

Bharatiya Vidya Mandir, Amravati's  
Bharatiya Mahavidyalaya, Morshi

**Internal Quality Assurance Cell  
Meeting Register**

2019-20

### Minutes of Internal Quality Assurance Cell Meeting

The first meeting of the Internal Quality Assurance Cell for NAAC Preparations was held on date 26-07-2019 under the chairmanship of Hon. Dr. S. B. Bijawe, Principal at 10.30 a. m. in the Principal's Cabin. Various issues were discussed and decisions were taken in the meeting.

Following members were present in the meeting.

<b>Sr. No.</b>	<b>Name</b>	<b>Category</b>
1.	Dr. S. B. Bijawe, Principal	Chairman
2.	Dr. R. B. Bijawe, President B. V. M. Amravati (Management Repr.)	Member
3.	Dr. S. V. Kulkarni, B. V. M. Morshi (Management Repr)	Member
4.	Adv. Shri. N. A. Pethe (CDC Repr)	Member
5.	Dr. R. G. Bambole (Teacher Repr)	Member
6.	Shri. V. V. Khandekar (Teacher Repr)	Member
7.	Dr. S. M. Raut (Teacher repr)	Member
8.	Dr. S. M. Deshmukh (Teacher Repr)	Member
9.	Shri. A. S. Pazare (Teacher Repr)	Member
10.	Shri. A. B. Karochi (Admin.Staff Repr)	Member
11.	Shri. R. S. Meshram (Admin.Staff Repr)	Member
12.	Shri. Nitin Umale (Student/Alumni Repr)	Member
13.	Shri. D. N. Dhole (Employers/Industrialist/Stakeholder repr)	Member
14.	Dr. S. V. Topare	Coordinator
15.	Vishal Papadkar	Student repr.

## Minutes of Meeting

Plan of Action	Outcome achieved
<ul style="list-style-type: none"> <li>Confirmation of the minutes of earlier Meeting.</li> </ul>	<ul style="list-style-type: none"> <li>The minutes of earlier Meeting were confirmed.</li> </ul>
<ul style="list-style-type: none"> <li>Review of the NAAC Peer Team Visit Report.</li> </ul>	<ul style="list-style-type: none"> <li>As the college has faced NAAC, the present Vision and Mission Statement of the college was discussed. It was decided to update it.</li> </ul>
<ul style="list-style-type: none"> <li>Improvement in English communication skills by organizing Spoken English classes.</li> </ul>	<ul style="list-style-type: none"> <li>It was observed that the standard of English communication is poor. Thus to improve the English communication of the students it was decided to organize spoken English classes for the students.</li> </ul>
<ul style="list-style-type: none"> <li>Employment opportunities for the students.</li> </ul>	<ul style="list-style-type: none"> <li>The college should make available information of various employment opportunities to the students. It was decided to have collaboration with external employment agencies and placement companies for this purpose.</li> </ul>
<ul style="list-style-type: none"> <li>Management Information System.</li> </ul>	<ul style="list-style-type: none"> <li>There should be provision of proper Management information system. It was decided to make information of management available to all stakeholders.</li> </ul>
<ul style="list-style-type: none"> <li>Restructuring of IQAC</li> </ul>	<ul style="list-style-type: none"> <li>There should be Restructuring of IQAC as per the guidelines given by NAAC. Proper records of IQAC Meetings should be kept. It was decided that, at least four meetings of IQAC should be organized every year.</li> </ul>
<ul style="list-style-type: none"> <li>Preparation of files of different department of the college.</li> </ul>	<ul style="list-style-type: none"> <li>The preparation of departmental files by the departments was discussed. Each department was asked to prepare year-wise departmental files containing all the relevant documents and proofs.</li> </ul>
<ul style="list-style-type: none"> <li>Value Added Course</li> </ul>	<ul style="list-style-type: none"> <li>Value Added Course on "E-Commerce" was organized by Dept. of Commerce on 16-09-2019 to 08-10-2019</li> </ul>


<ul style="list-style-type: none"> <li>• Establishment of "Nisarga Mitra Mandal"</li> </ul>	<ul style="list-style-type: none"> <li>• "Nisarga Mitra Mandal" was inaugurated in the college on 14-08-2019</li> </ul>
<ul style="list-style-type: none"> <li>• Dhargad Yatra Volunteering</li> </ul>	<ul style="list-style-type: none"> <li>• Dhargad Yatra Volunteering program was organized by "Man and Animal Conflict Committee" in collaboration with B. M. V. Morshi and CARS at Melghat Tiger Reserve on 20-08-2019 to 22-08-2019</li> </ul>
<ul style="list-style-type: none"> <li>• Environment Awareness Workshop</li> </ul>	<ul style="list-style-type: none"> <li>• One-Day Trek to Kalal Kund on "Nisarg Anubhav" activity was organized by Dept. of Geography on 07-09-2019</li> </ul>



(Dr. S. V. Topare)

IQAC Coordinator

Chairman



(Dr. S. B. Bijawe)

Principal

Bharatiya Vidya Mandir, Amravati's  
Bharatiya Mahavidyalaya, Morshi

**Internal Quality Assurance Cell  
Meeting Register**

2019-20

### Minutes of Internal Quality Assurance Cell Meeting

The second meeting of the Internal Quality Assurance Cell for NAAC Preparations was held on date 23-09-2019 under the chairmanship of Hon. Dr. S. B. Bijawe, Principal at 10.30 a. m. in the Principal's Cabin. Various issues were discussed and decisions were taken in the meeting.

Following members were present in the meeting.

<b>Sr. No.</b>	<b>Name</b>	<b>Category</b>
1.	Dr. S. B. Bijawe, Principal	Chairman
2.	Dr. R. B. Bijawe, President B. V. M. Amravati (Management Repr.)	Member
3.	Dr. S. V. Kulkarni, B. V. M. Morshi (Management Repr)	Member
4.	Adv. Shri. N. A. Pethe (CDC Repr)	Member
5.	Dr. R. G. Bambole (Teacher Repr)	Member
6.	Shri. V. V. Khandekar (Teacher Repr)	Member
7.	Dr. S. M. Raut (Teacher repr)	Member
8.	Dr. S. M. Deshmukh (Teacher Repr)	Member
9.	Shri. A. S. Pazare (Teacher Repr)	Member
10.	Shri. A. B. Karochi (Admin.Staff Repr)	Member
11.	Shri. R. S. Meshram (Admin.Staff Repr)	Member
12.	Shri. Nitin Umale (Student/Alumni Repr)	Member
13.	Shri. D. N. Dhole (Employers/Industrialist/Stakeholder repr)	Member
14.	Dr. S. V. Topare	Coordinator
15.	Vishal Papadkar	Student repr.



Minutes of Meeting

Plan of Action	Outcome achieved
<ul style="list-style-type: none"> <li>• Publication of college magazine 'Satpuda' issues.</li> </ul>	<ul style="list-style-type: none"> <li>• The regular issues of college Magazine "Saapuda" are being published by the college. It was decided to improve the standard of this magazine.</li> </ul>
<ul style="list-style-type: none"> <li>• Office automation and computerization.</li> </ul>	<ul style="list-style-type: none"> <li>• For automation of Office work of the college, more computers were purchased by the college and the college has purchased Office automation software. It was decided to train the office staff and get most of the office work done on computers.</li> </ul>
<ul style="list-style-type: none"> <li>• Budget allocation for research activities.</li> </ul>	<ul style="list-style-type: none"> <li>• There should be Budget allocation for research activities by the staff members and the students by the college. The issue was discussed with authorities. It was decided to take proper actions.</li> </ul>
<ul style="list-style-type: none"> <li>• Departmental budget.</li> </ul>	<ul style="list-style-type: none"> <li>• Every department should have Departmental budget for various activities being organized by various departments. It was decided that that every department should create their own budget for organization of various academic activities.</li> </ul>
<ul style="list-style-type: none"> <li>• Record of the Library Department.</li> </ul>	<ul style="list-style-type: none"> <li>• It was decided that the Library advisory committee record should be kept updated. The library should subscribe various books and journals every year.</li> </ul>
<ul style="list-style-type: none"> <li>• Application for the Degree of Doctor of Philosophy.</li> </ul>	<ul style="list-style-type: none"> <li>• It was decided that the teachers who have not completed their Ph. D. should work hard in this direction. The concerned teachers should apply for Ph. D.</li> </ul>

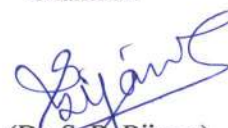
<ul style="list-style-type: none"> <li>• Add On Course</li> </ul>	<ul style="list-style-type: none"> <li>• Add On Course on “Book keeping and Accountancy” was organized by Dept. of Commerce on 10-10-2019 to 05-11-2019</li> </ul>
<ul style="list-style-type: none"> <li>• Celebration of World Wild Life Week</li> </ul>	<ul style="list-style-type: none"> <li>• Guest lecture on “Wild Life and Environment Conservation” was organized by Dept. of Geography on the occasion of World Wild Life Week on 05-10-2019</li> </ul>
<ul style="list-style-type: none"> <li>• Tree conservation drive</li> </ul>	<ul style="list-style-type: none"> <li>• Bouhinia Racemosa Tree conservation drive organized by Dept. of Geography on occasion of Dussera Festival on 07-10-2019 to 08-10-2019</li> </ul>
<ul style="list-style-type: none"> <li>• Add On Course</li> </ul>	<ul style="list-style-type: none"> <li>• Add On course was organized by Dept. of Political Science on “Importance of Values in Human Life” from 03-10-2019 to 15-10-2019</li> </ul>
<ul style="list-style-type: none"> <li>• Celebration of “Reading Motivation Day”</li> </ul>	<ul style="list-style-type: none"> <li>• Book exhibition and Reading program was organized by Dept. of Library on 15-10-2019</li> </ul>
<ul style="list-style-type: none"> <li>• User orientation workshop</li> </ul>	<ul style="list-style-type: none"> <li>• User Orientation Workshop for fresh students was organized by Dept. of Library Science on 24-09-2019</li> </ul>
<ul style="list-style-type: none"> <li>• Value Added Course</li> </ul>	<ul style="list-style-type: none"> <li>• Value Added Course on “Awareness about GST in India” was organized by Dept. of Economics on 16-10-2019 to 30-10-2019</li> </ul>



(Dr. S. V. Topare)

IQAC Coordinator

Chairman



(Dr. S. B. Bijawe)

Principal



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**Internal Quality Assurance Cell  
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2019-20

### Minutes of Internal Quality Assurance Cell Meeting

The third meeting of the Internal Quality Assurance Cell for NAAC Preparations was held on date 07-12-2019 under the chairmanship of Hon. Dr. S. B. Bijawe, Principal at 10.30 a. m. in the Principal's Cabin. Various issues were discussed and decisions were taken in the meeting.

Following members were present in the meeting.

<b>Sr. No.</b>	<b>Name</b>	<b>Category</b>
1.	Dr. S. B. Bijawe, Principal	Chairman
2.	Dr. R. B. Bijawe, President B. V. M. Amravati (Management Repr.)	Member
3.	Dr. S. V. Kulkarni, B. V. M. Morshi (Management Repr)	Member
4.	Adv. Shri. N. A. Pethe (CDC Repr)	Member
5.	Dr. R. G. Bambole (Teacher Repr)	Member
6.	Shri. V. V. Khandekar (Teacher Repr)	Member
7.	Dr. S. M. Raut (Teacher repr)	Member
8.	Dr. S. M. Deshmukh (Teacher Repr)	Member
9.	Shri. A. S. Pazare (Teacher Repr)	Member
10.	Shri. A. B. Karochi (Admin.Staff Repr)	Member
11.	Shri. R. S. Meshram (Admin.Staff Repr)	Member
12.	Shri. Nitin Umale (Student/Alumni Repr)	Member
13.	Shri. D. N. Dhole (Employers/Industrialist/Stakeholder repr)	Member
14.	Dr. S. V. Topare	Coordinator
15.	Vishal Papadkar	Student repr.

Minutes of Meeting

Plan of Action	Outcome achieved
<ul style="list-style-type: none"> <li>• Social extension activities by the teachers.</li> </ul>	<ul style="list-style-type: none"> <li>• It was decided that social extension activities by the teachers of every department should be organized. There should be participation of the students in such activities. It was decided that NSS should take initiative in this direction. All other departments should also organize social extension activities in collaboration with students' council.</li> </ul>
<ul style="list-style-type: none"> <li>• Collection of adequate feedback from the students, alumni, academic peers and employers.</li> </ul>	<ul style="list-style-type: none"> <li>• As feedback provides actual picture of quality of education being provided in the college, it is necessary to collect adequate feedback from the students, alumni, academic peers and employers. It was decided to inform every staff member about timely collection of feedback forms.</li> </ul>
<ul style="list-style-type: none"> <li>• Discussion about activities of Placement cell.</li> </ul>	<ul style="list-style-type: none"> <li>• It was decided to intensify the activities being done by Career counseling cell of the college such as display of the advertisements on the Notice board and organization of Job Fair.</li> </ul>
<ul style="list-style-type: none"> <li>• Updating website information.</li> </ul>	<ul style="list-style-type: none"> <li>• The recent information about various developments in the college needs to be updated regularly on college website. It was decided to add recent information on the college website.</li> </ul>
<ul style="list-style-type: none"> <li>• Enhancement of the academic performance of the teachers.</li> </ul>	<ul style="list-style-type: none"> <li>• To further enhance academic performance of the teachers, it was decided that every teacher will participate in International and National conferences and publish papers in various journals.</li> </ul>
<ul style="list-style-type: none"> <li>• Participation in Social extension activities.</li> </ul>	<ul style="list-style-type: none"> <li>• It was decided that every department should participate in social extension activities. The participation of the students in such activities should be encouraged. It was decided that NSS should take initiative in this direction.</li> </ul>

<ul style="list-style-type: none"> <li>Improvement of Library services.</li> </ul>	<ul style="list-style-type: none"> <li>It was decided that, the Library should purchase more books of Science stream. More books for preparation of Competitive exams should be purchased in the Library.</li> </ul>
<ul style="list-style-type: none"> <li>Implementation of the effective methods of evaluation of the student's knowledge.</li> </ul>	<ul style="list-style-type: none"> <li>It was decided that the teachers should employ effective methods of evaluation of the student's knowledge – such as Unit tests, class room seminars, Home assignments etc. Along with this, they were also asked to keep record of marks of these tests for taking proper measures.</li> </ul>
<ul style="list-style-type: none"> <li>Academic Tour and Industrial Visit organization</li> </ul>	<ul style="list-style-type: none"> <li>Academic Tour and Industrial Visit was organized by Dept. of Commerce on 28-02-2020 to 02-03-2020 at Jalgaon</li> </ul>
<ul style="list-style-type: none"> <li>Organization of sports coaching camps</li> </ul>	<ul style="list-style-type: none"> <li>Coaching camps of different games were organized by Dept. of Physical Education and Sports as a result of which a student was selected to participate in Ashwamedh Interuniversity Athletics tournament.</li> </ul>
<ul style="list-style-type: none"> <li>Value Added Course</li> </ul>	<ul style="list-style-type: none"> <li>Value Added Course on “Relevance of objectives in the Indian Constitution” was organized by Dept. of Political Science on 06-01-2020 to 20-01-2020</li> </ul>
<ul style="list-style-type: none"> <li>One-Day Workshop</li> </ul>	<ul style="list-style-type: none"> <li>One-Day workshop on “Various Cyber Laws and Career Guidance” was organized by Dept. of Library Science on 03-01-2020</li> </ul>
<ul style="list-style-type: none"> <li>Industrial Tour</li> </ul>	<ul style="list-style-type: none"> <li>Industrial tour was organized by Dept. of Economics at Jain Irrigation Plastic Industry and Tissue Culture on 19-12-2019</li> </ul>
<ul style="list-style-type: none"> <li>Organization of Regional Conference</li> </ul>	<ul style="list-style-type: none"> <li>“Vidarbha Arth Shastra Parishad” was organized by Dept. of Economics on 01-02-2020 to 02-02-2020</li> </ul>

<ul style="list-style-type: none"> <li>• Value Added Course</li> </ul>	<ul style="list-style-type: none"> <li>• Value Added Course on "Ambedkar Thoughts" was organized by Dept. of History on 03-01-2020 to 28-01-2020</li> </ul>
<ul style="list-style-type: none"> <li>• Historical Tour</li> </ul>	<ul style="list-style-type: none"> <li>• Tour to Historical places was organized by Dept. of History from 28-02-2020 to 02-03-2020</li> </ul>
<ul style="list-style-type: none"> <li>• Writing Skills Workshop</li> </ul>	<ul style="list-style-type: none"> <li>• Marathi Shuddha Lekhan Karyashala was organized by Dept. of Marathi on 14-01-2020</li> </ul>
<ul style="list-style-type: none"> <li>• Value Added Course</li> </ul>	<ul style="list-style-type: none"> <li>• Value Added Course on "Communication skills" was organized by Dept. of English on 06-01-2020 to 20-01-2020</li> </ul>



(Dr. S. V. Topare)  
IQAC Coordinator

Chairman



(Dr. S. B. Bijawe)  
Principal

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**Internal Quality Assurance Cell**  
**Meeting Register**

2019-20



### Minutes of Internal Quality Assurance Cell Meeting

The fourth meeting of the Internal Quality Assurance Cell for NAAC Preparations was held on date 12-03-2020 under the chairmanship of Hon. Dr. S. B. Bijawe, Principal at 10.30 a. m. in the Principal's Cabin. Various issues were discussed and decisions were taken in the meeting.

Following members were present in the meeting.

<b>Sr. No.</b>	<b>Name</b>	<b>Category</b>
1.	Dr. S. B. Bijawe, Principal	Chairman
2.	Dr. R. B. Bijawe, President B. V. M. Amravati (Management Repr.)	Member
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13.	Shri. D. N. Dhole (Employers/Industrialist/Stakeholder repr)	Member
14.	Dr. S. V. Topare	Coordinator
15.	Vishal Papadkar	Student repr.

Minutes of Meeting

Plan of Action	Outcome achieved
<ul style="list-style-type: none"> <li>Enhancement of the academic performance of the teachers.</li> </ul>	<ul style="list-style-type: none"> <li>To further enhance academic performance of the teachers, it was decided that every teacher will participate in International and National conferences and publish papers in various journals.</li> </ul>
<ul style="list-style-type: none"> <li>Improvement in English communication skills by organizing Spoken English classes.</li> </ul>	<ul style="list-style-type: none"> <li>It was observed that the standard of English communication is poor. Thus to improve the English communication of the students it was decided to organize spoken English classes for the students.</li> </ul>
<ul style="list-style-type: none"> <li>Application for the Degree of Doctor of Philosophy.</li> </ul>	<ul style="list-style-type: none"> <li>It was decided that the teachers who have not completed their Ph. D. should work hard in this direction. The concerned teachers should apply for Ph. D.</li> </ul>
<ul style="list-style-type: none"> <li>Improvement in the academic flexibility of the college.</li> </ul>	<ul style="list-style-type: none"> <li>For enhancement of educational atmosphere in the college the academic flexibility needs to be improved. It was decided to improve academic flexibility of the college by starting new courses at PG level and UG level such as MA Home Economics, Commerce etc.</li> </ul>
<ul style="list-style-type: none"> <li>Job-oriented courses.</li> </ul>	<ul style="list-style-type: none"> <li>As per the recommendations of NAAC Peer Team, it was felt that job-oriented courses need to be started. It was decided to start suitable Job-oriented courses in the college.</li> </ul>
<ul style="list-style-type: none"> <li>Tutor-Ward system should be strengthened for the benefit of students.</li> </ul>	<ul style="list-style-type: none"> <li>To help needy and poor students, the Tutor-ward system needs to be strengthened. For this, it was decided that the staff members will adopt at least one student and provide him essential fees and other facilities.</li> </ul>
<ul style="list-style-type: none"> <li>Celebration of National Science Day</li> </ul>	<ul style="list-style-type: none"> <li>National Science Day was celebrated by the Dept. of Science on 28 February to mark the discovery of the Raman effect by Indian physicist Sir C. V. Raman</li> </ul>

<ul style="list-style-type: none"> <li>Achievements of sports department</li> </ul>	<ul style="list-style-type: none"> <li>Dr. S. V. Topare was selected as Member, Swimming Selection committee and also worked as Manager of S. G. B. A. Univ. Swimming team during All India Interuniversity tournaments held at Phagwara and worked on various committees of the University</li> </ul>
<ul style="list-style-type: none"> <li>Improvement of ICT enabled Teaching-learning during regular classes.</li> </ul>	<ul style="list-style-type: none"> <li>For the improvement of ICT enabled teaching-learning during regular classes, the teachers were asked to give power point presentations and use other internet applications while teaching in the classroom.</li> </ul>
<ul style="list-style-type: none"> <li>Grievance redressal cell activities.</li> </ul>	<ul style="list-style-type: none"> <li>Grievance redressal cell should organize various activities and keep records of these activities. It was decided to organize various awareness programs for the students, especially girl students regarding sexual harassment and other issues.</li> </ul>
<ul style="list-style-type: none"> <li>Provision of guidance for entry in Armed Forces.</li> </ul>	<ul style="list-style-type: none"> <li>This service is being provided by the Department of Physical Education. It has given extremely satisfying results. Many students have got recruited in Police, BSF and Army through this. It was decided to implement this service in much better way.</li> </ul>
<ul style="list-style-type: none"> <li>Suggestion box of the college.</li> </ul>	<ul style="list-style-type: none"> <li>It was decided to take proper measures for collecting feedback and complaints from the students given in the suggestion box.</li> </ul>



(Dr. S. V. Topare)  
IQAC Coordinator

Chairman



(Dr. S. B. Bijawe)  
Principal