

31-07-2021

SHRI BINZANI CITY COLLEGE

Umrer Road, Nagpur

IQAC Meeting – 1

2021 - 2022

NOTICE

To all Criteria Incharges,

The meeting schedule of IQAC with the Criteria Incharges will be held according to the schedule given below. You are requested to attend the meeting for detailed discussion of your Criterion according to new format at 11 am in NAAC Room.

IQAC MEETING WITH CRITERIA INCHARGES			
SR. NO.	DATE	DAY	CRITERIA
1	02.07.2021	FRIDAY	CRITERIA - 1
2	03.07.2021	SATURDAY	CRITERIA - 7
3	05.07.2021	MONDAY	CRITERIA - 3
4	06.07.2021	TUESDAY	CRITERIA - 4
5	07.07.2021	WEDNESDAY	CRITERIA - 5
6	08.07.2021	THURSDAY	CRITERIA - 6
7	09.07.2021	FRIDAY	CRITERIA - 2

AGENDA

1. To plan collection and compilation of data for AQAR 2020 – 2021 according to the new format.
2. To discuss the modalities of the requirements of each Criteria according to the new format of NAAC for 2021 - 2022 with the members of the respective Criteria.
3. To fix the timeline of processes and plan for smooth execution of all activities.
4. To discuss and plan the introduction of new Add-On / Value Added Courses for the coming session.
5. To discuss the introduction of new cells for expansion of activities according to the new format.



Dr Pranjali Kane
IQAC Coordinator



Dr Sujit Metre
Principal & Chairman, IQAC



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

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• 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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

This is to notify all the HoDs, Coordinators and Incharges that every department has to give presentations of the Departmental activities of the past four years (2017-18 to 2020-21) and Future Plans of the Department (2021-22) in front of Hon'able Secretary, NSM, Dr Harishji Rathi according to the schedule given below.

Schedule of Departmental Presentations by the HoDs 2021 - 22

S. No	Departments	Presentation Month / Week
01	Bachelor of Business Administration	Second week of August
02	B Com (Computer Application)	
03	Commerce	Fourth week of August
04	NCC & Life Skills Cell	
05	Library	
06	Political Science	Second week of September
07	Psychology	
08	NSS	
09	Sports	
10	History	Fourth week of September
11	Philosophy	
12	Cultural Cell	
13	Lifelong Learning & Extension Cell	
14	English	Second week of October
15	Marathi	
16	Alumni Association	
17	Parents – Teachers Association	Fourth week of October
18	Hindi	
19	Sanskrit	
20	Sociology	
21	Economics	
22	Students' Welfare Dept	
23	Training and Placement Cell	

The format for presentation will be shared on college WhatsApp group kindly be updated.



Dr Sujit Metre
Principal & Chairman, IQAC

SHRI BINZANI CITY COLLEGE

Umrer Road, Nagpur

10-07-2021

Minutes of the Meetings of IQAC held from 02-07-2021 to 09-07-2021

The IQAC organized multiple meetings with Criteria Members for systematic and smooth functioning. The following members were present according to the Criteria they have been allotted :

Criteria I	: Dr Sandeep Tundurwar, Dr Prabhakar Chandekar
Criteria II	: Dr Narendra Gharat, Dr Pranjali Kane, Shri Rajesh Darvekar
Criteria III	: Dr Rajendra Naikwade, Shri Rajesh Khadke
Criteria IV	: Dr Mohini Bherwani, Mrs Sunita Masne
Criteria V	: Dr Anil Shende, Dr Sanjay Choudhari, Mrs Kalpana Mishra
Criteria VI	: Dr Afroz Sheikh, Dr Sujit Metre
Criteria VII	: Dr Narendra Raghatate, Mrs Poonam Khedkar

It should be noted that Dr Rajesh Alone (Criteria VII) had informed beforehand his inability to attend the offline meeting due to ill health. Dr Sadanand Dhakite (Criteria III) was absent without informing the IQAC.

The following issues were discussed and noted:

1. All the Seven Criteria were discussed in detail with the respective Criteria members to collect the data to fill AQAR 2020-21 and to plan activities / events / introduce courses / organize Seminars for 2021 – 22.
2. It was decided that the process of collecting data would be done in a decentralized way for easy and quick results.
3. It was decided that all the Criteria would have independent Email IDs for collection of data.
4. It was decided that the Criteria III Members would ensure proposals to Govt / Non Govt Agencies for Minor / Major Research Projects from teachers.
5. It was decided that the Guidance Center for Competitive Exams & Career Counseling would be restarted in the College. It would be named after the Ex-Prime Minister of India, Shri P. V. Narasimha Rao, an alumnus of the College and would be henceforth referred to as 'Shri P V Narasimha Rao Guidance Center for Competitive Exams & Career Counseling'.
6. The responsibility of planning and execution of the various activities of the Guidance Center and setting up of the Center was taken up by Dr Bherwani.
7. It was decided that the ED Cell would be named as 'Aidanji Binzani Center for Developing Entrepreneurship.
8. It was decided that the IQAC would organize a Weeklong Student Induction Program, FDP of Gnomio MOODLE, a One Week Workshop of Entrepreneurship Development for Students, One Week Training Program for Non-Teaching Staff and a Conference on Quality Maintenance in the academic session 2021 – 2022.

9. It was decided that the Purchase Committee would be henceforth referred to as Infrastructure Development & Purchase Committee.
10. It was proposed that the Alumni Association should fund the Guidance Center in organizing Guest Lectures and regular Classes for students enrolled for Competitive Exams.
11. It was decided that the Cultural Committee should organize Online Sports and Cultural events.
12. It was decided that a proposal to grant a sum of Rs. 2000/- to each department interested in organizing academic as well as co-curricular activities of their departments every year to promote and facilitate the working of the departments, should be sent to the Management.
13. It was decided that data for Green Audit should be collected and kept ready till further decision is made.
14. It was decided that a 'Tree Adoption and Maintenance' Drive would be held under the Nature Club 'Hirwai', in which the adopted trees would be nurtured by the concerned person by donating money annually.

P.Kane

Dr Pranjali Kane
IQAC Coordinator



Sujeet

Dr Sujit Metre
Principal & Chairman, IQAC

SHRI BINZANI CITY COLLEGE

Umrer Road, Nagpur

ACTION TAKEN REPORT – Meeting 1 conducted from 02-07-21 to 09-07-21 2021 - 2022

S.No	Issue	ATR
1	Criteria Heads to plan activities / events / introduce courses / organize Seminars for 2021 – 22.	Activities and Events were initiated by the Criteria Heads after discussion with other IQAC members
2	To send proposals to Govt / Non Govt Agencies for Minor / Major Research Projects	5 proposals for Minor Research Projects were sent to ICSSR. 01 MRP was sanctioned by ICSSR
3	Guidance Center for Competitive Exams & Career Counseling would be restarted in the College. Alumni Association should fund the Guidance Center in organizing Guest Lectures and regular Classes for students enrolled for Competitive Exams	Guidance Center was re-started in 2021-22. Orientation Program and Coaching for MPSC, UPSC, Banking and other competitive Exams were organized
4	ED Cell would be named as 'Aidanji Binzani Center for Developing Entrepreneurship.	ED Cell which started in 2020-21 was named 'Aidanji Binzani Center for Developing Entrepreneurship'
5	IQAC would organize a Weeklong Student Induction Program, FDP of Gnomio MOODLE, a One Week Workshop of Entrepreneurship Development for Students, One Week Training Program for Non-Teaching Staff and a Conference on Quality Maintenance in the academic session 2021 – 2022	IQAC organized One Week Vidyarambha – Student Induction Program, One Week ED Workshop in collaboration with MCED, One Week Training Program for Administrative Staff in 2021-22. FDP of Gnomio MOODLE shall be organized in the next academic session.
6	Purchase Committee would be henceforth referred to as Infrastructure Development & Purchase Committee.	Purchase Committee is referred to as Infrastructure Development & Purchase Committee as mentioned in College Council Meeting
7	Cultural Committee should organize Online Sports and Cultural event	Inter Collegiate Singing Competition was organized by the Cultural Committee 1. International Conference of Sports 'Role of Sports Psychology and Fitness Management for Sportsmen during COVID 19 pandemic era' 2. Gaurav Samarambha

		3. 2 days Self Defense Workshop 4. 3 days collaborative Workshop on Disaster Management
8	Proposal to grant sum of Rs. 2000/- to each department for organizing academic and co-curricular activities every year to be sent to the Management	Proposal to this effect was kept in front of the CDC. It is underway.
9	Green Audit	Proposals of Green Audit, Energy Audit and Environment Audit are resubmitted for renewal.
10	'Tree Adoption and Maintenance' Drive would be held under the Nature Club 'Hirwai	'Tree Adoption and Maintenance Drive was organized on the Foundation Day of the College.

P.Kane

Dr Pranjali Kane
IQAC Coordinator



Sujeet

Dr Sujit Metre
Principal & Chairman, IQAC

13-08-2021

SHRI BINZANI CITY COLLEGE

Umrer Road, Nagpur

NOTICE

All the IQAC Members are hereby informed that the IQAC Meeting for departmental presentations would be held on 14th August 2021 at 3 pm in the IQAC Room in the presence of Hon'ble Secretary, NSM, Dr Harishji Rathi. Teachers of BBA and BCCA are requested to be present for the meeting.

Thanking you



Dr Pranjali Kane
IQAC Coordinator



Dr Sujit Metre
Principal & Chairman, IQAC



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

15-08-2021

Minutes of the Departmental Presentation Meetings held by IQAC with Members of Management

The IQAC of the College arranged departmental presentations of the activities conducted since 2017-18 according to the schedule designed for the same under the presidentship of Hon'ble Secretary of NSM, Dr Harishji Rathi in the IQAC Seminar Room. The first presentation of B.Com (CA) and BBA was held on **14th August 2021 at 3 pm**. The following members were present on the occasion:

Dr Harish Rathi (Secretary, NSM), Dr Dilip Deshpande (Invitee, NSM), Dr Sujit Metre (Principal & Chairman, IQAC), Dr Pranjali Kane (Coordinator, IQAC), Dr Narendra Raghatate (Co-coordinator, IQAC), Mrs Mona Chandak (Coordinator, BCCA), Ms Pooja Jaiswal, Ms Punam Bangde, Mrs Rajshree Meshram (Coordinator, BBA), Ms Farah Sheikh.

Adv Shri Rajiv Deo (Member, NSM) had conveyed his inability to attend the meeting beforehand which was accepted by the house.

The following things were discussed and decided upon in the meeting:

1. Departments of BBA and BCCA would look after improving their admission status.
2. Both the departments would design One Week Bridge Courses for the students at entry point.
3. Faculty of both the departments would plan to improve their research output.
4. Both the departments would engage in Faculty Exchange and Student Exchange Programs.
5. Both the departments would identify and groom the advanced students so that through their academic performance they would feature in the meritorious position.
6. It was suggested that both the departments would involve External Mentors from the industry or other Colleges to groom the students.
7. It was suggested that the College can have a tie-up with JAYCEES or Rotaract Clubs for increasing the interaction with the students.
8. It was suggested that both the departments would initiate Inter-Collegiate competitions in collaborations with other Colleges.
9. It was suggested that the Training and Placement activities should be increased by the Departments.
10. It was brought to the notice of the members that the B.Com (CA) laboratory was last updated in 2017-18. Moreover, the lab wanted a cooling system for the computers. It was suggested that the

department can approach industry for more and updated computers. The laboratory should be brought into more use by the department and can be made a part of its ISR activity.

11. It was also suggested that schemes of 'Earn while you learn' be introduced for the students. The college can act as an incubator by facilitating the B.Com (CA) students to create apps for the neighboring shops or modify the Website since Web-Designing is a part of their curricula.
12. It was suggested that an Incubation Center for Family business with its Advisory Board be created in the College.

P.Kane

Dr Pranjali Kane
IQAC Coordinator



Sre

Dr Sujit Metre
Principal & Chairman, IQAC

SHRI BINZANI CITY COLLEGE

Umrer Road, Nagpur

ACTION TAKEN REPORT – Meeting 2 conducted on 14-08-2021 with BBA and BCCA 2021 - 2022

S.No	Issue	ATR
1	One Week Bridge Courses would be conducted by BBA and BCCA Department	BCCA Dept conducted One Week Value Added Course for the FY students and One week induction was also conducted by BBA and BCCA dept.
2	Faculty Exchange and Student Exchange Programs would be conducted	The Coordinator was told to conduct Exchange Programs in the next academic session.
3	Inclusion of External Mentors to groom the students	The Coordinator was told to include External mentors to groom the students in the next session.
4	Collaborative Inter Collegiate Competitions to be organized	The Coordinator was told to organize Inter Collegiate Competitions in the next academic session.
5	Tie Ups with External Agencies to increase student interaction.	The Coordinator was told to have Tie ups for increasing student interactions with external world.
6	Training and Placement activities	MoUs were signed with Bajaj Finserv for T & P activities. The module taught was BFSI. MoU was also signed with AIF – Mast to deal with BFSI and Retail Marketing for students of Commerce.
7	More number of computers	35 Computers were installed in the BCCA Lab.
8	Laboratory should be brought into more use by the department and can be made a part of its ISR activity	The Coordinator was told to open the Laboratory post pandemic for other students by designing suitable modules.
9	'Earn while you learn' be introduced for the students - create apps for the neighboring shops or modify the Website	The Coordinator was told to introduce the 'Earn while you learn scheme' in the next session.
10	Incubation Center for start-ups with its Advisory Board should be created in the College	The Coordinator was told to introduce an Incubation center in the college in the next session. The Coordinator was told to coordinate with Lemon-ideas (https://www.lemonideas.in/)



Dr Pranjali Kane
IQAC Coordinator



Dr Sujit Metre
Principal & Chairman, IQAC



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

This is to notify all the HoDs, Coordinators and Incharges that every department has to give presentations of the Departmental activities of the past four years (2017-18 to 2020-21) and Future Plans of the Department (2021-22) in front of Hon'able Secretary, NSM, Dr Harishji Rathi according to the schedule given below.

Schedule of Departmental Presentations by the HoDs 2021 - 22

S. No	Departments	I/C	Presentation Month / Week
01	Bachelor of Business Administration	Mrs Rajeshree Meshram	Second week of August
02	B Com (Computer Application)	Mrs Mona Chandak	
03	Commerce	Dr S S Dhakite	Fourth week of August
04	NCC & Life Skills Cell	Dr A M Shende	
05	Library	Dr Mohini Bherwani	
06	Political Science	Dr Sandeep Tundurwar	Second week of September
07	Psychology	Dr Alka Kolhe	
08	NSS	Dr R G Naikwade	
09	Sports	Dr S R Choudhari	
10	History	Dr A H Sheikh	Fourth week of September
11	Philosophy	Dr N V Raghatate	
12	Cultural Cell	Dr S R Choudhari	
13	Lifelong Learning & Extension Cell	Dr P S Kane	Second week of October
14	English	Dr A M Shende	
15	Marathi	Dr N I Gharat	
16	Alumni Association	Dr S R Choudhari	
17	Parents – Teachers Association	Dr N I Gharat	
18	Hindi	Mrs S. Jangid	Fourth week of October
19	Sanskrit	Dr P P Rajankar	
20	Sociology	Dr S. Somwanshi	
21	Economics	Dr A A Anturkar	
22	Students' Welfare Dept	Dr A H Sheikh	
23	Training and Placement Cell	Dr S G Metre	

The format for presentation will be shared on college WhatsApp group kindly be updated.



Dr Sujit Metre
Principal & Chairman, IQAC



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

02-09-2021

Minutes of the Departmental Presentation Meetings held by IQAC with Members of Management

The IQAC of the College arranged departmental presentations of the activities conducted since 2017-18 according to the schedule designed for the same under the presidentship of Hon'ble Secretary of NSM, Dr Harishji Rathi in the IQAC Seminar Room. The first presentation of Life Skills Cell, NCC, Commerce and Library was held on **1st September 2021 at 3 pm**. The following members were present on the occasion:

Dr Harish Rathi (Secretary, NSM), Dr Dilip Deshpande (Invitee, NSM), Dr Sujit Metre (Principal & Chairman, IQAC), Dr Pranjali Kane (Coordinator, IQAC), Dr Narendra Raghatate (Co-coordinator, IQAC), Dr Anil Shende (NCC, Life Skills Cell), Dr Sadanand Dhakite (HoD, Commerce), Shri Ashish Jha, Mrs Preeti Sahu, Dr Mohini Bherwani (Library).

The following things were discussed and decided upon in the meeting:

- 1. LIFE SKILLS CELL:** The Life Skills Cell would activate the Cell by organizing
 - a. Capacity building programs, effective communication skills, problem-solving sessions for the students in the academic session 2021-22.
 - b. The Cell would take peer-learning initiatives also.
 - c. The UGC approved CoC of Communication Skills and Personality Development will be considered as a part of the Life Skills Cell. The Cell will plan the CoC and maintain all the records of the activities, screenshots, recording details also.
- 2. NCC:** NCC would organize interactive sessions like Preparation for SSB, Importance of NCC, Career Prospects, Need of a disciplined life etc. for the students of the College. The Cell would also reach out to illustrious alumni and organize their interactive sessions to groom the present students.
- 3. COMMERCE DEPT:**

As per the requirement of NAAC, the Department of Commerce would:

 - a. Conduct an Add-On course in the academic session 2021-22.
 - b. Organize collaborative activities with other colleges.
 - c. Conduct Faculty Exchange and Student Exchange programs in 2021-22.
 - d. Activate ED Cell by organizing a 30-hours ED Workshop.
 - e. Organize Internship programs for the final year students in 2021-22.
 - f. Faculty of the department would plan to improve the research output.

- g. Maintain the records of the Industrial visits & Guest Lectures conducted in the previous years (Lists of students, geo-tagged photos, Reports)
 - h. Would involve External Mentors from the industry or other Colleges to groom the students.
 - i. Take initiative in organizing the Training and Placement activities.
 - j. Involve Alumni to groom the present students.
4. **LIBRARY:** The Library will look after the following things:
- a. To make list of old journals / periodicals and circulate the list amongst other Colleges to increase utilization of the Books.
 - b. To extend the time of the Library by implementing the Earn while you Learn scheme in which the students would work in the evenings.
 - c. Conduction of IPR Workshop
 - d. To maintain the records of the per day use of the Library by students and staff members.
 - e. Increase the number of e-books / e-journals.
 - f. Increase the number of books issued to the PG students.
 - g. To activate the Guidance Center of Competitive Exams.
 - h. To apply for the Digitization project to ICSSR / RUSA.

The Life Skills Cell, NCC, Dept of Commerce and Library are expected to mention the targets set for their respective departments for 2021-22 and resubmit the duly signed presentations to iqacsbct@gmail.com by 20th September 2021.



Dr Pranjali Kane
IQAC Coordinator





Dr Sujit Metre
Principal & Chairman, IQAC

SHRI BINZANI CITY COLLEGE

Umrer Road, Nagpur

ACTION TAKEN REPORT – Meeting 3 conducted on 1st Sept 2021 with NSS, Library, Commerce, Life Skills Cell 2021 - 2022

S.No	Issue	ATR
1	Capacity building programs, Communication skills Sessions, Problem-solving sessions and Peer-learning initiatives by Life Skills Cell	Life Skills Cell and Dept of English conducted three One-week CoC of Communication Skills and Personality Development and One week Bridge Course of Grammar in the session.
2	UGC approved CoC of Communication Skills and Personality Development will be conducted, and records maintained.	30 hrs Certificate, Diploma and Advanced Diploma Certificate Courses were conducted in the session.
3	NCC: Interactive sessions like Preparation for SSB, Importance of NCC, Career Prospects, Need of a disciplined life would be conducted	The NCC Officer was told to organize Interactive sessions on the said topics in the next session.
4	NCC Cell would also reach out to illustrious alumni and organize their interactive sessions to groom the present students.	The NCC Officer was told to organize Interactive sessions of alumni in the next session.
5	Commerce dept to organize an Add-On course in the academic session 2021-22.	The Coordinator was told to organize Add On Course in the next session.
6	Commerce Dept will Organize collaborative activities with other colleges	The Coordinator was told to organize Collaborative activities in the next session.
7	Commerce Dept will Conduct Faculty Exchange and Student Exchange programs	The Coordinator was told to organize Exchange programs in the next session.
8	Commerce Dept: 30-hours ED Workshop	30 hrs ED Workshop in collaboration with MCED was conducted
9	Organize Internship programs for the final year students	The Coordinator was told to organize Internship programs in the next session.
10	Faculty of the department would plan to improve the research output	The Coordinator was told to ensure publication of research papers of the teachers of the department.
11	Maintain the records of the Industrial visits & Guest Lectures conducted in the previous years (Lists of students, geo-tagged photos, Reports)	Supporting documents of activities of the previous years with lists of students and photos were submitted by the Dept.
12	Involve External Mentors from the industry or other Colleges to groom the students	The Coordinator was told to involve External Mentors in the next session
13	Take initiative in organizing the Training and Placement activities	Training program under MoU with AIF were conducted on the module of BFSI.
14	Library: make list of old journals / periodicals and circulate the list amongst other Colleges to increase utilization of the Books	The Librarian was told to circulate list of Journals and periodicals amongst other Colleges in the next session.
15	To extend the time of the Library by implementing the Earn while you Learn scheme in which the students would work in the evenings.	The Librarian was told to implement 'Earn while you learn' scheme in the next session.

16	Conduction of IPR Workshop	One Week Workshop of IPR was conducted from 2 nd May to 9 th May 2022 in collaboration with Rajiv Gandhi national Institute of IPR.
17	To maintain the records of the per day usage of Library by students and staff members.	Documents of Per day usage of Library by students and staff are maintained in the Library.
18	Apply for the Digitization project to ICSSR / RUSA.	The Librarian was told to submit Project in the next session.



Dr Pranjali Kane
IQAC Coordinator



Dr Sujit Metre
Principal & Chairman, IQAC

13-09-2021

SHRI BINZANI CITY COLLEGE

Umrer Road, Nagpur

NOTICE

The HoDs and Coordinators of Departments of Psychology, Physical Education & Sports, NSS and Department of Political Science are requested to attend the Meeting for Departmental Presentations to be held on 15th Sept 2021 at 3 pm. Hon'ble Secretary of NSM, Dr Harishji Rathi and Special Invitee Dr Dilip Deshpande will be present for the presentations.



Dr Pranjali Kane
IQAC Coordinator



Dr Sujit Metre
Principal & Chairman, IQAC



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

16-09-2021

Minutes of the Departmental Presentation Meetings held by IQAC with Members of Management

The IQAC of the College arranged departmental presentations of the activities conducted since 2017-18 according to the schedule designed for the same under the presidentship of Hon'ble Secretary of NSM, Dr Harishji Rathi in the IQAC Seminar Room. The presentations of Departments of Psychology, Physical Education & Sports, NSS and Political Science were held on **15th September 2021 at 3 pm**. The following members were present on the occasion:

Dr Harish Rathi (Secretary, NSM), Dr Dilip Deshpande (Invitee, NSM), Dr Sujit Metre (Principal & Chairman, IQAC), Dr Pranjali Kane (Coordinator, IQAC), Dr Narendra Raghatate (Co-coordinator, IQAC), Dr Vaishali Panhekar, Dr Alka Kolhe (Psychology), Dr Rajesh Alone, Dr Sanjay Choudhari, Mrs Kalpana Mishra (Physical Education and Sports), Dr Rajendra Naikwade (NSS) and Dr Sandeep Tundurwar (Political Science).

The following things were discussed and decided upon in the meeting:

1. **DEPT OF PSYCHOLOGY:** It was decided that the Dept of Psychology will
 - a. Submit proposal to update the Psychology laboratory with new equipment.
 - b. Update data for the academic years 2017-18, 2018-19, 2019-20.
 - c. Encourage Peer Learning.
 - d. Appoint External Mentors from industry, teaching fraternity.
 - e. Collect data of Alumni willing to contribute in the development of the College.
2. **DEPT OF PHYSICAL EDUCATION AND SPORTS:** It was decided that the Dept will:
 - a. Organize regular meetings of the Sports Committee at least once a month.
 - b. Prepare modules / curriculum of Sports for all the students and include it in the Timetable.
 - c. Introduce traditional Indian games, Box Football in a structured way.
 - d. Encourage Earn while you Learn Scheme.
 - e. Organize more collaborative activities / tournaments with other colleges.
 - f. Submit proposal for creating Sports Academy & Track.
 - g. Organize Cricket Tournaments for Blind Players.
 - h. Organize Kabaddi Tournaments on the ground of IPL
3. **NSS: The NSS Cell will**
 - a. Prepare monthly NSS Calendar.

- b. Organize collaborative activities in the neighborhood with NGOs, Other Colleges to sensitize students with local issues.
- c. Organize IT Awareness Drive / Workshop for slum dwellers.
- d. Undertake Balvidnyan Schemes (Environment projects) for NSS students.
- e. Collect and maintain Letters of Appreciation from 2017-18 from Sarpanch of the adopted villages.
- f. Mentor Students to participate in the Best Student of NSS competition held by RTMNU, Nagpur.

Along with the above-mentioned mandate, the NSS Cell is expected to organize a One Week (min 30 hrs) online workshop for the NSS students to build nationalistic vision in them and sensitize them to the social issues.

4. **DEPARTMENT OF POLITICAL SCIENCE:** The Department will –
 - a. Create 'Abhirup Sansad' for Students' participative learning.
 - b. Organize at least 4 Student Exchange and 4 Teacher Exchange programs for the UG & PG classes.
 - c. Organize Inter-Disciplinary Value-Added Certificate Course for the PG departments of the College.
 - d. Organize 40 hrs Add On Course on Indian Constitution and Human Rights in collaboration with Jeevan Shikshan Abhiyan, Department of Lifelong Learning & Extension, RTM Nagpur University, Nagpur.
 - e. To organize a One Week preparatory course for Competitive Exams for the PG students in collaboration with the Department of English.

All the Departments / Cells are expected to mention the targets set for their respective departments for 2021-22 and resubmit the duly signed presentations to iqacsbc@gmail.com by 30th September 2021.



Dr Pranjali Kane
IQAC Coordinator



Dr Sujit Metre
Principal & Chairman, IQAC

SHRI BINZANI CITY COLLEGE

Umrer Road, Nagpur

ACTION TAKEN REPORT – Meeting 4 conducted on 15th September 2021

2021 - 2022

S.No	Issue	ATR
1	Psychology Dept: Submit proposal to update the Psychology laboratory with new equipment.	The Coordinator was told to submit Proposal for updating equipment.
2	Psychology Dept: Appoint External Mentors from industry, teaching fraternity	7 Interactive sessions by resource persons of ROOTS Foundation were organized in 2021-22.
3	Psychology Dept: Collect data of Alumni willing to contribute in the development of the College	List of Alumni of the Dept. was received by IQAC
4	Sports: Prepare modules / curriculum of Sports for all the students and include it in the Timetable. Introduction of traditional Indian games, Box Football in a structured way	The Incharge was told to formally introduce Sports modules in the timetable for all the students to revive Indian Sports from the next session.
6	Sports Dept to Encourage Earn while you Learn Scheme.	The Incharge was told to implement 'Earn while you learn scheme' for Sports from the next session.
7	Sports Dept to organize collaborative activities / tournaments with other colleges	International Conference, Two Day Self Defense Workshop, Three Day Workshop on Health, Nutrition and Disaster Management, Vaccination Drive, Suryanamaskar event were conducted by Sports Dept in the session.
8	Sports Dept: Submit proposal for creating Sports Academy & Track	S B City Sports Academy started in this session. The proposal for creation of Sports Academy and track was sent to the authorities.
9	Sports Dept will Organize Cricket Tournaments for Blind Players & other events.	Sports Dept organized Under – 13 Cricket Tournament, Inter -Institute Cricket League for Staff, Late Shri A K Gandhi Memorial Cricket Tournament Under 25 (M), Inter Class Sports Competition of Carrom, Athletics and Chess and Carrom Tournament in 2021-22. The Incharge was told to organize Cricket Tournament for Blind Players in the next session.
10	Sports Dept will Organize Kabaddi Tournaments on the lines of IPL	The Incharge was told to organize Kabaddi Tournament in the next session.
11	NSS Cell to prepare monthly NSS Calendar.	NSS had prepared a monthly calendar and conducted events accordingly throughout the session.
12	NSS Cell to organize collaborative activities in the neighborhood with NGOs, Other Colleges to sensitize students with local issues	Cleanliness of Statues of the neighborhood and the College premises were carried out by NSS. The Incharge was told to conduct collaborative activities in the neighborhood with NGOs in the next session.
13	NSS Cell to organize IT Awareness Drive / Workshop for slum dwellers.	The Incharge was told to organize IT Awareness Drive / Workshop for slum dwellers in the next session.

14	NSS Cell to Undertake Balvidnyan Schemes (Environment projects) for NSS students	The Incharge was told to undertake Balvidnyan Schemes for NSS students in the next session.
15	NSS Cell to collect and maintain Letters of Appreciation from 2017-18 from Sarpanch of the adopted villages.	Letters of Appreciation from Sarpanchs were collected by NSS Cell.
16	NSS Cell to mentor Students to participate in the NSS Best Student competition held by RTMNU, Nagpur.	The Incharge was told mentor students to participate in the Best Student Competition to be held by RTMNU, Nagpur.
17	NSS Cell to organize a One Week (min 30 hrs) online workshop for the NSS students to build nationalistic vision in them and sensitize them to the social issues	The Incharge was told to conduct Workshop to sensitize students towards social issues in the next session.
18	Political Science Dept will create 'Abhirup Sansad' for Students' participative learning	Students of Political Science participated in 'Abhirup Sansad' organized for them by the Dept.
19	Political Science Dept will organize Student Exchange and Teacher Exchange programs for the UG & PG classes.	The Dept signed an MoU with Mahila Mahavidyalaya, Nagpur and Yashoda Arts College, Nagpur, under which Faculty Exchange Program was conducted.
20	Political Science Dept to organize Inter-Disciplinary Value-Added Certificate Course for the PG departments.	One Week Value Added Certificate Course of Higher Learning Education Program was conducted by the Political Science Dept.
21	Political Science Dept to organize 40 hrs Add On Course on Indian Constitution and Human Rights in collaboration with Jeevan Shikshan Abhiyan, Department of Lifelong Learning & Extension, RTM Nagpur University, Nagpur	The HoD was told to conduct the Add On Course on Indian Constitution in the next session.
22	Political Science Dept to organize a One Week preparatory course for Competitive Exams for the PG students in collaboration with the Department of English.	The HoD was told to organize Preparatory Course for Competitive Exams in the next session.

P.Kane

Dr Pranjali Kane
IQAC Coordinator



Dre

Dr Sujit Metre
Principal & Chairman, IQAC

26-10-2021

SHRI BINZANI CITY COLLEGE

Umrer Road, Nagpur

NOTICE

All the Senior College Teachers are hereby informed that an Online Meeting is going to be held on 29th Oct 2021. The Link will be shared 10 min before the meeting.

AGENDA

1. To decide about Collaborative Departmental activities with Cluster Colleges.
2. To decide about submission of Mid Term Reviews to IQAC.
3. To decide about the theme and Resource Persons for Research Methodology Workshop 2021-22.
4. To decide the submission date of the Departmental presentations.
5. To inform the Incharges about the submission of Reports of Departmental Activities of 2021-22.
6. Any other matter with the permission of the Chair.



Dr Pranjali Kane
IQAC Coordinator



Dr Sujit Metre
Principal & Chairman, IQAC



NAGPUR SHIKSHAN MANDAL'S

SHRI BINZANI CITY COLLEGE

(S. B. CITY COLLEGE)

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

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- President
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- Secretary
DR. HARISH RATHI | 9730037001
- Principal
DR. SUJIT G. METRE
9822714241

INTERNAL QUALITY ASSURANCE CELL (IQAC)

30-10-2021

Minutes of the Meeting held on 29th Oct 2021

The IQAC held an Online Mid-Term Meeting on 29th Oct 2021 at 12.30 pm of all the Faculty members. The following things were discussed and decided upon in the meeting:

1. It was decided that the College will be a part of the Cluster Group with 21 Colleges in near future. The Departments of English (Comp and Literature), Marathi (Comp and Literature), Philosophy, History, Economics, Psychology, Sociology, Hindi (Comp and Literature) and Sanskrit (Comp and Literature) showed willingness in organizing Online Classes on the Syllabus prescribed by RTMNU in collaboration with other chosen Cluster Colleges offering the same subjects.

The Department of Political Science is already a part of a group conducting Faculty Exchange Programs and so it was decided that the Department will continue doing so, and not participate in this activity.

2. It was decided that Mid-Term reviews would be submitted by all the Faculty Members by 12th Nov 2021.
3. It was decided that the Research Methodology Workshop would be conducted in the last week of November by Dr Anil Shende. Dr Metre, Dr Shende, Dr Sheikh, Dr Raghatate, Dr Gharat and Dr Naikwade agreed willingly to be the Internal Resource Persons for RM Workshop.
4. It was decided that the hardcopies of the Updated Departmental Presentations of all Depts should reach IQAC by 12th Nov 2021.
5. It was informed to the gathering that the Reports (2021-22) of the activities conducted till now by all the Depts. in the prescribed format should reach IQAC by 15th Nov 2021.

Pranjali Kane

Dr Pranjali Kane
IQAC Coordinator



Sujit Metre

Dr Sujit Metre
Principal & Chairman, IQAC

SHRI BINZANI CITY COLLEGE

Umrer Road, Nagpur

ACTION TAKEN REPORT – Meeting 5 conducted on 29th October 2021 2021 - 2022

S.No	Issue	ATR
1	Departments of English (Comp and Literature), Marathi (Comp and Literature), Philosophy, History, Economics, Psychology, Sociology, Hindi (Comp and Literature) and Sanskrit (Comp and Literature) will organize Online Classes on the Syllabus prescribed by RTMNU in collaboration with other chosen Cluster Colleges offering the same subjects	Dept of English conducted Online Classes of BA Sem V English Literature in collaboration with three other Cluster Colleges. Dept of Philosophy also conducted Online classes with two other Cluster Colleges in the session.
2	Mid-Term reviews would be submitted by all the Faculty Members by 12th Nov 2021	All the teachers submitted the Mid Term Reviews duly signed by their respective HoDs to IQAC by 12 th Nov 2021.
3	Research Methodology Workshop would be conducted in the last week of November by Dept of English.	Dept of English conducted an Online One Week Workshop of Research Methodology from 21 st to 26 th Feb 2022.
4	The hardcopies of the Updated Departmental Presentations of all Depts to reach IQAC by 12th Nov 2021	IQAC received hard copy of departmental presentation of Psychology dept by the said date. The other HoDs and Coordinators were told to submit hardcopies of their departmental presentations.
5	Reports (2021-22) of the activities conducted by all the Depts. in the prescribed format to reach IQAC by 15th Nov 2021.	All the departments submitted the details of the activities conducted by them in the stipulated time.

P.Kane

Dr Pranjali Kane
IQAC Coordinator



Sre

Dr Sujit Metre
Principal & Chairman, IQAC



NAGPUR SHIKSHAN MANDAL'S

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9822714241

INTERNAL QUALITY ASSURANCE CELL (IQAC)

22-12-2021

Minutes of the Meeting held on 22nd Dec 2021

The last meeting of the first semester of the academic year 2021-22 was held on 22nd Dec 2021 at 11.30 am in the College Hall. Principal & Chairperson, IQAC, Dr Sujit Metre presided over the meeting.

The following members were present on the occasion: Dr Sujit Metre (Principal), Dr Sandeep Tundurwar (Vice-Principal), Dr Pranjali Kane (IQAC Coordinator), Dr Afroz Sheikh, Dr Sadanand Dhakite, Dr Anil Shende, Dr Mohini Bherwani, Dr Rajendra Naikwade, Mrs Mona Chandak, Ms Punam Bangade, Ms Pooja Jaiswal, Dr Swati Bhoyar, Mrs Sonali Girhe, Mrs Priya Joshi, Mrs Damayanti Mate, Dr Pallavi Rajankar, Dr Sudha Jangid, Dr Sangeeta Somwanshi, Mrs Harsha Borghare, Dr Archana Anturkar, Dr Vaishali Panhekar, Ms Amrapali Modak, Mrs Priti Sahu, Mr Ashish Jha, Mr Ritesh Agrawal, Mrs Laxmi Charpe, Ms Farha Sheikh, Mrs Rajeshree Meshram, Mr Bhaskar Waghale, Mr Kishore Naitam, Ms Nalini Deotale and Mrs Shraddha Waghmare.

The meeting was held with the following **agenda**:

1. To review Course Outcome based assessment
2. To discuss about End Term Review
3. To discuss about updation of Google Classroom
4. To discuss about the starting of the next semester.

The following decisions were taken regarding the above-mentioned issues:

1. It was ensured that the five assessments mentioned in the Course Booklet are based on the five COs of the respective courses.
2. It was decided that the last date for the submission of End Term reviews for Adhoc teachers would be 27th Dec 2021 whereas for the Permanent Teachers and CHBs it would be 3rd Jan 2022.
3. To review and validate Course Booklets and Contents on Google Classroom, a committee comprising of the following members was constituted:
 - a. Dr Afroz Sheikh: Head of Criterion VI
 - b. Dr Narendra Gharat: Head of Criterion II
 - c. Dr Swati Bhoyar: Dept of Commerce
 - d. Dr Rayan Mahajan: Dept of Political Science
 - e. Mr Bhaskar Waghale: Dept of Political Science

It was also reminded to the teachers that they need to add nsmcolleges@gmail.com to all the Google classrooms for better monitoring.

4. It was decided that the Semester VI classes and the PG classes of all programs would be held in the offline mode only.

The following schedule was decided for starting the next semester for all the streams:

Stream	Program	Semester	Regular classes of next Semester
Arts	BA	II	15 th Jan 2022
		IV	15 th Jan 2022
		VI	6 th Jan 2022
	MA (Pol Sc)	II	15 th Jan 2022
		IV	
	MA (Eng)	II	Immediately after the end of the Sem I Uni. exam
		IV	Immediately after the end of the Sem III Uni. exam
	MA (Mar)	II	15 th Jan 2022
		IV	
	Commerce	B.Com	II
IV			15 th Jan 2022
VI			3 rd Jan 2022
B.Com (CA)		II	10 th Jan 2022
		IV	
		VI	
BBA		II	Immediately after the end of the Sem I Uni. exam
		IV	5 th Jan 2022
		VI	
M. Com		II	15 th Jan 2022
	IV		

The meeting adjourned at 1 pm with the permission of the Chair.

P.Kane

Dr Pranjali Kane
IQAC Coordinator

Dr

Dr Sujit Metre
Principal & Chairman, IQAC



SHRI BINZANI CITY COLLEGE

Umrer Road, Nagpur

ACTION TAKEN REPORT – Meeting 6 conducted on 22nd Dec 2021 2021 - 2022

S.No	Issue	ATR
1	The five assessments mentioned in the Course Booklets by the respective teachers should be based on the five COs of the respective courses.	All the teachers based the five assessments of the Courses on the COs of the respective courses.
2	Timeline for the submission of End Term Reviews: Adhoc Teachers: 27 th Dec 2021 Permanent Teachers: 3 rd Jan 2022	As was decided, the timeline for the submission of End Term Reviews was followed by the Adhoc and the Permanent Teachers.
3	A Committee was formed to review and validate Course Booklets and Contents on Google Classroom. It was decided that all the teachers would submit their Course Booklets to the Committee.	The Course Booklet Committee was formed. All the teachers submitted Course Booklets to the Committee. It reviewed the Booklets of the Odd Semester and submitted them to IQAC.
4	It was decided that the Semester VI classes and the PG classes of all programs would be held in the offline mode only.	The offline classes could not be held as per the schedule due to Covid restrictions. It was told to all the HoDs and Coordinators to start the online classes for all the even semesters.



Dr Pranjali Kane
IQAC Coordinator



Dr Sujit Metre
Principal & Chairman, IQAC



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

23-12-2021

NOTICE

All the esteemed members of IQAC are hereby informed that the General Meeting of IQAC for the session 2021-22 will be held on 5th January 2022 at 4 pm in an offline mode in the College Hall with the following agenda:

AGENDA

1. To discuss and finalize AQAR 2020-21 to be placed before CDC for submission to NAAC.
2. To approve policies and procedures created to formalize administrative processes.
3. To review the departmental presentations conducted under the chairmanship of Hon'ble Secretary of NSM, Dr Harishji Rathi.
4. To discuss the revamping of College Website for better visibility and presentation of College Activities for NAAC purposes.
5. To discuss work distribution and data collection of the documents needed for SSR submission to NAAC by April 2022.
6. Any other matter with the permission of the Chair.

Pranjali Kane

Dr Pranjali Kane
IQAC Coordinator



Dr Sujit Metre

Dr Sujit Metre
Principal & Chairperson, IQAC



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• **Principal**

DR. SUJIT G. METRE
9822714241

INTERNAL QUALITY ASSURANCE CELL (IQAC)

06-01-2022

Minutes of the IQAC Meeting held on 5th January 2022

An Online meeting of IQAC was held on 5th Jan 2022 at 4 pm on ZOOM Platform. The following members were present on the occasion: Dr Sujit Metre (Principal & Chairperson, IQAC), Dr Sandeep Tundurwar (Vice Principal), Dr Pranjali Kane (IQAC Coordinator), Dr Narendra Raghatate (Co-coordinator), Dr Afroz Sheikh, Dr Anil Shende, Dr Mohini Bherwani, Dr Narendra Gharat, Dr Sanjay Choudhari, Dr Rajendra Naikwade, Mr Arpit Potdar (Alumni), Ms Sneha Gosavi (Student), Mrs Ishita Chatterjee (HR – TCS) and Mr Praful Jamdar (industrialist).

The following issues were discussed in the meeting:

1. The AQAR was discussed and finalized to be placed before the CDC for approval. The house was informed about the submission of lists of participants of every activities needed as supporting documents. The submission date for the supporting documents was decided to be 15th Jan 2022.
2. 18 Policies and Procedures were discussed and approved by the IQAC. The list of the remaining Policies was shared with the members. It was decided that the last date of submission for all the policies discussed earlier would be 15th Jan 2022. It was noted and approved by the members.
3. It was noted by the members that the departmental presentations under the Chairmanship of Hon'ble Secretary, NSM, Dr Harishji Rathi and in the presence of Dr Dilipji Deshpande were conducted in the months of Aug, Sept and Oct 2021. The changes suggested by the Experts were supposed to be incorporated in the presentations and resubmitted to IQAC for records by the HoDs / Coordinators. It was noted that the IQAC has not received the resubmissions of the presentations from majority of the Departments. Hence, it was decided that the HoDs / Coordinators would submit the revised presentations by 20th Jan 2022.
4. The revamping of the College Website was discussed. It was decided that the incharges of the Cells and Committees and HoDs / Coordinators would send the reports, geo-tagged photos, newspaper clippings, lists of participants of the activities conducted by their departments from 2017-18 to 2021-22 by 20th Jan 2022.
5. The submission process of Self Study Report of the College to NAAC was discussed. It was decided that the Criteria-wise supporting documents required for SSR submission would be prepared by the Criteria Heads. To discuss the Criteria requirements, the IQAC will schedule interactions with Heads from 10th Jan to 17th Jan 2022.

6. The Code of Conducts for Students, Teachers, Administrators and Support Staff created by Criteria Head VII, Dr Narendra Raghatate, were approved by the members.

The members of IQAC were asked about the infrastructural requirements and other issues of their respective criteria keeping in view the upcoming NAAC Visit. The following suggestions were received from the members:

- a. **Criteria I:** Employers' Feedback Form to be circulated by all HoDs for better response. Room no 14 to be refurbished.
- b. **Criteria III:** Supporting documents of Research Papers, MoUs, and Extension activities are not submitted by the Incharges in the stipulated time-period. It was decided that the time limit will be strictly followed by all the concerned incharges and comply.
- c. **Criteria IV:** 10 Computers for Reading Room, subscriptions of e-books and e-journals from Social Sciences and Commerce Stream, Drinking Water facility, Washroom, Fan for the Reading Room.
- d. **Criteria VI:** Data of Refresher Courses and Teachers getting financial assistance should reach the concerned Incharge in due time. Sign Boards in the Campus, Display of Building Plan and opinions on reconstruction of back side gate of the College was sought.
- e. **Criteria VII:** Mandatory things like Divyangjan –friendly washroom, Ramp and Rails, E-waste management, Solar Energy, Landscapping, Fire Audit should be done for the forthcoming NAAC visit.

IQAC member Shri Praful Jamdar agreed to have Interns for projects of accounting, auditing and Sales in his industry to give hands-on experience to the students. It was decided that the Training and Placement Cell would identify students and arrange for their internships.

7. The meeting was adjourned at 5.15 pm with the consent of the Chairperson.



Dr Pranjali Kane
IQAC Coordinator



Dr Sujit Metre
Principal & Chairman, IQAC

SHRI BINZANI CITY COLLEGE

Umrer Road, Nagpur

ACTION TAKEN REPORT – Meeting 7 conducted on 5th Jan 2022 2021 - 2022

S.No	Issue	ATR
1	AQAR 2020-21 was finalized to be placed before CDC.	AQAR 2020-21 was placed before Hon'ble CDC members. It was approved by the CDC.
2	Submission of lists of participants of every activity needed as supporting documents for AQAR 2020-21	All the concerned HoDs and Coordinators submitted the lists of participants of the various activities conducted by their departments to IQAC as supporting documents.
3	Policies were to be tabled in the CDC.	18 policies were placed before the CDC for approval. They were approved by the Hon'ble CDC members.
4	It was decided that the last date of submission for all the remaining policies would be 15th Jan 2022	The Incharges of making policies were told to submit the final draft of the policies to IQAC by the beginning of the next session.
5	HoDs / Coordinators would submit the revised presentations of their departments according to the changes suggested by the Hon'ble Secretary of NSM, Dr Harishji Rathi by 20th Jan 2022	IQAC received the revised Departmental PPT's of Psychology Dept and BCCA Dept. The rest of the PPT's were not received. A reminder of the same is issued to the concerned HoDs and Coordinators.
6	Data of previous years required for Revamping of College Website: HoDs were requested to send the required data by 20 th Jan 2022	The following departments sent information of the departments and the activities held to IQAC in the stipulated time: <ol style="list-style-type: none">1. Political Science2. Psychology3. English4. Marathi5. BCCA The HoDs and Coordinators of the remaining depts were told to send their departmental PPT's to IQAC Mail at the earliest.
7	To discuss the Criteria requirements for SSR of NAAC Cycle IV, the IQAC decided to schedule interactions with Criteria Heads from 10th Jan to 17th Jan 2022.	The meetings of IQAC with Criteria Heads could not be scheduled between the mentioned time-period. The Meetings were held from 2 nd March to 9 th March 2022.
8	The Code of Conduct for Students, Teachers, Administrators and Support Staff were approved by the members.	The Code of Conduct for Students, Teachers, Administrative Staff and Support Staff are made available to all the stakeholders through the College Website.
9	Regarding the infrastructural requirements and other issues of the respective criteria as mentioned by the Criteria Heads in view of the upcoming NAAC accreditation: <ol style="list-style-type: none">a. Employers' Feedback Formb. Refurbishing of Room 14c. Supporting documents of the activitiesd. Infrastructural requirement of Criteria IVe. Teachers attending FDPs	<ol style="list-style-type: none">1. The responsibility of circulating the Employers' Feedback Form was given to all the concerned HoDs2. The proposal for refurbishing of Room 14 as an extension of the Dept of Political Science is placed before CDC.3. Multiple reminders were sent to the Incharges of Depts, Committees and Cells to submit the supporting documents of the Activities conducted by them in the stipulated time.

	<p>f. Flexes and Sign boards</p> <p>g. Divyangjan friendly washroom, Ramp and Rails, Solar Energy, Landscaping, Fire Audit</p>	<p>4. The infrastructural requirement of Criteria IV was placed before the CDC.</p> <p>5. Notices regarding submission of details of FDPs attended by Teachers were sent to the Teachers group.</p> <p>6. Proposals of placing Sign Boards in the Campus, Display of Building Plan and opinions on reconstruction of back side gate were placed in front of CDC.</p> <p>7. Proposals for construction of Divyangjan –friendly washroom, Ramp and Rails, E-waste management, Solar Energy, Landscaping, Fire Audit were also placed in front of CDC. The College received permission for the above-mentioned requirements.</p>
10	<p>Training and Placement Cell would take initiative in sending Interns for projects of accounting, auditing and Sales to IQAC Member Shri Praful Jamdar in his industry to give hands-on experience to the students</p>	<p>Students could not be sent for Internship program to any industry / company due to Covid norms. The T & P Incharge was told to arrange for internship programs for the students in the next session.</p>

P.Kane

Dr Pranjali Kane
IQAC Coordinator



Dre

Dr Sujit Metre
Principal & Chairman, IQAC

01-03-2022

NOTICE

All the Criteria Heads are hereby informed that Meetings to discuss the respective Criteria for filling the data of SSR for NAAC Cycle IV would be held according to the schedule given below:

Criterion No.	Criterion Head	Date	Time
I	Dr Sandeep Tundurwar	02-03-2022	11 am
II	Dr Narendra Gharat	03-03-2022	2 pm
III	Dr Rajendra Naikwade	04-03-2022	12 noon
IV	Dr Mohini Bherwani	05-03-2022	12 noon
V	Dr Anil Shende	07-03-2022	12 noon
VI	Dr Afroz Sheikh	08-03-2022	12 noon
VII	Dr Narendra Raghatate	09-03-2022	12 noon



P.Kane

Dr Pranjali Kane
IQAC Coordinator

Dr

Dr Sujit Metre
Principal



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DR. SUJIT G. METRE
9822714241

INTERNAL QUALITY ASSURANCE CELL (IQAC)

10-03-2022

Minutes of the Meetings held between 02-03-22 to 09-03-2022 with Criteria Heads

A week-long Online meeting of the IQAC Chairperson and Coordinator with the Criteria Heads were conducted from 2nd March to 9th March 2022 according to the timetable mentioned in the notice.

The following members were present in the Online meetings: Dr Sujit Metre, Principal & Chairperson, IQAC, Dr Pranjali Kane, IQAC Coordinator, Dr Narendra Raghata, Co-coordinator (Criterion VII), Dr Sandeep Tundurwar (Criterion I), Dr Narendra Gharat (Criterion II), Dr Rajendra Naikwade (Criterion III), Dr Mohini Bherwani (Criterion IV), Dr Anil Shende (Criterion V) and Dr Afroz Sheikh (Criterion VI).

The following issues were discussed during the interactions:

1. The individual Criterion of the Self Study Report was discussed with each Criterion Head. The data required for each Criterion was specified.
2. It was decided that the Criterion Heads would collect data related to their Criterion and submit the First Draft to the IQAC on or before 25th March 2022.
3. It was decided that data required for all programs / activities would include Notice, One page report, Detailed report, List of participants and Geo-tagged photos / Screenshots.
4. The infrastructural requirement of Criteria IV and VII were discussed. It was decided that the requirements would be placed before the Management.

Dr Pranjali Kane
IQAC Coordinator



Dr Sujit Metre
Principal & Chairman, IQAC

SHRI BINZANI CITY COLLEGE

Umrer Road, Nagpur

ACTION TAKEN REPORT – Meeting 8 conducted from 2nd March to 9th March 2022

2021 - 2022

S.No	Issue	ATR
1	Collection of Data (Supporting documents) of the respective Criterion and submission of the First Draft	All the Criterion Heads submitted the First Draft of their respective Criterion by 25 th March 2022. The revisions were specified to them. Reminders were sent to the Heads who have not yet submitted the revised draft.
2	Supporting Documents: Notice, One Page Report, Detailed Report, List of participants and Geo tagged photos / Screenshots	The Criterion Heads conveyed the requirement to all the HoDs and Coordinators about the format of submission of data of 2021-22 as well as the remaining data of the previous years of the accreditation process.
3	Infrastructural requirements / other requirements related to Criterion	The requirements were placed before the Hon'ble CDC Members.



Dr Pranjali Kane
IQAC Coordinator



Dr Sujit Metre
Principal & Chairman, IQAC

06-04-2022

SHRI BINZANI CITY COLLEGE

Umrer Road, Nagpur

NOTICE

All the IQAC Members are hereby informed that the IQAC Review Meeting to discuss the upcoming NAAC Accreditation process would be held on 13th April 2022 at 3 pm in the IQAC Room.

For the benefit of the external members, the meeting will be held in mixed mode. The link will be shared with the members 10 min before the meeting.

AGENDA

The following Agenda will be discussed in the meeting:

1. NAAC Preparedness: Review of the work done of the Criteria by the Criteria Heads discussed during the earlier meetings held between 2nd March to 9th March 2022
2. Feedback from Stakeholders – Students (Related to curriculum and teaching – learning), Teachers, Alumni and Employers
3. Student Satisfaction Survey
4. Class Mentors Role in Students engagement
5. Review of Research outcome of the Institution.
6. Infrastructure requirements for the upcoming NAAC Accreditation
7. Any other matter.

Thanking you



Dr Pranjali Kane
IQAC Coordinator



Dr Sujit Metre
Principal & Chairman, IQAC



NAGPUR SHIKSHAN MANDAL'S

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DR. HARISH RATHI | 9730037001

• Principal

DR. SUJIT G. METRE | 9822714241

INTERNAL QUALITY ASSURANCE CELL

23-04-22

Minutes of the IQAC Meeting held on 13th April 2022

The following IQAC members were present in the offline meeting held on 13th April 2022 at 3 pm in the IQAC Conference Room:

Dr Harishji Rathi (Secretary, NSM), Dr Sujit Metre (Principal & Chairperson, IQAC), Dr Pranjali Kane (IQAC Coordinator), Dr Narendra Raghataate (IQAC Co-coordinator & Head, Criterion VII), Dr Sandeep Tundurwar (Head, Criterion I), Dr Narendra Gharat (Head, Criterion II), Dr Rajendra Naikwade (Head, Criterion III), Dr Mohini Bherwani (Head, Criterion IV), Dr Anil Shende (Head, Criterion V), Dr Afroz Sheikh (Head, Criterion VI), Dr Sanjay Choudhari and Mr Sandeep Dongare. Mr Praful Jamdar (Member from Industry) and Mr Arpit Potdar, Alumni, joined the meeting in the online mode.

All the Criterion Heads gave presentation of their Criteria and informed the gathering of the present status of their Criteria.

The following issues were discussed and decided upon:

1. In Criterion I, it was brought to the notice of the Head that efforts to arrange internship programs for students need to be taken in the next session. It was also decided that the process of curriculum delivery as reflected in Criterion I, should be taken to the next level in the coming session.
2. In Criterion II, it was decided that efforts to introduce more experiential and participative learning modules should be taken. It was also decided that Criterion Head should work towards Outcome Attainment and ensure timely submission of updated Course Booklets.
3. It was decided that the Student Satisfaction Survey forms would be sent to the students via mails to prepare them for the actual SSS done by NAAC.
4. It was decided that a criterion wise Mock Visits should be arranged for better preparation of the forthcoming NAAC Accreditation.
5. It was proposed by Hon'ble Secretary Dr Rathi that weekly IQAC meetings should be conducted for smooth and timely functioning of IQAC.
6. It was decided that all the Criteria Heads would submit the supporting documents of their respective Criteria by 30th April 2022.

7. It was decided that the College should conduct a Structural Audit of the College building before the other necessary infrastructural changes.
8. It was discussed and decided that under the Earn while you learn scheme, one paid assistant for each Criterion should be employed against a monthly remuneration of Rs 5000/-. Under the same scheme, a paid assistant should be employed in Library also.
9. It was decided that a Review Meeting would be held in the last week of April 2022.

The meeting adjourned at 5.45 pm with the permission of the Chair.



Dr Pranjali Kane
IQAC Coordinator



Dr Sujit Metre
Principal & Chairman, IQAC

SHRI BINZANI CITY COLLEGE

Umrer Road, Nagpur

ACTION TAKEN REPORT – Meeting 9

conducted on 13th April 2022

2021 - 2022

S.No	Issue	ATR
1	Criterion I – Internship program for students from next session	It was discussed with the Head of Criterion I to include internship programs for students from the next academic session. It is on the agenda of the next CC meeting.
2	Criterion II - Experiential and Participative learning modules. It was also decided that Criterion Head should work towards Outcome Attainment and ensure timely submission of updated Course Booklets	HoDs and Coordinators are asked to include experiential and participative learning modules in their teaching learning which are to be mentioned in the Lecture plans and submitted to IQAC at the beginning of the next session.
3	Student Satisfaction Survey forms to be sent to the students via mails to prepare them for the actual SSS done by NAAC	The SSS questionnaire (Google Form) was shared with the students on Whats App.
4	Criterion – wise Mock visit for preparation of NAAC accreditation	Mock visits are under consideration.
5	Weekly IQAC meetings should be conducted for smooth and timely functioning of IQAC.	As suggested by Hon'ble Secretary, IQAC conducts regular meetings with individual Criteria Heads in view of the forthcoming NAAC visit.
6	Supporting documents of Criteria to be submitted by 30th April 2022	Reminder mails were sent to all the Criteria Heads and Incharges of Cells and Committees to submit the supporting documents.
7	Structural Audit of the College building before the other necessary infrastructural changes.	Proposal for structural audit is sent to the Management.
8	Paid assistance for each Criterion against a monthly remuneration of Rs 5000/-.	The Criterion Heads were reminded to submit Proposals for paid assistance.
9	Review Meeting would be held in the last week of April 2022	Informal Review Meetings were held with Criterion Heads, HoDs and Coordinators.



Dr Pranjali Kane
IQAC Coordinator



Dr Sujit Metre
Principal & Chairman, IQAC