

Bharatiya Vidya Mandir, Amravati's
Bharatiya Mahavidyalaya, Morshi

**Internal Quality Assurance Cell
Meeting Register**

2017-18

Internal Quality Assurance Cell Meeting Report

The first meeting of the Internal Quality Assurance Cell for NAAC Preparations was held on date 24-07-2017 under the chairmanship of Hon. G. S. Meshram, 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.

1. Chairman: Dr. S. B. Bijawe, Principal
2. Member: Dr. R. B. Bijawe, President
B. V. M. Amravati (Management Repr.)
3. Member: Dr. S. V. Kulkarni, General Secretary
B. V. M. Amravati (Management Repr)
4. Member: Adv. Shri. N. A. Pethe (CDC Repr)
5. Member: Dr. R. G. Bambole (Teacher Repr)
6. Member: Dr. S. M. Raut (Teacher Repr)
7. Member: Shri.V. V. Khandekar (Teacher repr)
8. Member: Dr. B. J. Sable (Teacher Repr)
9. Member: Shri. A. S. Pazare (Teacher Repr)
10. Member: Shri. A. B. Karochi (Admin.Staff Repr)
11. Member: Shri. R. S. Meshram (Admin.Staff Repr)
12. Member: Shri. Nitin Umale (Student/Alumni Repr)
13. Member: Dr. Shri. D. N. Dhole (Employers/Industrialist/Stakeholder repr)
14. Coordinator: Dr. S. V. Topare

Plan of Action	Outcome achieved
<ul style="list-style-type: none"> • Regularity in organization of Bridge courses. 	<ul style="list-style-type: none"> • The staff members were asked to organize regular bridge courses for the students admitted from other streams and keep the records.
<ul style="list-style-type: none"> • Records of various services provided in college library. 	<ul style="list-style-type: none"> • It was emphasized to keep records of users in the library. Along with this, it was emphasized to keep records of various library services such as use of online resources that are being provided in the college.
<ul style="list-style-type: none"> • Subscription of new journals. 	<ul style="list-style-type: none"> • Even though, the library has subscribed journals, it was suggested that the library should subscribe more of online journals and make it available to the users.
<ul style="list-style-type: none"> • Green campus initiatives in the campus. 	<ul style="list-style-type: none"> • It was discussed to reinforce initiatives for making campus green. As there is garden in the campus, it was decided to make proper irrigation arrangements for it.
<ul style="list-style-type: none"> • Green campus through NSS activities. 	<ul style="list-style-type: none"> • The NSS unit of the college was asked to plant more trees. Even though, tree plantation programs are organized by NSS Unit, it was resolved to take proper care of the planted trees.
<ul style="list-style-type: none"> • Student's uniform and identity cards. 	<ul style="list-style-type: none"> • Even though, it is mandatory for the students to wear uniforms within college campus, it was decided to make it more stringent to wear uniforms and bring identity cards.
<ul style="list-style-type: none"> • Office automation. 	<ul style="list-style-type: none"> • It was decided to make most of the office work computerized. Even though, admission and other account work is computerized, most of the work needs to be computerized for efficient office work.
<ul style="list-style-type: none"> • Purchase of required stationary for NAAC related work. 	<ul style="list-style-type: none"> • The stationary required for this work was purchased through the grant provided by NAAC.

<ul style="list-style-type: none"> • Use of internet and ICT in teaching. 	<ul style="list-style-type: none"> • Most of the teachers are using ICT for teaching purpose, but they were asked to use it more frequently and more effectively.
<ul style="list-style-type: none"> • Evaluation of the performance of students in exams. 	<ul style="list-style-type: none"> • It was resolved to evaluate the papers of Unit and Common Tests and communicate the results to the students immediately after the examinations. It was also decided to organize special guidance sessions for slow learners.

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**Internal Quality Assurance Cell
Meeting Register**

2017-18

Internal Quality Assurance Cell Meeting Report

The second meeting of the Internal Quality Assurance Cell for NAAC Preparations was held on date 25-09-2017 under the chairmanship of Hon. G. S. Meshram, 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.

1. Chairman: Dr. S. B. Bijawe, Principal
2. Member: Dr. R. B. Bijawe, President
B. V. M. Amravati (Management Repr.)
3. Member: Dr. S. V. Kulkarni, General Secretary
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10. Member: Shri. A. B. Karochi (Admin.Staff Repr)
11. Member: Shri. R. S. Meshram (Admin.Staff Repr)
12. Member: Shri. Nitin Umale (Student/Alumni Repr)
13. Member: Dr. Shri. D. N. Dhole (Employers/Industrialist/Stakeholder repr)
14. Coordinator: Dr. S. V. Topare

<ul style="list-style-type: none"> • Departmental library. 	<ul style="list-style-type: none"> • Each department was asked to maintain departmental library and increase the numbers of books in the library. They were also asked to make this library available to the students for their studies.
<ul style="list-style-type: none"> • Degree of Doctor of Philosophy. 	<ul style="list-style-type: none"> • Most of the teachers are on the verge of completion of the Ph. D. work. Others were encouraged to apply for Ph. D.
<ul style="list-style-type: none"> • Activities of subject society. 	<ul style="list-style-type: none"> • Each department was asked to establish subject society of their concerned subjects. It was resolved that every subject society should organize various academic activities such as guest lectures, seminars, field visits etc.
<ul style="list-style-type: none"> • Career guidance to the students. 	<ul style="list-style-type: none"> • The Career guidance and counseling cell of the college was asked to conduct various programs and guest lectures for guiding the students about competitive examinations. Such programs should be organized by each department in their concerned subjects.
<ul style="list-style-type: none"> • Guidance for entry in armed force services. 	<ul style="list-style-type: none"> • Even though regular guidance is being provided Department of Physical Education to the students regarding entry in armed force services, it was resolved to conduct these activities more vigorously. These activities are giving results as many of the students have got recruited in Police or Army services.
<ul style="list-style-type: none"> • Regular class room teaching. 	<ul style="list-style-type: none"> • It was emphasized to keep regularity in classroom teaching and keeping proper attendance of the students.
<ul style="list-style-type: none"> • Time table of each department. 	<ul style="list-style-type: none"> • Each department was asked to strictly adhere to the time table of their department.

<ul style="list-style-type: none"> • Provision of old question papers to the students. 	<ul style="list-style-type: none"> • It was decided to provide old and solved question papers to the students for better preparation of annual examinations.
<ul style="list-style-type: none"> • Publicity of admission process. 	<ul style="list-style-type: none"> • As the college has started Bachelor of Science newly, various ways of providing publicity to this course were discussed.
<ul style="list-style-type: none"> • Tutorials for slow and advanced learners. 	<ul style="list-style-type: none"> • It was decided to divide students into categories of slow and advanced learners on the basis of their performance in unit tests and organize regular tutorials for them accordingly.
<ul style="list-style-type: none"> • Enhancing effectiveness of Teaching-learning process. 	<ul style="list-style-type: none"> • Various ways for improving effectiveness of Teaching-learning process were discussed. The teachers were asked to adopt latest technology in their teaching and adopt innovative methods to increase interest of the students in their studies. It was resolved to work in this direction.
<ul style="list-style-type: none"> • Computer-aided information retrieval. 	<ul style="list-style-type: none"> • The teachers were asked to use internet on frequent basis for information retrieval which can be used to their research work and improving effectiveness of their teaching.
<ul style="list-style-type: none"> • Employment of Audiovisual aids in teaching. 	<ul style="list-style-type: none"> • The teachers were encouraged to use LCD projectors and PPTs for their teaching. There were asked to use it as frequently as possible for teaching purpose.
<ul style="list-style-type: none"> • Application for Ph. D. Supervisor. 	<ul style="list-style-type: none"> • As some of the teachers are qualified to become Ph. D. Supervisors, they are asked to apply for it. At present Dr. B. S. Chandankar is the only recognized Ph. D. Supervisor.

Bharatiya Vidya Mandir, Amravati's
Bharatiya Mahavidyalaya, Morshi

Internal Quality Assurance Cell Meeting Register

2017-18

Internal Quality Assurance Cell Meeting Report

The third meeting of the Internal Quality Assurance Cell for NAAC Preparations was held on date 11-12-2017 under the chairmanship of Hon. G. S. Meshram, 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.

1. Chairman: Dr. S. B. Bijawe, Principal
2. Member: Dr. R. B. Bijawe, President
B. V. M. Amravati (Management Repr.)
3. Member: Dr. S. V. Kulkarni, General Secretary
B. V. M. Amravati (Management Repr)
4. Member: Adv. Shri. N. A. Pethe (CDC Repr)
5. Member: Dr. R. G. Bambole (Teacher Repr)
6. Member: Dr. S. M. Raut (Teacher Repr)
7. Member: Shri.V. V. Khandekar (Teacher repr)
8. Member: Dr. B. J. Sable (Teacher Repr)
9. Member: Shri. A. S. Pazare (Teacher Repr)
10. Member: Shri. A. B. Karochi (Admin.Staff Repr)
11. Member: Shri. R. S. Meshram (Admin.Staff Repr)
12. Member: Shri. Nitin Umale (Student/Alumni Repr)
13. Member: Dr. Shri. D. N. Dhole (Employers/Industrialist/Stakeholder repr)
14. Coordinator: Dr. S. V. Topare

<ul style="list-style-type: none"> • Minor Research Projects. 	<ul style="list-style-type: none"> • The teachers were asked to apply for Minor Research Projects out of which only Minor Research Projects were sanctioned by UGC. Their work is completed. Others are informed again to UGC.
<ul style="list-style-type: none"> • Participation in Extension activities. 	<ul style="list-style-type: none"> • As social responsibility of the college, social extension activities are mainly organized by NSS Unit of the college. Along with this, all teachers actively participate in various social extension activities such as tree plantation, blood donation, awareness rallies etc.
<ul style="list-style-type: none"> • Organization of programs against Sexual harassment of women. 	<ul style="list-style-type: none"> • The Grievance Redressal Cell of the college organizes several activities for creating awareness about prevention of sexual harassment of the women. There is proper redressal mechanism laid down for this. The teachers were asked to participate in it and keep the records of activities.
<ul style="list-style-type: none"> • Construction of laboratory for Bachelor of Science. 	<ul style="list-style-type: none"> • There is need of well-equipped laboratory for Bachelor of Science. It was decided to make this arrangement at the earliest possible.
<ul style="list-style-type: none"> • Construction of Indoor Hall for sports. 	<ul style="list-style-type: none"> • There are several indoor sports, to encourage participation of the students in such activities it was decided to construct indoor hall at the earliest.
<ul style="list-style-type: none"> • Purchase of Desk benches in the classroom. 	<ul style="list-style-type: none"> • Several new Desk benches need to be purchased to replace worn furniture. Along with this, electric bulbs and fans need to purchase. It was decided to purchase infrastructural facilities at the earliest.
<ul style="list-style-type: none"> • Computerization of library services. 	<ul style="list-style-type: none"> • At present, there is provision of computers in the library for computerization of library services. The librarian was asked to purchase

	and employ the necessary software.
<ul style="list-style-type: none"> • Provision of internet facilities. 	<ul style="list-style-type: none"> • There is provision of WIFI and internet connections to each Department, Office and Library. The students need to be made of using these facilities in the studies.
<ul style="list-style-type: none"> • Student progression facilities. 	<ul style="list-style-type: none"> • For the progression of students from UG to PG, the college has started M.A. and M.Com. The need to start M.Sc. was emphasized.
<ul style="list-style-type: none"> • Distribution of Scholarships to the students. 	<ul style="list-style-type: none"> • There is urgent need to monitor the progress of distribution of scholarships to the students. It was decided to make students aware of scholarship facility and how to apply for it. All the class teachers were asked to inform the students regarding this.
<ul style="list-style-type: none"> • Sports participation. 	<ul style="list-style-type: none"> • The college teams regularly participate in various sports competitions. There is provision for regular practice of the students within college premises. The students are provided to necessary sports facilities.
<ul style="list-style-type: none"> • Felicitation of meritorious students and outstanding sportspersons. 	<ul style="list-style-type: none"> • For motivating the talented students, it was decided to felicitate the meritorious students and outstanding sportspersons by organizing felicitation ceremony.
<ul style="list-style-type: none"> • Monetary prizes to meritorious students and outstanding sportspersons. 	<ul style="list-style-type: none"> • The meritorious students and outstanding sportspersons are rewarded monetarily by the staff members. It was decided to increase the prizes.

- Organization of programs in concurrence with stated Vision and Mission of the institution.

- It was decided to organize activities programs for implementation of stated Vision and Mission of the institution in coming session.

Bharatiya Vidya Mandir, Amravati's
Bharatiya Mahavidyalaya, Morshi

**Internal Quality Assurance Cell
Meeting Register**

2017-18

Internal Quality Assurance Cell Meeting Report

The fourth meeting of the Internal Quality Assurance Cell for NAAC Preparations was held on date 24-02-2018 under the chairmanship of Hon. G. S. Meshram, 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.

1. Chairman: Dr. S. B. Bijawe, Principal
2. Member: Dr. R. B. Bijawe, President
B. V. M. Amravati (Management Repr.)
3. Member: Dr. S. V. Kulkarni, General Secretary
B. V. M. Amravati (Management Repr)
4. Member: Adv. Shri. N. A. Pethe (CDC Repr)
5. Member: Dr. R. G. Bambole (Teacher Repr)
6. Member: Dr. S. M. Raut (Teacher Repr)
7. Member: Shri.V. V. Khandekar (Teacher repr)
8. Member: Dr. B. J. Sable (Teacher Repr)
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10. Member: Shri. A. B. Karochi (Admin.Staff Repr)
11. Member: Shri. R. S. Meshram (Admin.Staff Repr)
12. Member: Shri. Nitin Umale (Student/Alumni Repr)
13. Member: Dr. Shri. D. N. Dhole (Employers/Industrialist/Stakeholder repr)
14. Coordinator: Dr. S. V. Topare

<ul style="list-style-type: none"> • Training for Non-teaching staff members. 	<ul style="list-style-type: none"> • It was decided to encourage participation of non-teaching staff members in several training programs for increasing effectiveness of their work.
<ul style="list-style-type: none"> • Audit reports. 	<ul style="list-style-type: none"> • It was resolved to keep proper audited statements of every year for documentation purpose.
<ul style="list-style-type: none"> • Gender sensitivity programs. 	<ul style="list-style-type: none"> • Even though, activities were organized in collaboration with doctor about gender sensitization, it was decided to organize gender sensitivity programs with the help of trained resource persons and medical experts.
<ul style="list-style-type: none"> • Development of students belonging to disadvantaged sections. 	<ul style="list-style-type: none"> • It was decided to organize special activities for the students belonging to disadvantaged sections. It was decided to make the aware several government schemes meant for their welfare and development.
<ul style="list-style-type: none"> • Training about waste management. 	<ul style="list-style-type: none"> • It was decided to organize activities and cleanliness drives leading to proper waste removal and management. It was decided to organize cleanliness drives by NSS outside the college premises also as a social responsibility.
<ul style="list-style-type: none"> • Preparation of AQAR Reports. 	<ul style="list-style-type: none"> • It was decided to college required information from the Principal, Office staff and Teaching staff for preparation of AQAR Report.
<ul style="list-style-type: none"> • Submission of AQAR Reports. 	<ul style="list-style-type: none"> • It was decided to submit the AQAR Report to NAAC online.
<ul style="list-style-type: none"> • Study of new NAAC Methodology. 	<ul style="list-style-type: none"> • The NAAC has announced that will be new methodology for assessment and accreditation. It was decided to study it properly and take

	steps accordingly.
<ul style="list-style-type: none"> • Distribution of criterion-wise responsibility. 	<ul style="list-style-type: none"> • It was decided to distribute criterion-wise responsibilities to the staff members. All seven criteria should be distributed for better collection of the data and implementation of criterion-wise activities.
<ul style="list-style-type: none"> • Collection of criterion-wise information. 	<ul style="list-style-type: none"> • It was decided that, the information of each criterion will be collected by the concerned staff member who is given responsibility of that criterion. They were asked to submit the information to IQAC at the earliest for further processing.
<ul style="list-style-type: none"> • Preparation of Departmental files. 	<ul style="list-style-type: none"> • Each Department was asked to prepare NAAC related files meticulously. They were provided to guidelines for preparation of the files.
<ul style="list-style-type: none"> • Collection of information of the students. 	<ul style="list-style-type: none"> • As per new NAAC methodology, the information of students such as name, class, gender, ID number, Aadhar number, Email ID, Mobile number and Degree program needs to be submitted to the NAAC for Student's satisfaction survey. It was decided to collect all this information carefully and submit it to NAAC.
<ul style="list-style-type: none"> • Establishment of Incubation Centers. 	<ul style="list-style-type: none"> • The creation of ecosystem for Incubation Centers were discussed. It was decided to work in this direction.
<ul style="list-style-type: none"> • Organization of Workshop on Property Right and Industry-Academia Innovative practices. 	<ul style="list-style-type: none"> • The possibilities for organization of Workshop on Property Right and Industry-Academia Innovative practices were discussed. It was decided to organize such workshop in the college.

<ul style="list-style-type: none"> • Establishment of MoUs with other institutions and industries. 	<ul style="list-style-type: none"> • All the Departments were informed to set up MoUs with other institutions or organizations related to their subjects. The Commerce department was asked to establish MoUs with nearby Industries.
<ul style="list-style-type: none"> • Organization of User awareness program in the library. 	<ul style="list-style-type: none"> • It was decided to organize User awareness program in the library for effective use of e-resources available in the library.
<ul style="list-style-type: none"> • Organization of programmes by Grievance Redressal Cell. 	<ul style="list-style-type: none"> • The Grievance Redressal Cell was asked to organize awareness programmes regarding grievance redressal mechanism and its implementation.
<ul style="list-style-type: none"> • Programmes of Alumni contribution for developmental activities. 	<ul style="list-style-type: none"> • It was decided by Alumni Association to organize various programmes of Alumni contribution for development of the students and the college.
<ul style="list-style-type: none"> • Collection of information about funds received through UGC Grants. 	<ul style="list-style-type: none"> • It was decided to collect the information about various funds received from UGC for submission to NAAC.
<ul style="list-style-type: none"> • Programme for Environment Consciousness and Sustainability. 	<ul style="list-style-type: none"> • It was decided to organize student-oriented programmes about Environment Consciousness and Sustainability. The Department of Geography organizes such awareness programmes and field tours. It was decided to fortify these initiatives.