



BHILAI MAHILA MAHAVIDYALAYA

HOSPITAL SECTOR, BHILAI NAGAR (C.G.) 490 009

(Managed by Bhilai Education Trust)

(Affiliated to Hemchand Yadav Vishwavidyalaya, Durg)

Recognized Under Section 2(f) and 12(B) of the UGC Act 1956

NAAC Accredited with B Grade

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No. BMM / 2019/391(A)

Date : 14.09.2019

IQAC MEMBERS (2019-2020)

PRINCIPAL AND CHAIRPERSON: DR SANDHYA MADAN MOHAN

1QAC Co-ORDINATOR: ASSTT. PROF. ANITA NARULA (HOD ENGLISH)

1QAC MEMBERS:

SENIOR ADMINISTRATIVE OFFICERS:

1. DR PRASHANT SHRIVASTAVA (CONSULTANT, GOVT. V.Y.T. PG COLLEGE, DURG)
2. DR SHUBHASH PATEL, (DEPUTY GENERAL MANAGER, HRD, BSP)

MEMBERS FROM COLLEGE STAFF:

1. DR SUNITA G. RAO (HOD HOME-SCIENCE, B.M.M. COLLEGE, BHILAI)
2. DR BHARTI VERMA (HOD COMMERECE, B.M.M. COLLEGE, BHILAI)
3. MS N. KHNARA (ASSTT. PROF. PHYSICS, B.M.M. COLLEGE, BHILAI)
4. DR REENA SHUKLA (ASSTT. PROF. MATHEMATICS, B.M.M. COLLEGE, BHILAI)
5. DR DEEPTI CHOUHAN (ASSTT. PROF. BOTANY, B.M.M. COLLEGE, BHILAI)

ONE MEMBER FROM MANAGEMENT:

1. MR K. PATEL (CHAIRMAN COLLEGE GOVERNING BODY, B.M.M. COLLEGE, BHILAI)

ONE MEMBER FROM LOCAL SOCIETY AND ALUMNI:

1. DR ANUPAMA ASTHANA (PROF V.Y.T. PG COLLEGE DURG)
2. DR NASREEN HUSSAIN (PROF., GOVT. W.W. PATANKAR COLLEGE, DURG)




Principal
Bhilai Mahila Mahavidyalaya
Bhilai Nagar (C. G.)

IQAC MEETING DATED 20TH NOVEMBER 2019

A meeting of the following members of the IQAC of Bhilai Mahila Mahavidyalaya including both in-house and guest members was conducted in the Principal's office on 20/11/2019 at 03 PM in which the following members were present:

PRINCIPAL AND CHAIRPERSON: DR SANDHYA MADAN MOHAN

IQAC Co-ORDINATOR: ASSTT. PROF. ANITA NARULA (HOD ENGLISH)

IQAC MEMBERS:

SENIOR ADMINISTRATIVE OFFICERS:

1. DR PRASHANT SHRIVASTAVA (CONSULTANT, GOVT. V.Y.T. PG COLLEGE, DURG)
2. DR SHUBHASH PATEL, (DEPUTY GENERAL MANAGER, HRD, BSP)

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2. DR BHARTI VERMA (HOD COMMERECE, B.M.M. COLLEGE, BHILAI)
3. MS NANDITA (ASSTT. PROF. PHYSICS, B.M.M. COLLEGE, BHILAI)
4. DR REENA SHUKLA (ASSTT. PROF. MATHEMATICS, B.M.M. COLLEGE, BHILAI)
5. DR DEEPTI CHOUHAN (ASSTT. PROF. BOTANY, B.M.M. COLLEGE, BHILAI)

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2. DR NASREEN HUSSAIN (PROF., GOVT. W.W. PATANKAR COLLEGE, DURG)

AGENDA:

1. To discuss about the various activities and preparations to be made before the onset of the second cycle of NAAC peer-team visit in August 2020.
2. Inform regarding the acceptance of the AQARs for the sessions 2017-2018 & 2018-2019.
3. Inform about the first lecture conducted by Dr Prashant Shrivastava to acquaint the staff about the revised pattern of the NAAC Performa.
4. Intimate about the activities conducted in the session June 2019 till date.
5. Inclusion of some staff members as new IQAC members.
6. To start a certificate in tally for commerce students after signing the MOU with SOMITEL Computers.

ACTION TAKEN:

1. The new members; Dr Mohana S. Pandit (HOD Education), Dr Barna Mazumdar (Asstt. Prof. Chemistry), Dr Alpana Sharma (Asstt. Prof. Commerce) replaced some of the old members. They were formally introduced and apprised with the functioning of the cell.
2. Ms Shweta Rai President Student Union replaced the former President of the Student Union Ms Kalpana Yadav.
3. Dr Prashant Shrivastava, Consultant from the Govt. VYT PG College Durg enlightened the members with the new guidelines set by NAAC according to which the SSR and other preparations were to be made for the next cycle which is due in September 2020.
4. Tally classes were started for commerce students.

IQAC MEETING DATED 14TH SEPTEMBER 2019

The first IQAC meeting for the session 2019-2020 was held in the Principal's office on 14/09/2019 at 03PM. The following members were present:

PRINCIPAL AND CHAIRPERSON: DR SANDHYA MADAN MOHAN

IQAC Co-ORDINATOR: ASSTT. PROF. ANITA NARULA (HOD ENGLISH)

IQAC MEMBERS:

SENIOR ADMINISTRATIVE OFFICERS:

1. DR PRASHANT SHRIVASTAVA (CONSULTANT, GOVT. V.Y.T. PG COLLEGE, DURG)
2. DR SHUBHASH PATEL, (DEPUTY GENERAL MANAGER, HRD, BSP)

MEMBERS FROM COLLEGE STAFF:

1. DR SUNITA G. RAO (HOD HOME-SCIENCE, B.M.M. COLLEGE, BHILAI)
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3. MS NANDITA (ASSTT. PROF. PHYSICS, B.M.M. COLLEGE, BHILAI)
4. DR REENA SHUKLA (ASSTT. PROF. MATHEMATICS, B.M.M. COLLEGE, BHILAI)
5. DR DEEPTI CHOUHAN (ASSTT. PROF. BOTANY, B.M.M. COLLEGE, BHILAI)

ONE MEMBER FROM MANAGEMENT:

1. MR K. PATEL (CHAIRMAN COLLEGE GOVERNING BODY, B.M.M. COLLEGE, BHILAI)

ONE MEMBER FROM LOCAL SOCIETY AND ALUMNI:

1. DR ANUPAMA ASTHANA (PROF V.Y.T. PG COLLEGE DURG)
2. DR NASREEN HUSSAIN (PROF., GOVT. W.W. PATANKAR COLLEGE, DURG)

AGENDA:

1. To continue the minutes of the last meeting and welcome of the new Principal Dr Sandhya Madan Mohan as the new Chairman of the Internal Quality Assurance Cell after superannuation of the former Principal Dr Zehra Hasan on 31/08/2019.
2. To announce Mrs Anita Narula as the new IQAC coordinator after the former IQAC coordinator Dr Sandhya Madan Mohan took over as the Principal of the institution and Chairman of IQAC.
3. To discuss about the brilliant results for the session 2018-2019.
4. To discuss about the admission record for the session 2019-2020.
5. To prepare the college academic calendar on the basis of the calendar prepared by Hemchand Yadav University Durg.

6. Recruitment status of part-time and ad-hoc teachers for the session in various departments.
7. To instruct the teachers of the language departments to start communication skill classes in both Hindi and English for interested students.
8. To prepare for the 150th birth anniversary celebration of Mahatma Gandhi under the heading "Swachhta Hi Sewa Hai"

Minutes of the meeting held on 14/09/2019:

1. The minutes of the last meetings were confirmed.
 2. The Principal congratulated the staff on the brilliant result of the college for the session 2018-2019.
 3. The admission record for the session 2019-2020 was also informed which went up to a total of 1222 in UG classes and 550 in PG classes with a total of 1772 students.
 4. The academic calendar for the session 2019-2020 was prepared and confirmed on the basis of the calendar laid by the affiliating university.
 5. The time-table committee was instructed to prepare the main time-table inclusive of all practical classes.
 6. The HODs were enquired about the recruitment estimate of part-time and ad-hoc teachers in their respective subjects during the session.
 7. The members were informed about the circular received from the Hemchand Yadav University on the directives of the Government of India to celebrate 150th year of Mahatma Gandhi's birth anniversary under the title "Swachhta Hi Sewa Hai" and start preparing the same.
- The meeting ended with thanks to one and all.

ACTION TAKEN:

1. The time-table committee prepared the final time-table including practical classes which was distributed to the Heads so that they could prepare their departmental time-table accordingly.
2. Some former teachers on part-time and ad-hoc basis were called to resume duties and some new appointees were to be absorbed after fresh interviews.
3. A committee was formed to start preparing for the various competitions and activities to be conducted to celebrate 150th years of Mahatma Gandhi's birth anniversary under the title "Swachhta Hi Sewa Hai".
4. The communication skill classes were started by both Hindi and English for interested students.

IQAC MEETING DATED 18TH JANUARY 2020

The meeting of the IQAC was held in the month of January 2020 in the Principal's office and the following members were present:

PRINCIPAL AND CHAIRPERSON: DR SANDHYA MADAN MOHAN

IQAC CO-ORDINATOR: ASSTT. PROF. ANITA NARULA (HOD ENGLISH)

IQAC MEMBERS:

SENIOR ADMINISTRATIVE OFFICERS:

1. DR PRASHANT SHRIVASTAVA (CONSULTANT, GOVT. V.Y.T. PG COLLEGE, DURG)
2. DR SHUBHASH PATEL, (DEPUTY GENERAL MANAGER, HRD, BSP)

MEMBERS FROM COLLEGE STAFF:

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2. DR BHARTI VERMA (HOD COMMERECE, B.M.M. COLLEGE, BHILAI)
3. MS NANDITA (ASSTT. PROF. PHYSICS, B.M.M. COLLEGE, BHILAI)
4. DR BARNA MAZUMDAR (ASSTT. PROF. CHEMISTRY, B.M.M. COLLEGE, BHILAI)
5. DR MOHANA PANDIT (HOD EDUCATION, B.M.M. COLLEGE, BHILAI)
6. DR ALPANA SHARMA (ASSTT. PROF. COMMERCE, B.M.M. COLLEGE, BHILAI)

ONE MEMBER FROM MANAGEMENT:

2. MR K. PATEL (CHAIRMAN COLLEGE GOVERNING BODY, B.M.M. COLLEGE, BHILAI)

ONE MEMBER FROM LOCAL SOCIETY AND ALUMNI:

1. DR ANUPAMA ASTHANA (PROF V.Y.T. PG COLLEGE DURG)
2. DR NASREEN HUSSAIN (PROF., GOVT. W.W. PATANKAR COLLEGE, DURG)

AGENDA:

1. To inform members about
2. To inform about the amount received by RUSA for different heads.
3. To send marks of internal assessment test on the university portal.
4. To inform about the inspection team visit for starting BA course
5. To inform members about the progress of procedure for procurement of equipments under RUSA grant for which tenders were already floated.
6. Construction of four rooms under RUSA grant in process
7. To inform HODs to start preparing details of the activities of their department for the session 2020. The same is to be done on the basis of the under mentioned pattern:
 - Approval letter from the Principal
 - Invitation letter for the guest speaker
 - Photographs of the programme

- Summary report of the activity with press release if published

ACTION TAKEN:

1. The Principal asked HODs to give the list of equipments to be purchased for their departments with the funds receive from RUSA.
2. Marks were sent of internal assessment test through the university portal.
3. Preparations were made for the inspection team visit.
4. Activities reports were prepared.

Following members attended the IQAC meeting held on 20/11/19 at 3:30 PM in Principals office

~~IQAC~~ Co-ordinator
BMM

Principal
BMM

Name

Signature

1. Dr. Nisreen Hussain

~~Signature~~
20/11/2019

2. Shri Subhash Patel

~~Signature~~
20/11/2019

3. Dr. Prashant Shrivastava

~~Signature~~
20/11/19

4. Dr. Sunila G. Rao

~~Signature~~
20.11.2019

5. Dr. Bharti Verma

~~Signature~~
20.11.2019

6. Ms Nandita

~~Signature~~
20/11/19

7. Dr. Reeha Shukla

~~Signature~~
20/11/2019

8. Dr. Deepi Chakran

~~Signature~~
20/11/2019

IQAC MEETING DATED 21TH DECEMBER 2019

The meeting of the IQAC was held on 21st December 2019 in the Principal's office and the following members were present:

PRINCIPAL AND CHAIRPERSON: DR SANDHYA MADAN MOHAN

IQAC CO-ORDINATOR: ASSTT. PROF. ANITA NARULA (HOD ENGLISH)

IQAC MEMBERS:

SENIOR ADMINISTRATIVE OFFICERS:

1. DR PRASHANT SHRIVASTAVA (CONSULTANT, GOVT. V.Y.T. PG COLLEGE, DURG)
2. DR SHUBHASH PATEL, (DEPUTY GENERAL MANAGER, HRD, BSP)

MEMBERS FROM COLLEGE STAFF:

1. DR SUNITA G. RAO (HOD HOME-SCIENCE, B.M.M. COLLEGE, BHILAI)
2. DR BHARTI VERMA (HOD COMMERCE, B.M.M. COLLEGE, BHILAI)
3. MS NANDITA (ASSTT. PROF. PHYSICS, B.M.M. COLLEGE, BHILAI)
4. DR BARNA MAZUMDAR (ASSTT. PROF. CHEMISTRY, B.M.M. COLLEGE, BHILAI)
5. DR MOHANA PANDIT (HOD EDUCATION, B.M.M. COLLEGE, BHILAI)
6. DR ALPANA SHARMA (ASSTT. PROF. COMMERCE, B.M.M. COLLEGE, BHILAI)

ONE MEMBER FROM MANAGEMENT:

1. MR K. PATEL (CHAIRMAN COLLEGE GOVERNING BODY, B.M.M. COLLEGE, BHILAI)

ONE MEMBER FROM LOCAL SOCIETY AND ALUMNI:

1. DR ANUPAMA ASTHANA (PROF V.Y.T. PG COLLEGE DURG)
2. DR NASREEN HUSSAIN (PROF., GOVT. W.W. PATANKAR COLLEGE, DURG)

AGENDA:

1. Confirmation of the minutes of the previous meeting.
2. To instruct the HOD's and staff members to start preparing for the second cycle of the NAAC Peer-Team visit as per the directions and guidance given by Dr Prashant Shrivastava, Dean Student Welfare Hemchand Yadav University, Durg, on the basis of the new guideline.
3. To apprise the new members about the significance of NAAC Peer-time visit and the process involved.
4. A three months certificate course in Fabric embellishment to be started by the Home-Science Department.
5. To start planning for organising 70th Samvidhaan Diwas celebrations.
6. To apply to Hemchand Yadav University for permanent affiliation of non-affiliated subjects.
7. To intimate about the visit of inspection team for starting BA course.

ACTION TAKEN:

1. The HODs instructed their staff to details start preparing for the second NAAC peer-team visit on the basis of new guideline.
2. Preparation for celebration of Samvidhaan Diwas was started.
3. Application was sent for permanent affiliation of non-affiliated courses to Hemchand Yadav University, Durg.
4. An application was sent to Hemchand Yadav University, Durg to start BA course in the institution.

7 2 2020

The meeting of the IQAC was held in the month of February 2020 in the Principal's office for the HODs and in-house staff. The following members were present:

PRINCIPAL AND CHAIRPERSON: DR SANDHYA MADAN MOHAN

IQAC CO-ORDINATOR: ASSTT. PROF. ANITA NARULA (HOD ENGLISH)

IQAC MEMBERS:

MEMBERS FROM COLLEGE STAFF:

1. DR SUNITA G. RAO (HOD HOME-SCIENCE, B.M.M. COLLEGE, BHILAI) *07.02.2020*
2. DR BHARTI VERMA (HOD COMMERECE, B.M.M. COLLEGE, BHILAI) *5. VERMA 7.2.2020*
3. MS NANDITA (ASSTT. PROF. PHYSICS, B.M.M. COLLEGE, BHILAI) *7/2/20*
4. DR BARNA MAZUMDAR (ASSTT. PROF. CHEMISTRY, B.M.M. COLLEGE, BHILAI) *07.2.2020*
5. DR MOHANA PANDIT (HOD EDUCATION, B.M.M. COLLEGE, BHILAI) *07/02/2020*
6. DR ALPANA SHARMA (ASSTT. PROF. COMMERCE, B.M.M. COLLEGE, BHILAI)
7. DR NISHA SHUKLA (HOD HINDI, B.M.M. COLLEGE, BHILAI) *07.02.2020*

AGENDA:

1. To inform the staff about the pattern to be adopted for re-exam for Model Exam 2019-2020.
2. To collect feedback forms from Part III students coming to collect their mark-sheets.
3. Sanction of leave to be discouraged to staff members keeping in view with the approaching Annual Exams.
4. All internal and practical exams to be held before 20th February and feed the marks before the closure of portal.
5. Re-exam of models to be conducted department wise.
6. To inform the staff members about a presentation to be held on 10th February 2020 by Ms Nandita Khanra who attended a MOOC session on the development of E-Content and OER. She will also apprise the staff about SWAYAM.
7. To inform the staff about a presentation by Dr Deepti Chouhan to be held on 03/03/2020 on Teaching learning and Best practices for quality sustenance in Higher Education.

ACTION TAKEN:

1. The pattern for re-exam of Model Exams was adopted as per the instructions of the Principal.
2. Feedback forms were collected from Part III students.
3. HODs discouraged the sanction of leave to their staffs.
4. Re-exams of the models were conducted department wise

5. The staff was directed by the Principal to attend the presentations by Ms Nandita Khanra and Dr Deepti Chouhan.