

NOTICE

Date- 16/12/2022

As per the direction of the Principal of the College, I am hereby convening the meeting of Internal Quality Assurance Cell on 22/ 12/2022 at 2.30 pm. The meeting will be chaired by the Principal of the College. All the members of IQAC are hereby requested to attend the meeting.

1. To read and confirm the Minutes of the previous meeting of IQAC held on 19/6/2022.
2. To discuss and take appropriate resolutions regarding the compiling of documents related to AQARs from the Academic Session 2016 -2017 to 2021-2022 for onward submission to NAAC in the wake of Letter notified from the Office of Joint Director of Higher Education, Nagpur.
- 3 To discuss and take appropriate decisions on collecting Feedback on Teaching, Learning and Evaluation and Student Satisfaction Survey.
4. To discuss and take appropriate decisions on the submission of Annual Performance Indicator (API) under Career Advancement Scheme (CAS).
5. To discuss and take appropriate decisions on various constraints and challenges faced by the teachers during the execution of various student-centric activities.
6. To deliberate on various topics and take appropriate decisions for conducting Seminars/ Conferences/Webinars/ Workshops etc. on Intellectual Property Rights and Entrepreneurship Development for the Students and Faculty.
7. To discuss and take appropriate decisions on the topic of identifying a theme for Students' College Magazine for the Academic Session 2022- 2023.
8. To discuss and take appropriate decisions on the topic of conducting various Examinations of Odd Semesters by the College and submission of Evaluation Sheets to the affiliating University.
9. To analyze the results of summer -2022 Examinations conducted by the affiliating University for Even Semesters.
10. Any other matter with the permission of the Chair.

Vinita

Dr. Vinita S Virgandham
IQAC Coordinator

**IQAC
Co-ordinator
Bhiwapur Mahavidyalaya,
Bhiwapur, Dist-Nagpur**

Jobi George

Dr. Jobi George
Principal
**PRINCIPAL
Bhiwapur Mahavidyalaya
Bhiwapur, Dist. Nagpur**



Backward Class Youth Relief Committee's

BHIWAPUR MAHAVIDYALAYA

Accredited with Grade B (CGPA-2.54) by NAAC

At. Po. Th. Bhiwapur, Dist. Nagpur (MS) -441201

Email: bmv_bhiwapur@yahoo.com, bgm.college1990@gmail.com

Website :www.bmb.ac.in

Ph. No. 07106-232349 : Fax No. 07106-232064

Smt. Sumanmala B. Mulak
President

Hon. Shri Rajendra B. Mulak
Secretary

Dr. Jobi George
Principal

Ref. No. _____

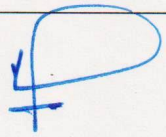
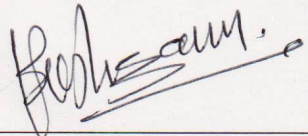
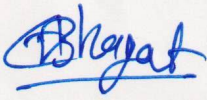


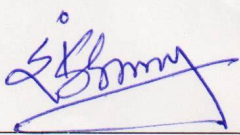
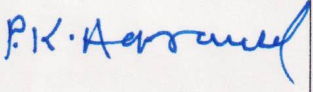
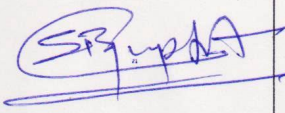
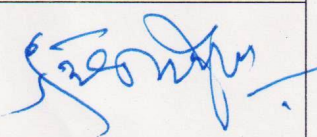

Date _____

Bhiwapur Mahavidyalaya
Minutes of the Meeting of Internal Quality Assurance Cell
Academic Session - 2022-2023

Date- 22/ 12/2022

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)	
		Ku. Nisha Kalidas Hinge (BA -II) (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. Vinita S Virgandham	

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

The Resolutions adopted in the Meeting were as follows:

Resolution No. 1 The Minutes of the previous Meeting of Internal Quality Assurance Cell dated 19/06/2022 were read out by Asst. Prof. Dr. Vinita S Virgandham, the Coordinator of Internal Quality Assurance Cell. Corrections, if any, were invited.

No corrections were found. The Resolutions of the previous Meeting of Internal Quality Assurance Cell dated 19/06/2022 were unanimously approved by all the Members of Internal Quality Assurance Cell.

Item No. 2. To discuss and take appropriate resolutions regarding the compiling of documents related to AQARs from the Academic Session 2016 -2017 to 2021-2022 for onward submission to NAAC in the wake of Letter notified from the Office of Joint Director of Higher Education, Nagpur.

Resolution No. 2. The Chair apprised the members of IQAC about the correspondence received from the Office of the Joint Director of Higher Education, Nagpur in respect of the submission of all pending Annual Quality Assurance Reports followed by Self Study Report and IIQA. The Chair also reiterated the urgency of expediting the submissions and gearing up for NAAC Reaccreditation. All the members of IQAC expressed their intent to expedite the Reaccreditation process of the Institution by abiding the directions of the authorities concerned.

The Resolutions were unanimously approved by all the Members of Internal Quality Assurance Cell.

Item No.3 To discuss and take appropriate decisions on collecting Feedback on Teaching, Learning and Evaluation and Student Satisfaction Survey.

Resolution No. 3

The IQAC coordinator informed all the members of IQAC about its preparedness for furthering links to students to collect Feedback of Odd Semester and also to conduct Student Satisfaction Survey before the end of the Semester. The information shared with the members of IQAC on Feedback was given by Asst. Prof. Amit Thakare, the Member Secretary of the Committee concerned.

The Resolution was unanimously approved by all the Members of Internal Quality Assurance Cell.

Item No.4. To discuss and take appropriate decisions on the submission of Annual Performance Indicator (API) under Career Advancement Scheme (CAS).

Resolution No.4 The Chair stressed on the submission of Annual Performance Indicator before the end of the Academic Session i.e. on or before 30/04/2022.

He further informed all the Members of IQAC about its significance for Faculty promotion under Career Advancement Scheme and also for the Reaccreditation process of the Institution.

The Resolution was unanimously approved by all the Members of Internal Quality Assurance Cell.

Item No. 5. To discuss and take appropriate decisions on various constraints and challenges faced by teachers during the execution of various student-centric activities.

Resolution No.5. The IQAC Coordinator informed all the members of IQAC on the challenges and obstacles faced by the faculty during the execution of students-centric activities. The turn-out of students in various programmes is not satisfactory. Though the Institution organizes such activities for the holistic development of students, it is heartening to see the poor turnout of students. The members and the Chair took the matter very seriously and suggested remedies like linking the activities of students to their Internal Assessment as per the prescribed syllabus in the curriculum.

The Resolution was unanimously approved by all the Members of Internal Quality Assurance Cell.

Item No. 6. To deliberate on various topics and take appropriate decisions for conducting Seminars/ Conferences / Webinars/ Workshops etc. on Intellectual Property Rights and Entrepreneurship Development for the Students and Faculty.

Resolution No. 6. As per the Research Policy Document of the Institution, proper focus is given to Research and specially the one benefitting the community and the society. The Chair reiterated this aspect and added that the Institution has been conducting Seminars and Workshops on Research Methodology and Intellectual Property Rights. The Chair further informed the members of IQAC about the intent of the Institution to arrange an International Seminar in the faculty of science. Suggestions in this regard were expected. Dr. Devendra Bhongade, one of the members of IQAC, suggested a collaborative venture with the Institutions who have signed MoUs with Bhiwapur Mahavidyalaya.

The Resolution was unanimously approved by all the Members of Internal Quality Assurance Cell.

Item No. 7. To discuss and take appropriate decisions on the topic of identifying a theme for Students' College Magazine for the Academic Session 2022- 2023.

Resolution No.7. The Chair informed the members of IQAC about the Institution's achievement of getting the 'Best College Magazine Award' from RTM Nagpur University during the Academic Session 2016-2017. He, further, echoed the efforts and contributions of the students and the In -Charge faculty in achieving such an accolade. He stated that there is no dearth of talent but students need constant motivation and push from the teachers. In such a scenario a theme was to be selected so that the students could find it catchy and submit their write- ups.

The Resolution was unanimously approved by all the Members of Internal Quality Assurance Cell.

Item No. 8. To discuss and take appropriate decisions on the topic of conducting various Examinations of Odd Semesters by the College and submission of Evaluation Sheets to the affiliating University.

Resolution No.8

The IQAC coordinator apprised the Notification of the affiliating University on conducting Odd Semester Examinations by the Colleges on behalf of the University and the submission of the evaluation Reports/ Marks to the University in the given time frame. The Principal asked Dr. Madhukar Nandanwar, the examination In- charge, to fetch a sample copy of an Answer Book so as to place order in due time. The teacher in-charge was assigned with the task of streamlining the entire Examination Process of the College and of the University for its smooth execution.

The Resolution was unanimously approved by all the Members of Internal Quality Assurance Cell.

Item No. 9. To analyze the results of summer -2022 Examinations conducted by the affiliating University for Even Semesters.

Resolution No.9 Associate Prof. Dr. Madhukar Nandanwar, the teacher-in-charge of the Examination Committee, placed the results of Summer-2022 before the members of the Committee. The results were analyzed and the efforts of the staff were lauded by the Chair and all the members of IQAC. The Chair encouraged the staff to work hard with more zeal and enthusiasm in producing excellent results despite the odds faced by the students and the faculties in terms of locational disadvantage.

The Resolution was unanimously approved by all the Members of Internal Quality Assurance Cell.

Item. No. 10 To encourage students to visit Indian Science Congress

Resolution No.10 The Chair apprised all the members of IQAC about the 108th Indian Science Congress that is being hosted by Rashtrasant Tukadoji Maharaj

Nagpur University from 3rd January to 7th January 2023. He pressed on students' visit along with Faculty so that they will be exposed to the latest innovations in the field of Science and Technology. It was also resolved to issue Circular in this regard.

The Resolution was unanimously approved by all the Members of Internal Quality Assurance Cell.

Item. No. 11. To promote students to participate in Cultural extravaganzas and other activities organized by colleges under MoU with Bhiwapur Mahavidyalaya.

Resolution No.11 Asst. Prof. Someshwar Wasekar, the Member Secretary of Cultural Committee, informed all the members of IQAC about various Brochures that are being forwarded by Institutions under MOU for ensuring students' participations in various Cultural extravaganzas and other activities. The Chair gave instructions to circulate the Brochures among the students and encourage them to participate in all the activities.

The Resolution was unanimously approved by all the Members of Internal Quality Assurance Cell.

Item. No. 12 To organize Grooming Sessions of students especially for girls for Placement Drives.

Resolution No.12 The IQAC Coordinator appraised the members of IQAC about the importance of organizing Grooming Sessions especially for girl students as the number of girl students outdo the number of boys in the College. The Placement Committee should take special efforts in promoting interest among girls to appear in Campus Placements Drives.

The Chair took the initiative and stressed on the significance of taking efforts to make the girl students financially independent leading to their empowerment. The Placement Committee was to be informed and a follow up in this regard was to be taken by the IQAC.

The Resolution was unanimously approved by all the Members of Internal Quality Assurance Cell.

Item. No. 13 To organize Campus Placement Drives for the students of the College and Open Placement Drives for the unemployed Youth of Bhiwapur Tehsil.

Resolution No.13 The Chair informed all the members of IQAC that the students from the rural areas should be given ample opportunities to present themselves as Job-ready and to provide them with reasonable opportunities. The Placement Cell would take all the necessary steps to organize Placement

Drives in the Institution in collaboration with associate Colleges or independently.

The Resolution was unanimously approved by all the Members of Internal Quality Assurance Cell.

Item. No. 14. To share Information and Status of Students' Insurance Scheme.

Resolution No.14 The Chair informed all the members of IQAC about Students' Insurance Scheme, which is one of the flagship student-centric initiatives of the affiliating University. The IQAC Coordinator informed the gathering about the number of students who were enrolled under this Insurance Scheme. The members appreciated the move and it was resolved that every year during admissions the same methodology would be adopted so that the Scheme would reach all the students who are enrolled in the Institution.

The Resolution was unanimously approved by all the Members of Internal Quality Assurance Cell.

Item No. 15 To discuss the status of disbursement of Scholarship amount to students and related issues.

Resolution No.15 The Chair raised concern over the poor disbursement of Scholarship amount to students despite prompt documentation process initiated by the Institution. The Administrative staff was summoned and the procedure to expedite the process was sought. The Chair also suggested that Mentor teachers should take a follow-up of students on their online submission of Scholarship forms and their subsequent submission of hardcopies in the Administrative Office. The Chair expressed his intent that the Mentor teachers should come forward to help the students in case of any difficulty in the documentation and submission process of Scholarship Forms.

The Resolution was unanimously approved by all the Members of Internal Quality Assurance Cell.

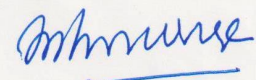
Item No. 16. Any other matter with the permission of the Chair.

Since no other subject came up for discussion, the meeting was concluded with the formal Vote of Thanks by the Coordinator of Internal Quality Assurance Cell.



Dr. Vinita S Virgandham

**IQAC
Co-ordinator
Bhiwapur Mahavidyalaya,
Bhiwapur, Dist-Nagpur**



Dr. Jobi George
Principal
Bhiwapur Mahavidyalaya,
Bhiwapur

Bhiwapur Mahavidyalaya
Internal Quality Assurance Cell
Academic Session - 2022-2023

Action Taken Report of the Second Meeting of Internal Quality Assurance Cell

Date – 24/04/2023

Introduction

This Action Taken Report is prepared in pursuance of the meeting of Internal Quality Assurance Cell held on 22/ 12/2022.

The IQAC in its meeting dated 22/ 12/2022 passed various Resolutions and accordingly a follow-up of all the activities executed thereupon and the challenges faced during the implementation have been presented in this Report for the perusal of all the stakeholders of the Institution.

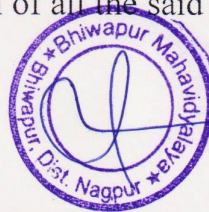
The Resolutions passed thereupon and the Action Taken Report is as follows:

1. As per Resolution No. 2 resolved in the meeting of IQAC dated 22/12/2022, the Internal Quality Assurance Cell of our Institution along with its entire Team submitted all the pending AQARs to the esteemed Office of NAAC.

The details of which are as given below:

S. No	Academic Session	Date of submission
1	AQAR 2016-2017	1/2/2023
2	AQAR 2017-2018	3/2/2023
3	AQAR 2018-2019	4/2/2023
4	AQAR 2019-2020	4/2/2023
5	AQAR 2020-2021	15/2/2023
6	AQAR 2021-2022	17/2/2023

All the AQARs have been accepted by NAAC except the AQARs of 2018-2019 and 2020-2021, which were reverted for further clarifications. After rectifying the discrepancies as notified by NAAC, the Institution re-submitted the AQARs of 2018-2019 and 2020-2021 and subsequently they were accepted by National Assessment and Accreditation Council, Bengaluru. After the submission of all the said AQARs to NAAC, the IQAC



of our Institution is gearing up for the submission of IQA and SSR to expedite the Reaccreditation process.

2. As per Resolution No. 3 resolved in the meeting of IQAC dated 22/12/2022, the Feedback links were forwarded to all the students of Bachelor of Arts, Bachelor of Commerce, Bachelor of Science and Bachelor of Vocation on 12/05/2023, 11/5/2023/, and 13/05/2023 respectively. Student Satisfaction Survey link was forwarded to students on 04/05/2023. The analysis of the Feedback along with graphical presentation was submitted to the Office of the IQAC on 23rd June, 2023.
3. As per Resolution No. 4 resolved in the meeting of IQAC dated 22/12/2022, all the teaching staff of our Institution submitted their PBAS Proforma in the Office of the Principal on the last working day of the College i.e., on 30th April, 2023.
4. As per Resolution No. 5 resolved in the meeting of IQAC dated 22/12/2022, the constraints and challenges faced by teachers during the execution of various student-centric activities were resolved through classroom interactions with students. The issues were raised in the meeting of Parent-Teachers and accordingly Mentor teachers were given the responsibilities to encourage the students to attend various activities. Students were informed about the marking scheme of various subjects and they were also asked to take the scheme seriously as it would affect their Learning process. As per the decision taken in the meeting of IQAC, a total of Eight (08) Seminars and Workshops were organized by the Institution in online Mode, which included a National Workshop on Intellectual Property Rights and Entrepreneurship Development Cell. The list of Seminars and Workshops is as given below:

List of Seminars and Workshops conducted during the Academic Session 2022-2023

Sr. No.	Date of activity	Name of Activity	Name of the Organizing Committee
1	04 May 2023	One Day State Level Seminar on "Indian Economy: Monetary Policy and Challenges"	Department of Commerce and Management, Bhiwapur Mahavidyalaya
2	27 April 2023	National Workshop on "Creating an Exhaustive Reading List for Research"	Library and Information Centre in Collaboration with Cluster of Thirteen Institutions (CoTI)



3	From 29 th April, 2023 to 30 th April 2023	Two Day Interdisciplinary International Conference on "Reimagining Sciences in the wake of NEP 2020: Research Dissemination and Skill Development (IICRSN)	Bhiwapur Mahavidyalaya in Collaboration with Jeevan Vikas Mahavidyalaya, Devgram, K.D.K College of Engineering, Nagpur and Saibaba Arts and Science College, Parseoni
4	25 April 2023	National Workshop on "Intellectual Property Rights and Entrepreneurship Development"	Entrepreneurship Development Cell & Seminar and Symposia Committee of Bhiwapur Mahavidyalaya in Collaboration with Jeevan Vikas Mahavidyalaya, Devgram, Vasantao Naik Government Institute of Arts and Social Sciences, Nagpur, and Saibaba Arts and Science College, Parseoni
5	28 April 2023	One Day National Seminar on "Sports Injury and Rehabilitation"	Bhiwapur Mahavidyalaya in Collaboration with Jeevan Vikas Mahavidyalaya, Devgram, Vasantao Naik Government Institute of Arts and Social Sciences, Nagpur, and Saibaba Arts and Science College, Parseoni
6	10 March 2023	One day workshop on " How to Create Google Scholar Account"	Committee for Promoting Research, Extensions and Innovations"
7	11 March 2023	One Day Workshop on "Creating Digital Research Library for the Department"	Committee for Promoting Research, Extensions and Innovations"
8	21 March 2023	One Day Workshop on "Attainments of Course Outcomes"	The IQAC Chapter of Bhiwapur Mahavidyalaya, Bhiwapur. (Criteria -II)

5. As per Resolution No. 7 resolved in the meeting of IQAC dated 22/12/2022, the Theme for Students' College Magazine was unanimously decided as 'Go Green' in the meeting convened by the Magazine Committee. Accordingly, the Editors of the Magazine invited Articles, Informative Blogs, and Poems etc. The Cover Page of 'Go Green' was selected from the Exhibition organized during the Cultural Extravaganza organized by the Cultural Committee of the College.
6. As per Resolution No. 8 resolved in the meeting of IQAC dated 22/12/2022, the Examination Committee issued Notices and Time-Table of Unit Tests and Model Examinations of Semester I and Semester-II. The Answer Books



were evaluated and shown to the students for registering their grievances, if any. The records of which are available with the Examination Committee.

The University Examination of Odd Semesters, which were assigned to Colleges, were conducted between 20/12/2022 and 27/12/2022 (BA-I, B.Com-I and BSc-I). Similarly, the University Examinations of BA-II, B.Com-II, BSc -II and B.Voc-II were conducted by the College from 02/01/2023 to 9/01/2023.

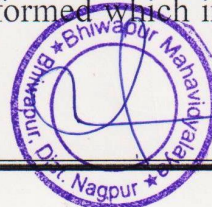
The College Level Unit Tests and Model Examinations for Bachelor of Arts, Bachelor of Commerce, Bachelor of Science and Bachelor of Vocation were held as per the table given.

College Level Unit test, Model Examination Session -2022-23

S.N.	Notice Issued	Exam.	Faculty	Date
1..	07/10/2022	First Unit Test	B.A. B.Com. B.Sc. I, III & V Semesters	10/10/2022 to 15/10/2022
2.	15/11/2022	Second Unit Test	B.A. B.Com. B.Sc. I, III & V Semester	19/11/2022 to 25/11/2022
3.	28/3/2023	Third Unit Test	B.A. B.Com. B.Sc. (II, IV & VI Sem.) & B.Voc. IV Sem.	03/03/2023 to 11/03/2023
4.	11/4/2023	Model Exam. offline	B.A., B. Com., B.Sc. (II, IV & VI Sem.) & B.Voc. IV Sem. (Software Development)	21/04/2023 to 29/04/2023

The Internal Marks based on Viva -Voce, Practical Examination, Assignment, have been submitted to the affiliating University in the given time frame.

7. As per Resolution No. 9 resolved in the meeting of IQAC dated 22/12/2022, the results were analyzed by the Examination Committee and forwarded to the respective Departments for their perusal.
8. As per the Resolution No. 10 resolved in the meeting of IQAC dated 22/12/2022, a Committee was formed which included faculties from Bachelor



of Science to assist students during their visit to 108th Indian Science Congress at R.T.M.Nagpur University, Nagpur on 5th January, 2024.

Report- <https://bmb.ac.in/wp-content/uploads/2023/09/Visit-to-Indian-Science-Congress.pdf>

9. **As per the Resolution No. 11** resolved in the meeting of IQAC dated 22/12/2022, the Member Secretary of Cultural Committee and its Members identified students with potential and they were encouraged to participate in the National Level Cultural Activity organized by South Zone Cultural Centre, Ministry of Culture, Government of India, State Level Camp organized jointly by Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur and Vidya Vikas Arts, Commerce and Science College, Samudrapur, District Wardha, (M.S). National Adventure Camp at Manali in Himachal Pradesh was organized by Ministry of Youth Affairs and Sports, Regional Directorate of NSS, Pune (Maharashtra and Goa) and Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.
10. **As per the Resolution No. 12** resolved in the meeting of IQAC dated 22/12/2022, the Placement Committee organized Grooming Sessions in collaboration with Mahindra Pride Classroom – Digital Equalizer (Life and Digital Skills) from 21st March 2023 to 25th March 2023 spanning 30 hours and Three-Day Employability Enhancement and Youth Livelihood Programme for Girls from 13th March to 15th March 2023 in offline mode.
11. **As per the Resolution No. 13** resolved in the meeting of IQAC dated 22/12/2022, Open Placement Drive of “R.S.E. Business IT Solutions, Nagpur” was organized by the Placement Committee on 24th February, 2023 in which 465 job aspirants from different Colleges participated.
12. **As per the Resolution No. 15** resolved in the meeting of IQAC dated 22/12/2022, a notice was circulated mentioning the mentors to take care of students’ Scholarship related issues in coordination with the Office of the Principal.

Conclusion

The Internal Quality Assurance Cell, in coordination with other Committees of the Institution, planned, synchronized and engaged all the activities as per the Perspective Plan to achieve the set targets of the Institution 2020-2025.

Vinita
Dr. Vinita S Virgandham
IQAC
Co-ordinator
Bhiwapur Mahavidyalaya,
Bhiwapur, Dist-Nagpur



Jobi George
Dr. Jobi George
PRINCIPAL
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Bhiwapur, Dist. Nagpur