



Backward Class Youth relief Committee's
BHIWAPUR MAHAVIDYALAYA, BHIWAPUR
Dist. Nagpur, Maharashtra 441201
Accredited with Grade 'B' (CGPA-2.54) by NAAC, Bengaluru
ISO-9001:2015

INTERNAL QUALITY ASSURANCE CELL
ANNUAL REPORT
ACADEMIC SESSION 2019-2020

INTRODUCTION

The Internal Quality Assurance Cell of our Institution strives to uphold the Quality Initiatives as expected by all the stakeholders with its Vision, Mission, Quality Policy and Core Values Constituted as per the guidelines of National Assessment and Accreditation Council, Bengaluru. IQAC of the Institution adheres to all the Notifications issued by NAAC on Quality Sustenance and Quality Enhancement in Higher Educational Institutions. As a part of its working and planning for Quality Sustenance and Deployment, IQAC monitors the plan of action and its outcomes. The Academic Calendar is in tune with that of the affiliating university and the Institution abides by the same to fulfil its perspectives. The Annual Report of the Internal Quality Assurance Cell for the Academic Session 2019-2020 is presented in detail for the perusal of all its stakeholders.

Some of the significant contributions made by Internal Quality Assurance Cell are as given below:

S. N.	Significant Contributions by Quality Assurance Cell
1	Coordinated with Library and Information Centre of the Institution for Granth Daan (Book Exhibition) in collaboration with Kavi Kulguru Kalidas Sanskrit University as a part of Akhil Bhartiya Prachya Vidya Parishad from January 10, 2020 to 12 January, 2020.
2	Coordinated with Committee for Extension Services for Free Health Check-up Camp and HIV screening Test on 3 October 2019.
3	Collected Feedback from all the Students and all the Stakeholders. Analyzed the feedback and prepared Action Taken Report along with advisory and appreciation Letters.
4	Coordinated with 'Nirdhar' College Magazine and decided on the topic 'Role of

	Youth in Nation Building’
5	Coordinated with Research Journal Publication Committee to enlist, ‘Vibgyor’ in UGC Care listed Journals.
6	Faculty published 1 Research Paper in International Conference Journals, Two in National Conference, 4 papers as Chapter in books, 2 Edited Books and 2 Books written by the faculty of the institution.
7	A total of 7 proposals were sent to ICSSR and IMPRESS.
8	Faculty participated and Published 2 Research Papers at National Conference. Two Research Paper Presentations at National Conference and One Paper Presentation at State Level Seminar.

Plan of Action chalked out by IQAC in the beginning of the Academic Year towards Quality Enhancement and Outcomes achieved at the end of the Academic Year

S. N.	Plan of Action	Achievements
1	To reconstitute Internal Quality Assurance Committee as per requisites.	The IQAC reconstituted which includes Teachers, Administrative Staff, Technical Staff, Stakeholders, Management Representatives etc.
2	To organize regular meetings for quality enhancement	Meetings of IQAC held once in a year; one on the commencement of the session and the second at the end of the session
3	To encourage all the Departments to conduct Conferences / Seminars/ Workshops / Guest Lectures of Eminent Personalities	Organised Seminars by Dept. of Political Science, English and Library & Information Centre
4	To encourage students to participate in College, University and National level sports.	Students participated in College, District, Taluka & University Level Sports Competitions
5	To conduct Academic Audit	Academic audit conducted by C-VI and Internal Quality Assurance Cell
6	To arrange Parents -Teachers meet	Parents -teachers meeting organized on 16/12/2019
7	To take feedback from students and stakeholders	Feedback is collected and analysed. Action Taken Report along with Advisory and Appreciation Letters extended to the competent authority.
8	To carry out extension activities and outreach programmes	Extension activities carried out as planned in IQAC Calendar.
9	To organise programmes on Gender Sensitization	Organized by Women ‘s Study Centre 1. Free health Check-up camp for women (92

		women) 2. Menstrual Cycles of Women: Problems and Solutions (67 students and Women Organized by Internal Complaint Committee 3. Workshop on 'Sexual Harassment of Students and Women in Workplaces (Senior & Junior 260 students)
10	To encourage faculty members to contribute to quality research and strive for enhancement of subject knowledge.	Contribution of Quality Research papers, delivering guest lecturers & conducting workshops are a regular feature. Organized ICSSR sponsored Two - Day Vidarbha Arthashastra Parishad Annual 43rd Adhiveshan. One Day Workshop on Research Methodology

MANAGEMENT INFORMATION SYSTEM

1. Admission

The process of admission of the students is done with the help of College Management Software. Student Admission and Support CMS 20112012 Master Software works on different modules from generating admission receipt, exam form receipt, generation of students ID, Students' Profile and Daily Collection register. For the perusal of the University, the Institution works on the module extended by the affiliating Rashtrasant Tukadoji Maharaj, Nagpur University. Rashtrasant Tukadoji Maharaj Nagpur University, Examination Portal is used for online admission, to generate enrolment numbers, to submit examination forms, to submit Internal and External Marks and grievances if any are conveyed through the University's portal.

2. Financial Transactions

The Financial transactions are tracked through the College Management System Master Software working since 2010. Finance and Accounts Tally bought in 2019-2020 from Pulse System, Nagpur is used to generate vouchers, vendor's receipts and sundry entries.

3. Audit

Internal Financial Audit is done to keep track on the administrative expenses incurred during the Financial Year. Bills, Vouchers are generated through the Tally Software an integrated part of CMS Software. The Audit includes financial transactions resulting from salary grants, non-salary grants, unaided courses, grants received from UGC and Scholarships. Revenue expenditure bills are verified through the submitted vouchers as well as the capital expenditure in the appropriate records of the departments / Institution. The accounts of grants received from the University Grants Commission are audited by a

Chartered Accountant and finally audited by an external Auditor.

4. Library

The Library is automated using Integrated Library Management System (ILMS) Name of ILMS software: Lib-man A fully automated Version of 2.02 with automation year 2012. Every book has a unique number i.e., accession number. For book accession one unique number is affixed to one book. Issue – return of the Books is done through the Software. Dewey Decimal Classification used in the library. A receipt of fine is generated through Lib-man. Newspaper entry is made through the Software. N-List E Books – 97000 and E-journals 6000 are available in remote access for the faculty with ID passwords generated through the N List.

CURRICULAR ASPECTS

Curriculum Planning and Implementation Bhiwapur Mahavidyalaya has developed an Academic Calendar, which is planned and prepared in conformity with R.T.M. Nagpur University's Academic Calendar, for effective and well-planned curriculum delivery and documentation. The Institution through its Website and also via Students' Induction Programme communicates to the students about all the Academic activities, which include teaching, learning and evaluation strategies, Programme, and Course Outcomes. The Time Table Committee allocates workload and time slots to teachers for curriculum delivery. As such, teachers are allocated co-curricular and extracurricular assignments along with its guidelines for the whole year in its Staff Council Meeting. Documentation of the entire Academic and extracurricular activities implemented by the teachers throughout the year is an integral part of our Academic policy. Accordingly, the teachers prepare the Annual Teaching Plans in their Daily Work Books and get them endorsed by the Principal. Upon submission, monthly authentication of the Daily Work Book is done by the Principal. In respect of other Institutional Committees, periodical review meetings are conducted wherein the in-charge teachers make Power Point Presentations and submit the Progress Reports of each Committee. The in-charge teachers of Attendance Committee, the Syllabus Compliance Committee, and the Examination Committee keep a tab on the completion of the tasks assigned to teachers. The Attendance Committee makes correspondences with the parents of those students whose attendances fall below 75%. In addition to sending Post Cards, the teachers visited the houses of total absentees and succeeded to bring them back into classrooms. Upon receipt of actual data of completed syllabus, the Syllabus Compliance Committee verifies the authenticity of the data of completed syllabus and submits its Reports to the Principal. The Examination Committee, after written intimation to the students and teachers about its evaluation strategies, conducts two Unit Tests and One Model Examination per

Semester, a few Surprise Tests, and University's Semester Examinations and distributes Progress Report Cards to parents by adhering strictly to the Academic Calendar. The Institution ensures effective dissemination of prescribed syllabus for achieving its planned outcomes. Bridge Courses, Remedial Classes to Slow Learners, additional training to Advanced Learners, Revision of Classes, and various examinations along with co- curricular and extra-curricular activities were conducted to accomplish our desired objectives. Students were given diverse learning experiences. For this we conducted Guest Lectures in different disciplines. The Institution has developed an effective Feedback Mechanism to supplement remedial measures in teaching, learning and evaluation processes for quality sustenance. Students' Feedback on teachers enables the Institution to introspect about its shortfalls in the curriculum delivery and accordingly new strategies for effective Curriculum Delivery are evolved. Students are awarded internal marks based on their overall performances in all the activities of the Institution. Periodical evaluation of all the activities executed by teachers is done regularly in its Staff Council Meetings wherein each teacher presents the progress of activities executed including that of syllabus completed. This activity helps the Administration to assess and document the actual progress of assignments allotted. Here, the focus is on the holistic development of the students' over all performances.

Certificate Courses implemented during the Academic Session 2019-2020 are as follows:

Name of Add on /Certificate /Value added programs offered and online MOOC programs like SWAYAM, NPTEL etc. programs offered	Course Code (if any)	Year of offering	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
Certificate Course in Tax Procedure (UGC Sponsored Career oriented programme)		2019-20	Once	Six Months	40	40
Certificate Course in Journalism Marathi		2019-20	Once	Three Months	25	25
Certificate Course in Fashion Designing		2019-20	Once	Six Month	15	15
Certificate Course in Vermiculture / Vermicomposting		2019-20	Once	Three Months	61	61
Certificate Course in Financial Accounting using Tally, ERP 9 (MOU with Tally Education Pvt. LTD.)		2019-20	Once	Three Months	14	14

Certificate Course in Mehandi		2019-20	Once	One Month	23	23
Certificate Course in Banking and Financial Services		2019-20	Once	One Month	28	28
Certificate Course in Beautician		2019-20	Once	One Month	12	12
Certificate Course in Oyster Mushroom Business Training Programme		2019-20	Once	One Month	31	31
Certificate Course in Handicraft		2019-20	Once	One Month	8	8

Students completed their Field Projects on the following;

- ✚ 67 students of BA completed their Projects under Unnati Rashtrasant Sanskar Prakalpa, Board of Life Long Learning and Extension and 45 students of B. Com completed their projects on Survey on Waste Management of Municipal Council.

TEACHING-LEARNING AND EVALUATION

The Institution catering to the rural masses shoulders an extra responsibility and accountability in imparting quality education. Keeping in view the diverse capabilities of the students, our teachers are advised to identify Advanced Learners and Slow Learners during the admission process by preparing faculty-wise Merit List. Based on the scores from the Interactive Sessions, Quiz Competitions, Seminars and Group Discussions and Unit Tests, Remedial Coaching is provided to the identified students before they appear for the University Examinations. Thus, a Mechanism is drawn to assess the learning levels of our students.

OUTCOMES AND OBJECTIVES

The faculty of B.A., B. Com. and B.Sc. are supposed define the objectives and outcomes in their teaching plan and the daily Notebook which is then forwarded to the Shift In- charge and the Office of the Principal for endorsement. The attainment of Programme Outcomes and Course Outcomes of our Institution has been reviewed through Students' Progression to Higher Studies, their Results and their Placements. A total of 35 (13 Girls & 22 Boys) students progressed to Higher Education from all the disciplines of Undergraduate Studies.

The particulars of students who enrolled their names as per the intake capacity of the Institution are as follows: Undergraduate/Post-Graduate;

Undergraduate

S. N.	Name of the Stream	Intake Capacity	Number of students admitted
1	B. A	384	267
2	B. Com	360	208
3	BSc	360	123
4	B.Voc.	400	
	Food Processing & Eng.	100	20
	Building Technology	100	18
	Hardware Technology & Networking	100	28
	Software Development	100	25
Total			689

There are 16 full-time teachers for Under-graduate disciplines.

Post-Graduate

S. No	Name of the Stream	Intake Capacity	Number of students admitted
1	M.A -Economics	160	27
2	M.A- Sociology	160	35
3	M.A- Political Science	160	43
Total			105

Three Faculties cater to UG and PG students. The Mentor-Mentee ratio is 1:36.09 as per the strength and the number of full- time faculties. Twenty -Two Faculties hold Doctoral Degrees and there are 8 recognised Ph.D. Supervisors.

Evaluation and Pass Percentage of students (faculty-wise) are as follows:

S. N.	Name of the Stream	Date of Semester year end	Date of Declaration
1	Bachelor of Arts	18/10/2020	23/11/2020
2	Bachelor of Commerce	17/10/2020	24/11/2020
3	Bachelor of Science	18/10/2020	23/11/2020
4	M.A. Economics	15/11/2020	28/11/2020

5	M.A. Sociology	15/11/2020	27/11/2020
6	M.A. Political Science	15/11/2020	28/11/2020

Pass percentage of students is presented faculty-wise:

S. No	Name of the Faculty	Number of students appeared	Number of students passed	Percentage of students passed
1	Bachelor of Arts	55	54	98.18
2	Bachelor of Commerce	55	55	100
3	Bachelor of Science	11	11	100
4	M.A. Economics	9	9	100
5	M.A. Sociology	12	11	91.67
6	M.A. Political Science	15	15	100

Curricular and co-curricular activities of the Institution ensure students' active participation in all the activities. These practices enabled them to explore new areas, experience and invent to the best of their abilities.

TEACHERS' TRAINING AND ORIENTATION

To keep the teaching staff well-informed of the latest learning methodologies, they are encouraged to participate in Orientation Programmes, Refresher Courses, Short Term Courses and Training Programmes on ICT and FDPs.

Professional Development Programmes

Title of the Professional Development Programme	Number of teachers who attended	Date (from-to)	Duration
One Week Online Faculty Development Programme organized by Dr. Ghalli College, Gadhinglnj (Associate Professor Dr. Madhukar Nandanwar	1	01/06/2020 To 06/06/2020	Six Days
UGC Sponsored Short Term Course (Asst. Prof. Dr. Motiram Chavhan)	1	26/08/2019 To 31/08/2019	Six Days

Ministry of Human Resource Development, Pandit Madan Mohan Malaviya, National Mission on Teachers and Teaching sponsored Online Two Weeks Faculty Development Programme (Asst. Prof. Dr. Raheel Khalik Quraishi)	1	18/05/2020 To 03/06/2020	Seventeen Days
Ministry of Human Resource Development, Pandit Madan Mohan Malaviya, National Mission on Teachers and Teaching sponsored Online One Weeks Faculty Development Programme (Asst. Prof. Dr. Anita V. Mahawadiwar)	1	08/06/2020 To 14/06/2020	Seven Days
Ministry of Human Resource Development, Pandit Madan Mohan Malaviya, National Mission on Teachers and Teaching sponsored Online One Weeks Faculty Development Programme (Asst. Prof. Anita V. Mahawadiwar)	1	23/06/2020 To 29/06/2020	Seven Days
Online Faculty Improvement Programme Organised by Prerna College of Commerce, Nagpur (Asst. Prof. Dr. R. S. Bahurupi)	1	11/05/2020 To 20/05/2020	Ten Days
One Week STTP organized by REST Society for Research International, Krishnagiri, Tamil Nadu, India (Asst. Prof. Dr. R. S. Bahurupi)	1	18/05/2020 To 22/05/2020	Five Days
Faculty Development Programme organized by Chintamani Mahavidyalaya, Ghugus (Asst. Prof. Dr. R. S. Bahurupi)	1	01/06/2020 To 06/06/2020	Six Days
Ministry of Human Resource Development, Pandit Madan Mohan Malaviya, National Mission on Teachers and Teaching sponsored Online Five Days Faculty Development Programme (Asst. Prof. Dr. R. S. Bahurupi)	1	08/06/2020 To 12/06/2020	Five Days

National Level Five Day Faculty Development Programme organized by St. Peter's Engineering College (Asst. Prof. Dr. R.S. Bahurupi)	1	15/06/2020 To 19/06/2020	Five Days
Ministry of Human Resource Development, Pandit Madan Mohan Malaviya, National Mission on Teachers and Teaching sponsored Online One Week Faculty Development Programme (Asst. Prof. Dr. R. S. Bahurupi)	1	23/06/2020 To 29/06/2020	Seven Days
One Week National Online Faculty Development Programme organized by Swami Ramanand Teerth Marathwada University, Nanded (Asst. Prof. Dr. Aditya K. Sarwe)	1	11/05/2020 To 16/05/2020	Six Days
Ministry of Human Resource Development, Pandit Madan Mohan Malaviya, National Mission on Teachers and Teaching sponsored Online Two Weeks Faculty Development Programme (Asst. Prof. Dr. Aditya K. Sarwe)	1	18/05/2020 To 03/06/2020	Seventeen Days
Ministry of Human Resource Development, Pandit Madan Mohan Malaviya, National Mission on Teachers and Teaching sponsored Online Four Week Induction Programme (Asst. Prof. Dr. Aditya K. Sarwe)	1	04/06/2020 To 01/07/2020	Twenty Eight Days
One Week Faculty Development Programme organized by Rubrics Softcon Private Ltd, Pune. (Rajasree O. P.)	1	11/05/2020 To 15/05/2020	Five Days

STUDENT SATISFACTION SURVEY

Student Satisfaction Survey is taken on the receipt of the Transfer Certificate of the learner and before the commencement of the University Examinations. The Feedback was analysed and an Action Taken Report was generated thereof. The Report was placed before the College Development Committee for further plan of action. The Student Satisfaction Survey Report is available on the Institutions' s website for the perusal of all the stakeholders.

EXTENSION AND OUTREACH ACTIVITIES WITH STUDENTS' PARTICIPATION & IQAC INITIATIVES ALONG WITH ANNUAL REPORTS OF VARIOUS COMMITTEES

Students' active participation in all the co-curricular and extra-curricular activities carried out through NSS, NCC and other Extension Committees provided them ample opportunities to demonstrate their talents and thus have made them aware of their social commitments.

IQAC Initiatives 2019-20

Sr. No.	Name of Activity	Date	Duration	Number of Participants
1	Celebrated International Yoga Day	21-06-2019	1 Day	45
2	Organized One -Day Training Programme Benefits of Power Point in the Class room	21-06-2019	1 Day	11
3	Paid Tributes to Lokmanya Tilak on his Death Anniversary	01-08-2019	1 Day	35
4	Celebrated Independence Day	15-08-2019	1 Day	190
5	Organized One- Week Library Orientation Programme	18/08/2019 to 24/08/2019	6 Days	270
6	Formation of Red Ribbon Club and Celebrated 'International Youth Day'	21/08/2019	1 Day	150
7	Organized Tree Plantation Drive	22/08/2019	1 Day	50
8	Organized Workshop on the Preparation of Competitive Examination	23-08-2019	1 Day	150

9	Organized 'Swachhata Pakhwada'(Cleanliness Fortnight)	30/08/2019 to 31/08/2019	2 Days	150
10	Organized One Day Workshop on HIV/AIDS	03-09-2019	1 Day	120
11	Paid Tributes to Dr. Sarvepalli Radhakrishnan on his Birth Anniversary	05-09-2019	1 Day	The entire staff and Students of the College
12	Conducted Remedial Classes for slow Learners	23/09/2019 to 27/09/2019	4 Days	389
13	Report of Annual Meeting of Parent-Teacher Association	26-09-2019	1 Day	23
14	Organized Mega Free Dental Check Up and Oral Health Awareness Camp	14/09/2019	1 Day	210
15	Organised Cleanliness Drive during the 'Cleanliness Pakhwada'	15/09/2019 to 02/10/2019	17 Days	150
16	Organized Essay Writing Competition	21/09/2019	1 Day	10
17	Organized Mega Blood Donation Camp	01-10-2019	1 Day	105
18	Organized Rally on the Occasion of Gandhi Jayanti	01-10-2019	1 Day	34
19	Paid Tributes to Mahatma Gandhiji on his Birth Anniversary	02-10-2019	1 Day	The entire staff and Students of the College
20	Organized 'Peace Rally' on auspicious occasion Mahatma Gandhiji's Anniversary	02-10-2019	1 Day	300
21	Organized Peace Rally on the occasion of Gandhi Jayanti	02-10-2019	1 Day	45 NCC Cadets, students and staff members of our Institution
22	Organized HIV Screening Test	03-10-2019	1 Day	39 participants
23	Organized Mega Health Check-up Camp	03-10-2019	1 Day	411

24	Organized Awareness, Motivation, Orientation and Counselling Programme for Neo-Voters (Students)	09-10-2019	1 Day	160
25	Participation in the 'Inter-Collegiate Kho-Kho Tournament (Girls) Organized by RTMNU, Nagpur	10/10/2019 to 13/10/2019	4 Day	11
26	Participation in Former Chancellor Dr. P.C. Alexander Inter-University Level Marathi Elocution Competition	11-10-2019	1 Day	1
27	Participation in the ' Inter-Collegiate Athletics Meet (Boys) organized by RTMNU, Nagpur	14/10/2019 to 17/10/2019	4 Days	6
28	One -Day Workshop on IPR: Patents and Copyright	16/10/2019	1 Day	11
29	Inauguration Ceremony of 'Subject Literary Association and Guest Lecture', Department of History	16/10/2019	1 Day	117
30	Participation in the 'Inter-Collegiate Kho-Kho Tournament ' Organized by RTMNU, Nagpur	17/10/2019 to 19/10/2019	3 Days	12
31	Organized Annual Meeting of Parent-Teacher Association	18-12-2019	1 Day	20
32	Participation in Inter-Collegiate Kabaddi Tournament Organized by RTMNU, Nagpur	06/11/2019 to 9/11/2019	4 Days	12
33	Participation in the 'Inter-Collegiate Kabaddi Tournament (Girls)' Organized by RTMNU, Nagpur	24/11/2019 to 25/11/2019	2 Days	10
34	Celebrated Constitution Day Programme	26/11/2019	1 Day	Staff and Students of the College
35	Organized Rally on the World AIDS Day	01-12-2019	1 Day	200
36	Paid tributes to Bharat Ratna Dr. Babasaheb Ambedkar on his Death Anniversary	06-12-2019	1 Day	Staff and Students of the College
37	Organized Motivational Lecture and Weapon Training by NCC	06-12-2019	1 Day	32
38	Conducted Swachchata Pakhwada	10-12-2019	1 Day	35

39	Report on Annual Meeting of Parent-Teacher Association	16/12/2019	1 Day	30
40	Granth Daan Programme (Book Donation Programme)	10/01/2020 to 12/01/2020	3 Days	1100
41	Participation of N.S.S. Volunteers in the State Level Camp arranged by Dr. C.D. Deshmukh Commerce and Sau. K.G. Tamhane Arts College, Roha., Mumbai	12/01/2020 to 18/01/2020	7 Days	4
42	Participation of N.S.S. Volunteers in the State Level Camp arranged by Taywade College Koradi, Nagpur	08/02/2020 to 14/02/20	7 Days	5
43	Participation of N.S.S. Volunteers in the National Level Camp arranged by Rashtrasant Tukdoji Maharaj Nagpur University	17/02/2020 to 23/02/2020	7 Days	1
44	Ministry of Higher Education and Technology, Mumbai, National Service scheme cell, RTMNU Nagpur in Collaboration with BCYRC's Bhiwapur Mahavidyalaya Bhiwapur	22/01/2020 to 28/01/2020	7 Days	277
45	Republic Day Celebration	26-01-2020	1 Day	210
46	Participated in the inter-collegiate Dance Competition at K.D.K. College of Engineering, Nagpur	30/01/2020	1 Day	17
47	Intra-Collegiate 100 Meter Running Championship (Boys)	30/01/2020	1 Day	21
48	Intra-Collegiate 100 Meter Running Championship (Girls)	30/01/2020	1 Day	21
49	Intra-Collegiate 200 Meter Running Championship (Boys)	30/01/2020	1 Day	12
50	Intra-Collegiate 200 Meter Running Championship (Girls)	30/01/2020	1 Day	14
51	Intra-Collegiate Badminton Championship (Boys)	30/01/2020	1 Day	17
52	Intra-Collegiate Kabaddi Championship (Boys)	30/01/2020	1 Day	42

53	Intra-Collegiate Badminton Championship (Girls)	30/01/2020	1 Day	13
54	Participated in the College Level ' Quiz Competition'	30/01/2020	1 Day	8
55	Organized A Mega Blood Donation Camp	31/01/2020	1 Day	35
56	Organized Science Exhibition (Model Display)	31/01/2020	1 Day	13
57	Organized Fashion Show- (Mr. and Miss Bhiwapur Competition/ Beauty Pageant)	31/01/2020	1 Day	40
58	Organized Solo Dance Competition	31/01/2020	1 Day	12
59	Participated in the College level 'Duet Dance' Competition	31/01/2020	1 Day	10
60	Organized College Level Pak-Kala (Cookery) Competition	31/01/2020	1 Day	3
61	Organized Anand Mela (Cuisine Competition/ Food Festival)	31/01/2020	1 Day	13
62	Poster Making Competition	31/01/2020	1 Day	19
63	Organized Singing Competition	31/01/2020	1 Day	5
64	Organized Book Exhibition on the Eve of Annual Day	31/01/2020 to 01/02/2020	2 Days	The entire staff and Students of the College
65	Students Solar Ambassador Workshop	31-01-2020	1 Day	475
66	Organized College Level Mono Act Competition	01-02-2020	1 Day	3
67	Organized Student of the Year Competition	01-02-2020	1 Day	794
68	Organized College Level One-Act-Play Competition	01-02-2020	1 Day	15
69	Organized Group dance	01-02-2020	1 Day	105
70	Organized Book Fair during NAAC Sponsored National Seminar	14/02/2020 to 15/02/2020	2 Days	150

71	Self - Financed Certificate Course in Financial Accounting using Tally ERP-9	2/12/2019 to 28/2/2020	86 Days	14
72	Organized Handicraft Training Programme	16/02/2020 to 17/03/2020	31 Days	8
73	Rank Distribution Ceremony and Farewell Programme	13/03/2020	1 Day	45
74	Participated in the Yuvarang-2020 (Youth Festivals-2020) Organized by the Director Students Development Department R.T.M. Nagpur University Nagpur (University Level Competitions) The List of Activities 1. Elocution 2. Debate 3. Quiz 4. Mime 5. Skit 5. Lavani 6. Folk Dance	25/02/2020 to 27/02/2020	3 Days	29
75	Distributed Twelve Hundred Face Masks during Covid 19 Pandemic	21-03-2020	1 Day	150
76	Participated in the Inter-collegiate level Power Point Presentation Competition	03-05-2020	1 Day	1
77	Participated in the Intercollegiate level 'Online Quiz Competition'	23/05/2020	1 Day	1
78	Participated in the intercollegiate level 'Online Quiz Competition'	25/05/2020	1 Day	3
79	Self - Financed Certificate Course in Beautician	4/1/2020 to 8/2/2020	30 days	12
80	Certificate Course in Tax Procedure	12/8/2019 to 11/2/2020	180 Days	40
81	Organized Oyster Mushroom Cultivation Training Programme	10/2/2020 to 12/3/2020	1 month	31
82	Self - Financed Certificate Course in Fashion Designing	2/10/2019 to 14/3/2020	6 months	15
83	Annual Report of Examination Committee	2019-20	Continuous in Nature	All the students of the Institution
84	Annual Report Attendance Committee	2019-20	Continuous in Nature	All the students of the Institution
85	Annual Report of Syllabus Compliance Committee	2019-20	Continuous in Nature	All the students of the Institution

86	Report on Athletic Training Programme	2019-20	Continuous in Nature	15
87	Implementation of the Annual Assignments of Internal Complaint Committee (ICC) as per the established guidelines	2019-20	Continuous in Nature	All the students of the Institution
88	Annual Report of the Library and Information Centre	2019-20	Continuous in Nature	Entire students and staff of the College
89	Annual Report of the Students Counselling Committee	2019-20	Continuous in Nature	Entire students of the Institution were given Orientation to enhance their academic, social, emotional personal and holistic development, 7 students were given personal Counselling and resolved their psychological issues
90	Project Work : Rashtasant Sanskar Prakalpa and Mahiti Sankalan Prakalpa(Data Collection Project)	2019-2020	For the Academic Session 2019-2020	120 enrolled and 66 completed the Project
91	College Magazine "Niradhar"	2019-20	For the Academic Session 2019-2020	14
92	Annual Report of the Subject Literary Association	2019-20	For the Academic Session 2019-2020	All the students of the Institution
93	Participated in Best Student Award Competition for the Academic Session -2019-2020(University Level Competition)	2019-2020	For the Academic Session 2019-2020	1
94	Organized RTMNU Selection Trials for AVISHKAR Research Convention 2019-2020 (Science Expo)	10/1/2020 to 11/1/2020	2 Days	166
95	Students' Grievance and Redressal Cell Action Taken Report	2019-2020	For the Academic Session 2019-2020	8

96	Organized Two- Day National Seminar on,' Role of HEIs in Tapping Local Resources for Quality Sustenance and Quality Enhancement	14/2/2020 to 15/2/2020	2 Days	115
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RESEARCH AND PUBLICATIONS

Our Institution supports Innovative Research Projects of staff by offering them all the requisite facilities in order to promote Innovations for creation and transfer of knowledge.

✚ Workshops / Seminars conducted on Intellectual Property rights (IPR) and Industry – Academia Innovative practices

- One - Day Workshop on Research Methodology was organized by Research Consultancy and Extension Committee on 08/09/2018
- One -Day Workshop on Intellectual Property Rights (IPR): Creativity and Innovation Committee for Promoting Research, Innovations, Extension and Consultancy Services was organized for the staff on 27/02/2019

- ✚ One Research Scholar was awarded PhD under the supervision of faculty from Department of Economics.

The Research Publications of various Departments in the Institution are as follows:

Title of the Paper	Name of the Faculty	Name of the Department	Name of the Journal	Month/ Year	ISSN / ISBN no.	Type of Research Journal
An Investigation into the Effect of Risk Productivity in Selected Industrial Units in Chandrapur District-A Strategic Management Centered Approach	Asst. Prof. Dr. Rajesh Bahurupi	Commerce	VIBGYOR Multidisciplinary Research Journal	Mar-18	ISSN-2277-4491	International Research Journal
The Challenges of Globalization to Indian Agriculture and Farmer Suicide	Asst. Prof. Dr. Anita Mahawad iwar	Commerce	AJANTHA	Oct to Dec 2018	ISSN-2277-5730	International Research Journal
The Impact of the School Environment on Personality: An Analysis	Asst. Prof. Dr. Anita Mahawad iwar	Commerce	VIBGYOR Multidisciplinary Research Journal	Feb-18	ISSN-2277-4491	International Research Journal

Dandar Loknatyatil Lawani'	Associate Prof. Dr Madhukar Nandanwar	Department of Marathi	Sanshodhan Kshitij,	2018	ISSN-2229-4996.	An International Journal
Primitive Society Engaged in Literary Art in Bhandara District	Associate Prof. Dr Madhukar Nandanwar	Department of Marathi	VIBGYOR	Feb-18	ISSN-2277-4491	International Multidisciplinary Research Journal
Economic problems of proselytizing Buddhists in Nagpur District	Associate Prof. Dr. S.K. Shinde	Department of Economics	VIBGYOR	Feb-18	ISSN-2277-4491	International Multidisciplinary Research Journal
Dr. Babasaheb Ambedkar's Thoughts on Education	Asst. Prof Dr. Vijay Dighore	Department of Sociology	Printing Area International Journal	April 2018	ISSN 2394-5303	International Journal
Literature and Society	Asst. Prof Dr. Vijay Dighore	Department of Sociology	Printing Area International Refereed Journal	April 2018	ISSN-2394-5303	Impact Factor 0.5732
Farmer's Suicide: A Contemplation	Asst. Prof Dr. Vijay Dighore	Department of Sociology	AJANTHA	December - 2018	ISSN-2277-5730	International Research Journal
Political transitions in the Banjara community	Asst. Prof Dr. Motiraj Chavhan	Department of History	VIBGYOR	February 2018	ISSN-2277-4491	Multidisciplinary Research Journal
Dr. Ambedkar -The Real Supporter of Human Rights	Asst. Prof. Someshwar Wasekar	Department of English	VIBGYOR	March 2018	ISSN-2277-4491	International Multidisciplinary Research Journal
Deconstruction of Religious Values in Samskara And Tale-Danda	Asst. Prof Dr. Vinita S Virgandham	Department of English	Chronicle of Humanities and Cultural Studies	February 2018	ISSN-2454-5503	International Journal
Gita Mehata's Representation of India and Indian Culture	Asst. Prof Dr. Raheel Qureishi	Department of English	Vidyawarta	April 2018	ISSN-2319 9318	Interdisciplinary International Journal
Education: The Milk of Tigress	Asst. Prof Dr. Raheel Qureishi	Department of English	Printing Area International Journal	April 2018	ISSN-2394-5303.	International Research Journal

Gita Mehata's Raj: An Analysis	Asst. Prof Dr. Raheel Qureishi	Department of English	Printing Area Internationa l Journal	April 2018	ISSN- 2394- 5303.	International Research Journal
The effect of diet on the athlete Quality factors and preference in Citrus Industry	Asst. Prof. Aditya Sarwe	Department of Physical Education	VIBGYOR	Februar y -2018	ISSN- 2277- 4491	Multidiscipli nary International Research Journal
Productivity Quality Management	Asst. Prof. Rajshree O.P.	Library Science and Information		2018		International Journal

Books and Chapters in Edited Volumes

Department of English- Dr. Vinita S Virgandham

1. Published chapter titled, 'The Theme of Contrast in Arun Joshi's, 'The Strange case of Billy Biswas', in Situating Tribals of India in 2018 with ISBN - ISBN-978-93-846-33-16-5 by Dept. of English, Indira Gandhi Tribal University.

Department of Economics – Dr Sunil K Shinde

1. Mahatma Gandhi's fight for Human Rights: A Vision, in State Seminar in Dec-18 with ISBN-978-81937717-6-1 published by Lok Mahavidyalaya, Wardha
2. Environment and Social Development, National Conference with ISBN-978-81937717-6-1 published by Sankalp Publication, Nagpur
3. Research Paper titled, 'Impact of GST On Indian Economy Present & Future published in State Seminar, 'Impact of GST On Indian Economy Present & Future' in 2018 with ISBN: 978-93-86011-59-6 by Shivprasad Sadanand Jayswal College, Arjuni Morgaon

Department of Political Science – Dr. Mangesh Kadu

1. 'Bhartiya Shasan Aani Rajakaran', published in 2018 with ISBN: 978-93-5273-632-4 by Himalaya, Publication, House.

Department of Commerce - Dr. Anita Mahawadiwar

1. Role of Culture Ethos and Indian Philosophy in Commerce and Industries published in the 20th National Conference of Maharashtra's State Commerce Association in 2017-2018 with ISBN-978-81-930128-9-5 by CIMARD College Nagpur.

Faculty participation in Seminars/Conference/Symposia

The faculty Attended Seminars/Conference as given below:

International-1, National -17, State-2, Local-12

The faculty presented Two Research Papers in National Seminars and One in State level Seminar.

Extension Activities

Total Number of Activities	Organising unit/ agency, collaborating agency	Number of teachers coordinated in such activities	Number of students participated in such activities
Technical Training in Computer Hardware and Networking	Entrepreneurship Development Cell in Collaboration with Maharashtra Centre for Entrepreneurship Development	3	35
Swachhata Dindi (Awareness Rally on Cleanliness)	NSS in Collaboration with Nagar Panchayat, Bhiwapur	5	150
Mega Health Check-Up Camp	Swargiya Bhausahab Mulak Students' Welfare and Community Service Centre in Collaboration with JCI(NGO), Bhiwapur	5	290

Collaborations

✚ The Entrepreneurship Cell of the Institution in collaboration with Maharashtra Centre for Entrepreneurship Development organized Technical Training in Computer Hardware and Networking with Financial Support from Maharashtra Centre for Entrepreneurship Development with 35 participants for duration of 60 days.

Memorandum of Understanding

✚ Maharashtra Center for Entrepreneurship Development (MCED), UDYOG BHAVAN, CIVIL LINES, NAGPUR signed an MoU with Bhiwapur Mahavidyalaya on 6/02/2018 for the purpose in training students in Computer and Hardware and Networking from 3/10/2018 to 2/11/2018 for SC/ST students.

✚ Emerging e-infotech Solutions Pvt. Ltd. Nagpur(E2SPL) Tally signed on 19/06/2019 for the purpose of Employment Generation

INFRASTRUCTURE AND LEARNING RESOURCES

The Institution has well-maintained infrastructural facilities for running cultural activities, Sports and Games (Indoor and Outdoor), Indoor Gymnasium, Green Gymnasium and Yoga and

Meditation. The optimum use of all the facilities available in the Institution is always ensured. The Institution has 13 Classrooms and one Seminar Hall with Wi-Fi and LAN facilities. Budget allocation, excluding salary for infrastructure augmentation during the year was Rs. 3412000/- and budget utilized for infrastructure development was Rs. 4233060/-. The assigned Budget for the Academic Facilities was Rs. 1433000/-. The Expenditure incurred on maintenance of academic facilities was Rs. 1721505/-. Assigned budget on physical facilities was 3412000. Expenditure incurred maintenance of physical facilities was Rs. 4233060/-. Class rooms are adorned with Interactive Boards, Smart Boards, complete surveillance system, uninterrupted power back up with 25 KVA Generator, facility for high-speed communication links, anti-virus for all Computers for the smooth delivery of all its programmes. Our Institution has 94 computers and 2 Computer Labs. We have legal Lib-man Software for Library Management, CMS Software for Office Management, Tally Software and Master Software for Accounting and ETNL Software for English Language Laboratory. The Institution holds a total of 92 Computers, Two Computer Laboratories, and Internet connectivity for 82 Computers, one Browsing Centre known as E-Suvidha Kendra, Three Computers for Office and eight Computers for Departments. The students-computer ratio amounts 9.2282 with a total of 794 students in the current Academic Session. The bandwidth of the internet connectivity is 100 MBPS.

Library – Books / Reference Books etc.

The library has 9919 Text Books and 358 have been added to make a total of 9919 Text Books.

The Reference Book Section holds 2016 and 39 Journals.

The Policy Document on Procedures and Policies for maintaining and utilizing physical, academic and support facilities-Laboratories, Library, Sports Complex, Computers, Classrooms is made available on the Institutional Website. The Maintenance Policy in place helps to disseminate the roles and responsibilities for the upkeep of the Physical resources.

STUDENTS SUPPORT AND PROGRESSION

- ✚ Almost 423 students availed Government Scholarship and Freeship amounting to Rs.1259888.5/- during the Academic Session 2019-2020.
- ✚ Bridge Courses for all the subjects of First Year were organized from 10/7/2019 in which 622 students showed their active participation.
- ✚ As per the policy of the Institution to sustain Quality, Remedial classes were organized from 23/09/2019 in which around 536 students participated.
- ✚ Seven students were given Personal Counselling by the Students' Grievance Redressal Cell from 20/08/2019. Since the students' issues are confidential no mention has been made here in this Report. A total of Three (03) Grievances were received and these were

resolved in a week.

- ✚ Mentor- Mentee Scheme. Notice was issued on 12/09/2019 and the details have been notified to all the faculties.
- ✚ Department of Sports and the NCC Unit of our Institution jointly organized International Yoga Day on 21/6/2019.
- ✚ Workshop on Guidance on preparation of Competitive Exam was held on 23/8/2019 in which 150 students participated and one student named Mr. Rahul Shende cleared Railway Examination and joined as a Goods Train guard at Dongargad.
- ✚ Received One Bronze Medal in Sports (Mr. Akash Masram – Student Id number - 6414)
- ✚ One Day Training Programme on Use of MS -Excel in Teaching Learning was organized for the Teaching Staff.

Number of Students Progressing to Higher Education during the Academic Session: 2019-2020

Sr. No.	Name of student enrolling into higher education	Program graduated from	Name of institution joined	Name of programme admitted to
1	Shri. Jagdish Prabhu Malode	B. A.	Bhiwapur Mahavidyalaya, Bhiwapur	M. A. I Economics
2	Ku. Jayshri Ramkrushna Kapgate	B. A.	Bhiwapur Mahavidyalaya, Bhiwapur	M. A. I Economics
3	Shri Kiran Rajeshwar Malode	B. A.	Bhiwapur Mahavidyalaya, Bhiwapur	M. A. I Economics
4	Shri Mithun Ramji Borsare	B. A.	Bhiwapur Mahavidyalaya, Bhiwapur	M. A. I Economics
5	Ku. Nirmala Arun Nimje	B. A.	Bhiwapur Mahavidyalaya, Bhiwapur	M. A. I Economics
6	Shri Pranit Madukar Thakare	B. A.	Bhiwapur Mahavidyalaya, Bhiwapur	M. A. I Economics
7	Shri Baba Dyaneshwar Shiwankar	B. A.	Bhiwapur Mahavidyalaya, Bhiwapur	M. A. I Economics
8	Ku. Benzir Shafi Sheikh	B. A.	Bhiwapur Mahavidyalaya, Bhiwapur	M. A. Sociology
9	Ku. Roshni Dyaneshwar Vairagade	B. A.	Bhaiyaji Pandhari Pande National Institution of Social Work, Nagpur	M. S. W. I
10	Shri Piyush Deorao Patil	B. A.	Bhiwapur Mahavidyalaya, Bhiwapur	M. A. I Pol. Sci
11	Ku. Rachna Bhojraj Nandeshwar	B. A.	P.G. Department of Pol. Science R.T.M. Nagpur University, Nagpur	M. A. I Pol. Sci
12	Shri Sachin Ganpat Nanhe	B. A.	Bhiwapur Mahavidyalaya, Bhiwapur	M. A. I Pol. Sci

13	Shri. Ankit Arun Sandokar	B. A.	Bhiwapur Mahavidyalaya, Bhiwapur	M. A. I Pol. Sci
14	Ku. Punam Munishwar Gondimeshram	B. A.	Kamla Neharu Mahavidyalaya, Nagpur	M. A. I English
15	Ku. Megha Bhagwan Pimpalkar	B. Com.	S.B. City College Nagpur	M. Com. I
16	Ku. Asmita Wasudeao Chaudhari	B. Com.	S.B. City College Nagpur	M. Com. I
17	Shri. Avinash Shankar Wagh	B. Com.	S.B. City College Nagpur	M. Com. I
18	Shri. Akshay Ramesh Bagde	B. Com.	S.B. City College Nagpur	M. Com. I
19	Ku. Mayuri Pramod Chanekar	B. Com.	S.B. City College Nagpur	M. Com. I
20	Ku. Puja Nirajan Dhanvijay	B. Com.	S.B. City College Nagpur	M. Com. I
21	Ku. Megha Vijay Mangar	B. Com.	S.B. City College Nagpur	M. Com. I
22	Shri. Nilesh Padmakar Warade	B. Com.	S.B. City College Nagpur	M. Com. I
23	Ku. Papita Chandrabhan Meshram	B. Com.	S.B. City College Nagpur	M. Com. I
24	Ku. Chitra Pandurang Wadhai	B. Com.	S.B. City College Nagpur	M. Com. I
25	Ku. Nikita Padmakar Dhanvijay	B. Com.	S.B. City College Nagpur	M. Com. I
26	Ku. Rani Madhukar Thawkar	B. Com.	S.B. City College Nagpur	M. Com. I
27	Shri Sumit Bhojraj Borkar	B. Com.	S.B. City College Nagpur	M. Com. I
28	Ku. Rita Kailas Ramgunde	B. Com.	Women's College Nagpur	M. Com. I
29	Ku. Suchit Rajendra Khawas	B. Com.	Umate College Nagpur	M. Com. I
30	Ku. Rutuja Janardhan Lokhande	B. S. C.	Sewadal Mahila Science & Home Science College of Women of Nagpur	M. S. C. Zoology I
31	Ku. Ashwini Bhagwanji Meshram	B. S. C.	Maharashtra Technical & Business training Center, Pune	P. G. Diploma in Medical Laboratory Technique

32	Ku. Mayuri Danpal Chahande	B. S.C.	Dr. Ambedkar Institute of Manejment & Research Nagpur	M. C.M. I
33	Ku. Vaijanta Ambadas Dhone	B. S.C.	Dhanwate National College, Nagpur	M. B. A. I
34	Ku. Punam R. Nawale	B. Com.	Nabira Mahavidyalaya, Katol	M. B. A. I
35	Shri Aniket Pradip Meshram	B. Com.	Radhikatai Pandav College of Engineering, Nagpur	M. B. A. I

REPRESENTATION OF STUDENTS ON ACADEMIC & ADMINISTRATIVE BODIES/ COMMITTEES OF THE INSTITUTION

Our Institution adheres very strictly to Maharashtra University Act 1994 Clause 40/4A in respect of the formation of Students' Council in our Institution. At times, the University does not issue directions to this effect the College elects students' representative through its own internal mechanism. During the Academic Session 2019-2020, Miss Neha Anand Warjurkar for Bachelor of Science, Miss Madhuri M Atmande for Bachelor of Commerce, Miss Sapna Kavduji Khedkar for Bachelor of Arts Mr. Chetan Devrao Shette for B.Voc. were selected as the member of Students' Council. The NSS Unit of our Institution selects its representative through a standard procedure. During this selection process, students' Academic performances, Leadership Qualities, Communicative Skills, Altruism, Honesty, Time Management and attitude towards prioritizing self -development are taken into consideration. Mr. Abhishek Gawande from BA-II represented the NSS Unit during the Academic Session 2019-2020. As per the directions issued from the Office of Directorate of NCC, Ranks are allotted to the NCC Cadets who perform excellently in all the categories. The Rank of Senior under Officer was bestowed upon Cadet Nitin Nagose during the Academic Session 2019-2020. This Rank encompasses all the duties of a Senior under Officer as per the directions issued from the office of 20 Mah Battalion, Nagpur. The Students' Subject Literary Association of every Department in our Institution is committed to conduct the selection process for the posts of Secretary, President and Treasurer respectively in a free and fair manner. Various programmes are conducted by Subject Literary Associations throughout the Academic Session with the sole purpose of ensuring the participation and management of all the activities to Leadership instils the qualities of life skills among our students. The Internal Quality Assurance Cell of our Institution has a students' representative. It is constituted as per the guidelines issued from NAAC. Mr. Nayan B. Harne, student of B.Sc. -I represented the student. The College Development Committee (CDC), which acts as moderator in the implementation of the policies, its outcomes and achievements is constituted as per the

Maharashtra University Act. Centre for the Prevention of Sexual Harassment of Women in Working Places and Women's Grievance Redressal Cell of Bhiwapur Mahavidyalaya were merged and titled as Internal Complaint Committee (ICC). The Girls' representatives are selected through an election process and their selection is valid for two years. Miss Rajashree K Alone and Miss Prajakta M Yerne were selected. The Sports Committee has students' representatives based on the overall performances of students in various activities of Sports and Games. Mr. Akash Masram and Miss Puja Dahare represented the students in the committee. Mr. Sanket Sabde represented the Canteen Committee. The Alumni Mr. S. R. Dadmal represented in the Internal Quality Assurance Cell formation of the Institution. The Cultural Committee consists of students' representatives. This selection process is initiated on the basis of the overall performances of students in various curricular, co-curricular and extra-curricular activities. Mr. Sanket Sabde represented in the Cultural Committee for the Academic Session 2019-2020.

ALUMNI ASSOCIATION

Bhiwapur Mahavidyalaya Alumni Association is a registered body under Societies Registration Act, 1860. The Executive Members of our Alumni Association meet on a regular basis to discuss and take appropriate decisions on various agenda items for the betterment of the students' community. Our Alumni makes significant contributions in the overall development of the Institution. They made financial support to poor students for pursuing their studies. The Alumni Association distributes Mementos to meritorious students every year. Many of them are placed in coveted positions. They are working in various Public and Private Sectors like education, business, professional sectors, entertainment and media, industry and social work. They also assist our Institution in organizing various curricular, co-curricular and extracurricular activities. Our students are given trainings in One Act Plays, Skits on various social issues, Drama, Dance and other Sports Items. During the COVID-19 Pandemic period, our Alumni extended their olive hands in the form of groceries, cloth, medicines, masks and other essential items for distribution among the COVID-19 Pandemic affected people especially the migrant labourers. During this period a wide range of Awareness Programmes on COVID-19 Protocols were conducted by our Institution with the support of Alumni on Virtual Platforms for the benefit of the students' community. The First Meeting of the Alumni Association for the Academic Session 2019-2020 was held on 26th September, 2019 at 11.30 A.M in the Conference Hall of the College, which was chaired by the Principal of the College. Mr. Rahul Gupta, President, Executive Committee of the Alumni Association, Mr. Sandip Nimbarte, Vice-President, Executive Committee of the Alumni Association, Mr. Sharad Mire, Secretary, Executive

Committee of the Alumni Association, along with the alumnae namely Mr. Vijay Hedau, Mr. Shankar Dadmal and Member Secretary of Alumni Association Asst. Prof. Amit Kalbandhe were prominently present in the Meeting. The Agenda Presented in the meeting were as follows: Agenda No.1 To read and confirm the Minutes of the previous Meeting. Agenda No.2: To avail services of Alumnae for imparting training to our students in extra-curricular activities. Agenda No.3: Discussion about extending the benefit of “Centre for Guidance of Competitive Examinations-M.P.S.C/U.P.S.C” to the Alumnae. Agenda-4: Discussion about mobilizing admissions for various courses running in the College. Agenda-5: Any other matter with permission of the Chair. The Principal of the College appealed to the House to motivate more and more alumnae to register their active participation in the progressive journey of the College. Through his address, Mr. Sandip Nimbarte, appealed to other alumnae to be in touch with the College regularly and offer valuable inputs for the overall development of the College. Mr. Shankar Dadmal appealed to other members of the Alumni Association to chalk out perspective plan to organize Workshop for imparting training to students in Skit and art forms. Asst. Prof. Dr. M.V. Nandanwar conducted the Proceedings of the Meeting while Mr. Sharad Mire proposed the formal Vote of Thanks. In all, 23 alumnae registered their participation in the Meeting.

Governance, Leadership and Management

Decentralization and Participative Management

Practice -1 The idea of Solar Urja Lamp was conceptualized by IIT Mumbai which aimed at the generation and utilization of Solar energy so as to support environment and avoid degradation of sustainable resources. IIT Mumbai Celebrated 150th Birth Anniversary of Mahatma Gandhi Collaborating with the educational Institutions across India. On intimation to the students about the training programme organized by the Institution under the guidance of IIT, Mumbai around 475 students turned up for the workshop. The overwhelming response from the students was really appreciable. The training included technical aspects of assembling various parts of the Solar Unit emphasizing on the use of renewable energy for the benefit of the society. These students were certified as Student Ambassadors. Through the participation and training the students learned the concept of use of clean energy, to promote the use of renewable energy and many students informally ventured into the business of using solar appliance . Practice -2 Bhiwapur Mahavidyalaya is a good example of decentralization and participatory management. Various Committees for academic and executive work have been formed at the College level to ensure that distributed work is done effectively. The role of IQAC is important in the decentralized management system of the College. The IQAC is entrusted with raising the

standards in teaching-learning, co-curricular and extra- curricular activities of the Institution through Sustenance of Academic Quality through various mechanisms and policies. Such was the opportunity given by the Returning Officer 51, Umred to bring awareness among the neo voters. The objective behind this awareness was to bring to fore the technicalities of electoral process, especially the Voter Verifiable Paper Audit Trail known as VVPAT. The students enthusiastically not only participated but also tried their hands at the demonstrating machine. The Systematic Voter's Education Programme of the Election Commission of India (SVEEP) for promoting voter literacy in India found the institution participating in one the initiatives by the Government. This participation from the Institution and the students made the initiative a success, thus eliminating all the prejudices which are for selfish motives percolated against the set processes and norms.

QUALITY IMPROVEMENT STRATEGIES ADOPTED BY THE INSTITUTION

Curricular Development

As the Institution is affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, the curriculum is designed by the affiliating university. The Members on BoS share their inputs while the drafting of the syllabus. The curriculum is followed meticulously in its letter and spirit. The syllabi of various subjects are delivered through innovative methods of teaching – learning. ICT is used for thrust areas which need more specific interventions. The faculty attends curriculum development workshops organized by the affiliating university and contribute to its development through feedback mechanism. A daily note for planning of activities and lectures along with co-curricular and extra- curricular help in planning and dissemination of the prescribed syllabi.

Teaching and Learning

Teaching and Learning Student-centric learning methods in the Curricular and co-curricular activities of the Institution are developed to ensure students' active participation. These practices enable them to explore, experience, and invent to the best of their abilities. Home assignments are a regular feature for almost all the subjects. Students' creative talents were displayed through the annual College Magazine. The experiential and participative forms of learning methods developed their reasoning power, critical thinking power, and contextual learning aptitudes. Language and literature studies helped them to face real-life problems with firm resolute. Learning activities like Surveys, Case Studies, Students' Research Projects.

Examination and Evaluation

The Institution's Continuous Internal Evaluation mechanisms and co-curricular activities are planned and implemented as per its Academic Calendar, which is prepared in conformity with the University's Academic Calendar. The Examination Committee conducts two Unit Tests, One Model Examination, a few Surprise Tests, and University Examinations and distributes Progress Report Cards to parents by adhering strictly to the Academic Calendar. Students are awarded internal marks based on their performances in various examinations conducted. Continuous internal evaluation of the students' performances is also done through formal and informal assessment such as quiz competitions, interactive sessions, and students' presentations in Seminars and Workshops.

Research and Development

The research consultancy and extension committee of the Institution is entrusted to take up activities pertaining to the thrust area of research which include conducting workshops on Intellectual Property Rights, facilitating in forwarding minor / major proposals to the competent authorities. The Research consultancy and Extension Committee is instrumental in guiding for forwarding research proposal seeking financial assistance from various government and non-government bodies. Besides the Research Committee's initiatives, the IQAC of the Institutions establishes MoUs with colleges of repute for facilitating sharing of Academic, Library and Human Resource.

Library, ICT and Physical Infrastructure / Instrumentation

Library is automated using Integrated Library Management System (ILMS) and houses 10471 books, 19 periodicals and Journals, has a capacity to seat 100 students in the reading room. ICT enabled e-learning resources like Mobile apps, PPTs, educational and entertainment films, MOOCs, Google Classrooms, Open Educational Resources (OER), CEC, and NPTEL material prescribed by UGC. INFLIBNET (N-LIST) and allied e-resources available in the Central Library We have 9 well -maintained classrooms and 1 Interactive Board, 2 Smart Boards, and 6 Interactive Devices and have Wi-Fi in the Campus and LAN facilities for all the computers The Institution has maintained infrastructural facilities for running cultural activities, sports and games, Indoor Gymnasium, Green Gymnasium and Yoga and Meditation.

Human Resource Management

All the stakeholders are part of the decision -making process. Students are given opportunities to showcase their leadership qualities by organising various student-centric activities. Teachers are

encouraged to attend Faculty Development Programmes and they represent in various Academic Bodies of the University and College Development Committee. The Non – teaching Staff is appointed as per the workload and the directions from the competent authorities. Defined Contribution Pension Scheme after 2005 Career Advancement Scheme is availed by the concerned. Government Medical Claim, Gratuity funds, retirement pension as per the Government Rules and Regulations are in force. Internal Quality Assurance Cell is entrusted to monitor and improvise the Internal Quality of the Institution.

Industry Interaction and Collaboration

The Institution has established MoUs with Industry and Academia keeping in mind the need to map and bridge the demand and supply gap of Resource. The Institution extends its hand to collaborate with Government and Non – Government agencies to bring awareness in various aspects of human life.

Admission of Students

The admission of the students to the various disciplines available in the Institutions is taken care by the Admission Committee constituted by the Office of the Principal and the IQAC. The Committee is entrusted with publicity of the achievements of the Institution to attract admissions to the various disciplines available. The committee supports students through its computer centre and faculty assist the students in filling online admission and examination forms. The Admission Committee follows the guidelines issued by the affiliated University.

IMPLEMENTATION OF E-GOVERNANCE IN AREAS OF OPERATION

Planning and Development

The Institution has been using Master software with College Management System, Library Management System, Accounts, Payroll, Scholarship and Sevartha Pranali.

Administration

The computers in the Institution are connected to LAN to all the Departments making connectivity and communication easy. Besides this, regular Notices, Circulars related to administration are sent through e-mails and in black and white. The Purchase Committee, Library Committee continue to work under the supervision of the office of the Principal. Finance and Accounts The transactions related to all the finances of the Institution including admission, fees, exam fees, scholarships, salary of the employees, electronic mode of payments, vouchers are generated through Master Software.

Student Admission and Support

The Online Admission of the students is done through Rashtrasant Tukadoji Maharaj Nagpur University online portal. The Faculty of the Institution under Admission committee assists the students to upload the scholarship, examination and admission forms. E-Suvidha Kendra is available for students who intent to do it independently.

Examination

The examinations forms are filled on the online portal of the affiliated Rashtrasant Tukadoji Maharaj Nagpur University. The affiliating University has made a provision to dispatch the Question Papers online with a password on the day of the examination early in the morning. The Question Papers are downloaded and then photocopies of the printouts are taken out as per the Time – Table. The Internal marks allotted as per the guidelines by the Board of Studies of various disciplines are posted in the online portal of the affiliating university in the given time frame work.

Professional and Administrative Training Programmes organized by the College for Teaching and Non- teaching Staff

- ✚ One- Day Training Programme on Benefits of Power- Point in the Classroom on 21/06/2019 with 11 faculty participation.

INITIATIVES TAKEN BY THE INSTITUTION TO MAKE THE CAMPUS ECO-FRIENDLY

Vermicomposting Unit

The Vermicomposting unit of the Institution uses all the leaves, straw and paper from its premises for decomposing. The rest of the non- decomposing material is lifted by the Municipal Corporation. The Vermicompost is used for the plants in and around the Institution.

Tree Plantation Drives

The NSS unit of the Institution carried out Tree Plantation on 22 of August 2019 The cadets planted some 50 saplings during this drive. Dr, Vijay Dighore coordinated the event. Every year the NCC and NSS units of the Institution carry out Tree Plantation Drive which keeps the campus in green cover.

Well - Maintained Greenery Lawns and Pathways

The Institution has well -maintained lawns with a green cover and trees surrounding the periphery of the wall compound. Areas near the Women’s Hostel, Indoor Stadium, Green Gym, Canteen, and the front lawn of the Institution measures up to some 20000 Sq. feet of greenery.

Besides which trees are planted in the open space surrounding the Academic Block, Administrative Block, and the Annex Building. Pathways are strewn with black grit. the pathways are open and free for the morning walkers and evening walkers throughout the year.

Limited use of Plastic

The Institution has a Go Green Policy in place which enforces the strict use of Eco- friendly ways and reduction on the use of plastic. The canteen in the college is strictly confined to using glass-wares instead of paper glasses for beverages. The Institution prefers Paper bags to plastic bags to gift the invited guests. Wherever possible, the Institution vows to extend this mission of keeping the premises plastic free and acknowledges the directions from competent authorities from time to time.

Cleanliness Drives

Cleanliness Drives were carried out by the NSS and NCC units on different occasions. The NSS Volunteers carried out Cleanliness Drive from 30 August 2019 to 31 August 2019 known as the Swachata Pakhwada (Cleanliness Fortnight). The Bus Stand Premises, Government Rural Hospital, Bhiwapur Police Station were cleaned by the volunteers including the College Campus. 150 volunteers contributed to the Cleanliness Drive. Cleanliness Drive was taken up by the 150 NSS volunteers from 15 September 2019 to 2 October 2019. The premises of Telephone Exchange, Bhiwapur Nagar Panchayat, Government rural Hospital etc. were cleaned by the Volunteers. As per the directives of the NCC Directorate Swachata Pakhwada was conducted on 10 December 2019 by the NCC Unit of the Institution. 38 NCC cadets volunteered for the Cleanliness Drive in College Premises and other prominent places from in the city.

INTERNAL FINANCIAL AUDIT AND EXTERNAL AUDIT

Internal Financial Audit Internal Financial Audit is done to keep track on the administrative expenses incurred during the Financial Year. Minor expenditure incurred is endorsed by the Principal. Bills, Vouchers and Note Sheets are attached with the financial statements of Income and Expenditure and forwarded to the Office of the Foundation Society for Internal Audit. After receiving the financial statements of expenditure from various Colleges of the Foundation Society, a Consolidated Audit of Income and Expenditure of the Institution is done by a Registered Chartered Accountant appointed by the Management. The Audit includes financial transactions resulting from salary grants, non-salary grants, unaided courses, grants received from UGC and Scholarships.

External Financial Audit: External Audit is conducted by an independent Finance Officer seated in the Joint Director's office. The Office of the Accountant General has a provision of looking into the Audited Statements submitted every five years. Revenue expenditure bills are verified through the submitted vouchers as well as the capital expenditure in the appropriate records of the departments / Institution. The accounts of grants received from the University Grants Commission are audited by a Chartered Accountant and finally audited by an external Auditor.

INSTITUTIONAL VALUES AND BEST PRACTICES

Best Practices

BEST PRACTICE-1

Best Practice-1 Student Solar Ambassador Workshop

1. Objectives of the Practice

The idea of Solar Urja Lamp was conceptualized by IIT Mumbai which aimed at generation and utilization of Solar energy for their own needs. It propagated the idea of Self- awareness for the use of energy, generation and consumption so as to support environment and avoid degradation of sustainable resources.

Following are the objectives of the workshop:

- To encourage use of clean energy.
- To promote the use renewable Energy Resources.
- To introduce technology to future generations by demonstration.
- To motivate educational institutions to include hands- on training of Solar Energy as a part of their curriculum.

2. The Context

IIT Mumbai celebrated 150th Birth Anniversary of Mahatma Gandhi collaborating with the Educational Institutions all across India. Bhiwapur Mahavidyalaya took the opportunity by registering almost 500 students from its senior and junior division. The programme entitled teacher Trainers who through an Online training programme were trained and tested for the same.

3. The Uniqueness

Bhiwapur Mahavidyalaya under its policy of Go Green is always keen to adopt practice that leads to environmental sustainability. Hosting Solar Ambassador workshop is one of such activities that initiates the step towards preserving environment by propagating the awareness among the student about the use of Solar Energy. Through this workshop, College promoted the use of non-conventional energy recourses.

4. Constraints/ Limitations if any

Lack of awareness of the people about the use of Solar Energy is one of the major constraints in organizing Solar Workshops. Most of the people in rural areas are still using traditional energy resources for their energy need. Weather-Dependency is one of the drawbacks of Solar Energy which limits its use to large extent. Being expensive is another constraint of using Solar Energy as a principal source of energy.

5. Evidence of Success

College organized Solar Ambassador Workshop on 31st January, 2019 in which an online training on assembling the Solar Unit Lamp was given to students. The training included the technical aspects of assembling various parts of the Solar Unit Lamp emphasizing on the use of renewable Energy for the benefit of the society through Student Ambassadors. Teachers were awarded certificates on successful completion of training. Teacher trainers, then imparted the same to all the registered students. All the students who attended the workshop were given certificates which were forwarded online by IIT Mumbai. The entire process of the Student Solar Ambassador Workshop was being monitored and supervised by IIT Mumbai through designated officials. All the Photographs of the training session, the list of Students and teacher trainers was sent to IIT Mumbai. Around 50 Kits of Solar Lamps were ordered for the said programme, each Kit costing Rs.500/-.

6. Outcomes

Successful organization of the Solar Ambassador Workshop led to the following major outcomes.

- Solar Urja Lamp encouraged the use of Clean Energy
- Encouraged the students and their parents to use renewable resources
- Many students informally ventured into the business of selling solar enabled household items.

7. Problems Encountered and Resources Required The biggest problem encountered in utilizing Solar Energy is the lack of awareness about the use of Solar Energy resources. High cost of manufacturing Solar Panels causes another constraint in using Solar Energy utilization.

Best Practice-2 Granth Dan (Book Donation) Programme

1. Objectives of the Practice

Following are the objectives of the Granth Dan (Book Donation) Programme.

- To mark the presence of 'Library and Information Centre' of our Institution on the National level platform.

- To cultivate reading habits among students by ensuring their access to quality reading materials.
- To irradiate the joy of reading while understanding the importance of Community Service.
- To initiate activity to strengthen books collection in the Central Library as well as Departmental Library through donated books.
- To urge and encourage people to donate old books and reading materials for the underprivileged children in the society.
- To register participation in Book Donation Drives and programmes, which seek to help literacy classes, schools, low-income communities, libraries and book clubs.
- To provide an open platform to the faculty members and students to have first-hand knowledge of newly arrived books in their subject areas and disciplines.
- To promote good practices of our Institution among the Delegates participating in the Event.

2. The Context

Manufacturing of papers for a book demands a lot of trees and cuts and forests are deforested. By donating books we can at least limit the demand for a new copy hence can contribute toward saving trees from cutting. Keeping this in mind and aiming to promote reading habits among people and to encourage them to donate old books, Bhiwapur Mahavidyalaya participated in Granth Daan (Book Donation) programme.

3. The Uniqueness

Book Donation is one of the best charitable causes. By donating books we can effectively engaged and motivated to spread the joy of reading while understanding the sense of community service

4. Constraints/ Limitations if any

The Book Donation Programme was a pilot project in its own way. The publicity of donation of books probably was hindered due to lack of time constraints. Moreover, the habitual practice of selling books for financial gains too hampered the process of donation of books.

5. Evidence of Success

Under the auspices of Akhil Bharatiya Prachya Vidya Parishad, Kavi Kulguru Kalidas Sanskrit University, Ramtek, organized a 'National Book Exhibition' at Reshimbag Ground in Nagpur from 10th January, 2020 to 12th January, 2020. On this occasion, 'Granth Dan Programme' (Book Donation Programme) was organized by the host University. The 'Library and Information Centre' of Bhiwapur Mahavidyalaya, Bhiwapur, under the aegis of its IQAC Chapter, marked its participation in the Exhibition by putting its Stall. The "Library and Information Centre" of Bhiwapur Mahavidyalaya, Bhiwapur established a separate Stall/outlet

wherein 1100 books donated by 30 individuals were displayed. Kavi Kulguru Kalidas Sanskrit University, Ramtek also donated some books to Bhiwapur Mahavidyalaya for donating the same to book lovers. Every visitor in the Stall was presented with the book of his/her choice. Thus, in all 1100 books were donated among the visitors in the 'Granth Daan Programme'. More than 1100 Delegates visited our Stall during the event.

6. Outcomes

- a. Marked the presence of 'Library and Information Centre' of our Institution on the National level platform.
- b. Cultivated reading habits among students by ensuring their access to quality reading materials.
- c. Irradiated the joy of reading while understanding the importance of Community Service.
- d. Initiated activity to strengthen books collection in the Central Library and Departmental Library through donated books.
- e. Urged and encouraged people to donate old books and reading materials for the underprivileged.
- f. Registered the participation in Book Donation Drives and programmes, which seek to help literacy classes, schools, low-income communities, libraries and book clubs.
- g. Provided an open platform to the faculty members and students to have first-hand knowledge of newly arrived books in their subject areas and disciplines.
- h. Promoted good practices of our Institution among the Delegates participating in the Event.

7. Problems Encountered and Resources Required

An array of collection was falling short for the avid readers who thronged the stall for picking books for free. Students from low economic strata, when came to know about donation of books, rushed to the stall and we were unable to provide them with the needful. Some students collected books just to sell and make a few bucks out of it, thus exposing their dire need for want of the primary needs.

Our Future Plans

Our Institution is committed to ensure the holistic development of the learners to prepare them for life and thus we have our Vision, Mission and Quality policy in action. We desire to :

- a. Begin Skill oriented Courses initiate all the Entrepreneurship Development Programmes and Pradhan Mantri Kausalya Vikas Yojanas
- b. Continue with Value -Added Courses and add more to the list.
- c. Collect, Analyze the Feedback and prepare Action Taken Report. Teaching-Learning and Evaluation

- d. Focus on participative and experiential learning outcomes.
- e. Encourage innovative methods of internal assessment.
- f. Continue with Repositories of Question Bank as per the need and demand of the prescribed syllabus Research and Extension.
- g. Empower teachers to submit Research Proposals under various UGC schemes.
- h. Encourage faculty to publish research papers in UGC Care- listed Journals / file patents if any.
- i. Organize Seminars, Conferences, Workshops, and Guest Lectures etc. for strengthening the Research Acumen of the staff and students.
- j. Maintain the Research ethos of our Institution through the publication of its Multidisciplinary Peer Reviewed Research Journals VIBGYOR and AURA.
- k. Improve collaborative activities including Research and to make existing MoUs functional and establish New MoUs with Institutions / Corporate Houses/ Industries with potential.
- l. Continue with Health Check-up Camps, Blood Donation Camps, and awareness programmes on De- addiction, AIDS etc.
- m. Continue extension activities under Institutional Social Responsibilities (ISR).
- n. Explore avenues of research and its potential outcomes for the benefit of society. Infrastructure.
- o. Augment the existing infrastructure to fulfill the envisioned goals.
- p. Upgrade laboratories as per the upgraded technology. Learning Resources
- q. Augment remote Library facility to benefit students.
- r. Strengthen Departmental Libraries with E-books.

Students' Progression

- s. Empower aspiring students by conducting Guidance Workshops and Guest Lectures for Competitive Examinations.
- t. Organize Placement drives off-campus and on-campus. Governance and Leadership
- u. Organize Workshops and Guest Lectures for the Teaching and Non-teaching staff.
- v. Promote and encourage faculty to participate in Faculty Development Programmes. Innovative Practices
- w. Continue with Support Services in terms of Legal Aid, Voters Awareness, Gender Sensitization, Health Check – up Camps, Awareness Rallies, Blood Donation Camps, Counselling Sessions, De- addiction, Drives etc.
- x. Extend support to the local Governing Bodies as and when it is required.
- y. Volunteer for Civic Responsibilities during festivities through NSS and NCC units. Perspective Plan is effectively deployed by the College Development Committee for

Quality Sustenance and Deployment. While preparing the strategic plan, much attention is paid to infrastructure augmentation. This plan of action is alongside the IQAC's Quality Initiatives, which is executed by various Committees under the aegis of IQAC by optimal utilization of available infrastructure.

Internal Quality Assurance Report Summary Prepared and Submitted by -

Dr. Mangesh V Kadu
IQAC Coordinator
Date- Thursday, 30 July 2020
Place – Bhiwapur

Principal
Bhiwapur Mahavidyalaya