

## **Criteria 6.5.2:**

Quality assurance initiatives of the institution include

### **Findings of DVV:**

1. HEI is requested to kindly note that the supporting documents are not provided, but HEI input is provided, which should not be possible and considered. Please relook and provide the correct relevant data/documents.
2. Kindly provide relevant documents, as per SOP, as per option chosen by HEI, to support the claim.

### **Response:**

1. IQAC Minute of Meetings are attached. **(Appendix-I)**
2. Document for any other quality audit i.e. Green Audit is attached. **(Appendix-II)**

# Appendix-I



Secondary Education Society's

# SHAMRAO BAPU KAPGATE ART'S COLLEGE

Near N.H.06, Ambedkar Ward, Toli Ward No.04, SAKOLI.

Tah.- Sakoli, Dist.-Bhandara (M.S.) 441 802

Web.-www.sbkac.co.in

Email-sbk.college@rediffmail.com

(07186) 236300

Ref.No. SBKACS/ .....

Date .....

Date-21/11/2019

## Office Order


As per the guidelines of NAAC the Internal Quality Assurance Cell (IQAC) is constituted with effect from 23/11/2019 in order to functionalize the Quality Enhancement Initiatives.

Sr. No.	Category	Name	Designation
1	Head of the Institution	Dr. S. B. Kapgate	Officiating Principal
2	IQAC Coordinator	Mr. G. M. Pathode	Co-Ordinator
3	Faculty Nominees	Dr. C. G. Bagade	Member
		Dr. A. B. Katre	Member
		Dr. V. A. Darwade	Member
		Ku. K. V. Gaikwad	Member
4	Nominee from Non-Teaching	Mr. B. M. Kapgate	Member
5	Nominees from Students	Mr. Ritik H. Deshmukh	Member
6	Nominees from Other Institution	Mr. B h a g w a t Tembhurne	Principal (RDK Art's College)

## Principal

Copy to:

1. Principal 2. All concerned 3. All the members of Committee
4. Superintendent 5. College Notice Boards 6. Website 7. Office Copy

  
Co-ordinator, IQAC  
S. B. K. Art's College  
Sakoli, Distt. Bhandara



  
Off. Principal  
S. B. K. Arts College  
Sakoli, Dist. Bhandara



Date:- 21/11/2019

## **Notice**

The meeting of all teaching and non teaching staff is scheduled on 23/11/2019, at 02:00 PM in Principal Cabin.

### **Agenda:**

1. About initiating NAAC work.
2. Discussion about NAAC Accreditation and Assessment process.
3. Formation of NAAC Steering/Core Committee.
4. Formation of IQAC.
5. Framing of Vision, Mission and Core Values of Institute.
6. Defining PEOs, POs and PSOs of the program.
7. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.

PRINCIPAL

## **Minutes of Meeting**

### **Agenda:1 About initiating NAAC work.**

#### **Resolution:**

Thorough discussion was made and it was unanimously resolved that, NAAC work is to initiated to inculcate culture of quality in institute. Further all teaching and non-teaching staff were provided with revised NAAC Manual released in July-2019 for basic understanding and study.

### **Agenda:2 Discussion about NAAC Accreditation and Assessment process.**

#### **Resolution:**

It was unanimously decided that NAAC application is to be submitted in academic year 2021-22.

New Process of NAAC Accreditation and Assessment is discussed. It has three stages-

1. Self Study Report (Qualitative Metrics (350 Marks) + Quantitative Metrics (650 Marks))
2. Student Satisfaction Survey (SSS)
3. Peer Team Visit

### **Agenda:3 Formation of NAAC Steering/Core Committee.**

#### **Resolution:**

Thorough discussion was made and it was unanimously resolved that, NAAC Core/Steering committee is to be constituted consisting of key functionaries of the institute to prepare NAAC SSR. NAAC Steering/Core Committee is constituted by approval of all and Dr. Prashant M. Puranik is selected as NAAC Coordinator.

**Agenda:4 Formation of IQAC.**

**Resolution:**

As per NAAC Guidelines, IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

Members of IQAC were decided by consent of all present members and it was decided to communicate all members regarding First IQAC meeting on 20/12/2019 at 02:00 PM in Principal Cabin.

Further, It was resolved that Mr. G. M. Pathode shall act as IQAC Coordinator.

**Agenda:5 Framing of Vision, Mission and Core Values of Institute.**

**Resolution:**

Thorough discussion was made and it was unanimously determined that concrete steps and path needed in all directions for achieving quality excellence. For this all members focused on need of framing Vision, Mission and Core Values of Institute for setting quality benchmark.

So, It was decided that, As IQAC has representation of all stakeholders, IQAC can work for framing Vision, Mission and Core Values of Institute. Once Vision, Mission and Core Values of Institute are framed will be put in various institute level committees/ bodies for approval.

**Agenda:6 Defining of PEOs, POs and PSOs of the program.**

**Resolution:**

Thorough discussion was made and it was unanimously resolved that as per new guidelines of accrediting bodies like NAAC, there is need of Defining PEOs, POs and PSOs of the program.

So, It was decided that, As IQAC has representation of all stakeholders, IQAC can work for Defining of PEOs, POs and PSOs of the program. This committee is responsible for conducting 3 Meetings for defining of Vision, Mission, PEOs, POs and PSOs of the program and submitting report to Principal. Once PEOs, POs and PSOs of all departments are defined, will be put in various institute level committees/ bodies for approval.

**Agenda:7** Issue with the permission of the chair.

**Resolution:**

As there were no issues to discuss meeting was concluded with vote of thanks to all present.



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Ref.No. SBKACS/ .....

Date .....

## IQAC Meeting

### Attendance

Sr. No.	Name	Designation/Position	Sign
1.	Dr. S. B. Kapgate	Chair Person (Principal)	<i>Dr. S. B. Kapgate</i>
2.	Mr. G. M. Pathode	IQAC Coordinator	<i>Mr. G. M. Pathode</i>
3.	Dr. C. G. Bagade	Asst. Professor	<i>Dr. C. G. Bagade</i>
4.	Dr. A. B. Katre	Asst. Professor	<i>Dr. A. B. Katre</i>
5.	Dr. V. A. Darwade	Asst. Professor	<i>Dr. V. A. Darwade</i>
6.	Ku. K. V. Gaikwad	Asst. Professor	<i>Ku. K. V. Gaikwad</i>
7.	Mr. B. M. Kapgate	Non- Teaching Staff representative	<i>Mr. B. M. Kapgate</i>
8.	Ritik H. Deshmukh	Boy Student	<i>Ritik</i>
9.	Shilwant Khobragade	Alumni Student	<i>S. Khobragade</i>
9.	Mr. Bhagwat Tembhurne	Principal (Ruplata Devaji Kapgate Arts College Kokana)	<i>Mr. Bhagwat Tembhurne</i>

**Action Taken Report of Meeting held on 21/11/2019**

<b>Sr.No.</b>	<b>Resolution in the Meeting</b>	<b>Action Taken for Implementation &amp; Outcomes</b>
	About initiating NAAC work.	All teaching and concerned non teaching were provided with NAAC Manual and instructed to study NAAC Manual.
	Formation of NAAC Steering/Core Committee.	NAAC Steering/Core Committee Office Order was taken out at institute level dated 21/11/2019.
	Formation of IQAC.	IQAC Office Order was taken out at institute dated 21/11/2019 and First Meeting of IQAC is planned on 20/12/2019.
	Framing of Vision, Mission and Core Values of Institute and Defining of Vision, Mission, PEOs, POs and PSOs of all departments.	Stakeholder Committee (IQAC) is formed at institute dated 21/11/2019.

PRINCIPAL

Date:- 18/12/2019

## **Notice**

The first meeting of IQAC is scheduled on 20/12/2019 at 02:00 PM in Principal Cabin.

### **Agenda:**

1. Confirmation and Review of Minutes of Meeting held on 23/11/2019.
2. Action taken report of Principal-HODs Meeting held on 23/11/2019.
3. Opening words by Principal.
4. Self-introduction of the members.
5. Introduction Speech by IQAC Coordinator.
6. About deciding Goals and Objectives of IQAC.
7. About deciding functions of IQAC.
8. About deciding IQAC Monitoring Mechanism.
9. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.

IQAC COORDINATOR

PRINCIPAL

CC:

1. All Committee Members
2. Admin Office

## **Minutes of Meeting**

The Principal Dr. S. B. Kapgate occupied the chair and welcomed the members for first IQAC Meeting. The following business was transacted in the meeting:-

### **Agenda:1 Confirmation and Review of Minutes of Meeting held on 23/11/2019.**

#### **Resolution:**

Thorough discussion was made, review is taken and it was unanimously approved Minutes of Meeting held on 23/11/2019..

### **Agenda:2 Action taken report of Principal-HODs Meeting on 23/11/2019.**

<b>Sr.No.</b>	<b>Resolution in the Meeting</b>	<b>Action Taken for Implementation &amp; Outcomes</b>
	About initiating NAAC work.	All teaching and concerned non teaching were provided with NAAC Manual and instructed to study NAAC Manual.
	Formation of NAAC Steering/Core Committee.	NAAC Steering/Core Committee Office Order was taken out at institute level dated 21/11/2019.
	Formation of IQAC.	IQAC Office Order was taken out at institute dated 21/11/2019 and First Meeting of IQAC is planned on 20/12/2019.



	Framing of Vision, Mission and Core Values of Institute and Defining of Vision, Mission, PEOs, POs and PSOs of all departments.	Stakeholder Committee (IQAC) is formed at institute dated 21/11/2019.
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**Agenda:3 Opening words by Principal.**

**Resolution:**

Chairman briefed all present members on the formation of IQAC cell and its overall responsibilities.

**Agenda:4 Self-introduction of the members.**

**Resolution:**

All the members were given their introduction.

**Agenda:5 Introduction Speech by IQAC Coordinator.**

**Resolution:**

IQAC coordinator introduced all present members to the goals, objectives, functioning and monitoring mechanism of IQAC as per NAAC guidelines.

**Agenda:6 About deciding Goals and Objectives of IQAC.**

**Resolution:**

Thorough discussion was made and Goals and Objectives of IQAC were decided as follows:-

- To develop a quality system for consistent programmed action to improve the academic and administrative performance of the college.
- To promote measures for institutional functioning towards quality enhancement  
Thorough imbibing quality culture and institutionalisation of best practices.

**Agenda:7 About deciding functions of IQAC.**

**Resolution:**

Thorough discussion was made and functions of IQAC were decided as follows:-

- Arrangement of files of our existing feedback responses from students, parents and other stakeholders on quality related institutional processes.
- Acting as a nodal cell of the college for coordinating quality-related activities, including adoption and dissemination of good practices.
- Development and application of quality benchmarks for the various academic and administrative activities of the college.
- Organization of Institute level programs and quality related programs.
- Preparation of the Annual Quality Assurance Report (AQAR) of the Institute based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, ISO,NIRF) in the prescribed format.

**Agenda:8 About deciding IQAC Monitoring Mechanism.**

**Resolution:**

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC.

A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

So as a part of IQAC Monitoring Mechanism it was decided that IQAC should meet as and when required and take review of all activities mentioned in earlier points and extend necessary suggestions/ corrective actions to maintain overall quality culture in the institute.

**Agenda:9** Issue with the permission of the chair.

**Resolution:**

As there were no issues to discuss meeting was concluded with vote of thanks to all present.



Secondary Education Society's

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Ref.No. SBKACS/ .....

Date .....

## IQAC Meeting

### Attendance

Sr. No.	Name	Designation/Position	Sign
1.	Dr. S. B. Kapgate	Chair Person (Principal)	
2.	Mr. G. M. Pathode	IQAC Coordinator	
3.	Dr. C. G. Bagade	Asst. Professor	
4.	Dr. A. B. Katre	Asst. Professor	
5.	Dr. V. A. Darwade	Asst. Professor	
6.	Ku. K. V. Gaikwad	Asst. Professor	
7.	Mr. B. M. Kapgate	Non- Teaching Staff representative	
8.	Ritik H. Deshmukh	Boy Student	
9.	Shilwant Khobragade	Alumni Student	
9.	Mr. Bhagwat Tembhurne	Principal (Ruplata Devaji Kapgate Arts College Kokana)	

**Action Taken Report of first IQAC Meeting held on 20/12/2019**

<b>Sr.No.</b>	<b>Resolution in the Meeting</b>	<b>Action Taken for Implementation &amp; Outcomes</b>
	About deciding IQAC Monitoring Mechanism.	As a part of IQAC Monitoring Mechanism it was decided to conduct second IQAC Meeting on 29/01/2020.

IQAC COORDINATOR

PRINCIPAL

Date:- 27/01/2020

## **Notice**

The second meeting of IQAC is scheduled on 29/01/2020 at 02:00 PM in Principal Cabin.

### **Agenda:**

1. Confirmation and Review of Minutes of first IQAC meeting held on 20/12/2019.
2. Action taken report of first IQAC meeting held on 20/12/2019.
3. Review of NAAC work.
4. Initiating Infrastructural Changes for creation of Girls' Common Room, Boys' Common Room, Rain Water Harvesting, Waste Management Steps, Physically Handicap Friendliness and Green Initiatives.
5. Restructuring stakeholder feedback mechanism.
6. Framing code of ethics for research.
7. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.

IQAC COORDINATOR

PRINCIPAL

CC:

1. All Committee Members
2. Admin Office

## **Minutes of Meeting**

The Principal Dr. S. B. Kapgate occupied the chair and welcomed the members for second IQAC Meeting. The following business was transacted in the meeting:-

**Agenda:1 Confirmation and Review of Minutes of first IQAC meeting held on 20/12/2019.**

**Resolution:**

Thorough discussion was made, review is taken and Minutes of first IQAC meeting held on 20/12/2019 unanimously approved.

**Agenda:2 Action taken report of first IQAC meeting held on 20/12/2019.**

<b>Sr.No.</b>	<b>Resolution in the Meeting</b>	<b>Action Taken for Implementation &amp; Outcomes</b>
	About deciding IQAC Monitoring Mechanism.	As a part of IQAC Monitoring Mechanism it was decided to conduct second IQAC Meeting on 29/01/2020.

**Agenda:3 Review of NAAC work.**

**Resolution:**

Review of NAAC work is taken criteria wise and IQAC cell was satisfied with NAAC work status. IQAC Cell suggested some changes in Qualitative Work.

**Agenda:4 Initiating Infrastructural Changes for creation of Girls' Common Room, Boys' Common Room, Rain Water Harvesting, Waste Management Steps, Physically Handicap Friendliness and Green Initiatives.**

**Resolution:**

Thorough discussion was made and it was decided to initiate Infrastructural Changes for creation of Girls' Common Room, Boys' Common Room, Rain Water Harvesting, Waste Management Steps, Physically Handicap Friendliness and Green Initiatives. Further it was decided that responsibility of getting work done under guidance of Principal has been given to Mr. G. M. Pathode (IQAC Coordinator) and Accountant. After work done, they are instructed to submit report to the IQAC.

**Agenda:5 Restructuring stakeholder feedback mechanism.**

**Resolution:**

Mr. G. M. Pathode (IQAC Coordinator) Proposed that presently there is different mechanism for collecting stakeholder feedback, so there is need of change in mechanism as per NAAC institute level. Thorough discussion was made and it was decided that change in mechanism at institute level must be made for collecting, analyzing and implementing feedback of all stakeholders.

**Agenda:6 Framing code of ethics for research.**

**Resolution:**

It was brought to the notice of all IQAC members that, code of ethics for plagiarism and malpractices checking in research is required in Criteria-3 of NAAC.

Thorough discussion was made and it was decided to prepare code of ethics for plagiarism and malpractices checking in research.



**Agenda:**7 Issue with the permission of the chair.

**Resolution:**

As there were no issues to discuss meeting was concluded with vote of thanks to all present.

IQAC COORDINATOR

PRINCIPAL



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Ref.No. SBKACS/ .....

Date .....

## IQAC Meeting

### Attendance

Sr. No.	Name	Designation/Position	Sign
1.	Dr. S. B. Kapgate	Chair Person (Principal)	<i>Dr. S. B. Kapgate</i>
2.	Mr. G. M. Pathode	IQAC Coordinator	<i>Mr. G. M. Pathode</i>
3.	Dr. C. G. Bagade	Asst. Professor	<i>Dr. C. G. Bagade</i>
4.	Dr. A. B. Katre	Asst. Professor	<i>Dr. A. B. Katre</i>
5.	Dr. V. A. Darwade	Asst. Professor	<i>Dr. V. A. Darwade</i>
6.	Ku. K. V. Gaikwad	Asst. Professor	<i>Ku. K. V. Gaikwad</i>
7.	Mr. B. M. Kapgate	Non- Teaching Staff representative	<i>Mr. B. M. Kapgate</i>
8.	Ritik H. Deshmukh	Boy Student	<i>Ritik</i>
9.	Shilwant Khobragade	Alumni Student	<i>S. Khobragade</i>
9.	Mr. Bhagwat Tembhurne	Principal (Ruplata Devaji Kapgate Arts College Kokana)	<i>Mr. Bhagwat Tembhurne</i>

**Action Taken Report of Second IQAC Meeting held on 29/01/2019**

<b>Sr.No.</b>	<b>Resolution in the Meeting</b>	<b>Action Taken for Implementation &amp; Outcomes</b>
	Initiating Infrastructural Changes for creation of Girls' Common Room, Boys' Common Room, Rain Water Harvesting, Waste Management Steps, Physically Handicap Friendliness and Green Initiatives.	Mr. G. M. Pathode (IQAC Coordinator) and Accountant. After work done, they are instructed to submit report to the IQAC.
	Restructuring stakeholder feedback mechanism.	Stakeholder feedback mechanism restructured and decided to implement it from upcoming Academic year.
	Framing code of ethics for research.	Code of ethics has been framed and informed to all the faculties.

IQAC COORDINATOR

PRINCIPAL

Date:- 02/03/2020

## **Notice**

The third meeting of IQAC is scheduled on 04/03/2020 at 02:00 PM in Principal Cabin.

### **Agenda:**

1. Confirmation and Review of Minutes of second IQAC meeting held on 29/01/2020.
2. Action taken report of second IQAC meeting held on 29/01/2020.
3. Review of NAAC work.
4. Planning of NSS Activities for Academic Year 2020-21.
5. To initiate Face Value Enrichment Activities like fixing of rooms, boards of institute.
6. To use ICT facilities for Teaching and Learning.
7. To take membership of e-resources and Shodhganga
8. To initiate process for registering alumni association.
9. To prepare HR Manual and Formulate Appraisal Mechanism.
10. To decide plan of action for NAAC Dates.
11. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.

IQAC COORDINATOR

PRINCIPAL

CC:

1. All Committee Members
2. Admin. Office

## **Minutes of Meeting**

The Principal Dr. S. B. Kapgate occupied the chair and welcomed the members for third IQAC Meeting. The following business was transacted in the meeting:-

**Agenda:1 Confirmation and Review of Minutes of second IQAC meeting held on 29/01/2020.**

**Resolution:**

Thorough discussion was made, review is taken and Minutes of first IQAC meeting held on 29/01/2020 unanimously approved.

**Agenda:2 Action taken report of second IQAC meeting held on 29/01/2020.**

<b>Sr.No.</b>	<b>Resolution in the Meeting</b>	<b>Action Taken for Implementation &amp; Outcomes</b>
	Initiating Infrastructural Changes for creation of Girls' Common Room, Boys' Common Room, Rain Water Harvesting, Waste Management Steps, Physically Handicap Friendliness and Green Initiatives.	Mr. G. M. Pathode (IQAC Coordinator) and Accountant. After work done, they are instructed to submit report to the IQAC.
	Restructuring stakeholder feedback mechanism.	Stakeholder feedback mechanism restructured and decided to implement it from upcoming Academic year.
	Framing code of ethics for research.	Code of ethics has been framed and informed to all the faculties.

**Agenda:3 Review of NAAC work.**

**Resolution:**

Review of NAAC work is taken criteria wise and IQAC cell was satisfied with NAAC work status. IQAC Cell suggested some changes in Qualitative Work.

**Agenda:4 Planning of NSS/ Extension Activities for Academic Year 2020-21.**

**Resolution:**

Thorough discussion was made and it was decided that planning of Extension Activities for Academic Year 2020-21 is to be done. NSS Co-ordinator has been handed over responsibility for the same.

**Agenda:5 To initiate Face Value Enrichment Activities like fixing of rooms, boards of institute.**

**Resolution:**

Thorough discussion was made and it was decided that Face Value Enrichment Activities like fixing of rooms, boards of institute is to be initiated. By consent of All responsibility of Face Value Enrichment has been given to Hon. Principal Dr. S. B. Kapgate.

**Agenda:6 To use ICT facilities for Teaching and Learning.**

**Resolution:**

It was brought to the notice of all IQAC members that, ICT tool usage is important and should have mechanism for its usage at faculty level.

Thorough discussion was made and it was decided to purchase LCD projector on immediate effect and prepare register to record ICT tool usage by faculty and it was also decided to put column 'Teaching Aids used' in teaching plan.

**Agenda:7 To take membership of e-resources and Shodhganga**

**Resolution:**

It was brought to the notice of all IQAC members that membership of e-resources and Shodhganga is required to enable faculty and students e-resources available related to library.

Thorough discussion was made and it was decided to take membership of e-resources and Shodhganga. This responsibility is given to Librarian for taking membership of e-resources and Shodhganga and instructed to submit report to IQAC.

**Agenda:8 To initiate process for registering alumni association.**

**Resolution:**

It was brought to the notice of IQAC that registered alumni association is required as per NAAC guidelines to have health interaction with alumni and have provision of financial and non-financial contribution from alumni. IQAC coordinator has decided to plan a alumni meeting accordingly.

**Agenda:9 To prepare HR manual and Appraisal Mechanism**

**Resolution:**

It was brought to the notice of all IQAC members HR Manual or code of conduct required on 7<sup>th</sup> Criteria of NAAC.

Thorough discussion was made and it was decided to prepare HR Manual. Responsibility of same has been given to all HODs.

**Agenda:10 To decide plan of action for NAAC application.**

**Resolution:**

It was brought to the notice of IQAC that, from June 2018 NAAC has closed the window system and NAAC is accepting applications throughout the year. Based on this new change following plan of action has been decided by IQAC.

- I. To take initial Login:- After finish the plan Of action for preparing for NAAC
- II. To Apply for IIA:- After creating Login for NAAC portal.

III. To submit SSR:- After the approval of IIQA from NAAC.

**Agenda:11** Issue with the permission of the chair.

**Resolution:**

As there were no issues to discuss meeting was concluded with vote of thanks to all present.

IQAC COORDINATOR

PRINCIPAL



Secondary Education Society's



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## IQAC Meeting

### Attendance

Sr. No.	Name	Designation/Position	Sign
1.	Dr. S. B. Kapgate	Chair Person (Principal)	
2.	Mr. G. M. Pathode	IQAC Coordinator	
3.	Dr. C. G. Bagade	Asst. Professor	
4.	Dr. A. B. Katre	Asst. Professor	
5.	Dr. V. A. Darwade	Asst. Professor	
6.	Ku. K. V. Gaikwad	Asst. Professor	
7.	Mr. B. M. Kapgate	Non- Teaching Staff representative	
8.	Ritik H. Deshmukh	Boy Student	
9.	Shilwant Khobragade	Alumni Student	
9.	Mr. Bhagwat Tembhurne	Principal (Ruplata Devaji Kapgate Arts College Kokana)	

**Action Taken Report of third IQAC Meeting held on 04/03/2020**

<b>Sr.No.</b>	<b>Resolution in the Meeting</b>	<b>Action Taken for Implementation &amp; Outcomes</b>
	Restructuring faculty and staff appraisal mechanism.	Faculty and staff appraisal mechanism restructured and required directions were given to all the HOD's.
	To take membership of e-ShodhSindhu and Shodhganga	Membership of e-resources and Shodhganga has been taken.
	To prepare code of conduct for all stakeholders (HR Manual)	Code of conduct for all stakeholders (HR Manual is prepared.)
	To decide plan of action for NAAC application.	To take initial Login:- After finish the plan Of action for preparing for NAAC.  To Apply for IIQA:- After creating Login for NAAC portal.  To submit SSR:- After the approval of IIQA from NAAC.

IQAC COORDINATOR

PRINCIPAL

Date:- 08/04/2020

## **Notice**

The fourth meeting of IQAC is scheduled on 10/04/2020 at 02:00 PM in Principal Cabin.

### **Agenda:**

1. Confirmation and Review of Minutes of third IQAC meeting held on 04/03/2020.
2. Action taken report of third IQAC meeting held on 04/03/2020.
3. Review of NAAC work.
4. To decide on Eco-friendly measures to reduce energy consumption in campus.
5. To review green initiatives and waste management steps in campus.
6. To purchase sports material as per need of students.
7. Submission of SSR,
8. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.

IQAC COORDINATOR

PRINCIPAL

CC:

1. All Committee Members
2. Admin Office

## **Minutes of Meeting**

The Principal Dr. S. B. Kapgate occupied the chair and welcomed the members for fourth IQAC Meeting. The following business was transacted in the meeting:-

**Agenda:1** Confirmation and Review of Minutes of third IQAC meeting held on 04/03/2020.

**Resolution:**

Thorough discussion was made, review is taken and Minutes of third IQAC meeting held on 04/03/2020 unanimously approved.

**Agenda:2** Action taken report of third IQAC Meeting held on 04/03/2020.

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
	Restructuring faculty and staff appraisal mechanism.	Faculty and staff appraisal mechanism restructured and required directions were given to all the HOD's.
	To take membership of e-ShodhSindhu and Shodhganga	Membership of e-resources and Shodhganga has been taken.
	To prepare code of conduct for all stakeholders (HR Manual)	Code of conduct for all stakeholders (HR Manual is prepared.)
	To decide plan of action for NAAC application.	To take initial Login:- After finish the plan Of action for preparing for NAAC.  To Apply for IIQA:- After creating Login for NAAC portal.  To submit SSR:- After the approval of IIQA from NAAC.

**Agenda:3 Review of NAAC work.**

**Resolution:**

Review of NAAC qualitative and quantitative work is taken criteria wise and told every member to give the work followup accordingly.

**Agenda:4 To decide on Eco-friendly measures to reduce energy consumption in campus.**

**Resolution:**

Thorough discussion was made and it was decided that to reduce energy consumption in the campus incandescent light bulbs and fluorescent tube lights are to be replaced by cost effective, high efficient LEDs. As well as IQAC suggested to use renewable energy (Solar) for reducing power consumption up to some extent. So it was decided to purchase 1-2 solar street light and initiate use of renewable energy.

**Agenda:5 To review green initiatives and waste management steps in campus.**

**Resolution:**

It was brought to the notice of all IQAC members that, green initiative like Tree Plantation is carried out annually in the campus. As well separate manpower is given for maintenance of these initiatives. IQAC was satisfied with the initiatives and suggested to make separate bicycles stand in parking and encourage student and staff to use bicycles

IQAC Chairman briefed about solid and liquid waste management strategies in the institute and highlighted need of e-waste management. Thorough discussion was made and it was decided either to give e-waste to supplier and take discount in bills or to use components from e-waste for repair/ maintenance of systems.

**Agenda:6 To purchase sports material as per need of students.**

**Resolution**

It was brought to the notice of all IQAC members that, As per suggestions received in feedback forms by the students, sports material is required to purchase. IQAC approved the same and instructed to purchase sports material with immediate effect.

**Agenda:7 Submission of SSR.**

**Resolution**

It was brought to the notice of all IQAC members that, please give the work followup accordingly to the IQAC coordinator so that we can proceed for the further work of NAAC.

**Agenda:9 Issue with the permission of the chair.**

**Resolution:**

As there were no issues to discuss meeting was concluded with vote of thanks to all present.

IQAC COORDINATOR

PRINCIPAL

Secondary Education Society's



# SHAMRAO BAPU KAPGATE ART'S COLLEGE

Near N.H.06, Ambedkar Ward, Toli Ward No.04, SAKOLI.

Tah.- Sakoli, Dist.-Bhandara (M.S.) 441 802

Web.-www.sbkac.co.in

Email-sbk.college@rediffmail.com

☎ (07186) 236300

Ref.No. SBKACS/ .....

Date .....

## IQAC Meeting

### Attendance

Sr. No.	Name	Designation/Position	Sign
1.	Dr. S. B. Kapgate	Chair Person (Principal)	
2.	Mr. G. M. Pathode	IQAC Coordinator	
3.	Dr. C. G. Bagade	Asst. Professor	
4.	Dr. A. B. Katre	Asst. Professor	
5.	Dr. V. A. Darwade	Asst. Professor	
6.	Ku. K. V. Gaikwad	Asst. Professor	
7.	Mr. B. M. Kapgate	Non- Teaching Staff representative	
8.	Ritik H. Deshmukh	Boy Student	
9.	Shilwant Khobragade	Alumni Student	
9.	Mr. Bhagwat Tembhurne	Principal (Ruplata Devaji Kapgate Arts College Kokana)	

**Action Taken Report of fourth IQAC Meeting held on 10/04/2020**

<b>Sr.No.</b>	<b>Resolution in the Meeting</b>	<b>Action Taken for Implementation &amp; Outcomes</b>
	To decide on Eco-friendly measures to reduce energy consumption in	LEDs purchased.
	To decide measures for campus security.	CCTV report is prepared.
	To review green initiatives and waste management steps in campus.	Initiative taken and MOU for e-waste Done.
	To initiate process for alumni meeting.	Process of alumni meeting has been told to the respected faculty and WhatsApp group has been created.
	Submission of SSR	It was decided and told to all the members of NAAC to give the work followup accordingly.
	To decide on Eco-friendly measures to reduce energy consumption in	LEDs purchased.

IQAC COORDINATOR

PRINCIPAL



Date:- 24/06/2020

## **Notice**

The fifth meeting of IQAC is scheduled on 26/06/2020 at 02:00 PM in Principal Cabin.

### **Agenda:**

1. Confirmation and Review of Minutes of fourth IQAC meeting held on 10/04/2020.
2. Action taken report of fourth IQAC meeting held on 10/04/2020.
3. Review of NAAC work.
4. To submit DVV.
5. To take overview of SSS.
6. Deciding Tentative dates of the visit.
7. Website changes for DVV.
8. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.

IQAC COORDINATOR

PRINCIPAL

CC:

1. All Committee Members
2. Admin. Office

## **Minutes of Meeting**

The Principal Dr. S. B. Kapgate occupied the chair and welcomed the members for fifth IQAC Meeting. The following business was transacted in the meeting:-

**Agenda:1** Confirmation and Review of Minutes of fourth IQAC meeting held on 10/04/2020.

**Resolution:**

Thorough discussion was made, review is taken and Minutes of fourth IQAC meeting held on 10/04/2020 unanimously approved.

**Agenda:2** Action taken report of fourth IQAC Meeting held on 10/04/2020.

<b>Sr.No.</b>	<b>Resolution in the Meeting</b>	<b>Action Taken for Implementation &amp; Outcomes</b>
	To decide on Eco-friendly measures to reduce energy consumption in	LEDs purchased.
	To decide measures for campus security.	CCTV report is prepared.
	To review green initiatives and waste management steps in campus.	Initiative taken and MOU for e-waste Done.
	To initiate process for alumni meeting.	Process of alumni meeting has been told to the respected faculty and WhatsApp group has been created.
	Submission of SSR	It was decided and told to all the members of NAAC to give the work followup accordingly.
	To decide on Eco-friendly measures to reduce energy consumption in	LEDs purchased.

**Agenda:3** Review of NAAC work.

**Resolution:**

Review of NAAC qualitative and quantitative work is taken criteria wise and IQAC cell recommended to apply for initial login to NAAC.

**Agenda:4** To submit DVV.

**Resolution:**

Thorough discussion was made and it was decided that by looking towards NAAC preparation it was decided to submit DVV after getting our IQA approval and submission of SSR with all the required documents on time.

**Agenda:5** To take overview of SSS.

**Resolution:**

Thorough discussion was made and it was decided to look for all the students and ask them to make email id's from college if they don't have their personal email id's and give to the college for SSS(student satisfaction survey) for NAAC SSR.

**Agenda:4** To decide tentative dates for NAAC PTV.

**Resolution:**

Thorough discussion was made and it was decided that after submission of DVV and after getting prequalified from NAAC, PTV dates can be decided.

**Agenda:5** To do website changes for DVV

**Resolution:**

Secondary Education Society's



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Ref.No. SBKACS/ .....

Date .....

## IQAC Meeting

### Attendance

Sr. No.	Name	Designation/Position	Sign
1.	Dr. S. B. Kapgate	Chair Person (Principal)	
2.	Mr. G. M. Pathode	IQAC Coordinator	
3.	Dr. C. G. Bagade	Asst. Professor	
4.	Dr. A. B. Katre	Asst. Professor	
5.	Dr. V. A. Darwade	Asst. Professor	
6.	Ku. K. V. Gaikwad	Asst. Professor	
7.	Mr. B. M. Kapgate	Non- Teaching Staff representative	
8.	Ritik H. Deshmukh	Boy Student	
9.	Shilwant Khobragade	Alumni Student	
9.	Mr. Bhagwat Tembhurne	Principal (Ruplata Devaji Kapgate Arts College Kokana)	

Thorough discussion was made and it was decided to add NAAC, IQAC, DVV Tab on website.

**Agenda:6** Issue with the permission of the chair.

**Resolution:**

As there were no issues to discuss meeting was concluded with vote of thanks to all present.

IQAC COORDINATOR

PRINCIPAL

**Action Taken Report of fifth IQAC Meeting held on 26/06/2020**

<b>Sr.No.</b>	<b>Resolution in the Meeting</b>	<b>Action Taken for Implementation &amp; Outcomes</b>
	Submission of DVV	It was decided that by looking towards NAAC preparation, submission of DVV after getting our IIQA approval and submission of SSR with all the required documents
	Overview of SSS	Student's were told to make email ID's for them.
	Deciding Tentative Dates for NAAC	It was decided to give dates to NAAC after getting pre qualified.
	Website Changes for DVV	Structure of NAAC page on website given to website service provider

IQAC COORDINATOR

PRINCIPAL

Date:- 24/96/2024

## **Notice**

The sixth meeting of IQAC is scheduled on 26/06/2024 at 02:00 PM in Principal Cabin.

### **Agenda:**

1. Confirmation and Review of Minutes of fifth IQAC meeting held on 26/06/2020.
2. Action taken report of fifth IQAC meeting held on 26/06/2020.
3. Preparation on NAAC Work.
4. Review of NAAC work.
5. To discuss about rework on all the criteria of NAAC and resubmit the SSR.
6. To take overview of Preparation in Infrastructure and maintenance.

All the concerned are requested to make it convenient to attend the meeting.

IQAC COORDINATOR

PRINCIPAL

CC:

1. All Committee Members
2. Admin Office

## **Minutes of Meeting**

The Principal Dr. A. B. Katre occupied the chair and welcomed the members for sixth IQAC Meeting. The following business was transacted in the meeting:-

**Agenda:1 Confirmation and Review of Minutes of fifth IQAC meeting held on 26/06/2020.**

**Resolution:**

Thorough discussion was made, review is taken and Minutes of fifth IQAC meeting held on 26/06/2020 unanimously approved.

**Agenda:2 Action taken report of fifth IQAC Meeting held on 26/06/2020.**

<b>Sr.No.</b>	<b>Resolution in the Meeting</b>	<b>Action Taken for Implementation &amp; Outcomes</b>
	Submission of DVV	It was decided that by looking towards NAAC preparation, submission of DVV after getting our IQA approval and submission of SSR with all the required documents
	Overview of SSS	Student's were told to make email ID's for them.
	Deciding Tentative Dates for NAAC	It was decided to give dates to NAAC after getting pre qualified.
	Website Changes for DVV	Structure of NAAC page on website given to website service provider



**Agenda:3 Preparation on NAAC Work.**

**Resolution:**

As we came to know that our previous submitted SSR and submission of DVV documents got withdrawn/Expired, so we had to reapply for NAAC Accreditation. So we have submitted our IIIQA on 08/06/2024.

**Agenda:4 Review of NAAC work.**

**Resolution:**

Through discussion was made all the committee members and faculty members has been informed about their responsibilities of their respective allotted work from previous attempted cycle. They have to prepare documents for the last five years respectively according to their responsibilities.

**Agenda:6 To discuss about rework on all the criteria of NAAC and resubmit the SSR.**

**Resolution:**

As discussed in the previous agenda all the committee members and faculty members are excited to get back to their responsibilities and get it done as soon as possible so that we can get pre-qualified as earlier as possible and then we can go for Peer Team Visit schedule and preparation.

**Agenda:6** To take overview of Preparation in Infrastructure and maintenance.

**Resolution:**

Thorough discussion was made and we also decided to improve our infrastructure with proper urination place for students and Common Rooms for both girls and boys. We have also done improvement in our premises with proper parking, gardening, dustbins, water cooler etc.

IQAC COORDINATOR

PRINCIPAL



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## IQAC Meeting

### Attendance

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6.	Ku. K. V. Gaikwad	Asst. Professor	
7.	Mr. B. M. Kapgate	Non- Teaching Staff representative	
8.	Durwash Bawankar	Boy Student	
9.	Shilwant Khobragade	Alumni Student	
9.	Mr. Bhagwat Tembhurne	Principal (Ruplata Devaji Kapgate Arts College Kokana)	

**Action Taken Report of sixth IQAC Meeting held on 26/06/2024**

<b>Sr.No.</b>	<b>Resolution in the Meeting</b>	<b>Action Taken for Implementation &amp; Outcomes</b>
	Preparation of NAAC Work	We had resubmitted our IIQA for the NAAC accreditation and started working on it.
	Review of NAAC work	All the committee members and faculty members are excited for the work allotted to them and get it done as soon as possible.
	Overview of Preparation in Infrastructure and Maintenance	We have done improvement in our premises i.e. Urination, Girls Common Room, Boys Common Room, Parking etc.

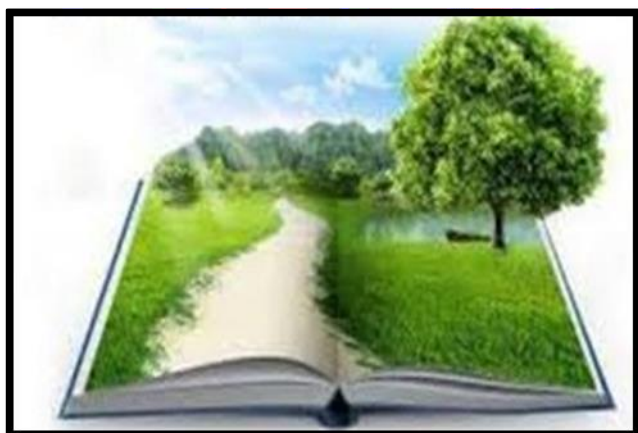
IQAC COORDINATOR

PRINCIPAL

# Appendix-

## II

**SHAMRAO BAPU KAPGATE ART'S COLLEGE  
SAKOLI DIST. BHANDARA (MS)  
(Affiliated to R.T.M.N.U Nagpur)  
Estd. 1999**



**Prepared By**

**ULTRAQUERY<sup>®</sup>**  
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## **1. Executive Summary**

The rapid urbanization and economic development at local, regional and global level has led to several environmental and ecological crises. On this background it becomes essential to adopt the system of the Green Campus for the institute which will lead for sustainable development.

SHAMRAO BAPU KAPGATE ART'S COLLEGE Sakoli, Affiliated to R.T.M.N.U Nagpur is deeply concerned and unconditionally believes that there is an urgent need to address these fundamental problems and reverse the trends. Being a premier institution of higher learning, the college has initiated 'The Green Campus' program that actively promote the various projects for the environment protection and sustainability.

The purpose of the audit was to ensure that the practices followed in the campus are in accordance with the Green Policy adopted by the institution. The methodology include: physical inspection of the campus, observation and review of the documentation, interviewing key persons, data analysis, measurements and recommendations. It works on the several facets of 'Green Campus' including Water



Conservation, Tree Plantation, Waste Management, Paperless Work and Alternative Energy. With this in mind, the specific objectives of the audit are to evaluate the adequacy of the management control framework of environment sustainability as well as the degree to which the departments are in compliance with the applicable regulations, policies and standards. It can make a tremendous impact on student's health and learning college operational costs and the environment. The criteria, methods and recommendations used in the audit are based on the identified risks.

### **1.1. Introduction**

Green Audit can be defined as systematic identification, quantification, recording, reporting and analysis of components of environmental diversity. The 'Green Audit' aims to analyze environmental practices within and outside the college campus, which will have an impact on the eco-friendly ambience. It was initiated with the motive of inspecting the work conducted within the organizations whose exercises can cause risk to the health of inhabitants and the environment. Through Green Audit, one gets a direction as how to improve the condition of environment and there are various factors that have determined the growth by carrying out Green Audit.

Green audit is assigned to the criteria 7 of NAAC, National Assessment and Accreditation Council which is a self-governing organization of India and it declares the institutions as Grade A++, A+, A, B++, B+, B or C according to the scores assigned during the accreditation.

## **1.2. About the College**

Shamrao Bapu Kapgate Art's College, Sakoli was established in the year 1999 with an aim to channelize the young energy towards self-exploration and self-realization. It is the outcome of a long-cherished dream of many philanthropists. The College is constantly striving towards fulfilling its goal of providing higher educational opportunities to rural students from economically and socially disadvantaged classes, and providing value- based education to ignite young minds to become responsible citizens. The College is making all efforts not only to literate but to equip the students with desired technical, conceptual and human skills. Majority of the learners in region and adjoining regions belong to the most socio-economically backward section of the society.

### **VISION:**

To provide arts education to all the students belonging to this unexposed area, where a student can learn, think & develop themselves as a strong competitor & ready to face all challenges of life and also to motivate other people for the development of such other backward area of this district.

### **MISSION:**

To spread and percolate "Excellence in Education" among the socially and economically deprived people of this rural and backward area. To have a strong commitment to students for their "All-around Development" to competent himself not only for employment and entrepreneurship but also will be able to understand his role and responsibilities towards Family, Society, and Nation.

## **2. Objectives of the Study**

The main objective of the green audit is to promote the Environment Management and Conservation in the College Campus. The purpose of the audit is to identify, quantify, describe and prioritize framework of Environment Sustainability in compliance with the applicable regulations, policies and standards. The main objectives of carrying out Green Audit are: Accordingly, Green Audit mainly emphasize the following key areas-

### **1. Saving power :**

This includes energy saving where the authorities identifies way to save electric, natural gas, and other forms of power that are inefficient or being wasted in the organization. This is done by recommending more efficient electric heating & cooling etc.

### **2. Saving water:**

This involves educating the employees on ways to save, reuse precious water resources both inside & outside the premises. The basic emphasis should be to reduce water consumption.

### **3. Greening the work place:**

This is achieved by designing a greener office space. This involves use of alternate power sources like solar power, reducing biological contaminants like pesticides, implementing green landscaping option & rain water harvesting.

### **4. Driving Green:**

Vehicle driving is one of the largest contributors to both energy use & environmental pollution. The employees' should be trained to make more fuel efficient driving choices, optimize fuel consumption & consider alternate fuel vehicles. Possibilities to use public transport or group travelling have also to be explored for reduced gas emissions. Periodic emission tests need to be conducted to check for efficient fuel consumption.

### **3. Methodology**

In order to perform green audit, the methodology included different tools such as physical inspection of the campus, observation and review of the documentation, interviewing key persons and data analysis, measurements and recommendations. The study covered the following areas to summarize the present status of environment management in the campus:

- ❖ Water management
- ❖ Energy conservation
- ❖ Waste management
- ❖ Green area management

### **4. Observations and Recommendations**

#### **4.1. Water Use**

This indicator addresses water consumption, water sources, irrigation, storm water, appliances and fixtures. A water audit is an on-site survey and assessment to determine the water use and hence improving the efficiency of its use.

#### **Observations**

The study observed that ground water, bore well and rain water is major sources of water. Water is used for drinking purpose from RO after treatment there is one RO water cooler having capacity 400 liters per hour. Water is used for toilets, Cleaning and gardening purpose. During the survey, no loss of water is observed, neither by any leakages nor by over flow of water from overhead tanks. The data collected from all the departments is examined and verified. On an average the total use of water in the college is 5,000 L/day, which include 2,000 L/day for domestic purposes, 1,500 L/day for gardening and 500 L/day for Others.

### **Test Report**

<b>Sr. No.</b>	<b>Parameters</b>	<b>Results</b>	<b>Acceptable Limit as per IS 10500: 2012</b>	<b>Units</b>
1.	Color	1	Max. 5	Hazen Units
2.	Odour	Agreeable	Agreeable	-
3.	pH	7.12	6.5-8.5	-
4.	Turbidity	0.6	Max. 1	N.T.U.
5.	Total Dissolved Solids	124	Max. 500	mg/L
6.	Calcium (as Ca)	9	Max. 75	mg/L
7.	Chloride (as Cl)	9.0	Max. 250	mg/L
8.	Fluoride (as F)	<0.05	Max. 1	mg/L
9.	Iron (as Fe)	<0.06	Max. 0.3	mg/L
10.	Magnesium (as Mg)	5.8	Max. 30	mg/L
11.	Nitrate (as NO <sub>3</sub> )	6.02	Max. 45	mg/L
12.	Sulphate (as SO <sub>4</sub> )	13.13	Max. 200	mg/L
13.	Alkalinity (as CaCO <sub>3</sub> )	38	Max. 200	mg/L
14.	Total Hardness (as CaCO <sub>3</sub> )	48	Max. 200	mg/L
15.	<i>E.coli</i>	Absent	Not Detectable	/100 ml
16.	Total Coliforms	Absent	Not Detectable	/100 ml

## Rain Water Harvesting





## **Recommendations**

- ❖ Minimize wastage of water and use of electricity during water filtration process, if used, such as RO filtration process and ensure that the equipment's used for such usage, are regularly serviced and the wastage of water is not below the industry average for such equipment's used in similar capacity.
- ❖ Ensure that all cleaning products used by college staff have a minimal detrimental impact on the environment, i.e. are biodegradable and non-toxic, even where this exceeds the Control of Substances Hazardous to Health (COSHH) regulations.
- ❖ The college has to take actions to strengthen rain water harvesting. Rain water harvesting for separate buildings are lacking. Measurement of quantity of water obtained from the rain water harvesting should be done.
- ❖ Need of monitoring, controlling overflow is essential and periodically supervision drills should be arranged. In campus small scale/medium scale/large scale reuse and recycle of water system is necessary.

## **4.2. Energy Use and Conservation**

This indicator addresses energy consumption, energy sources, energy monitoring, lighting, appliance, natural gas and vehicles. Energy use is clearly an important aspect of campus sustainability and thus requires no explanation for its inclusion in the assessment.

### **Observations**

Energy source utilized by all the departments and common facility center is electricity only. Total energy consumption is determined as 10105 KW/Year by major energy consuming equipment.

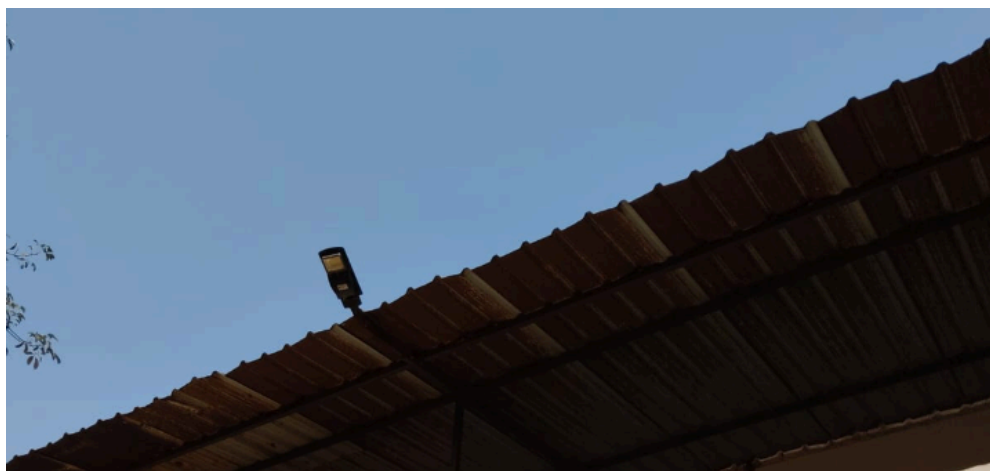
All the departments and common facility centers are equipped with LED lamps. Approximately 40 plus LED were counted during survey. Besides this, recently Solar Lights were Installed in the Campus as an alternate renewable source of energy. Equipment like Computers is used with power saving mode. Also, campus

administration runs switch-off drill on regular basis. In all departments electricity was shut down after occupancy time as one of the practices for energy conservation.

## **Recommendations**

- ❖ This includes evaluation of procurement practices with ISO 50001. This does not exactly mean that you need to buy the most efficient, but you need to buy the most efficient which is financially viable.
- ❖ Give preference to the most energy efficient and environmentally sound appliances available, this includes only using energy-saving light bulbs
- ❖ Monitor and understand the importance of different sources of college energy consumption, and set appropriate and measurable targets for a reduction certain areas of consumption and/or in the overall consumption of energy.
- ❖ Ensures that all electronic and electrical equipment's, such as computers, are switched off when not in use.
- ❖ Centralized controls of lighting, auditorium etc. to avoid any miss-use of electricity
- ❖ Installation of LED lamps instead of CFL.
- ❖ Installation of Solar panels, Power Purchase Agreements with Solar Power Plant Owners to buy environmentally friendly energy Source etc.
- ❖ Shift to paperless regime wherever not required, example attendance muster replaced by biometrics, DG logbook replaced by computerised logbook, daily reports converted from paper to paper less, HOD meetings converted to paperless formats, and all such examples.
- ❖ Appreciate that it is preferable to purchase electricity from a company that invests in new sources of renewable and carbon-neutral electricity.
- ❖ If there are equipment's running on standby mode, reduce the energy consumption on standby mode or minimize the running of equipment's on standby mode





### **4.3.Waste Generation**

This indicator addresses waste production and disposal of different wastes like paper, food, plastic, biodegradable, construction, glass, dust etc. and recycling. Furthermore, solid waste often includes wasted material resources that could otherwise be channeled into better service through recycling, repair and reuse. Solid waste generation and management is a burning issue. Unscientific handling of solid waste can create threats to everyone. The survey focused on volume, type and current management practice of solid waste generated in the campus. The different solid wastes collected as mentioned above.

### **Observations**

The total solid waste collected in the campus is 10 kg/day. Waste generated from tree droppings is a major solid waste in the campus. The waste is segregated at source by providing separate dustbins for Bio-degradable and Non Bio-degradable waste. Segregation of solid waste generated in all areas is also practiced. Single sided used papers reused for writing and printing in all departments. Important and confidential reports/ papers are sent for recycling after completion of their preservation period to raddi center. Metal waste and wooden waste is stored and given to authorized Scrap agents for further processing. The institute has adopted Composting Method. The main purpose of this is to reduce disposable waste in the college campus. After complete process of composting, it is used as manure in the garden and lawns

## **Recommendations**

- ❖ Reduce the absolute amount of waste that produces from college staff offices.
- ❖ Make full use of all recycling facilities provided by Nagar panchayat and private suppliers, including glass, cans, white coloured and brown paper, plastic bottles, batteries, print cartridges, cardboard and furniture.
- ❖ Provide sufficient, accessible and well-publicized collection points for recyclable waste with responsibility for recycling clearly allocated.
- ❖ Single sided papers to be used for writing and photocopy
- ❖ Important and confidential papers after their validity to be sent for pulping.

### **4.4.E-Waste Generation**

E-waste can be described as consumer and business electronic equipment that is near or at the end of its useful life. This makes up about 5% of all municipal solid waste worldwide but is much more hazardous than other waste because electronic Components contain cadmium, lead, mercury and Polychlorinated biphenyls (PCBs) that can damage human health and the environment.

## **Observations**

The E-waste generally includes the tube lights, CFL, LED are stored into the scrap yard of college and stored. This waste material is yet to be disposed. E-waste generated in the campus is very less in quantity. The college has total of 15 computers and 3 printers in working condition. The cartridges of laser printers are refilled outside the college campus. Administration conducts the awareness programmes regarding E-waste Management with the help of various departments. The E- waste and defective item from computer laboratory is being stored properly. The institution has decided to contact approved E-waste management and disposal facility in order to dispose E-waste in scientific manner.

The audit team noted that the technical life time / service life of most of the electronic equipment's is yet to be over, thus the presently there is limited generation of waste. However, college needs to device long term and regularized policy of the e -waste disposal.

## Recommendations

- ❖ Use reusable resources and containers and avoid unnecessary packaging where possible.
- ❖ Recycle or safely dispose of white goods, computers and electrical appliances
- ❖ Always purchase recycled resources where these are both suitable and available.

## 4.5.Green Area

This includes the plants, greenery and sustainability of the campus to ensure that the buildings conform to green standards. This also helps in ensuring that the Environmental Policy is enacted, enforced and reviewed using various environmental awareness programmes.

### Green Area of College Campus



## **Observations**

To create- green cover, eco-friendly atmosphere, pure oxygen at the college campus, plantation program is organized every year with involving all students, principal and all departments faculty members.

Campus is located in the vicinity of approximately 10+ types (species) of trees. Total 64 trees are available in the college campus. Various tree plantation programs are being organized during the month of July and August at college campus and surrounding villages through NSS unit. This program helps in encouraging eco-friendly environment which provides pure oxygen within the institute and awareness among villagers. The plantation program includes plantation of various type of indigenous species of ornamental and medicinal as well as wild plant species. Under the biodiversity and ecological survey. Rain water harvesting plant is well maintained. College also maintained guava and pomegranate garden in premises.

### **Plantation of diversified species:**

To create-green cover, eco-friendly atmosphere, pure oxygen at the college campus, plantation program is organized every year with involving all students, principal, and all departments faculty members. In this session Tree plantation day program was organized where ornamental, avenue, medicinal plant with rare and exotic beautiful trees was planted in college campus. To keep the greeneries in the campus, we regularly maintain the gardens which are looked by staff under the guidance of garden committee members. Moreover, every year we try to plant new trees. Seasonal flower garden is also a unique feature of this college.





## Recommendations

- ❖ Review periodically the list of trees planted in the garden, allot numbers to the trees and keep records. Give scientific names to the trees.
- ❖ Promote environmental awareness as a part of course work in various curricular areas, independent research projects and community service.
- ❖ Create awareness of environmental sustainability and take actions to ensure environmental sustainability.
- ❖ Establish a College Environmental Committee that will hold responsibility for the enactment, enforcement and review of the Environmental Policy. The Environmental Committee shall be the source of advice and guidance to staff and students on how to implement this Policy.
- ❖ Ensure that an audit is conducted annually and action is taken on the basis of audit report, recommendation and findings.
- ❖ Celebrate every year 'Environment Day' and plant trees on this day to make the campus more Green.

## **5. Acknowledgement**

We are grateful to the committee members of SHAMRAO BAPU KAPGATE ART'S COLLEGE Sakoli, Affiliated to R.T.M.N.U Nagpur to award this prestigious project and allowed us to enter the new era of Green Audit in the College Campus.

Further we sincerely thank the college staff for providing us necessary facilities and co-operation during the audit. This helped us in making the audit, a success.

Further we hope, this will boost the new generation to take care of Environment and propagate these views for many generations to come.

## **GREEN AUDIT REPORT**

### **SHAMRAO BAPU KAPGATE ART'S COLLEGE** **SAKOLI DIST. BHANDARA (MS)** **(Affiliated to R.T.M.N.U Nagpur)** **Estd. 1999**

#### **Conclusion and Summary of Findings**

1. The College has Rainwater harvesting system which is efficient and sufficient.
2. The College has waste disposal agreement is disposed off systematically and in timely a manner.
3. College has provided wet waste, dry waste and semi dry waste bins for segregation and collection of solid waste. This has been done in entire campus in open space and inside the buildings. The system is working efficiently.
4. The College has created great awareness among the students and staff about the green practices.
5. The College is well landscaped and the green cover is reasonably good and they are found to be increasing the green cover on a continuous basis.
6. The College canteen waste is composted and used as manure for the green cover of the campus.
7. The College has composting units wherein entire bio-degradable waste is converted into compost manure and is used for organic farming of fruits and vegetables in the campus.
8. The water quality in the campus is tested and found potable.
9. The College has provided RO treated water for drinking to every students

10. Noise level in Classrooms and labs is found less than 50 db which is within the safe limits as per Noise Pollution Control rules, 2000.
11. All results of Illumination studies (Classrooms) found within limit as per Factory rules Section 35 Schedule b.
12. Ventilation was found Excellent.



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