

Minutes of the First IQAC Meeting Session 2022-23

Following are the minutes of the First IQAC Meeting for the Session 2022-23 held on 11th of February 2023 at 3.00 pm in Principal's Room. Following members were present –

S. no	Name of the Person	Designation
1.	Dr. Ujjwal Lanjewar	Chairperson
2.	Dr. Harish Rathi	Management Representative
3.	Dr. Dilip Deshpande	Special Invitee
4.	Shri Milind Manapure	Industry Representative
5.	Dr. Suchita Marathe	IQAC Member
6.	Dr. Amruta Bhuskute,	IQAC Coordinator
7.	Dr. D. S. Shambharkar	IQAC Member
8.	Dr. Deepa Balkhande	IQAC Co-coordinator
9.	Dr. Aparna Chaudhary	IQAC Member
10.	Dr. Charuta Joshi	IQAC Member
11.	Dr. Archana Gupta	IQAC Member
12.	Ms. Ragini Kokarde	Administrative Officer
13.	Shri. Ashutosh Chorghade	Administrative Officer
14.	Ms. Jayanti Joshi	Student Representative
15.	Mrs. Medhavi Joshi	Parent Representative

Mrs. Suvarna Kayande, Dr. Nilima Damle and Mrs. Kiran Mundada Alumni of the college conveyed their inability to attend the meeting.

MINUTES

1. Meeting called to Order –

The meeting was called to order by Chairperson and Principal Dr. Ujjwal Lanjewar at 3.00 pm.

2. To approve the Minutes of last Meeting held on 6th May 2022

The minutes of the last meeting held on 6th May 2022 were read out by Dr. Amruta Bhuskute, IQAC coordinator.

3. To note the Compliance /Action Taken Report

Dr. Amruta Bhuskute, IQAC Coordinator read out the Action taken Report.



Resolutions/Points discussed	Compliance/Action Taken
1. Timeline for preparation of Self Study Report for the 4 th Cycle of Accreditation and Assessment was discussed and it was decided to submit SSR in 2022	Timeline of SSR preparation was followed efficiently and SSR is submitted on 30 th Dec. 2022
2. To update College Website	College website is now updated
3. Plan of activities to be undertaken in the Session 2022-23 is discussed. Following activities are conducted in the Session 2022-23 till date:	
1. Smart Girl Workshop on 7-8 Oct. 2022	
2. MOU is signed with AROH NGO for Student Internship Program, A ⁺ Academy for Comp. Exam. Coaching Classes, ICICI Academy for Training & Placement, (MOU is being signed with Chitnavis Trust for Skill development and Ent. Training)	
3. Placement drives conducted by SBI Life, Cancer Awareness Mission	
4. Certificate Course in MS-Office is completed successfully	
5. Various student-centric programs are conducted on the occasion of World Mental Health Day, World Suicide Prevention Day, Ranganathan Day, Wanchan Din, and Constitution Day	
6. 3-day Orientation Program for SEM I students was organized from 3-5 Aug. 2022	
7. Bridge Courses for SEM 1, 3 and 5 are conducted in Aug-Sept. 2022	
8. Mentoring is being offered to students	
9. Parent-Teacher Meet was conducted on 3 rd Dec. 2022	
Upcoming Activities are- Certificate Courses like Communication skill, Digital Marketing, Values and Ethics, Psychological Counseling, Research Methodology are scheduled in the Month of Feb and March 2023	

4. To note the status of 4th Cycle of Assessment & Accreditation by NAAC

Dr. Deepa Balkhande updated the members that the college has completed the process of uploading SSR on 30th of December 2022 and compliance of DVV queries from NAAC office is completed on 30th Jan. 2023.

5. To note the compliance of the recommendation by 3rd Cycle Peer Team (2017)

Dr. Amruta Bhuskute read the compliance.

Sr. No.	Recommendation	Action Taken / Status
1	To introduce of PG Courses, Inter-disciplinary, Innovative, Job Oriented Courses	Successfully conducted Computer Training in MS-Office, FDP on Digital Teaching-Learning, Certificate Courses such as School and Career Counseling, Communication skill, Behavioral Neuroscience, Digital Marketing, Values and Ethics, Psychological Counseling, Research Methodology
2	To tap fund raising opportunities	<p>a. Funds and in-kind donations are raised or received through donations from Donors (Rs. 1,47, 830/-), Consultancy (Rs. 75,000/-), In-Kind donations and endorsement to students by Alumni Association (Rs.4,24,118/-), ICSSR Major Research Project (Rs.8,75,000/-)</p> <p>b. Management has allocated special budget for Research Promotion through Anusandhan Activity and grant of Rs. 75,000/- sanctioned and partly allocated till date</p>
3	To adopt appropriate technology for participatory learning methods	Student-Centric and participative classroom activities along-with extensive use of LMS & ICT are channelized in the assessment period. Facilities like Optimum bandwidth, LAN facility, Upgraded Computer Lab is provided. Training for the same is also given.
4	To strengthen Counseling and Mentoring Strategies	Mentoring system is now more effectively addressed, Nutritional Counseling is introduced
5	To enforce quality measures by IQAC	<p>A. IQAC has devised various guidelines to ensure proper monitoring of various practices undertaken in the College, such as-</p> <ol style="list-style-type: none"> 1. Work from Home Guidelines 2. Staff Attendance Monitoring Guidelines 3. Code of Conduct Monitoring Guidelines 4. Guidelines for Planning, Execution and Documentation of activities

		<p>5. Guidelines for Utilization of Academic Excellence Fund</p> <p>6. Guidelines for Maintenance of Cleanliness and Hygiene in the campus</p> <p>7. Guidelines for Undertaking Consultancy Work</p> <p>B. IQAC has Revised Cells & Criterion Committees</p> <p>C. IQAC has made efforts for effective and efficient documentation at various levels</p> <p>D. Various strategies are devised and implemented for Enhanced Teaching-Learning Experience</p> <p>E. IQAC efforts are resulted in Strategic Collaborations with different Stakeholders and Community in the form of 29 Collaborative Activities and total 08 functional MOUs</p>
6	Consultancy to be formalized	MOU with Tata Advanced Systems Ltd., Nagpur is made for Conducting Org. Trainings, which has resulted in 15 Day-long Training Sessions for all the Supervisors by Shri Amar Damle and Rs. 75,000/- has been deposited in the College as Consultancy Charges.
7	Quality Research Publications	<p>1. ANUSANDHAN for research promotion</p> <p>2. ICSSR MRP is awarded</p> <p>3. Total 14 research papers are published in UGC Care Journals</p>
8	Perspective Plan to be prepared	Perspective Plan is prepared

Dr. Deshpande enquired about other grey areas where compliance has not been done. Dr. Bhuskute briefed that the college couldn't initiate PG Programs in subjects other than Hindi Literature and couldn't fill the vacant posts due to government regulations.

6. To note the Preparations for upcoming NAAC Peer Team Visit

Principal Dr. Ujjwal Lanjewar updated the members that the preparation of required documentation is already done by all the Criteria and Cell conveners. He added that the infrastructural up-gradation has been going on. He further pointed out that the college had submitted a self-analyzed score to the Management during SSR preparation and in that

approximate calculation of scores; B grade is seem achievable during A & A Process. He emphatically said that after the infrastructural up-gradation and other ongoing activities will be highlighted during the NAAC Peer Team visit, then the score would rise.

7. Any other matter with the permission of the chair

Dr. Charuta Joshi briefed the members about the activities taken up successfully by Training, Entrepreneurship and Placement Cell since the beginning of the Session 2022-23.

(i) Placement Drives: She highlighted that the activity like Placement Drives was never held before in the college. In this session, the Cell organized two placement drives for –

1) Stop Cancer Mission - for the post of Professional Cancer Counselor on 17th September 2022 with 12 candidates shortlisted and selected.

2)SBI Life – for the post of Life Mitra and Development Manager with 7 candidates selected.

(ii) Internships: Further she elaborated that the college signed MoU with Aaroh NGO for Internship program on 28th of September 2022. Following it, since 1st of November 2 students are sent in every month for advanced Training of stitching for a month in the Center of Aaroh at Mahal.

(iii) Guest Lectures: She informed that guest lectures by Shri. Ashish Sahastrabudde of Employability.life on 7/10/2022, Ms. Ruchika Singh of ICICI Academy for Skills on 10/01/2023 and Smt. Nisha Thaku, Chitnavis Trust on 3/02/2023 with the objective of imbibing Employability and Entrepreneurial skills also received good response from the students.

(iv) Training Programs

a) Competitive Examination Coaching Classes: She further added that following the MoU with A PLUS Academy, on 8th September 2022 SBMM DHYEEY ACADEMY-Competitive Examination Guidance Center has been established in the college. The preparatory classes for entrance exam of the center were held from 18th August to 30th August 2022. The entrance exam was held on 2nd of September 2022 and the regular classes started on 27th of September 2022.

b) Special Classes for Std. XII students: Special Classes for students appearing in H.S.S.C. Board examination were organized from 29th of December 2022 to 27th of

January 2023. Shri. Rohit Deshmukh, a faculty of SBMM Dhyey Academy was the resource person.

c) Sigma Computers: A student namely Ms. Shraddha Meshram is undergoing ICT Training with stipend of Rs. 3,000/- per month at Sigma Computer under a special at National Career Service Centre for SC/STs by Ministry of Labour and Employment, Government of India since 1/07/2023.

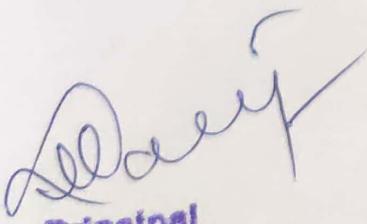
d) ICICI Academy for Skills: The college has sent following 20 students for 3 months (January to March 2023) Training in the field of Marketing, Sales, Administrative and Back office jobs at ICICI Academy for Skills, Gandhibagh Center.

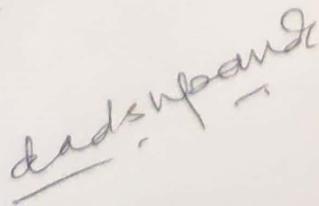
e) Project Parth: Lastly, she updated that Project Parth – Micro Entrepreneurship Development Program organized in the college in collaboration with Sir Gangadharrao Chitnavis Trust, Nagpur from 9th of February 2023 to 31st of March 2023 which includes 13 training Sessions on Soft Skills, Life Skills and 28 Training Sessions on various modules related to Digital Marketing and Entrepreneurship Development is the ongoing activity of Training, Placement and Entrepreneurship Cell.

Adding to it, Principal Dr. Ujjwal Lanjewar added that the college is planning to sign an MoU with Chitnavis Trust for offering Internship Programs to students. He further informed that the college is planning to introduce uniform for all the students from the oncoming session and is working on it. He also brought it to the notice of the Members that Biometric punching is made compulsory for all the CHBs from the ongoing month.

8. Thanks to the Chair:

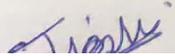
The Meeting ended with thanks to the Chair.

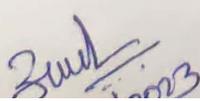

Principal
S.B. Mahila Mahavidyalaya
Nagpur

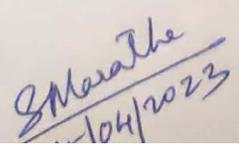

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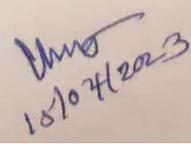

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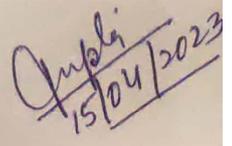





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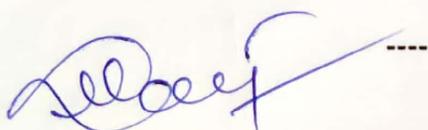

15/04/2023

Smt. Binzani Mahila Mahavidyalaya, Nagpur

Compliance / Action Taken Report

of the Resolutions made in the 1st Meeting of IQAC for the Session 2022-23

Sr. No.	Noting/Resolutions	Action Taken / Compliance
1	Meeting noted the preparations of NAAC Visit and schedule is awaited	Preparations are now almost done and PTV is scheduled for 27 th & 28 th April 2023
2	Meeting noted that College is soon going to sign MOU with Chitnavis Trust	Postponed due to NAAC PTV Schedule, will be done in May 2023
3	Meeting noted that T, P, & Ent. Cell has conducted various Placement & Training Activities	Ms. Shivani Choursiya is now placed as SBI Life Mitra, and 19 students attending training at ICICI Academy has got placement at various firms
4	Meeting Moted that Uniform is being introduced for students from coming Session	Schedule is chalked out and Ms. Hedao is given the responsibility as In-Charge.



Principal
S. B. Mahila Mahavidyalaya
Mahal, Nagpur



IQAC - CO-ORDINATOR
S. B. Mahila Mahavidyalaya
Mahal, Nagpur.

Minutes of the Second IQAC Meeting Session 2022 – 23

Following are the minutes of the 2nd IQAC Meeting held on 15th April 2023 at 12.00 pm in Principal's Room. Following members were present –

S. no	Name of the Person	Designation
1.	Dr. Ujwal Lanjewar	Principal Chairperson
2.	Dr. Dilip Deshpande,	Retd. Professor Special Invitee
3.	Dr. Amruta Bhuskute,	Asst. Prof. (Psychology) IQAC Coordinator
4.	Dr. Suchita Marathe	Vice –Principal & HOD (Eng.) Member
5.	Dr. D. Shambharkar	HOD (Political Science) Member
6.	Dr. Aparna Chaudhary	Librarian Member
7.	Dr. Charuta Joshi	Asst. Prof. (Political Science) Member
8.	Dr. Archana Gupta	Asst. Prof. (English) Member
9.	Shri Pramod Vairagade,	Superintendent Administrative officer
10.	Mrs. Ragini Kokarde	Head Clerk, Member
11.	Shri. Ashutosh Chorghade	Clerk, Member
12.	Mrs. Medhavi Joshi	Parent Representative, Member
13.	Ms. Jayanti Joshi	Student Representative, Member

Dr. Harish Rathi, Secretary, N.S.M. Management Representative, Dr. Deepa Balkhande, Head, (Psychology) IQAC Co-coordinator, Shri Milind Manapure, Industry Representative, Mrs. Suvarna Kayande, Entrepreneur Industry Representative, Dr. Nilima Damle, Mrs. Kiran Mundada, Alumni Representative conveyed their inability to attend the meeting.

MINUTES

1. Meeting called to Order –

The meeting was called to order by Chairperson and Principal Dr. Ujwal Lanjewar at 12.00 pm.

2. Approval of the last minute held on 11th February 2023-

The minutes of the First meeting for the session 2022-23 held on 11th February 2023 were read out by Dr Amruta Bhuskute, IQAC coordinator.

3. Compliance /ATR –

Dr. Bhuskute read the ATR as mentioned below:

Compliance / Action Taken Report of the Resolutions made in the 1st Meeting of IQAC for the Session 2022-23

Sr. No.	Noting/Resolutions	Action Taken / Compliance
1	Meeting noted the preparations of NAAC Visit and schedule is awaited	Preparations are now almost done and PTV is scheduled for 27 th & 28 th April 2023
2	Meeting noted that College is soon going	Postponed due to NAAC PTV Schedule,

	to sign MOU with Chitnavis Trust	will be done in May 2023
3	Meeting noted that T, P, & Ent. Cell has conducted various Placement & Training Activities	Ms. Shivani Choursiya is now placed as SBI Life Mitra, and 19 students attending training at ICICI Academy has got placement at various firms
4	Meeting Moted that Uniform is being introduced for students from coming Session	Under Process

4. To review NAAC Peer Team Visit Preparations:

Dr. Bhuskute briefed about the preparations done. She also updated about the suggestions received from Dr. Urmila Dabir, Expert invitee during the Mock visit held on 13th of April 2023.

Dr. Deshpande enquired about the preparation of presentations by all the departments and Cells. Principal Dr, Lanjewar affirmed that the presentations of all the departments are ready and enquired if the activities conducted in the session 2022-23 added in the presentations. Dr. Deshpande emphatically said that the activities must be added to highlight the consistency and commitment in the efforts of the college.

5. Approval of IQAC Handbook:

Dr. Bhuskute briefed about the concept and idea behind the handbook. She also ensured that the first draft of the handbook was ready and it will be finalized after receiving suggestions on it. Once it will be approved, it will be uploaded on the website.

6. To note Annual Report of IQAC:

The Annual Report of IQAC was read by Dr. Bhuskute and it was approved.

7. To approve the College Calendar for the Session 2023-24:

College Calendar for Session 2023-24 was read by Dr. Bhuskute and it was approved.

7. To note plan of activities for the next session:

Dr. Bhuskute read the plan of activities. Dr. Deshpande suggested to organize more participatory workshops in the coming session. He also suggested that the department of History should plan the activity of Heritage walk under the guidance of an expert in the field of Archeology. He enquired about the consultancy services to be provided by the Department of Psychology. Principal Dr. Lanjewar updated him that the college is in the process of

signing MoU with the experts in the field of Psychological Therapy for Counselling and Consultancy work.

8. Any other matter with the permission of the chair

a) Slow Learner Advance Learner Policy:

Vice Principal Dr. Suchita Marathe brought it to the notice that the college has to identify whether a student is a slow learners and advance learners at the time of admission in the first year. She proposed that below 55% and above 55% will be the criteria for categorizing the students as slow or advance learner respectively.

Secondly, she proposed that for assessment of Course Objectives (COs), Unit wise class tests be held from the next sessions. Principal Dr. Lanjewar suggested that sharing the answers of a question bank will be a better option to ensure preparation of students for exams and attain learning outcomes. The suggestions were noted.

b) Provision of Advance for conducting Departmental and Cell activities:

Dr. Bhuskute proposed that the departments and Cells under IQAC be given an amount as advance for conducting programs and activities. Dr. Deshpande suggested to include this provision in the College Budget under the head of co-curricular activities. The suggestion was noted.

c) Appointment of IQAC Coordinator:

Dr. Bhuskute proposed that the name of the next IQAC Coordinator for the term after NAAC Visit should be declared at least a year before to enable that person to learn and prepare herself to ably shoulder this responsibility. The suggestion was noted and Dr. Deshpande suggested that this responsibility be given to Dr. Bhuskute for the next term.

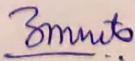
d) Renovation of Room no. 6:

Dr. Suchita Marathe informed that the parents of Late Shri. Amar Damle, Assistant Professor, Department of Psychology wish to donate the amount up to Rs. 1,00,000/- to sponsor a prize in his memory. However, she proposed that this amount be utilized for renovating Room no. 6 to convert it into IQAC Office. Dr. Deshpande suggested that the amount by the parents of late Shri. Damle be utilized as prize money as they wish and a proposal should be sent to the Management for renovation of Room no. 6.

9) Thanks to the Chair:

The meeting ended with Thanks to the chair at 1.30 p.m.


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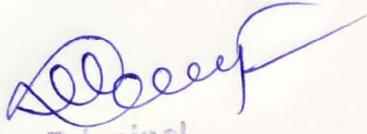

IQAC - CO-ORDINATOR
S. B. Mahila Mahavidyalaya
Mahal, Nagpur.

Smt. Binzani Mahila Mahavidyalaya, Nagpur

Compliance / Action Taken Report

of the Resolutions made in the 2nd Meeting of IQAC for the Session 2022-23

Sr. No.	Noting/Resolutions	Action Taken / Compliance
1	NAAC Peer Team Visit in Apr. 2023	NAAC PTV was successful and college has been reaccredited with B++ Grade and CGPA 2.83
2	To implement the process of Student Assessment	The policy and procedure designed previously is being implemented from the Session 2023-24 with few modifications
3	To make provision of budget for dept. activities in the college budget	It will be implemented from upcoming budget
4	To renovate and develop Room No. 06 as IQAC Room out of probable donations from Damle Family (proposal is given to them)	In June 2023, Damle Family confirmed that they will go with the previous plan and now they have donated funds to install a cash prize for Best Student every year.


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