

12-06-2020

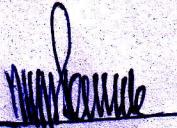
**SHRI BINZANI CITY COLLEGE**  
Umrer Road, Nagpur

**NOTICE**

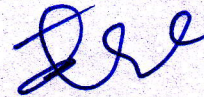
All the IQAC Members are requested to attend the Meeting to be held on 15<sup>th</sup> June 2020 at 12 noon in the IQAC Conference Room to discuss the Criteria-wise preparedness. The Agenda is as follows:

**AGENDA**

1. To discuss various NAAC Criteria
2. To discuss about Website Updation
3. To finalize the Prospectus for UG & PG for 2020-21.
4. To ensure Teachers enrolment on VIDWAN platform.
5. Any other matter.



Dr Anil Shende  
IQAC Coordinator



Dr Sujit Metre  
Principal & Chairman, IQAC

# SHRI BINZANI CITY COLLEGE

Umrer Road, Nagpur

## IQAC Meeting 1

2020 - 2021

### Minutes of the IQAC Meeting held on 15<sup>th</sup> June 2020

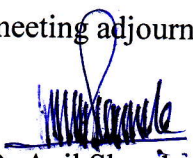
The following IQAC members were present during the meeting held at 12 noon in the IQAC Room:

Dr Sujit Metre:	Principal & IQAC Chairman
Dr Anil Shende:	IQAC Coordinator
Dr Pranjali Kane:	Member
Dr Sadanand Dhakite:	Member
Dr Sandeep Tundurwar:	Member
Dr Narendra Raghatate:	Member

The members discussed the following issues:

1. Discussion on the various NAAC Criteria: All the NAAC Criteria heads updated the gathering of the work done in their respective Criteria in the previous year. The Chair asked the heads to present a detailed report of the individual Criteria in 15 days.
2. Website updation: It was decided that all the HoDs would send the reports and geo-tagged photographs of the activities of 2019-20 to the Website Incharge in 15 days time.
3. Prospectus: It was decided that necessary changes in prospectus should be made for admission purposes.
4. Vidwan Profile: The IQAC also decided to ask teachers to register themselves on VIDWAN Platform.

The meeting adjourned at 1.30 pm with the permission of the Chair.

  
Dr Anil Shende  
IQAC Coordinator



  
Dr Sujit Metre  
Principal & Chairman, IQAC

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28-06-2020

## SHRI BINZANI CITY COLLEGE

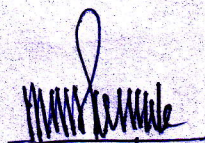
Umrer Road, Nagpur

### NOTICE

All the IQAC Members are requested to attend the Meeting to be held on 30<sup>th</sup> June 2020 at 12 noon in the IQAC Conference Room to discuss the Criteria-wise preparedness. The Agenda is as follows:

#### AGENDA

1. Presentation of all the Criteria by the Criteria Heads
2. To discuss about Feedback collection and Analysis.
3. To strengthen the mentoring cell of the College in the times of pandemic
4. To discuss about the Internal Exams Grievance Committee.
5. To strengthen the Research activities of the College.
6. To strengthen the IQAC by including other teachers into it.
7. Any other matter.



Dr Anil Shende  
IQAC Coordinator



Dr Sujit Metre  
Principal & Chairman, IQAC

**SHRI BINZANI CITY COLLEGE**

Umrer Road, Nagpur

**IQAC Meeting 2**

2020 – 2021

**Minutes of the IQAC Meeting held on 30<sup>th</sup> June 2020**


The following IQAC members were present during the meeting held at 12 noon in the IQAC Room:

Dr Sujit Metre:	Principal & IQAC Chairman
Dr Anil Shende:	IQAC Coordinator
Dr Pranjali Kane:	Member
Dr Mohini Bherwani:	Member
Dr Sadanand Dhakite:	Member
Dr Sandeep Tundurwar:	Member
Dr Narendra Raghatate:	Member

All the members presented their Criteria with the probable outcome averaging the work done in the last three years. Accordingly, the members discussed the following issues:

1. It was decided that the Feedback system should be strengthened including the Student Satisfaction Survey.
2. It was decided that the ICT tools should be introduced amongst the teachers and the data to be maintained by the HoDs.
3. It was decided that Mentors from the field of communication, sales and marketing, psychology and industry should be brought in for the benefit of the students.
4. It was decided that a formal Internal Exams Grievance Committee should be instituted from the coming year.
5. It was decided that the teacher would send proposals for securing major/minor research projects to funding agencies.
6. It was decided that an exhaustive policy for the advanced and slow learners should be made from 2020-21.
7. It was decided that more facilities should be thought for and acted upon for the divyangjan.
8. It was decided that all the 12 teachers of the College would be involved in the Seven-Criteria of NAAC SSR, specially, Criteria II (Teaching, Learning & Evaluation) & Criteria III (Research & Extension Activities).

The meeting adjourned at 4.30 pm with the permission of the Chair.

  
Dr Anil Shende  
IQAC Coordinator



  
Dr Sujit Metre  
Principal & Chairman, IQAC

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01-09-2020

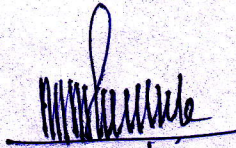
**SHRI BINZANI CITY COLLEGE**  
Umrer Road, Nagpur

**NOTICE**

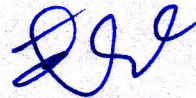
All the IQAC Members are requested to attend the Meeting to be held on 3<sup>rd</sup> September 2020 at 1 pm in the IQAC Conference Room to discuss the following Agenda:

**AGENDA**

1. To decide upon the documentation for AQAR / SSR for Cycle IV.
2. To decide about the submission of progress reports of Research Scholars to University Ph.D Cell.
3. To discuss the formulation of Policies for the various processes of TL and administration.
4. To decide about submission of various documents related to AQAR.
5. To decide upon the Online Teaching – Learning process in 2020-21 in the wake of the pandemic .
6. Any other matter.



Dr Anil Shende  
IQAC Coordinator



Dr Sujit Metre  
Principal & Chairman, IQAC

03-09-2020

# SHRI BINZANI CITY COLLEGE

Umrer Road, Nagpur

## MEETING - 3 2020 - 2021

### Minutes of the College Meeting held on 3<sup>rd</sup> September 2020

The following IQAC members were present during the meeting held at 1 pm in the Staff Room:

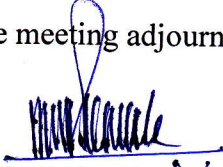
Dr Sujit Metre (Principal), Dr Anil Shende (IQAC Coordinator), Dr Sadanand Dhakite, Dr Mohini Bherwani, Dr Pranjali Kane, Dr Narendra Raghatate, Dr Sandeep Tundurwar, Dr Sanjay Choudhari, Shri Narendra Gharat, Mrs Mona Chandak.

The minutes of the meeting held on 30-06-2020 were confirmed.

The members discussed the following issues:

- 1. Documentation for AQAR/SSR:** It was decided that all the NAAC Criteria Heads would submit the updated File of their Criterion by 3<sup>rd</sup> Oct 2020. It would include point-wise status of the last three years and the supported documents to substantiate it.
- 2.** The Coordinator of the Research Centre, Dr S S Dhakite was asked to submit the Progress Reports of the Research students to the University Ph.D Cell.
- 3.** All the teachers were reminded to submit the Policies they were asked to draft in the earlier meeting.
- 4.** It was decided that the teachers would submit the College Diaries of 2017-18, 2018-19 and 2019-20 to the IQAC before 15<sup>th</sup> Sept 2020.
- 5. Use of ICT:** It was decided that all the teachers would upload the recordings of the Online classes of second and third year along with the notes and the Question papers on Google Classrooms. They would share the Google Classroom with the Principal.
- 6.** It was decided that a meeting would be held in the first week of every month to review the progress of NAAC Criteria.
- 7.** The Teachers were urged to publish papers in UGC Care enlisted Journals and submit the details of their Research work with IQAC at the earliest.

The meeting adjourned at 3 pm with the permission of the Chair.

  
Dr Anil Shende  
IQAC Coordinator



  
Dr Sujit Metre  
Principal

4

21-11-2020

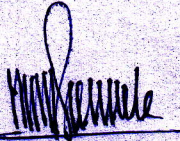
**SHRI BINZANI CITY COLLEGE**  
Umrer Road, Nagpur

**NOTICE**

All the IQAC Members are requested to attend the Meeting to be held on 23<sup>rd</sup> November 2020 at 12 noon in the IQAC Conference Room. The Agenda is as follows:

**AGENDA**

1. To remind Criteria Heads of the submission of completed File of Supporting documents to IQAC.
2. To arrange an External Audit of the documents required for NAAC accreditation.
3. Any other matter.



Dr Anil Shehde  
IQAC Coordinator



Dr Sujit Metre  
Principal & Chairman, IQAC

23-11-2020

**SHRI BINZANI CITY COLLEGE**

Umrer Road, Nagpur

**IQAC Meeting - 4**  
2020 - 2021

**Minutes of the IQAC Meeting with the Teachers held on 23<sup>rd</sup> Nov 2020**

The following IQAC members were present during the meeting held at 12 noon in the IQAC Room:

Dr Sujit Metre:	Principal & IQAC Chairman
Dr Anil Shende:	IQAC Coordinator
Dr Pranjali Kane:	Member
Dr Sandeep Tundurwar:	Member
Dr Sadanand Dhakite	Member
Dr Narendra Raghatare:	Member
Dr Narendra Gharat:	Member
Dr Sanjay Choudhari:	Member

1. The meeting was called to order.

2. AQAR 2019-20: It was decided that the NAAC Criteria Heads would submit the corresponding data of 2019-20 of their Criteria to the IQAC for smooth and timely submission of AQAR 2019-20.

3. It was informed to the NAAC Criteria Heads that the updated Criteria File (2017-18, 2018-19 & 2019-20) with supporting documents in the expected NAAC Peer Visit Format should reach the IQAC by 13<sup>th</sup> December 2020 for an External Audit of the same.

The meeting adjourned at 1.30 pm with the permission of the Chair.

  
Dr Anil Shende  
IQAC Coordinator



  
Dr Sujit Metre  
Principal & Chairman, IQAC



27-11-2020

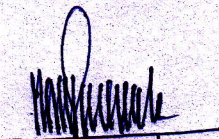
**SHRI BINZANI CITY COLLEGE**  
Umrer Road, Nagpur

**NOTICE**

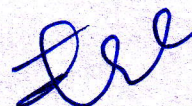
All the IQAC Members and Teachers (Adhocs) are requested to attend the Meeting to be held on 28<sup>th</sup> November 2020 at 12 noon in the IQAC Conference Room. The Agenda is as follows:

**AGENDA**

1. To inform teachers about the requirement of documents according to the revised format of NAAC.
2. Regarding Attendance Registers and Diaries.
3. To update teachers about Program Outcomes and Course Outcomes.
4. Regarding Feedback Analysis of Students.
5. Any other matter.

  
Dr Anil Shende  
IQAC Coordinator



  
Dr Sujit Metre  
Principal & Chairman, IQAC

28-11-2020

## SHRI BINZANI CITY COLLEGE

Umrer Road, Nagpur

### IQAC Meeting 5

2020 - 2021

#### Minutes of the IQAC Meeting with the Teachers held on 28<sup>th</sup> Nov 2020

The following IQAC members were present during the meeting held at 12 noon in the IQAC Room:

Dr Sujit Metre:	Principal & IQAC Chairman
Dr Pranjali Kane:	Member
Dr Sandeep Tundurwar:	Member
Dr Narendra Raghatate:	Member
Dr Narendra Gharat:	Member
Dr Sanjay Choudhari:	Member

1. The IQAC held a meeting with all the teachers to inform about the maintenance and submission of the requisite supporting documents of NAAC Criteria II - Teaching - Learning & Evaluation. A presentation was given to them covering the details of the following:

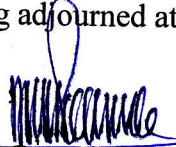
- Program Outcomes and Course Outcomes
- Mentoring program
- Advanced and Slow Learners
- Use of ICT
- Student - centric Teaching
- Continuous Internal Evaluation
- Results of 2019-20

2. The teachers were asked to submit the Attendance Registers and Diaries of 2019 -20 to the IQAC for record-keeping by the end of December 2020.

3. A detailed presentation on Program Outcomes and Course Outcomes was given by Principal Dr Sujit Metre to update the newly joined teachers in the College.

4. It was decided that the analysis of the Online Feedback of the Students should be initiated as soon as possible.

The meeting adjourned at 12.45 pm with the permission of the Chair:

  
Dr Anil Shende  
IQAC Coordinator



  
Dr Sujit Metre  
Principal & Chairman, IQAC

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P02-05-2021

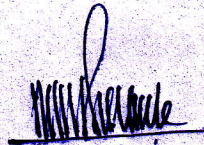
**SHRI BINZANI CITY COLLEGE**  
Umrer Road, Nagpur

**NOTICE**

All the IQAC Members are requested to attend the Meeting to be held on 5<sup>th</sup> May 2021 at 12 noon in the IQAC Conference Room. The Agenda is as follows:

**AGENDA**

1. To decide upon the timeline for submission of the quantitative and qualitative data for AQAR 2019-20 & final submission of AQAR 2019-20 copy to be placed in front of CDC.
2. To decide upon the formation of the new IQAC committee.
3. To upload all relevant information related to IQAC on Website as early as possible.
4. Any other matter.



Dr Anil Shende  
IQAC Coordinator



Dr Sujit Metre  
Principal & Chairman, IQAC

05-05-2021

## MINUTES OF IQAC Meeting held on 5<sup>th</sup> May 2021

The Online IQAC Meeting was held on 5<sup>th</sup> May 2021 at 12 noon regarding submission of AQAR for the academic session 2019-20 and supporting data for previous years' AQAR also. The following members were present:

Dr Sujit Metre	- Principal and Chairman IQAC
Dr Anil Shende	- Coordinator, IQAC
Dr Pranjali Kane	- Co-coordinator, IQAC
Dr Sandeep Tundurwar	- Member, IQAC
Dr Narendra Raghatate	- Member, IQAC
Dr Narendra Gharat	- Member, IQAC
Dr Mohini Bherwani	- Member, IQAC

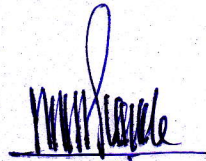
I. It was decided that the following deadlines would be followed for timely submission of AQAR 2019-20:

- Submission of Qualitative and Quantitative Data of all the Criteria to IQAC mail by 8<sup>th</sup> May 2021.
- Final AQAR 2019-20 Copy to be kept ready by 10<sup>th</sup> May 2021 to be placed in front of CDC
- IQAC Formation 2020-21 to be placed in front of CDC 11<sup>th</sup> May 2021
- ATR (including all the Feedback analysis) to be submitted by 12<sup>th</sup> May 2021.

II. It was decided that the next IQAC meeting would be called before the CDC meeting to take into cognizance the change in Principal to be notified to NAAC through AQAR and to decide upon the new Coordinator as per the request of the earlier Coordinator.

III. It was also decided that all the matter related to IQAC should be uploaded on the Website at the earliest. It will include:

- Formation of IQAC 2020-21
- Vision of IQAC
- Objectives of IQAC
- Strategies of IQAC
- Minutes and ATR of IQAC Meetings of 2019-20



Dr. Anil shende  
IQAC Coordinator



Dr Sujit Metre  
Principal & Chairman, IQAC

# SHRI BINZANI CITY COLLEGE

Umrer Road, Nagpur

20-02-2021

## NOTICE

All the Senior College teachers (Permanent, Ad-hoc & CHBs ) are informed that an Online Meeting of IQAC with Teachers is going to be held on 22<sup>nd</sup> Feb 2021 at 11.30 am to install the Committee members of the Internal Examinations Grievance Cell for the forthcoming University and College level examinations. The meeting link will be shared in the College What's App Group 10 minutes before the meeting.

## AGENDA

The Agenda is as follows:

1. To nominate members from Arts and Commerce Faculty for the session 2020-21.
2. To designate roles and responsibilities to the members.



A handwritten signature in blue ink, appearing to be "Dre".

Principal  
S.B. City College, Nagpur



NAGPUR SHIKSHAN MANDAL'S

# SHRI BINZANI CITY COLLEGE

(S. B. CITY COLLEGE)

RE-ACCREDITED BY NAAC 'B++' (CGPA 2.87)

Near Sakkardara, Umrer Road, Nagpur - 440 024

Tel. : (O) 0712-2745099

• E-mail ID : sbct\_1@yahoo.co.in • Website : www.binzanicitycollege.in

- President  
A. K. GANDHI | 2426883, 6619800
- Secretary  
DR. HARISH RATHI | 9730037001
- Principal  
DR. SUJIT G. METRE  
9822714241

22-02-2021

**Minutes of the Meeting of IQAC with Teachers**  
**held on 22<sup>rd</sup> Feb 2021 to form**  
**INTERNAL EXAMS GRIEVANCE COMMITTEE (2020 - 2021)**

The following issues were discussed and decided in the meeting:

1. The Internal Exams Grievance Committee was formed in the College with the aim to address and effectively resolve grievances of the students related to Internal Exams conducted by the College at regular interval. It was decided that the issues should be resolved in a time-bound manner.

The following members have been nominated as Office Bearers of the Internal Exams Grievance Committee of the College for the academic session 2020-21, formed as per the requirement of NAAC under Continuous Internal Evaluation :

**Name of Teacher**

1. Dr Sandeep Tundurwar : Chairman  
(Vice Principal)
2. Dr Afroz Sheikh : Member, Arts Faculty
3. Dr Sadanand Dhakite : Member, Commerce Faculty



NAGPUR SHIKSHAN MANDAL'S

# SHRI BINZANI CITY COLLEGE

(S. B. CITY COLLEGE)

RE-ACCREDITED BY NAAC 'B++' (CGPA 2.87)

Near Sakkardara, Umrer Road, Nagpur - 440 024

Tel. : (O) 0712-2745099

• E-mail ID : sbct\_1@yahoo.co.in • Website : www.binzanicitycollege.in

- **President**  
A. K. GANDHI | 2426883, 6619800
- **Secretary**  
DR. HARISH RATHI | 9730037001
- **Principal**  
DR. SUJIT G. METRE  
9822714241

## 2. The following Roles and responsibilities were decided upon:

- The Committee should meet atleast two times in an academic year: at the beginning of the session and at the end of the session.
- The minutes of the meetings should be uploaded on the website from time to time.
- The Incharge of the Arts and Commerce Faculty should reach out to students at the beginning of the Session and inform them of the Committee.
- The Arts Incharge should cater to the Arts students and the Commerce Incharge should cater to the needs of the Commerce Students' issues related to Internal Evaluation.
- Continuous Internal Evaluation would include regular Class Tests, Open Book Tests, Seminars, Presentations, Viva Voce and Assignments.
- In case of any complaint / issue regarding Internal Evaluation, the teacher should ask for a written complaint from the student and register the case. The issue should be discussed by the committee members and resolved as soon as possible.
- The details of all the registered cases should be maintained by the Committee members.



Principal  
S.B. City College, Nagpur