

Notice

Date- 16 /06/2023

As per the direction of the Principal of the College and the Chairperson of Internal Quality Assurance Cell, I am hereby convening the meeting of Internal Quality Assurance Cell on 17/06/2023 at 11.30 a.m. which is prior to the already decided schedule as per the Academic Calendar. All the Members of IQAC are hereby requested to attend the meeting.

Agenda of the Meeting is as given below:

1. To read and confirm the Minutes of the previous Meeting of Internal Quality Assurance Cell dated 22/12/2022.
2. To deliberate on the compilation and submission of AQAR to NAAC for the Academic Session 2022-2023 before the deadline set by NAAC.
3. To thoughtfully discuss on the Re-accreditation Process and submission of Institutional Information for Quality Assessment (IIQA)
4. To deliberate on the allotment of Prominent Institution Level committees for the Academic Session 2023-2024.
5. To review the execution of Perspective Plan of the Institution; exclusively to deliberate upon the short-term goals and their achievements.
6. To table the Audited Statements of Income and Expenditure of the Institution for the Financial Year 2022-2023.
7. To discuss the University related Examination grievances of the students.
8. To deliberate upon the implementation of the Feedback Analysis reports and the recommendations received from the College Development Committee.


Principal
Bhiwapur Mahavidyalaya
Bhiwapur

9. To assess the Progress of the Academic Assignments allotted to all the teaching and Non-teaching Staff.
10. Any other matter with the permission of the Chair.
11. To approve the Action Taken Report of the previous meeting.







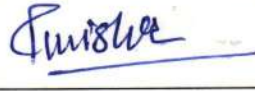




Misita
IQAC Coordinator
Bhiwapur Mahavidyalaya
Bhiwapur

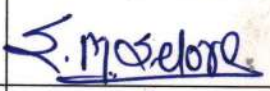




Johnny
Principal
Bhiwapur Mahavidyalaya
Bhiwapur

Bhiwapur Mahavidyalaya
Minutes of Internal Quality Assurance Cell
Academic Session -2023-2024

Date- 17/06/2023

Attendance of Members present:

Sl. No.	Designation	Name	Signatures
01	Chairperson	Dr. Jobi George	
02	Teachers' Representatives	Dr. Sunil K Shinde	
		Dr. Motiraj R Chavhan	
		Dr. R.K. Quraishi	
		Asst. Prof. S. Wasekar	
		Dr. Yogesh More	
		Dr. Ravikant D Mishra	
		Dr. Ashwini Kadu	
03	Member from the Management	Hon. Shri Yashraj R Mulak	
04	Senior Administrative Officer/s	Shri. Sanjay Meshram	
		Shri Amol Bhagat	
05	One Nominee each from Local Society, Students,	Shri Dilip Gupta	

	and Alumni	Ku. Saroj Selore	
		Mr. S R Dadmal	
06	One Nominee each from Employers/ Industrialists / Stakeholders	Shri. Padmakarji Agrawal	
		Shri. Shankarlal Viajnathji Gupta	
		Dr. Devendra Bhongade	
07	IQAC Coordinator	Dr. Vinita S Virgandham	

Agenda Items were circulated among the Members of IQAC.

The resolutions adopted in the Meeting were as follows:

Item No. 1: To read and confirm the Minutes of the previous Meeting of Internal Quality Assurance Cell dated 22/12/2022.

Resolution No. 1

The Minutes of the previous IQAC Meeting held on 22/12/2022 were presented and reviewed. No amendments were suggested, and the minutes were confirmed as accurate and approved unanimously.

Item No. 2 To deliberate on the compilation and submission of AQAR (Annual Quality Assurance Report) to NAAC for the Academic Session 2022-2023

Resolution No.2 After thorough discussion, it was unanimously agreed that the compilation and submission of AQAR for the

Academic Session 2022-2023 to NAAC should be prioritized to meet the deadline set by NAAC. The following Resolutions were passed:

- a. Formation of a Core Committee: A Core Committee comprising of faculty members from various Departments, Administrative Staff, and IQAC Members will be established to oversee the entire AQAR compilation process. This Committee will be chaired by the IQAC Coordinator.
- b. Data Collection: All Heads of Departments (HODs) and Coordinators of various Cells and Committees are instructed to submit their respective reports, data, and evidence pertaining to academic, research, and administrative activities for t Academic Session 2022-2023 by 30th September, 2023. Each Department must ensure that the data is accurate, comprehensive, and be submitted in the prescribed format forwarded by IQAC.
- c. Finalization and Verification: Once all the data is collected, the IQAC team will verify the information for accuracy and completeness. The IQAC Coordinator will oversee this process and ensure that all criteria and metrics as specified by NAAC are met.
- d. Preparation of Draft AQAR: The IQAC team will prepare a Draft of the AQAR based on the compiled information and present it to the Principal for review and approval.
- e. Submission to NAAC: The approved AQAR will be submitted to NAAC via the online portal before the NAAC deadline. It was emphasized that the report should be submitted at least a week in advance to avoid any last-minute technical glitches or delays.
- f. Follow-up: Post-submission, the committee will monitor NAAC's Feedback and address any queries or additional requirements as needed. This will ensure the Institution's compliance with NAAC's expectations and guidelines.

Item No.3 Discussion on the Re-accreditation Process and Submission of Institutional Information for Quality Assessment (IIQA).

Resolution No. 3 The house discussed the upcoming Re-accreditation process and the necessity of submitting the Institutional Information for Quality Assessment (IIQA) to NAAC.

The following Resolutions were passed:
A Task Force will be formed to oversee the Re-accreditation process. This Task Force will include senior faculty members, administrative officers, and Peer Colleagues from Associate Colleges if required. The Task Force will be responsible for coordinating all the activities related to the IIQA and the subsequent Self Study Report (SSR).

- a. Data Compilation for IIQA: It was decided that data required for the IIQA must be gathered from all relevant Departments and administrative office. The Task Force will create a checklist of documents and information needed for submission, such as Student Enrollment details, Faculty Qualifications, Infrastructure facilities, Research outputs, and financial statements.
- b. Timeline for IIQA Submission: The Institution will ensure the timely submission of the IIQA to NAAC. The deadline for internal submission of all required data is 26th June, 2023 with a target date for IIQA submission to NAAC being 30th June, 2023 allowing for adequate review and corrections.
- c. In-house Capacity Building Workshops: To ensure that Faculty and Staff are fully prepared for the Re-accreditation process, a series of in-house training workshops will be conducted. These workshops will focus on NAAC criteria, the re-accreditation process, and how best to present the Institution's strengths and quality improvements made since the last accreditation.
- d. Approval and Submission: The final Draft of the IIQA will be submitted to the Principal for approval, following which it will be submitted to NAAC as per the official timeline.

- e. **Post-submission Preparation:** The Institution will also begin preparations for the Self Study Report (SSR) and the Peer Team visit as part of the Re-accreditation process. Continuous engagement with all the stakeholders will be ensured to meet NAAC's quality benchmarks effectively.

Item No. 4 To deliberate on the allotment of Prominent Institution Level Committees for the Academic Session 2023-2024.

Resolution No. 4 The IQAC discussed the constitution of Institution-level Committees for the Academic Year 2023-2024. After thorough deliberations under the Chairmanship of the Principal, the Committee structure and membership were finalized. Each Committee was tasked with specific responsibilities aligned with the Institution's goals, and Members were notified of their roles and duties. The final list of Committees was approved for immediate implementation.

Item No. 5 To review the execution of the Perspective Plan of the Institution; exclusively to deliberate upon the short-term goals and their achievements.

Resolution No. 5 The IQAC conducted a detailed review of the execution of the Perspective Plan, focusing on short-term goals. It was noted that key goals, including Training Session for students for placements, implementation of Certificate Courses under Jeevan Shikshan Abhiyan had been achieved. However, a few areas required further attention. Action plans were formulated to expedite the completion of pending goals, with a timeline for each Department to ensure measurable progress by the next meeting.

Item No. 6 To table the Audited Statements of Income and Expenditure of the Institution for the Financial Year 2022-2023.

Resolution No. 6 The Audited Statements of Income and Expenditure for the Financial Year 2022-2023 were tabled and thoroughly reviewed. After discussions, the IQAC expressed satisfaction with the financial transparency and the judicious allocation of resources. The

accounts were approved and recommendations were made to continue maintaining financial prudence and accountability.

Item No. 7 To discuss the University-related Examination grievances of the students.

Resolution No. 7 Students' grievances related to University examinations were discussed in detail. Common issues included delayed results, errors in Mark Sheets, and communication problems. It is resolved to continue with the already existing formal grievance redressal mechanism to address these issues swiftly and recommended the creation of a Liaison Team which should include representatives of Teaching and Non-teaching Staff to communicate regularly with the University authorities to resolve student concerns.

Item No. 8 To deliberate upon the implementation of the Feedback Analysis Reports and recommendations received from the College Development Committee.

Resolution No. 8 The Feedback Analysis Reports and recommendations from the College Development Committee were reviewed. The IQAC Coordinator in consultation with all those present resolved to implement the key recommendations, focusing on improvements in academic delivery, infrastructure, and Student Support Services. Departments were instructed to provide a detailed action plan for addressing the Feedback, and progress would be reviewed in the next meeting.

Item No. 9 To assess the Progress of the Academic Assignments allotted to all the teaching and non-teaching staff.

Resolution No. 9 The IQAC presented an assessment report on the progress of academic and administrative assignments allotted to teaching and non-teaching staff. The majority of staff had completed their tasks as per the deadlines. Departments that had not completed their assignments were given a final extension with instructions to submit reports before the next meeting. Periodic monitoring of the

tasks was also recommended by the Chair and also resolved that no further leniency would be given as the Academic Assignments need to be fulfilled during the session itself.

Item No. 10 Any other matter with the permission of the Chair.

Resolution No. 10 With the permission of the Chair, the following matters were discussed:

- a. The introduction of New Skill Development programmes for students.
- b. A proposal to upgrade the Institution's IT infrastructure.

It was resolved to form a sub-committee to explore the feasibility and implementation strategies for these initiatives. A report will be presented at the next meeting.

Item No. 11 To approve the Action Taken Report of the previous meeting.

Resolution No. 11 The IQAC reviewed the Action Taken Report from the previous meeting. The Report was approved after discussing the status of each action item, and it was noted that significant progress had been made on most Resolutions. Pending actions were scheduled for further review in the upcoming meetings.

These Resolutions were passed unanimously and will be implemented with immediate effect.

Date: 18th June 2023

Place: Bhiwapur

Vinita

Dr. Vinita S Virgandham

IQAC Coordinator
IQAC Coordinator
Bhiwapur Mahavidyalaya
Bhiwapur

[Signature]

Principal/Chairperson
Principal
Bhiwapur Mahavidyalaya
Bhiwapur

Bhiwapur Mahavidyalaya
Internal Quality Assurance Cell
Academic Session -2023-2024
Action Taken Report
First Meeting of Internal Quality Assurance Cell

The Action Taken Report summarizes the Resolutions and follow-up actions from the IQAC Meeting. It highlights key decisions on institutional committees, execution of the Perspective Plan, financial audits, students' grievances, Feedback implementation, and progress of academic assignments, ensuring quality enhancement across all institutional domains for the academic session.

Item No.1 To read and confirm the Minutes of the previous Meeting of Internal Quality Assurance Cell dated 22/12/2022.

Resolution Summary: Minutes of the previous Meeting were read and confirmed.

Action Taken: The Minutes of the previous IQAC Meeting held on 22/12/2022 were read and confirmed without any objections.

Item No. 2 To deliberate on the compilation and submission of AQAR for the Academic Session 2022-2023

Resolution Summary: The AQAR for the Academic Session 2022-2023 was to be compiled and submitted to NAAC following the formation of a core committee, data collection, verification, and final submission.

Action Taken:

a. Formation of Core Committee: A Core Committee chaired by the IQAC Coordinator was constituted, including faculty members from various Departments, administrative staff, and IQAC members. The committee held regular Meetings to streamline the AQAR preparation process.

b. Data Collection: Despite the initial deadline set for 30th September, 2023, there was a delay in collecting and compiling data due to several challenges such as late submissions from Departments due to overlapping of academic and administrative

duties and difficulties in gathering evidences for activities and outreach programmes, which took longer than anticipated. The IQAC team made continuous follow-ups, and most Departments submitted their data by the end of October 2023.

c. Finalization and Verification: The IQAC team, under the supervision of the Principal, verified the data for accuracy and completeness. This process was completed by mid-April 2024, with a few data points requiring additional clarifications from the Departments concerned.

d. Preparation of Draft AQAR: The Draft of AQAR was prepared and was included in the SSR but couldn't be submitted as the data Validation and Verification (DVV) for Self -Study Report had started on 4th October, 2023.

Item No. 3 Discussion on the Re-accreditation Process and submission of Institutional Information for Quality Assessment (IIQA)

Resolution Summary: The Institution discussed the Re-accreditation process, IIQA submission, and the preparation for SSR submission.

Action Taken:

a. Constitution of Re-accreditation Task Force: The Task Force was constituted with senior faculty members, administrative staff, and peer colleagues. This group began coordinating the compilation of required data for the IIQA and SSR submissions.

b. Data Compilation for IIQA: All required data, including student enrollment, faculty qualifications, Research output, and infrastructure details, were compiled as per the checklist. Data submission from all Departments was completed by 20th June, 2023.

c. Submission of IIQA: The IIQA was submitted to NAAC as scheduled on 30th June, 2023. Approval for the IIQA was

received on 31st July 2023, allowing the Institution to proceed with the next stage of the Re-accreditation process.

d. SSR Submission: As per NAAC guidelines, the Self Study Report (SSR) was to be submitted within 45 days of IIQA approval, i.e., by mid-September. However, due to technical glitches in the Institution's Electric Supply, the Institution requested for an extension, which was granted by NAAC. The SSR was successfully submitted on 29th September, 2023.

f. In-house Capacity Building Workshops: Multiple Workshops were conducted for Faculty and Staff on NAAC criteria and Re-accreditation guidelines. These Workshops enhanced the preparedness of the Staff for the Re-accreditation process, particularly in presenting Institutional strengths.

g. Post-submission Preparation: With the SSR submitted, the Institution has also completed the DVV process and is waiting for the Pre- Qualifier Mail and thereafter for the Peer Team visit. Continuous coordination with stakeholders and preparation for the visit are underway to ensure compliance with NAAC's quality benchmarks.

Item No.4 To deliberate on the allotment of Prominent Institution Level Committees for the Academic Session 2023-2024.

Resolution Summary: After thorough deliberations under the Chairmanship of the Principal, the Committee structure and membership were finalized. Each Committee was tasked with specific responsibilities aligned with the Institution's goals, and Members were notified of their roles and duties. The final list of Committees was approved for immediate implementation.

Action Taken: After deliberation, the IQAC approved the proposed allotment of prominent institution-level Committees. The conveners and members were finalized and communicated to all stakeholders.

Item No. 5 To review the execution of the Perspective Plan of the Institution; exclusively to deliberate upon the short-term goals and their achievements.

Resolution Summary: It was noted that key goals, including Training Sessions for students for placements, implementation of Certificate Courses under Jeevan Shikshan Abhiyan had been achieved. However, a few areas required further attention. Action plans were formulated to expedite the completion of pending goals, with a timeline for each Department to ensure measurable progress by the next meeting.

Action Taken: A thorough review of the Perspective Plan was conducted. It was noted that several short-term goals have been achieved, including Training Sessions for Students, Implementation of Skill oriented courses like Tailoring and Fashion Designing started in collaboration with and NGO; Samta Foundation in which students from the Institute, Community, School and Junior college also were enrolled. A timeline was set for pending goals, with specific instructions for the departments lagging behind.

Item No. 6 To table the Audited Statements of Income and Expenditure of the Institution for the Financial Year 2022-2023.

Resolution Summary: The accounts were approved and recommendations were made to continue maintaining financial prudence and accountability.

Action Taken: The Audited Statements for FY 2022-2023 were tabled and reviewed. The IQAC expressed satisfaction with the financial transparency and proper utilization of resources.

Item No. 7 To discuss the University related Examination grievances of the students.

Resolution Summary: It is resolved to continue with the already existing formal grievance redressal mechanism to address these issues swiftly and recommended the creation of a Liaison Team which should include Teaching and Non-teaching Staff to communicate regularly with the University to resolve students' concerns.

Action Taken: The grievances raised by students related to University Examinations were discussed. The IQAC recommended that a formal grievance redressal committee be established to liaise with the University authorities for quick resolution.

Item No. 8 To deliberate upon the implementation of the Feedback Analysis Reports and recommendations received from the College Development Committee.

Resolution Summary: The IQAC Coordinator in consultation with all those present resolved to implement the key recommendations, focusing on improvements in academic delivery, infrastructure, and Student Support Services. Departments were instructed to provide a detailed action plan for addressing the Feedback, and progress would be reviewed in the next meeting.

Action Taken: The IQAC reviewed the Feedback Analysis Reports and recommendations. It was decided that specific improvements will be implemented in the teaching-learning process, infrastructure, and support services. Departments were directed to submit implementation reports by the next meeting.

Item No. 9 To assess the progress of the Academic Assignments allotted to all the teaching and Non-teaching Staff.

Resolution Summary: The majority of Staff had completed their tasks as per the deadlines. Departments that had not completed their assignments were given a final extension with instructions to submit reports before the next meeting. Periodic monitoring of the tasks was also recommended by the Chair and also resolved that no further leniency would be given as the Academic Assignments need to be fulfilled during the session itself.

Action Taken: The progress of Academic Assignments was evaluated. Most Departments have submitted their assignments on time. Non-compliant Departments were given an extended deadline with periodic reviews set.

Item No. 10 Any other matter with the permission of the Chair. (A proposal to upgrade the Institution's IT infrastructure and introduction of New Skill Programmes for students)

Resolution Summary: - It was resolved to form a sub-committee to explore the feasibility and implementation strategies for the introduction of New Skill Development Programmes for the students and proposal to upgrade IT infrastructure.

Action Taken: Proposal for Up-gradation in IT infrastructure was to be submitted within a week along with the feasibility report. A Member of IQAC Dr. Anita V Mahawadiwar was assigned the task to coordinate with the affiliating University's Jeevan Shikshan Abhiyan for New Skill Courses.

The Chair thanked all the members for their participation and constructive contributions.

Item No. 11 To approve the Action Taken Report of the previous meeting.

Resolution Summary: The Action Taken Report of the previous Meeting was reviewed.

Action Taken: It was noted that significant progress had been made on most Resolutions. Pending actions were scheduled for further review in the upcoming Meetings.

This Action Taken Report is submitted for the records of the IQAC and for future reference in subsequent Meetings.

Date: 17 November 2023 (Compilation of Action Taken Report)

Place: Bhiwapur

Anita
IQAC Coordinator
Bhiwapur Mahavidyalaya
Bhiwapur

[Signature]
Principal
Bhiwapur Mahavidyalaya
Bhiwapur

Notice

Date- 17 /11/2023

As per the direction of the Principal of the College and Chairperson of Internal Quality Assurance Cell, I am hereby convening the meeting of Internal Quality Assurance Cell on 18/11/2023 at 11.30 a.m. which is prior to the already decided schedule as per the Academic Calendar. All the Members of IQAC are hereby requested to attend the meeting.

Agenda of the Meeting is as given below:

1. To read and confirm the Minutes of the previous Meeting of Internal Quality Assurance Cell dated 17/06/2023.
2. To deliberate on the issue of no response from the DVV partner post submission of compliance to DVV partner on 19th October, 2024.
3. To discuss and take appropriate decisions on the submission of Annual Performance Indicator (API) under Career Advancement Scheme (CAS).
4. To discuss and take appropriate decisions on various constraints and challenges faced by teachers during the execution of various student centric activities.
5. To deliberate on organizing Workshops, Seminars and Conferences during the Academic Session in various subjects including one of Research Methodology, Intellectual Property Rights and International Conference in the Faculty of Science.
6. To discuss and finalize on the topic for identifying a theme for Students' College Magazine for the session 2023-2024.
7. To discuss and take appropriate decisions on the topics of conducting various Examinations of Odd Semesters by the College as per the notification from the affiliating University and submission of evaluations Sheets and Internal Scoresheets to the University.
8. To discuss the University related Examination grievances of the students.
9. To analyze the results of summer-2023 Examinations conducted by the affiliating University.
10. Any other matter with the permission of the Chair.







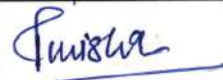
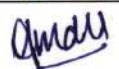
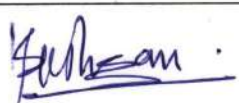
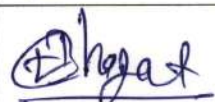
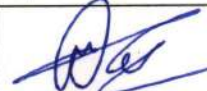
Minita
IQAC Coordinator
Bhiwapur Mahavidyalaya
Bhiwapur






Johnmuse
Principal
Bhiwapur Mahavidyalaya
Bhiwapur

Bhiwapur Mahavidyalaya
Minutes of Internal Quality Assurance Cell
Academic Session -2023-2024

Date- 18/11/2023

Attendance of Members present:

Sl. No.	Designation	Name	Signatures
01	Chairperson	Dr. Jobi George	
02	Teachers' Representatives	Dr. Sunil K Shinde	
		Dr. Motiraj R Chavhan	
		Dr. R.K. Quraishi	
		Asst. Prof. S. Wasekar	
		Dr. Yogesh More	
		Dr. Ravikant D Mishra	
		Dr. Ashwini Kadu	
03	Member from the Management	Hon. Shri Yashraj R Mulak	
04	Senior Administrative Officer/s	Shri. Sanjay Meshram	
		Shri Amol Bhagat	
05	One Nominee each from Local Society, Students,	Shri Dilip Gupta	

	and Alumni	Ku. Saroj Selore	
		Mr. S R Dadmal	
06	One Nominee each from Employers/ Industrialists / Stakeholders	Shri Padmakarji Agrawal	
		Shri Shankarlal Viajnathji Gupta	
		Dr. Devendra Bhongade	
07	IQAC Coordinator	Dr. Vinita S Virgandham	

Agenda Items were circulated among the Members of IQAC.

The Resolutions adopted in the Meeting were as follows:

Item No. 1 To read and confirm the Minutes of the previous Meeting of Internal Quality Assurance Cell dated 17/06/2023.

Resolution No.1 The Minutes of the previous meeting held on 17/06/2023 were read by the Member Secretary. The Chair invited comments from the members, and after careful consideration, the Minutes were confirmed without any amendments. It was resolved that the Minutes be accepted as a true and accurate record of the proceedings of the Meeting.

Item No. 2 To deliberate on the issue of no response from the DVV partner post submission of compliance to DVV partner on 19th October, 2024.

Resolution No. 2 The committee expressed serious concern over the non-receipt of communication from the DVV partner following the submission of compliance on 19th October, 2024. After detailed discussion, it was resolved that a formal reminder would be sent to the office of NAAC on its helpdesk, seeking clarification and requesting an expedited review of the submitted documents. Additionally, the committee decided that in the event of further delay, the IQAC Coordinator would escalate the matter to the higher authorities and initiate alternative measures to ensure timely Resolution.

Item No. 3 To discuss and take appropriate decisions on the submission of Annual Performance Indicator (API) under Career Advancement Scheme (CAS).

Resolution No. 3 The Committee discussed the importance of the timely submission of the Annual Performance Indicator (API) under the Career Advancement Scheme (CAS) to ensure that eligible faculty members could benefit from promotions. It was resolved that the IQAC under the guidance of the Chair would organize an orientation session for the faculty members, explaining the process of API submission under CAS and offering assistance in compiling and submitting the required documents. Faculty members were urged to complete their submissions by the given deadline, with the committee ensuring timely review and forwarding to the appropriate authorities.

Item No. 4 To discuss and take appropriate decisions on various constraints and challenges faced by teachers during the execution of various student-centric activities.

Resolution No. 4 The Chair acknowledged the various challenges highlighted by the faculty members, including time constraints, lack of resources, and administrative hurdles in organizing and executing student-centric activities. After deliberation, it was resolved that a dedicated Task Force would be established to address these issues. This Task Force would work closely with the faculty to streamline the execution of student-centric activities by providing logistical support, improving coordination between Departments, and recommending necessary administrative reforms. The Committee also agreed to explore additional funding options to ease resource-related challenges.

Item No. 5 To deliberate on organizing Workshops, Seminars, and Conferences for the Academic Session in various subjects, including one on Research Methodology, Intellectual Property Rights, and an International Conference in the Faculty of Science.

Resolution No. 5 The Committee recognized the need to enhance academic exposure for both students and faculty through the organization of Workshops, Seminars, and Conferences. After a thorough discussion, it was resolved that a series of academic events would be organized during the current academic session, including Workshops on Research Methodology and Intellectual Property Rights, and an International Conference in the Faculty of Science. The Committee decided to form an Organizing Committee to oversee the planning and execution of these events. It was also resolved to invite prominent scholars and professionals as resource persons for these events and to seek sponsorships to ensure the smooth conduct of the programmes.

Item No. 6 To discuss and finalize the topic for identifying a theme for Students' College Magazine for the session 2023-2024.

Resolution No. 6 The Committee discussed various themes for the Students' College Magazine for the session 2023-2024, considering the importance of aligning the theme with current academic and social trends. After reviewing several proposals, it was unanimously resolved that the theme for this year's magazine would be "Indian Elections: A Festival". The Editorial Board of the Magazine was requested to begin work based on the chosen theme.

Item No. 7 To discuss and take appropriate decisions on the topics of conducting various examinations of Odd Semesters by the College as per the Notification from the affiliating University and submission of evaluation Sheets and Internal Scoresheets to the University.

Resolution No. 7 The Committee deliberated on the procedures for conducting the Odd Semester Examinations in compliance with the Notification issued by the affiliating University. It was resolved that the College would adhere to the Examination schedule and guidelines provided by the University. With the intervention of the Chair and guidance a Committee was formed to monitor the conduct of Examinations, ensure adherence to deadlines, and oversee the

submission of evaluation sheets and internal score sheets to the University within the stipulated timeline. The IQAC also resolved to provide faculty with any necessary support to complete the evaluations and submissions without delay.

Item No. 8 To discuss the University related Examination grievances of the students.

Resolution No. 8 The Committee discussed various grievances raised by students regarding the conduct of University Examinations, including issues such as delayed results, discrepancies in Mark Sheets, and difficulty in accessing Examination-related information. After thorough consideration, it was resolved that the Member Secretary of Students' Grievance Redressal Cell, Dr. Anita V Mahawadiwar would compile a detailed Report of these grievances and forward them to the University's Examination Department for resolution. It was further resolved that the Chair would act as a liaison between students and the University to expedite the resolution of these grievances and ensure transparent communication.

Item No. 9 To analyze the results of summer-2023 Examinations conducted by the affiliating University.

Resolution No.9 The Committee reviewed the results of the summer-2023 Examinations and noted areas of concern, particularly in certain subjects where the pass percentage was below expectations. After a detailed analysis, it was resolved that the IQAC would initiate remedial measures, including offering additional tutoring and academic support for students in subjects where performance was weak. The Committee also resolved to conduct mentoring sessions for students who had faced difficulties and to work with faculty members to identify and address any underlying issue that may have contributed to the poor performance.

Item No. 10 Any other matter with the permission of the Chair.

Resolution No.10 Under this agenda item, the IQAC Coordinator reminded the house on the superannuation of Dr. Vijay Dighore, Head of Criteria-V and that the position is vacant and it has to be immediately assigned.

The Chair acknowledged the same and it was decided that Dr. Rahil K Quraishi would be heading this Criteria. The House approved of the same. The Chair concluded the Meeting by thanking all the members for their active participation and contributions. The Meeting was concluded with a formal vote of thanks by the IQAC Coordinator.

These Resolutions were passed unanimously and will be implemented with immediate effect.

Date: 18 November 2023

Place: Bhiwapur

Vinita

Dr. Vinita S Virgandham

IQAC Coordinator
IQAC Coordinator
Bhiwapur Mahavidyalaya
Bhiwapur

Johnson
Principal/Chairperson
Principal
Bhiwapur Mahavidyalaya
Bhiwapur

Bhiwapur Mahavidyalaya
Internal Quality Assurance Cell
Academic Session -2023-2024

Action Taken Report
Second Meeting of Internal Quality Assurance Cell

Introduction

The Action Taken Report (ATR) of the second Meeting of the Internal Quality Assurance Cell (IQAC) outlines the steps implemented following the Resolutions passed in the Meeting. Held to address key academic and administrative issues, the IQAC focused on enhancing the quality of Teaching, Learning, and Institutional processes. This Report highlights the actions executed to ensure the effective implementation of the decisions taken during the Meeting.

Item No. 1 To read and confirm the Minutes of the previous Meeting of Internal Quality Assurance Cell dated 17/06/2023.

Resolution Summary: The Minutes of the previous Meeting were confirmed as a true and accurate Record of the Proceedings.

Action Taken: The Minutes were duly confirmed without any amendments and recorded. No further action was required for this item.

Item No. 2 To deliberate on the issue of no response from the DVV partner post submission of compliance to DVV partner on 19th October, 2024.

Resolution Summary: A formal reminder was to be sent to the NAAC helpdesk to expedite the review of submitted documents, and the matter would be expedited if further delays occurred.

Action Taken: A formal reminder was sent to the NAAC helpdesk, requesting an update on the submission. Follow-up messages were posted on support helpdesk by the IQAC Coordinator in the NAAC HEI portal. The matter is under close monitoring, and alternative steps are being considered in case of continued delays.

Item No. 3 To discuss and take appropriate decisions on the submission of Annual Performance Indicator (API) under Career Advancement Scheme (CAS).

Resolution Summary: An Orientation Session for faculty on API submission under CAS was to be organized, and assistance in submission was to be provided.

Action Taken: An Orientation Session was successfully conducted on API submission under CAS. Faculty members were briefed about the requirements, and support was offered for compiling and submitting the API. The submission process was completed on time by most faculty members, and the documents were forwarded for further review.

Item No. 4 To discuss and take appropriate decisions on various constraints and challenges faced by teachers during the execution of various student-centric activities.

Resolution Summary: A Task Force was to be established to address the challenges faced by teachers, provide logistical support, improve coordination, and explore additional funding options.

Action Taken: A Task Force was constituted, comprising faculty members from different Departments. Meetings were held to identify the challenges in student-centric activities. The Task Force successfully streamlined coordination among Departments, and a proposal for additional funding was drafted and submitted to the Management for consideration.

Item No. 5 To deliberate on organizing Workshops, Seminars, and Conferences for the Academic Session in various subjects, including one on Research Methodology, Intellectual Property Rights, and an International Conference in the Faculty of Science.

Resolution Summary: Workshops and Conferences were to be organized, and an Organizing Committee was to be formed to oversee the events.

Action Taken: The Organizing Committee was formed, and the dates for Workshops on Research Methodology and Intellectual Property

Rights were finalized to be conducted in the month of April. Invitations were to be sent to Resource Persons, and sponsorship was to be secured for the events. Preparations for the International Conference in the Faculty of Science are ongoing, with an expected date set for next Semester.

Item No. 6 To discuss and finalize the topic for identifying a theme for Students' College Magazine for the Session 2023-2024.

Resolution Summary: The theme for the Students' College Magazine was finalized as "Indian Elections: A Festival".

Action Taken: The Editorial Board was notified about the finalized theme, and work on the Magazine began. Students have started contributing articles, poetry, and artwork aligned with the chosen theme. The Editorial Board is on track for timely publication.

Item No. 7 To discuss and take appropriate decisions on the topics of conducting various examinations of Odd Semesters by the College as per the Notification from the affiliating University and submission of evaluation Sheets and Internal Scoresheets to the University.

Resolution Summary: A Committee was formed to monitor the conduct of Odd Semester Examinations, ensure timely submission of evaluation sheets and internal score sheets.

Action Taken: The monitoring Committee successfully oversaw the conduct of the Odd Semester Examinations. Evaluation and internal score sheets were submitted to the University well within the stipulated timeline. Support was provided to faculty members facing challenges with evaluations, ensuring smooth completion of the process.

Item No. 8 To discuss the University-related Examination grievances of the students.

Resolution Summary: The Member Secretary of the Students' Grievance Redressal Cell was tasked with compiling grievances and forwarding them to the University for resolution.

Action Taken: Dr. Anita V Mahawadiwar compiled a detailed Report on student grievances related to University Examinations. The Report

was approved by the Principal and was then forwarded to the University's Examination Department. Regular follow-up has been maintained with the University to ensure prompt resolution. Students have been kept informed of the progress.

Item No. 9 To analyze the results of summer-2023 Examinations conducted by the affiliating University.

Resolution Summary: The IQAC was to initiate remedial measures, including tutoring and academic support, and mentoring sessions for students with weak performance.

Action Taken: Remedial classes were organized for students struggling in key subjects where the pass percentage was low. Mentoring sessions were conducted by faculty members to provide additional guidance and support. The initiative has been well-received by the students, and their performance is being closely monitored for improvement.

Item No. 10 Any other matter with the permission of the Chair.

Resolution Summary: Dr. Rahil K Quraishi was appointed as Head of Criteria V following the superannuation of Dr. Vijay S Dighore.

Action Taken: The appointment of Dr. Rahil K Quraishi as Head of Criteria V was formalized, and he has taken charge of the role. Dr. Rahil Quraishi has begun reviewing the work of the Criteria V and initiated plans for upcoming Peer Team visit.

Conclusion: The Meeting concluded with a vote of thanks to all the members for their participation. This Action Taken Report is submitted for the records of the IQAC and for future reference in subsequent Meetings.

Date: 30 April 2023 (Compilation of Action Taken Report)

Place: Bhiwapur

Winita
IQAC Coordinator
Bhiwapur Mahavidyalaya
Bhiwapur

Principle
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Prinmuse
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