

# 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 3-06-2022

## NOTICE OF MEETING

This is to inform all the members of IQAC Committee that the first IQAC meeting for the academic year 2022-2023 has been scheduled on June 16<sup>th</sup>, 2022 at 11:30 am in the IQAC room. 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 focus on admission process
2. Organization of workshops /Seminars to empower faculty and students
3. Attendance system
4. Enrolment of students in various co-curricular departments, including NSS, DLLE, Sports, and others.
5. Incorporating New Members into IQAC Committee
6. Any other relevant matters that require discussion with the permission of chair.


  
IQAC Coordinator

Mrs Ritu Sharma

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



I/C Principal

  
Dr. Aruna Singhani

I/C PRINCIPAL

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### Minutes of the IQAC Meeting (2022-23)

The meeting of the IQAC was held on 16<sup>th</sup> June, 2022, in the IQAC room at 11:30 am.

The Following Members were present:

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

#### Agenda:

1. Confirmation of Minutes of last IQAC meeting.
2. Action Taken Report
3. To Focus on Admission process
4. Organization of workshops /Seminars to empower faculty and students
5. Card scanned attendance system
6. Enrolment of students in various co-curricular departments, including NSS, DLLE, Sports, and others.
7. Incorporating New Members into IQAC Committee
8. Any other relevant matters that require discussion.

The IQAC coordinator Asst.Prof. Ritu Sharma welcomed everyone .

Agenda 1 :





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### Agenda 2:

Action Taken Report for A.Y 2021-22 was read and discussed.

### Agenda 3 .

Dr. Aruna J. Singham's told The COVID-19 pandemic has indeed affected our college. The decrease in college enrollment can be attributed to various factors, such as travel restrictions, health concerns, and economic challenges faced by students and their families.

Dr. Aruna J. Singham emphasized the importance of focusing on admissions. She told Admissions play a crucial role in maintaining the vitality and sustainability of educational institutions. By actively promoting and streamlining the admissions process, colleges can attract prospective students and ensure a stable student population for the upcoming academic year.

### Agenda 4.

The committee suggested to conduct various Workshop /seminars/certificate Courses:

- Two Certificate courses per year for Commerce and management students
- Two Certificate courses per year for IT/CS students
- One Seminars /workshop in a month
- One FDP per year

### Agenda 5.

Dr. Aruna J. Singham has conveyed that this year the college will be implementing a card scanning attendance system. This new system will require students to scan their cards to record their attendance. The introduction of this system aims to streamline the attendance tracking process and enhance accuracy and efficiency. It will provide a reliable and convenient method for monitoring student attendance throughout the academic year.

### Agenda 6:

Enrollment in Co-curricular Departments:

- It was resolved to plan for the enrollment of students in NSS, DLLE, Sports, and other relevant co-curricular departments.

### Agenda 7:

Dr. Aruna Singham proposed the inclusion of Dr. Venkat Ramani as a new member in the IQAC committee, suggesting his role as an external expert. All other members unanimously supported this recommendation.





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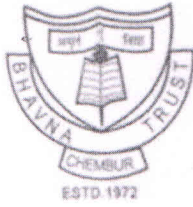
Agenda 8:

Other Matters:

During the meeting, several resolutions and decisions were made regarding various aspects of the academic calendar and events at the college. Here is a summary of the resolutions:

1. The committee has made the decision to host an orientation program specifically designed for incoming students. The main objective of this program is to introduce the newcomers to the college coordinators, faculty members, and familiarize them with the college's rules and regulations.
2. It was determined that all individuals should comply with the previously established decisions regarding the commemoration of national and international days/events according to the academic calendar.
3. It was communicated to all faculty members that they are required to maintain a log book (softcopy) which will be checked by the Principal on a weekly basis. This process aims to ensure regular documentation and accountability within the faculty.
4. Academic and Extracurricular Engagements: Each department was entrusted with the responsibility of organizing both academic and extracurricular activities for the students.
5. Launch of College Magazine: A resolution was unanimously passed to initiate the publication of the college magazine.
6. Environmental Conservation Drive: The NSS Unit, in collaboration with all departments, was assigned the task of conducting a Tree Plantation drive to promote environmental conservation.
7. Commemoration of International Yoga Day: It was extensively discussed and subsequently resolved to arrange a Yoga event on the occasion of International Yoga Day.
8. Significance of Upcoming Dates: It was agreed upon to celebrate the 75<sup>th</sup> Independence Day on August 15, 2022, Teachers' Day on September 5, 2022, and Republic Day on January 26, 2023, acknowledging their importance in the college calendar.





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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.	Dr, Aruna J.Singham	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	
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7.	Shri Jayantilal Chhadva	Management Representative	
8.	Shri Premji Nisar	Industrialist	
9.	Miss Manali Pawar	Alumni	
10.	Mr. Ravi Yadav	Student	
11.	Dr. Mrs. Pratima Singh	External Expert	
12.	Mrs. Shushma Kharat	Local Society Nominee	
13.	Mrs.Ritu Sharma	IQAC Coordinator	

Prepared By/ Verified By

Mrs Ritu Sharma  
IQAC Coordinator

**IQAC Coordinator**  
**BHAVNA TRUST JUNIOR**  
**DEGREE COLLEGE OF**



Approved By

Dr Aruna Singham  
Principal

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