



MANAGEMENT INFORMATION SYSTEM

1. The agenda of the meeting circulated to all members of statutory body before 8 days & proceeding of the said meeting inform them in the next meeting.
2. All notices for students and faculty members should display on notice board.
3. All information and notices & meeting letter to the parents, students, alumni should send through Post card, Whatsapp message & Phone.
4. Admission process, eligibility, examination forms should be fill up through university portal.
5. LAN facilities should be available in the Office, Library, Computer room, Principal cabin, Exam and IQAC room.
6. Wifi facilities are available for office, IQAC, Principal, Library & Exam related work.
7. Account section should provide their demand of salary to the concern authority by online way.
8. Account section maintain records of CPF and DCPS.
9. Students scholarship, freship , EBC form should be filled online on MAHADBT portal.
10. 'Vridhhi' software should be involved & it applicable for office, library and administration work.
11. All reports & essential information to AISHE, NIRF, Govt. of Maharashtra offices, HEI, University, NAAC, should be send via email.
12. All faculties uploaded their annually academic related information & supportive documents on University Portal.
13. All suggestion and grievances should be put in the IQAC meeting & passed resolution of IQAC forwarded to CDC for consideration & further policy implementation.
14. All responsible person like Principal, IQAC Coordinator, Office Superintendent should have rights to access the data required for correspondence.


Dr. Anant V. Deshmukh
Co-ordinator IQAC
Internal Quality Assurance Cell
BMC's, College of Social Work
Chopda, Dist. Jalgaon




Dr. Ishwar M. Saundankar
Principal
Principal
Bhagini Mandal Chopda Sanchalit
College of Social Work, Chopda