

## NOTICE

Date- 15 /06/2022

As per the direction of the Principal of the College, I am hereby convening the meeting of Internal Quality Assurance Cell on 19/06/2022 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 Internal Quality Assurance Cell dated 11/09/2021.
2. To deliberate on the allotment of Prominent Institution Level Committees for the Re-accreditation procedure of the Institution.
3. To pursue the compilation of all the pending AQARs upon receiving correspondence from the Office of NAAC.
4. To review the execution of the Perspective Plan of the Institution 2020-2025.
5. To table the Audited Statement of Income and Expenditure of the Institution for the Financial Year 2021-2022.
6. To discuss University's examination related grievances of the students.
7. To deliberate upon the implementation of the Feedback Analysis Reports and Recommendations received from the College Development Committee.
8. To assess the progress of the Academic Assignments allotted to all the Teaching and Non- teaching Staff.
9. 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  
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Smt. Sumanmala B. Mulak  
President  
Hon. Shri Rajendra B. Mulak  
Secretary  
Dr. Jobi George  
Principal

Ref. No. \_\_\_\_\_

Date \_\_\_\_\_

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

**Date- 19 June 2022**

Attendance of Members present -

Sr. No	Designation	Name	Signature/s
01	Chairperson	Dr. Jobi George	
02	Teachers' Representatives	Dr. V. S. Dighore	
		Dr. S. K. Shinde	
		Dr. M. R. Chavhan	
		Dr. M. V. Nandanwar	
		Dr. Mrs. A. V. Mahawadiwar	
		Dr. 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 / Industrialists / Stakeholders	Shri. Padmakar K. Agrawal (Stakeholder)	
		Shri. Shankarlal Vaijnathji Gupta (Industrialist)	
		Dr. Devendra Bhongade (From Employers)	
7	IQAC Coordinator	Asst. Prof. Dr. Vinita S. Virgandham	

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

The Resolutions adopted in the Meeting are as follows:

**Item No. 1.** To read and confirm the Minutes of the previous Meeting of Internal Quality Assurance Cell dated 11/09/2021.

**Resolution No. 1**

The Minutes of the previous Meeting of Internal Quality Assurance Cell held on 11/09/2021 were read out by the IQAC Coordinator Asst. Prof. Dr. Vinita S. Virgandham. Corrections, if any, were invited.

No corrections were found. Resolutions were unanimously approved by all the Members of Internal Quality Assurance Cell.

**Item No. 2** To deliberate on the allotment of Prominent Institution Level Committees for the Re-accreditation procedure of the Institution.

**Resolution No. 2** The Chair placed the list of Committees allotted to the Staff citing the reasons on their allotment. The Members discussed the allotment criteria and appreciated the efforts of the Office of the Principal in bringing out a transparent document.

The Resolution was unanimously approved by all the Members of Internal Quality Assurance Cell and the list of Committees along with guidelines was accepted.

**Item No. 3** To pursue the compilation of all the pending AQARs upon receiving correspondence from the Office of NAAC.

**Resolution No.3** The Coordinator of IQAC Asst. Prof. Dr. Vinita S. Virgandham informed the members about the correspondence received from the Office of NAAC on a few queries with regards to the submission of pending AQARs and also about the submission of SSR to the Office of NAAC on 23/5/2022 for the Re-accreditation Cycle 2, indicating the intent of the Institution to go for the Re-accreditation process.

The Resolution was unanimously approved by all the Members of IQAC supporting the submission of all the pending AQARs to NAAC within the given timeframe and to proceed for the 2<sup>nd</sup> Cycle of the Re-accreditation process.

**Item No. 4** To review the execution of the Perspective Plan of the Institution 2020-2025.

**Resolution No. 4** The Chair reiterated the urgency to work on aspects governing Students' welfare, which included focus on ICT based Teaching-Learning,

encouraging the students to avail Scholarships, Free-ships, Students' Research Projects, Students' Seminars and Remedial Coaching along with Add on / Value added and Certificate Courses.

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

**Item No. 5** To table the Audited Statement of Income and Expenditure of the Institution for the Financial Year 2021-2022.

**Resolution No.5**

The Principal placed before the Members of IQAC the Audited Statement of Income and Expenditure of the Institution for the Financial Year 2021-2022. The Members of IQAC verified the Audited Statements of Income and Expenditure and appreciated the initiatives taken to augment the movable and immovable properties of the Institution.

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

**Item No. 6** To discuss the grievances of students in respect of University Examinations.

**Resolution No. 6**

The IQAC Coordinator placed before the members of IQAC the Report of the Examination Committee. The results were impressive barring a few subjects of Bachelor of Science and Bachelor of Commerce. The Chair proposed a few recommendations for motivating the students to score better. The Chair also stressed the need for undertaking intense Remedial Coaching for the Slow Learners. The Resolution was unanimously approved by all the Members of IQAC.

**Item No. 7** To deliberate upon the implementation of the Feedback Analysis Reports and Recommendations received from the College Development Committee.

**Resolution No. 7** The Coordinator of the Internal Quality Assurance Cell apprised the members on the Feedback Analysis Reports submitted by the Feedback Committee on the various aspects of Teaching-learning and the Facilities available in the Institution. The Chair proposed that as per the policy of the Institution, the

Feedback Analysis Reports must be placed in the meeting of the College Development Committee for approval and recommendations.

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

**Item No. 8** To assess the progress of the Academic Assignments allotted to all the Teaching and Non- teaching Staff.

**Resolution No. 8** The Chair suggested the IQAC Coordinator to finalize any working day for the evaluation of the Annual Academic Assignments allotted to the Teaching and Non- teaching Staff of the Institution and that the Assessment Outcomes be recorded in the Proceedings of the Staff Council.

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

**Item No. 9** Any other matter with the permission of the Chair.

**Resolution No. 9** Since no other subject was raised, the meeting was concluded with formal Vote of Thanks by the IQAC Coordinator.

*Vinita*  
Dr. Vinita S. Virgandham  
IQAC Coordinator  
Bhiwapur Mahavidyalaya  
Bhiwapur

*Jobi George*  
Dr. Jobi George  
Principal  
Bhiwapur Mahavidyalaya  
Bhiwapur

**Bhiwapur Mahavidyalaya**  
**Internal Quality Assurance Cell**  
**Academic Session 2022-2023**  
**Action Taken Report**  
**First Meeting of Internal Quality Assurance Cell**

15 December 2022

**Introduction**

This Action Taken Report is prepared in pursuance of the meeting of Internal Quality Assurance Cell held on 19/06/2022.

The IQAC in its meeting dated 19/06/2022 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 19/06/2022, the list of Prominent Committees allotted was distributed among the Staff with instructions on the nature of activities to be carried out and the compilation of documented evidence, guidelines and time frame.
2. Upon receipt of correspondences from the Office of NAAC and also from competent authorities i.e. the Office of Joint Director of Higher Education, Nagpur and the affiliating R.T.M. Nagpur University, Nagpur, the preparation of AQARs from the Academic Session 2016-2017 to 2021-2022 started off in full swing **as per Resolution No.3** resolved in the meeting of IQAC dated 19/06/2022.
3. As mentioned in the Perspective Plan 2020-2025 all the teachers conducted Remedial Classes for Slow Learners and Guidance Lectures for Advanced Learners and documented the activities undertaken **as per Resolution No.4** resolved in the meeting of IQAC dated 19/06/2022. As per the said Resolution, the faculty conducted Students' Seminars, Students' Research Projects and Value -added Courses for the holistic development of students.
4. As per Resolution No.5 resolved in the meeting of IQAC dated 19/06/2022, Counseling Sessions were conducted during regular classes



to motivate our students to work towards getting better scores. University's sample question papers of previous Examinations were provided to students for ready reference. Worksheets and revision of complex concepts were taken up in respective subjects.

5. As per Resolution No.6 resolved in the meeting of IQAC dated 19/06/2022, Feedback Analysis Report of the Committee concerned was forwarded to College Development Committee for their approval and recommendations. After scrutiny and due discussions in the College Development Committee, the Feedback Analysis Report was uploaded on the College Website - [www.bmb.ac.in](http://www.bmb.ac.in)
6. As per Resolution No.7 resolved in the meeting of IQAC dated 19/06/2022, the Annual Reports of the Assignments allotted to staff from the Office of the Principal were evaluated in the Staff Council Meeting and an advisory was conveyed to the Staff regarding the need to augment Research Publications, Students' Research Projects and Focus on carrying out Student-Centric Activities in the Institution.

#### **Conclusion**

The Internal Quality Assurance Cell of the Institution, in coordination with other Committees of the Institution, planned, synchronized and conducted all the activities as per the Academic Polices of the Institution in the given time frame.

*Vinita*

Dr. Vinita S Virgandham

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



*Jobi George*

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PRINCIPAL  
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