Publication Committee (VIBGYOR)
43. NCC
44. Committee for promoting *Research, Innovations, Extension and Consultancy Services* (Refer Institutional Accreditation Manual – Criterion No.2 -NAAC)

Resolution was unanimously approved by all the Members of IQAC.

Item No. 8 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 2020-2021 for the preparation and submission of AQAR to NAAC for the Reaccreditation of our Institution.

Resolution No.8

On the receipt of the Progress Reports of various Institutional Committees and Seven NAAC Criteria by IQAC 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 2020-2021 for the preparation and submission of AQAR to NAAC for the Reaccreditation of our Institution, the IQAC initiated through analysis. 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 2020-2021. 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. It is again observed by the Members of IQAC that Asst. Prof. Aditya Kishore Sarwe did not submit the Progress Reports of all the Academic Committees assigned to him for the Academic Session 2020-2021. He had been allotted four Committees during the Academic Session 2020-2021 as per the following particulars;

- a. Games Committee
- b. Health Club and Yoga Unit
- c. Campus disciplinary and cleanliness Committee
- d. De-addiction committee

Due to this non-cooperative behaviour and pervasive attitude of the teacher concerned the IQAC was unable to prepare the AQAR for the Session 2020-2021. On enquiry to the Chair, it was informed that Asst. Prof. Aditya Kishore Sarwe had not performed any activity throughout the Academic Session in spite of specific guidelines and instructions from the Office of the Principal. Under these circumstances, the IQAC unanimously decided to recommend to the Office of the Principal to take appropriate measures to stop the Academic loss of the students leading to poor performance in the NAAC Reaccreditation process of the Institution as the Physical Education Department's contributions are very significant.

Member Secretary of the Following Institutional Committees

The Members of IQAC verified the list of various Institutional Committees allotted during the Academic Session 2020-2021. The IQAC Committee also verified the Progress Reports submitted by each teacher. The following are the Committees;

ASSOCIATE. PROF.DR.S.K.SHINDE

- a. Admission Committee
- b. Time table Committee
- c. Committee for promoting Research, Innovations, Extension and Consultancy Services (refer Institutional Accreditation Manual)

On close perusal, it was observed by the Members of IQAC that Associate Prof. Dr. S.K Shinde had completed all the Assignments as per the Guidelines given in the Staff Council meeting. He had furnished all the relevant information required for preparing the AQAR for the Academic Session 2020-2021. The Members of IQAC expressed satisfaction over the completion of most of the Assignments.

ASST.PROF. DR. M.V.KADU

- A. Feedback 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. Anti-ragging Cell/ Committee for curbing the menace of ragging in Higher Educational Institutions/Committee for developing mechanism to check the suicide of students.

It has been observed by the Members of IQAC that Asst. Prof. Dr. Mangesh Kadu has completed all the Assignments allotted to him during the Staff Council Meeting. Over all, the Members of IQAC expressed satisfaction over the completion of most of the Assignments.

ASST.PROF.DR.V.S.DIGHORE

- a. Alumni Association
- b. Students' Counseling Centre
- c. Community oriented programmes/outreach programmes in view of NAAC Re-accreditation

The IQAC observed that the Member Secretary of the Committees assigned above completed most of the Assignments allotted to him in the in the Staff Council Meeting. These observations were made from the documents provided by the Office of the Principal. However, the Committee observed certain shortcomings in the Progress Reports submitted by the teacher concerned and decided to forward the same to the Office of the Principal.

ASST.PROF.DR. M.R.CHAVHAN

- a. N.S.S Committee
- b. Seminar and Symposia Committee
- c. Committee for running the guidance Centre for Competitive Examinations/M.P.S.C/U.P.S.C
- d. Hospitality Management and Committee for Public Relations (MEDIA)

It has been observed by the Members of IQAC that Asst. Prof. Dr. M.R.Chavhan had completed almost all the Academic Assignments allotted to him during the Staff Council meeting. It is observed that the Member Secretary of all these Committees had made outstanding contributions to the Society through the Committees under reference. The IQAC Committee expressed satisfaction over the Assignments executed by the teacher concerned.

ASST.PROF.DR.NANDANWAR

- a. Committee for the introduction of Subject Literary Associations
- b. Magazine Committee



The Members of IQAC observed that the Member Secretary of the Committees mentioned above had complied with all the tasks assigned to him during the Staff Council Meeting of the College. This has been verified from the documents provided by the concerned to the office of the Principal. All the Members expressed satisfaction over the completion of Assignments as per the guidelines issued in the Staff Council Meeting.

ASST.PROF.DR.A.V.MAHAWADIWAR

- a. Committee for running B.Voc. Degree Programmes (Bachelor of Vocation), Community Colleges and Career Oriented Programmes.
- b. Students' Grievance and Redressal Cell

The Members of the Internal Quality Assurance Cell observed that the Assignments of all the Committees allotted to him had been carried out successfully. The IQAC expressed satisfaction over the completion of Assignments as per the guidelines issued in the Staff Council Meeting.

ASSOCIATE. PROF.DR.R.BAHURUPI

01. Attendance Committee
02. Parent-teacher association
03. Board of lifelong learning and extension under University's Department of Lifelong and Extension
04. 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. 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.

ASST.PROF.S.WASEKAR

- a. Syllabus Compliance Committee
- b. Committee for extra-curricular activities (Cultural Committee)
- c. Committee for extension services (Refer Institutional Accreditation Manual-Criterion No.2 -NAAC)
- d. Committee for promoting Research, Innovations, Extension and Consultancy Services (Refer Institutional Accreditation Manual - Criterion No.2 -NAAC)



The Members of IQAC verified all the documents submitted by Asst. Prof. Someshwar Wasekar and found that he had completed all the Assignments allotted to him during the Staff Council Meeting. The IQAC also observed that the faculty had taken up all the assignments to its destination by completing them in its finality. The IQAC expressed satisfaction over the completion of Assignments as per the guidelines issued in the Staff Council Meeting.

ASST.PROF.RAJSREE O.P

- a. **Library Committee**
- b. **Committee for running Students' Centre (Students' Consumer Society) (Compulsory for NAAC)**
- c. **Internal Complaint Committee (ICC)**

It has been observed by the Members of IQAC that the Member Secretary of the Committees mentioned above has complied with all the tasks assigned. This has been verified from the documentation provided by the concerned to the Office of the Principal. All the Members expressed satisfaction over the completion of Assignments as per the guidelines issued in the Staff Council Meeting.

ASST.PROF.DR.VINITA S.VIRGANDHAM

- a. **Entrepreneur development cell**
- b. **Teaching- learning and evaluation committee**

All the Members of IQAC observed on perusal that the Member Secretary of the Committee mentioned above has complied with most of the tasks assigned. This has been verified from the documents provided by the concerned to the office of the Principal. All the Members expressed satisfaction over the completion of Assignments as per the guidelines issued in the Staff Council Meeting.

ASST.PROF.A.K.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**
- d. **De-addiction 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 most of the submissions of Asst. Prof. Aditya



Kishore Sarwe are in conformity with the Assignments and its guidelines allotted to him in the Staff Council Meeting. 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.

ASST.PROF. ASHSIH TALEKAR

- a. **Students' Guidance and Placement Cell**
- b. **Committee for promoting Consultancy Services (Refer Institutional Accreditation Manual – Criterion No.2 -NAAC)**

All the Members of IQAC observed on perusal that the Member Secretary of the Committees mentioned above has complied with most of the tasks assigned. This has been verified from the documents provided by the concerned to the office of the Principal. All the Members expressed satisfaction over the completion of Assignments as per the guidelines issued in the Staff Council Meeting.

ASST.PROF. NAZIM SHEIKH

- a. **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.)**
- b. **Committee for updating the College Website and LED**

All the Members of IQAC observed on perusal that Asst. Prof. Nazim Sheikh has complied with most of the tasks assigned. This has been verified from the documents provided by the concerned to the office of the Principal. All the Members expressed satisfaction over the completion of Assignments as per the guidelines issued in the Staff Council Meeting.

ASST.PROF.ROSER ROBERT

- a. **GLOBAL WARMING (ECO-CLUB), plantation, gardening, water harvesting and also for establishing wormy composting production unit**

The IQAC Members observed on perusal that Asst. Prof. Roser Robert has complied with most of the tasks assigned. This has been verified from the documents provided by the concerned to the office of the Principal. All the Members expressed satisfaction over the completion of Assignments as per the guidelines issued in the Staff Council Meeting.

ASST.PROF. SACHIN KUBADE

- a. **Research Journal Publication Committee (VIBGYOR)**

The IQAC Members observed on perusal that Asst. Prof. Sachin Kubade had not completed the tasks assigned. Due to technical issues, the Institute level Research



Journal VIBGYOR was not published. As per the information obtained, the Research Journal VIBGYOR had been removed from UGC Care List.

ASST.PROF.DR.YOGESH MORE

- a. NCC
- b. Committee for promoting *Research, Innovations, Extension and Consultancy Services* (Refer Institutional Accreditation Manual – Criterion No.2 -NAAC)

The IQAC Members observed on perusal that Asst. Prof. Dr. Yogesh More has complied with most of the tasks assigned. This has been verified from the documents provided by the concerned to the office of the Principal. All the Members expressed satisfaction over the completion of Assignments as per the guidelines issued in the Staff Council Meeting.

PRINCIPAL

- a. Committee for infrastructure maintenance and supervision
- b. Committee for the preparation of project proposals (RUSA, UGC, CSR, M.P & MLA FUND, MINING DEPARTMENT,
- c. Affiliation Committee
- d. Committee for the preparation of Academic Calendar
- e. Prospectus Committee

The Members of IQAC verified all the documents submitted by the Principal in relation to all the Committees and its Assignments and found that he had completed most of the Assignments allotted to him during the Staff Council Meeting as per the availability of fund. The IQAC expressed satisfaction over the completion of Assignments as per the guidelines issued in the Staff Council Meeting.

CRITERION NO.1

CURRICULAR ASPECTS

ASST. PROF. DR. M.R.CHAVHAN

The office of the Principal in its Staff Council Meeting and General Staff Meeting had informed all the Criterion Heads and Member Secretaries to comply with the procedures of submission of data. 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 most of the documents required for the preparation of AQAR for the Academic Session 2020-2021. The Members expressed satisfaction over the initiatives taken by Asst. Prof. Dr. M.R. Chavhan in executing the Assignments of Criterion No. 1.

CRITERION NO.2

TEACHING, LEARNING AND EVALUATION

ASST. PROF. SOMESHWAR WASEKAR



The Members of IQAC observed that the office of Principal in its Staff Council Meeting and General Staff Meeting had informed all the Criterion Heads and Member Secretaries to comply with the procedures of submission of data. It is observed on perusal that Asst. Prof. Someshwar Wasekar had furnished all the data, which was needed to be filled for the Annual Quality Assurance Report 2020-2021 in both hard and soft copies.

CRITERION NO.3

RESEARCH, INNOVATIONS & AND EXTENSION

ASSOCIATE PROF. DR. S.K SHINDE

It is learned that the office of Principal in its Staff Council Meeting and General Staff Meeting had informed all the Criterion Heads and Member Secretaries to prepare and submit the information required for the preparation of AQAR. The Members of IQAC observed that Associate 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 2020-2021. The Committee expressed satisfaction over the documents submitted by her for the preparation of AQAR for the Session 2020-2021.

CRITERION NO.4

INFRASTRUCTURE AND LEARNING RESOURCES

ASST. PROF. RAJASREE O.P

The Members of IQAC observed that Asst. Prof. Rajasree O.P had furnished most of the information in her Reports submitted to IQAC for preparing the AQAR for the Academic Session 2020-2021. A few Assignments were not completed by her. The office of the Principal in its Staff Council Meeting and General Staff Meeting had informed all the Criterion Heads and Member Secretaries to comply with the procedures of submission of data.

CRITERION NO.5

STUDENTS SUPPORT AND PROGRESSION

ASST. PROF. DR. VIJAY S DIGHORE

As per the information obtained, the Principal in its Staff Council Meeting and General Staff Meeting had informed all the Criterion Heads to comply with the procedures of submission of data. Regardless of many reminders verbally, through Emails, and through the office of the Principal from time to time, some of the data, which was needed for preparing the Annual Quality Assurance Report 2020-2021, was not received by Internal Quality Assurance Cell either in hard or soft copies.

CRITERION NO.6

GOVERNANCE, LEADERSHIP AND MANAGEMENT

ASST. PROF. DR. ANITA V MAHAWADIWAR.

The Office of the Principal in its Staff Council Meeting and General Staff Meeting had informed all the Criterion Heads and Member Secretaries to comply with the



procedures of submission of data. 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 2020-2021.

CRITERION NO.7

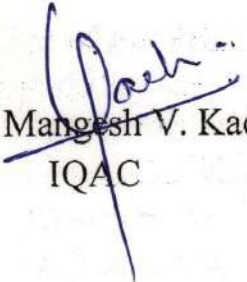
INSTITUTIONAL VALUES AND BEST PRACTICES


ASST. PROF. DR. YOGESH MORE

The Office of the Principal in its Staff Council Meeting and General Staff Meeting had informed all the Criterion Heads and Member Secretaries to comply with the procedures of submission of data. On close perusal, the Members of IQAC observed that Asst. Prof. Dr. Yogesh More had furnished all the requisite information in his Reports submitted to IQAC for preparing the AQAR for the Academic Session 2020-2021. The Committee expressed satisfaction over the work executed.

12. Any other matter with the permission of the Chair.

Since no other subject was raised by anybody, the meeting was concluded with the formal Vote of Thanks by the IQAC Coordinator. 14


Dr. Mangesh V. Kadu
IQAC


Dr. Jobi George

Principal

Principal

Bhiwapur Mahavidyalaya,
Bhiwapur

