

Minutes of the Second IQAC Meeting Session 2021 – 22

Following are the minutes of the 2nd IQAC Meeting held on 6th May 2022 at 3.00 pm in Principal's Room. Following members were present –

S. no	Name of the Person	Designation
1.	Ms. Deepshree Patil	Offi. Principal Chairperson
2.	Dr. Harish Rathi	Secretary, N.S.M. Management Representative
3.	Dr. Dilip Deshpande,	Retd. Professor Special Invitee
4.	Dr. Amruta Bhuskute,	Asst. Prof. (Psychology) IQAC Coordinator
5.	Dr. Deepa Balkhande	Head, (Psychology) IQAC Co-coordinator
7.	Dr. Aparna Chaudhary	Librarian Member
8.	Dr. Charuta Joshi	Asst. Prof. (Political Science) Member
10.	Dr. Archana Gupta	Asst. Prof. (English) Member
12.	Shri. Ashutosh Chorghade	Administrative Officer

Dr. Suchita Marathe, Vice –Principal & HOD (Eng.) Member, Dr. D. Shambharkar, HOD (Political Science) Member, Mrs. Ragini Kokarde, (Administrative Officer), Mrs. Suvarna Kayande, Entrepreneur Industry Representative, Mrs. Medhavi Joshi, Dr. Nilima Damle, Mrs. Kiran Mundada, Shri Milind Manapure and Ms. Bhargavi Babhrekar conveyed their inability to attend the meeting.

Before the commencement of the meeting as per the agenda, condolence was paid to Late President of Nagpur Shikshan Mandal, Shri. A. K. Gandhi and Member of IQAC, Late Shri. Amar Damle, Assistant Professor, Department of Psychology, Shrimati Binzani Mahila Mahavidyalaya, Mahal, Nagpur.

MINUTES

1. Meeting called to Order –

The meeting was called to order by Chairperson and Officiating Principal Ms. Deepshree Patil at 3.00 pm.

2. Approval of the Minutes of last Meeting held on 14th Feb. 2022-

The minutes of the First meeting for the session 2021-22 held on 14th Feb. 2022 were read out by Dr Amruta Bhuskute, IQAC coordinator.

3. Compliance /ATR –

Resolutions/Points discussed	Compliance/Action Taken
1. To implement guidelines for Undertaking Consultancy Work, Academic Excellence Fund and Maintenance of Cleanliness and Hygiene in the campus	Being implemented from the Session 2021-22
2. SSR preparation will start immediately by the next month after the submission of AQAR for the Session 2020-21	AQAR for the Session 2020-21 is ready and will be uploaded by 9th May 2022 and SSR preparation is in the process.

4. Annual Report of IQAC for the Session 2020-21 and 2021-22

Dr. Bhuskute read out the Annual Report of IQAC for the Session 2020-21 and 2021-22. Dr. Deshpande enquired if the AQAR for the Session 2021-22 is uploaded till date on the College Website. Dr. Bhuskute ensured that it would be uploaded as soon as the queries related to AQAR would be received and necessary rectifications would be done.

With reference to handing over E-Waste and Plastic Waste to Aaranya Paryavaran Sanstha, Dr. Joshi informed that only Non-UGC waste approved by the Internal Maintenance and Write off Committee was handed over to the Sanstha. Waste generated through items purchased under UGC Grants would be handed over in the next Session after official communication with UGC and sanction in CDC. Dr. Deshpande insisted that Management should be informed prior to handing over Non-UGC Waste also. Officiating Principal Smt. Deepashri Patil and IQAC Coordinator, Dr. Bhuskute ensured that it would be done from the next time.

Dr. Joshi further briefed about the urgency of setting up solar panels as alternate energy source and power saving green initiative keeping in mind the oncoming NAAC visit. She also put forth the infrastructural requirements for Divyang students. Dr. Rathi and Dr. Deshpande both approved and asked the IQAC to set up priorities and submit a proposal to the Management.

Dr. Bhuskute briefed about 'Chhatra Protsahan Nidhi' – an Endowment Scheme started by S.B.M.M. Alumni Association in the current session. She informed that till date Rs. 1,68,000/- have been collected and the educational expenses of 40 students who will be

shortlisted after thorough process of document verification and interview, to ensure their genuine financial need, will be sponsored through it in the coming Session.

Dr. Rathi enquired about the number of members in Alumni Association and suggested that the number should be increased. Dr. Bhuskute ensured that the association is already taking efforts in that direction. Dr. Deshpande suggested that Alumni Association can offer three types of memberships namely Patron Membership, Life Membership and Annual Membership to connect more alumnae.

5. New Format of SSR (applicable from 1st June 2022)

Dr. Bhuskute briefed about the new format of SSR given by NAAC.

6. SSR Preparation – Timeline and Delegation of Responsibilities

Dr. Bhuskute read the details of timeline and delegation of responsibilities for preparation of SSR.

7. Future Plan for the Session 2022-23


Dr. Bhuskute read and briefed about the Future plan of IQAC for the Session 2022-23.

8. Any other matter with the permission of the Chair

Dr. Rathi suggested that the College Website should be updated as per SSR requirements. Dr. Bhuskute informed that restructuring of College Website is in progress.

9. Thanks to the Chair:

The Meeting ended with thanks to the Chair.


PRINCIPAL
S. B. MAHILA MAHAVIDYALAYA,
NAGPUR.


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

Minutes of the First IQAC Meeting Session 2021 – 22

Following are the minutes of the 1st IQAC Meeting for the Session 2021-22 was held on 14th February 2022 at 3.00 pm in Principal's Room. Following members were present –

S. no	Name of the Person	Designation
1.	Ms. Deepashree Patil	Chairperson
2.	Dr. Harish Rathi	Management Representative
3.	Dr. Dilip Deshpande	Special Invitee
4.	Dr. Amruta Bhuskute	IQAC Coordinator
5.	Dr. Suchita Marathe	Member
6.	Dr. D. Shambharkar	Member
7.	Dr. Aparna Chaudhary	Member
8.	Dr. Charuta Joshi	Member
9.	Mr. Amar Damle	Member
10.	Dr. Archana Gupta	Member
11.	Shri. Ashutosh Chorghade	Administrative Officer
12.	Mrs. Ragini Kokarde	Administrative Officer

Dr. Deepa Balkhande, Mrs. Suvarna Kayande, Mrs. Medhavi Joshi, Dr. Nilima Damle, Mrs. Kiran Mundada, Shri Milind Manapure and Ms. Bhargavi Babhrekhar conveyed their inability to attend the meeting.

MINUTES

1. Meeting called to Order –

The meeting was called to order by Chairperson and Principal Ms. Deepashree Patil Madam at 3.00 pm. She also welcomed Dr. Archana Gupta, Assistant Professor, Department of English and Ms. Ragini Kokarde, Head Clerk as new members in the IQAC.

2. Approval of the Minutes of the last meetin gheld on 24th July 2021-The minutes of the Second Meeting for the session 2020-21 held on 24th July 2021 were read out by Dr. Amruta Bhuskute, IQAC coordinator.

3. Compliance to be noted –Compliance of the resolutions made in the last meeting were noted as follows:

Resolutions/Points discussed	Compliance/Action Taken
1. It was discussed that Academic Excellence Fund will be put in CDC for approval	Approved
2. Guidelines of Effective Staff Attendance	Guidelines are being implemented since

Management Monitoring and Code of Conduct Monitoring approved and decided that it would be implemented	2.8.2021
3.Preparation for NAAC: SSR to be started in Jan. 2022	SSR preparation will begin immediately after submission of AQAR 2020-21
4. Augmentation of College Infrastructure	Staff room is being renovated, IQAC Room & ICT Lab are getting relocated and related work is ongoing
5. Clerical Support to IQAC	Permission is sought for the same
6. Change in IQAC Committee	Dr. A. Gupta and Ms. R. Kokarde are now part of IQAC

4. Guidelines to approve: Dr. Amruta Bhuskute informed the members about the first draft of guidelines for-

1. **Undertaking Consultancy Work** (Annexure 1),
2. **Utilization of Academic Excellence Fund** (Annexure 2),
3. **Monitoring and maintenance of Cleanliness & Hygiene in the Campus** (Annexure 3)

The guidelines were read for pursual of IQAC members. Regarding Consultancy Work, Dr. Deshpande enquired if any such opportunity is identified and how will it benefit to college. He was briefed about the Consultancy for Organizational Trainings undertaken by Shri. Amar Damle under the MOU signed with TASL, Nagpur. Dr. Rathi specially appreciated his efforts and suggested that Music Department should also take up consultancy in the field of Music. All the members appreciated the efforts to formalized consultancy work through framework of guidelines and agreed to the same.

During the course of the discussion, Shri. Damle suggested that a Counseling Centre for community at large can be set up in the college. Dr. Marathe briefed that Home-Economics Department, also, has started Nutrition Cell to provide Nutritional Counseling. Dr. Rathi suggested that leading psychiatrists, psychologists and dietitians should be involved for psychological and nutritional counseling through online platform. He further suggested that college premises should be utilized for coaching of sports like cricket, badminton and other indoor sports. These suggestions are noted for further action.

With reference to the guidelines for the Utilization of Academic Excellence Fund, Dr. C. Joshi put forth two suggestions; (i) This benefit should be restricted to only those who

will publish papers as the Main Author. (ii) A provision to offer incentives to those Faculty Members who publish in high quality unpaid journals should also be incorporated in the guidelines. Dr. Deshpande suggested that a part of fund should be utilized for organizing Guest Lectures for the students. Dr. Bhuskute noted the suggestions and guidelines were approved with the incorporation of the suggestions.

Further, Dr. Marathe explained that it is necessary to implement guidelines for Maintaining Hygiene and Cleanliness in the campus to have a system for daily monitoring. Dr. Deshpande suggested that a chart should be prepared in which the staff will have to make entries on daily basis. The same can be supervised by office-in-charge. These guidelines were approved. All the three guidelines were approved by the members **(Resolution 1)**.

5. IQAC Quality Policy –

Dr. A. Bhuskute read quality statement of IQAC of the college which was in practice since a decade but never written formally. It was approved by IQAC and thus, will be incorporated in IQAC Handbook (Annexure 4).

6. SSR Preparation (Timeline) –

Dr. Bhuskute updated that SSR preparation will start immediately by the next month after the submission of AQAR for the Session 2020-21. **(Resolution 2)**

7. Augmentation of College infrastructure –

Dr. Chaudhary read the requirements for infrastructural up-gradation in various departments (Annexure 5). Dr. Rathi suggested that setting the priorities, a proposal should be prepared and sent to the management.

8. Activities to be undertaken—Dr. Bhuskute informed the members about the upcoming activities such as:

1. Certificate Courses in Research Methodology, Psychological Testing and Counseling, English Communication, Ethics and Values, Home Kitchen, Digital Marketing will be conducted in Feb-March 2022.
2. E-Wad will be organized from 7th to 12th March 2022
3. Pre-Placement Training for Back-office assistant will be organized in Apr. 2022
4. Lecture on Yog and Aahar for Mother Parents will be organized by Parent Teacher Cell
5. FDP on Research Methodology will be organized by Research Cell
6. Workshop for Non-Teaching Staff will be organized

7. Workshop on IPR will be organized by Library

8. User Awareness on Library Management Systems will be organized by Library

9. Any other matter with the permission of the chair:

a) Memorandum of Understanding (MoUs): Dr. Bhuskute informed that College has signed MOUs with-

1. Tata Advanced Systems Ltd., Nagpur for Organizational Trainings
2. Aranyak Paryavaran Sanstha, Nagpur for Plastic Waste and E-Waste Management
3. Anand Niketan College, Warora for Psychological Counseling to students and other activities related to Students' Mental Health
4. Mahila Mahavidyalaya, Umrer for Psychological Counseling to students and Coaching for Comp. Examinations

c) Consultancy Work undertaken- Dr. Bhuskute informed the members that Shri Amar Damle, Asst. Professor, Department of Psychology has conducted 15 sessions for their supervisors, it has generated Rs. 2,10,000/- as consultancy charges. Members of

b) Contribution by Alumni Association: Dr. Bhuskute informed the members of IQAC that SBMM's Alumni Association is now more active and has contributed Rs. 1, 23,000/- till date in-kind to the College through the donation of 3 Almirahas, 2 Water Purifiers, 01 Desktop Computers, and Grill Structure which has been installed adjacent to College Wall. Members appreciated the contribution.

c) Admission Promotion: Dr. Bhuskute mentioned about efforts taken by Admission Promotion Committee to undertake promotional activities for securing admissions in the Sessions 2021-22. She also put forth a common observation that Colleges with good number of admissions are following strategies like advertisement in newspapers, FM radio Channels, capturing digital platforms etc. It is consensually agreed by the members that there should be separate budget for these activities from the next session.

d) Annual Gender Sensitization Plan:

Dr. C. Joshi read the Annual Gender Sensitization Plan to be uploaded on the college website. It was approved.

e) Perspective Plan:

Dr. S. Marathe read and briefed the Perspective Plan of the College, which is as follows: She explained that this perspective Plan was in action since Session 2018-19 and

College has taken conscious efforts to follow it. She also mentioned about the goals that have been achieved such as Anusandhan Research Grant Scheme, Activities in regard of sensitization towards environmental conversation etc.

In the flow of the discussion on the agenda, Dr. Rathi gave important suggestions such implementation of ERP software in day-to-day teaching and administration and creating digital wallpaper or bulletin with student participation. Dr. Gupta suggested that, as our college is situated in dense locality, study-center can be opened for Community benefit which can be utilized by students of the college as well as outside the college. All the suggestions were noted for further action.

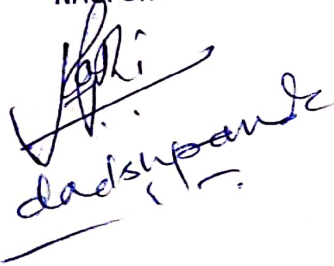
f) Thanks to the Chair:

The Meeting ended with thanks to the Chair.


PRINCIPAL
S. B. MAHILA MAHAVIDYALAYA,
NAGPUR.

Zinnata
(Dr. Ananta Bhukta)
6/5/2022

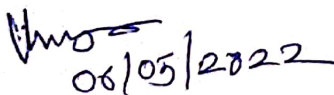
Opastil
Offg. Principal
S.B. Mahila Mahavidyalaya
Mahal, Nagpur.
Offg. Principal
S.B. Mahila Mahavidyalaya
Mahal, Nagpur


Dadasipande


Warkhande


Gupta


Sene


06/05/2022