

# BHAVNA TRUST

JUNIOR & DEGREE COLLEGE OF COMMERCE & SCIENCE

Affiliated to the University of Mumbai

Plot No. 5, Sunder Baug, Raje Shivaji Chowk, V.N. Purav Marg, Deonar, Mumbai : 400 088 | Maharashtra

Date 6-06-2020

## NOTICE OF MEETING

This is to inform all the members of IQAC Committee that the first IQAC meeting for the academic year 2020-2021 has been scheduled on June 13<sup>th</sup>, 2020 at 11:30 am on the Zoom Platform. We kindly request all members to make arrangements to attend the meeting at their earliest convenience.

The meeting agenda will cover the following topics:

1. To discuss about the commencement of lectures during the lockdown.
2. To discuss about the teaching plan and workload distribution.
3. To discuss about the webinars conducted during lockdown.
4. To discuss any other matter with the permission of the chair.

IQAC Coordinator

Mrs. Ritu Sharma

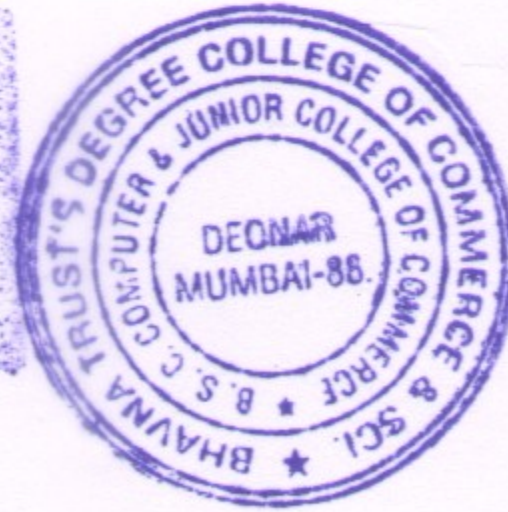
H/C Principal

Prof. Shailesh Arondekar

**PRINCIPAL**

**BHAVNA TRUST JUNIOR  
& DEGREE COLLEGE OF  
COMMERCE AND SCIENCE**

**IQAC Coordinator  
BHAVNA TRUST JUNIOR  
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## Minutes of the IQAC Meeting (2020-21)(Online Platform)

The meeting of the IQAC was held on 13<sup>th</sup> June, 2020, Saturday on the Zoom Platform at 11:30 am.

The Following Members were present:

S.No	Name	Designation
1.	Asst.Prof. Shailesh Arondekar	I/C Principal, Chairperson of IQAC
2.	Mr Sandeep Gaikwad	Senior Administrative Officer
2.	Asst.Prof.Alok Kumar Singh	Coordinator B.Sc.(CS),Member
3.	Asst.Prof.Rupali Sinkar	Coordinator B.Com. ,Member
4.	Asst. Prof. Roopa R.Kulkarni	Coordinator B.Sc.(IT),Member
5.	Asst. Prof. Pratiksha P.Pawar	Coordinator BMS,Member
6.	Shri Jayantilal Chhadva	Management Representative
7.	Shri Premji Nisar	Industrialist
8.	Mrs.Ritu Sharma	IQAC Coordinator

### Agenda:

1. Confirmation of Minutes of last IQAC meeting.
2. Action Taken Report
3. To discuss about the commencement of lectures during the lockdown.
4. To discuss about the teaching plan and workload distribution.
5. To discuss about the webinars conducted during lockdown.
6. To discuss any other matter with the permission of the chair.

The minutes of the IQAC meeting are as follows:

The IQAC coordinator Mrs Ritu Sharma welcomed the Chairperson, management, and all members of the IQAC.

#### Agenda 1.

The minutes of the last meeting were read by the IQAC coordinator and confirmed by the members. Action Taken Report for A.Y 2019-2020 was read and discussed.

#### Agenda 2.

The Hon. Chairperson informed the members about receiving quotations from various agencies for online admission processes and online examination software, which are required urgently by the college.





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It was decided to conduct more interactive online sessions with students to create awareness about the pandemic situation.

### Agenda 3.

The discussion revolved around the commencement of lectures during the lockdown and the platform to be used for online teaching and learning.

The teaching plan and workload distribution were discussed among the members.

### Agenda 4.

Mrs Ritu Sharma shared information about the webinars to be conducted by the departments during the lockdown period.

### Agenda 5.

No other matters were discussed during the meeting with the permission of the chair.

The IQAC (Internal Quality Assurance Cell) coordinator concluded the meeting by expressing gratitude to the management and all members present.

S.No	Name	Designation	Signature
1.	Asst.Prof.Shailesh Arondekar	I/C Principal, Chairperson of IQAC	
2.	Mr Sandeep Gaikwad	Senior Administrative Officer	
2.	Asst.Prof.Alok Kumar Singh	Coordinator B.Sc.(CS),Member	
3.	Asst.Prof.Rupali Sinkar	Coordinator B.Com. M.Com.,Member	
4.	Asst. Prof. Roopa R.Kulkarni	Coordinator B.Sc.(IT),Member	
5.	Asst. Prof. Pratiksha P.Pawar	Coordinator BMS,Member	
6.	Shri Jayantilal Chhadva	Management Representative	
7.	Shri Premji Nisar	Industrialist	
8.	Miss Manali Pawar	Alumni	AB
9.	Miss Harshada Ghule	Student	AB
10.	Dr. Mrs. Pratima Singh	External Expert	AB
11.	Mrs. Shushma Kharat	Local Society Nominee	AB
12.	Asst.Prof.Ritu Sharma	IQAC Coordinator	

Prepared By/ Verified By

Mrs. Ritu Sharma

IQAC Coordinator

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Approved By

Asst. Prof. Shailesh Arondakar  
I/C Principal

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