

09-07-19

## SHRI BINZANI CITY COLLEGE

Umrer Road, Nagpur

### NOTICE

All the IQAC members are requested to attend the First meeting of the academic session 2019-20 on 12<sup>th</sup> July 2019 at 11 am in the IQAC Room.

### AGENDA

1. Criteria – wise distribution of AQAR to be submitted to NAAC
2. Preparation of Academic Calendar for the session 2019-20
3. Follow up of the proposal of Green Audit of the College
4. Any other matter



IQAC Coordinatör  
Dr Anil Shende



Officiating Principal  
Dr Afroz Sheikh



### IQAC Members:

1. Dr Pranjali Kane
2. Dr Mohini Bherwani
3. Dr Sadanand Dhakite
4. Dr Sandeep Tundurwar
5. Dr Narendra Raghatate

— Prkane 09/02/19

— Mohini

— Dhakite

— Sandeep

— Raghatate 9-7-19

Following members were present in meeting

1] Dr A. H. Sheikh

2] Dr. M. T. Bherwani

3] Dr. Anil Shende

4] Dr Narendra Raghatate

# SHRI BINZANI CITY COLLEGE

Umrer Road, Nagpur

## Minutes of the Meeting of IQAC held on 12<sup>th</sup> July 2019 at 11 am

The following members were present on the occasion:

Dr Afroz Sheikh (Principal & Chairman, IQAC), Dr Anil Shende (IQAC Co-ordinator), Dr Pranjali Kane (Co-coordinator), Dr Mohini Bherwani, Dr Sadanand Dhakite, Dr Sandeep Tundurwar and Dr Narendra Raghatate.

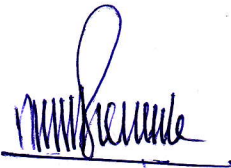
The following issues were discussed in the meeting according to the Agenda:

1. Criteria-wise distribution of AQAR of 2018 – 19 was done. The following Criteria Heads were given the task of collecting supporting documents of their Criteria and submitting the Criteria in the prescribed Format of AQAR:

Criterion I	: Dr Sandeep Tundurwar
Criterion II	: Dr P S Kane
Criterion III	: Dr S S Dhakite
Criterion IV	: Dr Mohini Bherwani
Criterion V	: Dr Anil Shende
Criterion VI	: Dr Afroz Sheikh
Criterion VII	: Dr N V Raghatate

2. The Academic Calendar of 2019-20 prepared by Dr Tundurwar and Dr Naikwade was approved for the session 2019 – 20. It was decided that the Academic Calendar would be strictly followed for all academic activities. The programs not included in the Academic Calendar need to be sanctioned by the IQAC before conduction.

3. It was decided that the issue of Green Audit would be pursued by the concerned Incharge.



Dr Anil Shende  
IQAC Coordinator



Dr Afroz Sheikh  
Principal & IQAC (Chairman)

Co-Ordinator  
I.Q.A.C.  
S.B. City College, Nagpur

03-10-2019

# SHRI BINZANI CITY COLLEGE

Umrer Road, Nagpur

## NOTICE

All the IQAC Members are requested to attend the Meeting to be held on 4<sup>th</sup> Oct 2019 at 11.30 am in the IQAC Room.

### AGENDA

1. Finalization of AQAR 2018-19.
2. Updation of Website – Appointing an incharge for uploading documents.
3. To ask for Criteria – wise requirements from the Criteria Heads.
4. Any other matter.



A handwritten signature in black ink, appearing to read 'Anil Shende', written over a horizontal line.

Dr Anil Shende  
IQAC Coordinator

**Co-Ordinator**  
**I.Q.A.C.**  
S.B. City College, Nagpur



## SHRI BINZANI CITY COLLEGE

Umrer Road, Nagpur

### IQAC Meeting

#### Minutes of the Meeting held on 4<sup>th</sup> October 2019 at 11.30 am in the IQAC Room

The following members were present in the meeting held on 4<sup>th</sup> October 2019 to discuss according to the Agenda:

Dr Afroz Sheikh (Principal & Chairman, IQAC), Dr Anil Shende (IQAC Co-ordinator), Dr Harish Rathi (Secretary, NSM), Dr Pranjali Kane (Co-ordinator), Dr Mohini Bherwani, Dr Sadanand Dhakite, Dr Sandeep Tundurwar and Dr Narendra Raghatate, Dr Narendra Gharat, Dr Sanjay Choudhari and Shri Kishore Pekde (Administrative Staff).

The following things were discussed in the meeting:

1. **AQAR 2018-19:** The Criteria Heads informed the committee about the progress of the collection of data related to AQAR. It was seen that the work was midway and needed momentum. It was decided that the Criteria Heads would submit the First Draft of the Report by the second week of November. It was decided that the soft copy of the quantitative data would be sent to the DTP incharge in the College, Shri Pravin Vaidya for compilation and setting. It was also decided that the following teachers would help the Criteria Heads in collection of the remaining data:

Criteria II: Shri Narendra Gharat

Criteria III: Dr Rajendra Naikwade

Criteria V: Dr Sanjay Choudhari

2. For a systematic collection and uploading of Reports, Photos and News-reports of the activities, the Website Committee would be strengthened. The Committee would be headed by Dr Bherwani, Choudhari, Dr Raghatate and Mrs Mona Chandak. The Committee would report to the Principal every month about the progress of the updation process.

3. The requirements of the Criteria Heads were collected and compiled. It was decided that the same would be placed before the CDC soon.

  
Dr Anil Shende  
IQAC Coordinator



  
Dr Afroz Sheikh  
Principal & IQAC Chairman

Co-Ordinator  
I.Q.A.C.  
S.B. City College, Nagpur



18-02-2020

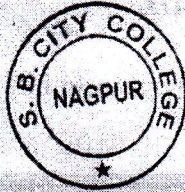
**SHRI BINZANI CITY COLLEGE**  
Umrer Road, Nagpur

**NOTICE**

All the IQAC members are requested to attend the meeting on 20<sup>th</sup> February 2020 at 11 am in the Principal's Room. The following things need to be discussed:

**AGENDA**

1. Collection of reports and photos of all the College and Departmental activities of the academic calendar 2019-20
2. Updation of the Website
3. Feedback to be taken from Students, Parents and Alumni
4. Discussion on registration of the Alumni Association
5. Follow up of the proposal of Green Audit of the College
6. Any other matter



Officiating Principal  
Coordinator, IQAC  
Dr Anil Shende

**IQAC Members:**

1. Dr Pranjali Kane
2. Dr Mohini Bherwani
3. Dr Sadanand Dhakite
4. Dr Sandeep Tundurwar
5. Dr Narendra Raghatate

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## SHRI BINZANI CITY COLLEGE

Umrer Road, Nagpur

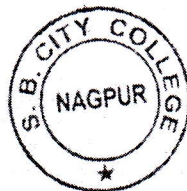
**Minutes of the Meeting of the IQAC held on 20-02-2020 at 11 am in the Principal's cabin:**

The following members were present on the occasion: Dr Anil Shende (Officiating Principal & Coordinator, IQAC), Dr Pranjali Kane, Dr Mohini Bherwani, Dr Sadanand Dhakite and Dr Sandeep Tundurwar

The following issues were discussed in the meeting according to the Agenda:

1. All the Heads of the Departments should submit the softcopies of the reports of the events/activities with photos to the Website and the IQAC within 3 days of the activities.  
Email of IQAC: [iqacsbt@gmail.com](mailto:iqacsbt@gmail.com)  
Website Incharge: Yogendra Naringe - [yogendranaringe@gmail.com](mailto:yogendranaringe@gmail.com) – 9822369180
2. Softcopies of Results of Sem I, III, V should be submitted to the IQAC by the Heads of the Department by 1<sup>st</sup> April 2020.
3. The following teachers are allotted the work of the following committees:
  - a. Feedback from Students : Dr A H Sheikh
  - b. Feedback from Parents : Shri Narendra Gharat, Dr P S Kane
  - c. Feedback from Alumni : Dr Rajesh Alone
  - d. Website : Dr Raghatate, Dr S R Choudhari
  - e. Academic Calendar : Shri Narendra Gharat, Dr Naikwade
4. Letters to be issued to the Alumni Association to submit the status of the Registration Process and the activities to be conducted in the present academic session.
5. Letter to be issued to the incharge of the Green Audit committee to submit their report by 29<sup>th</sup> February 2020.
6. All work related to the criteria of AQAR should be initiated by the IQAC members & HoDs for filling up of the AQAR of 2019-20
 

Criterion I : Dr Sandeep Tundurwar	Criterion V : Dr Anil Shende
Criterion II : Dr Pranjali Kane	Criterion VI : Dr Anil Shende
Criterion III : Dr Sadanand Dhakite	Criterion VII : Dr Narendra Raghatate
Criterion IV : Dr Mohini Bherwani	
7. All the Heads of the Departments would look into the matter to be sent to the website of their departments and get it uploaded. They would report to the committee incharge in case of any problem.



Dr Anil Shende  
Officiating Principal & Coordinator IQAC



25-02-2020

**SHRI BINZANI CITY COLLEGE**  
Umrer Road, Nagpur


**NOTICE**

The IQAC has arranged a meeting with the teachers and the Website Incharge Mr Yogendra Naringe to discuss the following matter. All the IQAC members are requested to attend the meeting on 27<sup>th</sup> February 2020 at 11 am in the Staff Room.

**AGENDA**

1. To decide about updating the departmental activities, Cells and Committees of the College Website
2. To discuss about the Online Feedback Form for students
3. Any other matter



  
Officiating Principal  
Coordinator, IQAC  
Dr Anil Shende

**IQAC Members:**

1. Dr Pranjali Kane
2. Dr Mohini Bherwani
3. Dr Sadanand Dhakite
4. Dr Sandeep Tundurwar
5. Dr Narendra Raghatate

PSK  
25/02/2020





  
25.2.2020



27-02-2020


**SHRI BINZANI CITY COLLEGE**  
Umrer Road, Nagpur

**Minutes of the Meeting of IQAC with Teachers held on 27<sup>th</sup> Feb 2020**

Meeting of IQAC with teachers and Website Incharge Shri Yogendra Naringe was held on 27<sup>th</sup> February 2020 at 11 am in the Staff Room. The list of the teachers present on the occasion is attached herewith. The following things were discussed on the occasion:

1. It was decided that the Heads of the Departments would look into the details of their departments on the Website and update them. In case of any problem, the matter would be reported to the Website Incharges Dr Raghatate and Dr Choudhari. It was decided that the format of all the departments would remain the same. Shri Naringe was given instructions regarding the bifurcation of the various committees and Cells of the College. He was also asked to update the Photo Gallery.
2. It was decided that an Online Google form to collect Feedback from students would be prepared by Shri Naringe as soon as possible. The Feedback would include areas related to Teaching-Learning, Infrastructure, Administration, Security and General suggestions. A soft copy of the questions to be included in the Feedback would be provided to him by IQAC.



  
Officiating Principal  
Coordinator, IQAC  
Dr Anil Shende

**SHRI BINZANI CITY COLLEGE**

Umrer Road, Nagpur

Online starts: |**Minutes of the Meeting of the Staff with Management  
held via ZOOM on 15<sup>th</sup> April 2020**

1. A meeting was setup via ZOOM App of the teaching staff with the Management by the IQAC of the College on 15<sup>th</sup> April 2020.
2. The meeting was attended by the following members:
  - Dr Harish Rathi (Secretary, NSM)
  - Dr Sujit Metre – Principal & Chairman (IQAC)
  - Dr Anil Shende
  - Dr Afroz Sheikh
  - Dr Sadanand Dhakite
  - Dr Rajesh Alone
  - Dr Narendra Raghatate
  - Dr Pranjali Kane
  - Dr Sandip Tundurwar
  - Dr Sanjay Choudhari
  - Shri Narendra Gharat
  - Dr Rajendra Naikwade
  - Ms Anita Agrawal
  - Mrs Punam Khedkar
  - Dr Prabhakar Chandekar
  - Shri Rajesh Khadke
3. The agenda of the meeting was primarily to discuss about starting the online classes for students during the lockdown period due to the Coronavirus threat. For the purpose, it was decided that Microsoft Software can be used to start online classes.
4. Dr Sandip Tundurwar, HoD (Pol Sc), informed the others that the Post Graduate Department of Political Science has already started online teaching since 25<sup>th</sup> March via Google classroom and ZOOM App. They have also initiated the feedback process from the students for the same. It was decided that the other departments would also follow the same.
5. The 11<sup>th</sup> Std students are asked to be promoted by the Govt. The 12<sup>th</sup> Std course has changed from the coming session. The books are not available due to the lockdown. So it was stated that it wont be possible to start online classes for 12<sup>th</sup> Std.
6. It was decided that all the staff members would prepare modules for online teaching and report back on Friday, 17<sup>th</sup> April in the meeting scheduled at 12 noon.





Principal  
S. B. City College  
Nagpur



# SHRI BINZANI CITY COLLEGE

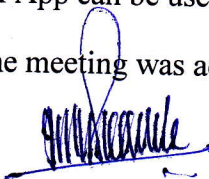
Umrer Road, Nagpur

## Minutes of Meeting of Faculty members via Zoom held on 17<sup>th</sup> April 2020

The meeting was chaired by Principal Dr Sujit Metre.

The following members were present on the occasion: Dr Afroz Sheikh, Dr S S Dhakite, Dr N V Raghatare, Dr P S Kane, Dr Sandip Tundurwar, Dr S R Choudhari, Shri N I Gharat, Dr Rajendra Naikwade, Ms Anita Agrawal, Mrs Punam Khedkar, Dr P P Chandekar, Mrs Nilima Panse, Shri Rajesh Darvekar, Shri Rajesh Khadke, Shri Ramteke, Mrs Mona Chandak.

1. The minutes of the last meeting held on 15<sup>th</sup> April 2020 were confirmed
2. It was informed to all that according to the orders of RTMNU, the viva sheet of the last semester should be kept ready.
3. The Compliance report of the activities done by the teachers during lockdown period should be kept ready. The report can be shared with the others.
4. At least 4 video lectures should be prepared and kept ready till 3<sup>rd</sup> May 2020. Online Training for the faculty who encounter any problem would be arranged if the need arises.
5. Microsoft software will be available in next 7-10 days for the teachers to reach the students online.
6. For further meetings, a Yahoo Group would be prepared in which all the Adhoc and CHB teachers would also be included.
7. It was informed that for smooth functioning in the new setup an updated CV should be submitted by all the faculty members by Monday 20<sup>th</sup> April 2020.
8. Any other matter:
  - a. It was decided that video lectures should be prepared instead of audio lectures for better understanding by the students
  - b. The Junior College Supervisor informed the inability to prepare course content for online teaching as the course is going to change from the coming session.
  - c. It was informed that question banks based on the question paper pattern should be kept ready in case the college has to conduct the final exams of the first and the second year.
  - d. It was decided that the next meeting would be scheduled on 21<sup>st</sup> April 2020. New login ID and password would be given for security purpose
  - e. It was informed to the gathering that since no sensitive matter was involved in the meeting, the ZOOM App can be used to conduct further meetings.
9. The meeting was adjourned at 1 pm.





  
Principal  
S. B. City College  
NAGPUR



# SHRI BINZANI CITY COLLEGE

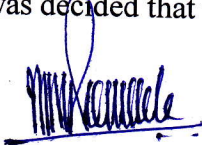
Umrer Road, Nagpur

## Minutes of Meeting of Faculty members. via Zoom held on 21<sup>st</sup> April 2020

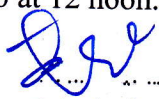
The meeting was chaired by Principal Dr Sujit Metre.

The following members were present on the occasion: Dr Harish Rathi (Secretary, NSM), Dr S S Dhakite, Dr Rajesh Alone, Dr N V Raghatate, Dr P S Kane, Dr Sandip Tundurwar, Dr S R Choudhari, Shri N I Gharat, Dr Rajendra Naikwade, Ms Anita Agrawal, Mrs Punam Khedkar, Dr P P Chandekar, Mrs Nilima Panse, Shri Rajesh Darvekar, Shri Rajesh Khadke, Shri Ramteke, Mrs Mona Chandak.

1. The minutes of the last meeting held on 17<sup>th</sup> April 2020 were confirmed.
2. According to the decision in the last meeting regarding keeping well-documented record of all the activities undertaken by the departments, the NSS and the Sports department informed the various activities conducted by them in this lockdown period.
3. It was informed to the members that a student of the college has prepared a sanitizer device and needs funds to reach out to society to counteract the spread of virus. It was decided that the authorities would look into the matter after a formal proposal reaches them.
4. The members were asked to submit their CVs with the intention that their research acumen can be made use of in some way or the other in collaborative activities. The members were urged to submit them as soon as possible.
5. According to the Agenda, the forthcoming admission process of the first year students was discussed in the wake of the changed way of admission to be implemented. It was agreed upon unanimously that the prospectus is going to be the new way to reach the students. Hence it should be revised keeping in mind the requirement. Suggestions for the same were solicited by the members till the next meeting.
6. The members were asked to visit the website and report the necessary changes to be made in their respective departments.
7. The members were asked to raise issues of concern and inform the authorities to be included in the CDC Meeting to be conducted soon.
8. The details of Research Centre were gathered from the Heads of the department and Research Guides. Accordingly, it was informed to the concerned people that the files should be kept ready and the six monthly reports duly sent to the University.
9. It was discussed in the meeting that the Research Centre can appoint full time research scholars to work in the Research Centre. Their remuneration would be adjusted in the fees that they are supposed to submit with the college.
10. It was decided that the next meeting would be held on 25<sup>th</sup> April 2020 at 12 noon.





  
Principal  
S. B. City College  
NAGPUR

# SHRI BINZANI CITY COLLEGE

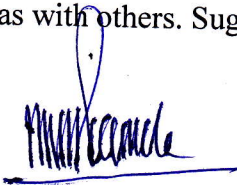
Umrer Road, Nagpur


## Minutes of Meeting of Faculty members via Zoom held on 25<sup>th</sup> April 2020

The meeting was chaired by Principal Dr Sujit Metre.

The following members were present on the occasion: Dr Afroz Sheikh, Dr Rajesh Alone, Dr N V Raghatate, Dr P S Kane, Dr Sandip Tundurwar, Dr S R Choudhari, Shri N I Gharat, Dr Rajendra Naikwade, Ms Anita Agrawal, Mrs. Punam Khedkar, Mrs Nilima Panse, Mrs Sunita Masne, Shri Rajesh Darvekar, Shri Rajesh Khadke, Shri Ramteke, Mrs Mona Chandak.

1. The minutes of the last meeting held on 21<sup>st</sup> April 2020 were confirmed.
2. Activities such as finalizing questionnaire for Google form, extending financial help to a student who has prepared a sanitizer machine for his village and organizing Essay Competition for classes IX, X, XI and XII were discussed by the teachers.
3. It was decided that the suggestions for the questionnaire should be invited and the form should be finalized by tomorrow for circulation amongst the students.
4. It was informed to the gathering that the approximate budget for providing financial help to the student using Sanitizer machine is around Rs 10,000. It would be discussed and help would be extended soon.
5. It was decided that a list would be prepared of the probable schools to be included in the Essay Competition on the pandemic as soon as possible and circulated. The competition would be held via Google doc or Whats app. Training of preparing the same can be given to the students.
6. Issue of the entrance and exit gates specially for getting access to College was discussed. Suggestions given by the teachers were acknowledged.
7. Emphasis on admission of Marathi medium classes was given. It was decided that the existing students and alumni were to be roped in for publicizing the College.
8. Common Room Facility and Toilet facilities for students and female teachers were highlighted as a part of the College Development Plan. Special mention was made of the lack of toilet facility for disabled students.
9. Teachers were encouraged to get involved in Print and Radio media to share their ideas with others. Suggestions regarding the same were invited.




  
Dr Sujit Metre  
Principal  
S. B. City College  
NAGPUR



**SHRI BINZANI CITY COLLEGE**

Umrer Road, Nagpur

**Minutes of Meeting of Faculty members  
via Zoom held on 1<sup>st</sup> May 2020**

The meeting was chaired by Principal Dr Sujit Metre.

The following members were present on the occasion: Dr Afroz Sheikh, Dr Rajesh Alone, Dr N V Raghatate, Dr P S Kane, Dr Sandip Tundurwar, Shri N I Gharat, Dr Rajendra Naikwade, Ms Anita Agrawal, Mrs Punam Khedkar, Mrs Nilima Panse, Mrs Sunita Masne, Shri Rajesh Darvekar, Shri Rajesh Khadke, Shri Ramteke, Mrs Mona Chandak.

1. The minutes of the last meeting held on 25<sup>th</sup> April 2020 were confirmed.
2. It was decided that to discuss the modalities and responsibility sharing of organizing the Essay Competition for classes IX, X, XI and XII, a separate meeting of the Junior College would be held tomorrow.
3. It was decided that efforts would be taken by all the departments to strengthen student involvement in the teaching - learning process. Accordingly, suggestions from the Sports dept were discussed and changes in the time table to accommodate the extra activities were taken into consideration. Other suggestions regarding the above would be discussed separately.
4. The conduction of the Students Induction Program was deliberated upon.
5. It was informed to the members that the Cloud based CMS software has become operational and teachers can get information of students easily for the teaching learning process.
6. It was decided that the next meeting would be held on 8<sup>th</sup> May 2020 at 12 noon.



Dr Sujit Metre  
Principal  
S. B. City College  
NAGPUR