



नागपूर शिक्षण मंडळ  
श्रीमती बिंझाणी महिला महाविद्यालय  
नेक पुनर्मूल्यांकित 'ब'++ श्रेणी प्राप्त

(Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur)

SESSION 2024-25  
Agenda of the 1<sup>st</sup> IQAC Meeting

**Date:** Saturday, 14th September 2024

**Time:** 03:00 p.m.

**Venue:** Principal's Chamber, Shrimati Binzani Mahila Mahavidyalaya, Nagpur

**Agenda Items**

**1. To call the meeting to order and welcome the members.**

- Opening remarks by the Chairperson, *Dr. Ujwal Lanjewar*, Principal of the College.

**2. To confirm the minutes of the previous IQAC meeting.**

- Reading and approval of the minutes of the previous IQAC meeting held on *20th March 2024*.
- Review and confirmation of the *Action Taken Report (ATR)* on the resolutions passed in the previous meeting.

**3. To discuss new guidelines received from NAAC.**

- Briefing on key highlights of the new NAAC guidelines by the IQAC Coordinator.
- Discussion on their implications and implementation strategies once the official circular is received.

**4. To review and revise the IQAC Cells and Criterion Conveners.**

- Presenting the revised structure of IQAC Cells and Criterion-wise Conveners.
- Suggestion for conducting orientation sessions after the publication of official NAAC guidelines.

**5. To consider additional matters with the permission of the Chair.**

- Presentation and approval of the *Annual IQAC Report* for the academic session 2023-24.
- Proposal for *Faculty Presentations* highlighting academic and research contributions.
- Recommendation to consult *Dr. Dontulwar* for designing key points and the format of the faculty presentations.



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6. To extend the vote of thanks and conclude the meeting.
- Appreciation of members' contributions.
  - Expression of gratitude to the Chairperson and attendees.

Prepared by:

*(Dr. Amruta Bhuskute)*

IQAC Coordinator

Approved by:

*(Dr. Ujwal Lanjewar)*

Principal & Chairperson, IQAC





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SESSION 2024-25  
Minutes of the 1<sup>st</sup> IQAC Meeting

Date: 14th September 2024

Time: 03:00 PM

Venue: Principal's Chamber, Shrimati Binzani Mahila Mahavidyalaya, Nagpur

**Members Present:**

The following members were present for the meeting:

Sr. No.	Name of the Person	Designation
1	Dr Ujwal Lanjewar	Principal & Chairperson
2	Adv. Rajeev Deo	Secretary, NSM
3	Dr Amruta Bhuskute	IQAC Coordinator
4	Dr Deepa Balkhande	Head (Psychology), IQAC Co-coordinator
5	Dr Suchita Marathe	Vice-Principal & HOD (English), Member
6	Dr D Shambharkar	HOD (Political Science), Member
7	Dr Aparna Chaudhary	Librarian and IQAC Member
8	Mrs. Ragini Kokarde	Head Clerk, Member
9	Shri. Ashutosh Chorghade	Accountant, Member
10	Mrs. Devyani Shripad	Parent Representative, Member
11	Ms. Vaidehi Bangde	Student Representative, Member

**Leave of Absence:**

Dr Charuta Joshi, Dr Archana Gupta, Shri. Gopi Pillay, Mrs. Kiran Mundada, Mrs. Meghna Gore, and Shri. Sameer Pandit conveyed their inability to attend the meeting.



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SESSION 2024-25  
Minutes of the 1<sup>st</sup> IQAC Meeting

**1. Agenda of the Meeting**

- Approval of the Minutes of the previous IQAC meeting held on 20th March 2024.
- Review of the Action Taken Report (ATR) on the Resolutions made in the previous meeting.
- Discussion on new guidelines from NAAC.
- Revision of IQAC cells and Criterion Conveners.
- Any other matter with the permission of the Chair.

**2. Meeting Called to Order**

The meeting was called to order at 3:05 PM by Dr Ujwal Lanjewar, Principal and Chairperson of IQAC.

**2. Approval of Minutes of the Previous Meeting**

Dr Amruta Bhuskute, IQAC Coordinator, read out the Minutes of the second IQAC meeting of the session 2023-24, held on 20th March 2024. The minutes were approved with minor suggestions. The compliance of the resolutions from the last meeting was also presented and approved.

**3. Action Taken Report (ATR)**

The IQAC Coordinator presented the Action Taken Report (ATR) for the resolutions made in the second IQAC meeting of the session 2023-24. The details are as follows:

Sr. No.	Resolution	Action Taken / Compliance
1	College Annual Report to be published for the session 2023-24	The Annual Report for the session 2023-24 has been published.
2	Finalization of the College Timetable and classroom allocation	The college timetable was finalized. The number of classrooms is found to be sufficient for this session. Additional classrooms will be required for the next session.
3	Proposal for repair of CCTV cameras and recruitment of security guards	CCTV repair work has been completed. The proposal for hiring security guards is under follow-up.

the members that the formal guidelines are yet to be published by NAAC.

#### 5. Revision of IQAC Cells and Criterion Conveners

Revised details of the IQAC cells and Criterion Conveners were presented by the IQAC Coordinator. It was suggested by Adv. Rajeev Deo that orientation sessions be organized once the new guidelines are officially published.

#### 6. Any Other Matter

- a) **Annual Report of IQAC:** The Annual Report of IQAC was presented by the IQAC Coordinator and was approved by the members.
- b) **Faculty Presentations:** Adv. Rajeev Deo suggested that faculty presentations be organized, and he recommended consulting Dr Dontulwar regarding the key points to be covered during these presentations.

#### 7. Thanks to the Chair

The meeting concluded with a vote of thanks to the Chair and all members present.

**Meeting adjourned at:** 4:30 p.m.

**Recorded by:**

*(Dr. Amruta Bhuskute)*

IQAC Coordinator



**Approved by:**

*(Dr. Ujwal Lanjewar)*

Principal & Chairperson, IQAC



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