

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 3-06-2023

NOTICE OF MEETING

This is to inform all the members of IQAC Committee that the first IQAC meeting for the academic year 2023-2024 has been scheduled on June 16th, 2023 at 11:30 am in the IQAC room. We kindly request all members to make arrangements to attend the meeting at their 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. Review of Attendance system.
4. Enrolment of students in various Co-curricular departments, including NSS, DLLE, Sports, and others.
5. Discussion on Library book bank facility.
6. Any other relevant matters that require discussion with the permission of chair.

IQAC Coordinator

IQAC Co-ordinator
Mrs. P. U. Sharma
BHAVNA TRUST JUNIOR
& DEGREE COLLEGE OF
COMMERCE AND SCIENCE



I/C Principal

Dr. Aruna J. Singham

PRINCIPAL
BHAVNA TRUST JUNIOR
& DEGREE COLLEGE OF
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Minutes of the IQAC Meeting (2023-24)

The meeting of the IQAC was held on 16th June, 2023, 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
3.	Asst.Prof.Alok Kumar Singh	Coordinator B.Sc.(CS),Member
4.	Asst. Prof. Roopa R.Kulkarni	Coordinator B.Sc.(IT),Member
5.	Asst.Prof. Shailesh Arondekar	Coordinator BAF ,Member
6.	Asst. Prof. Pratiksha P.Pawar	Coordinator BMS,Member <i>Lattu</i>
7.	Shri Jayantilal Chhadva	Management Representative
8.	Shri Premji Nisar	Industrialist
9.	Dr. Venkat Ramani	External Expert
10.	Dr. Mrs. Pratima Singh	External Expert
11	Mrs. Shushma Kharat	Local Society Nominee
12	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. Review of Attendance system.
6. Enrolment of students in various Co-curricular departments, including NSS, DLLE, Sports, and others.
7. Discussion on Library book bank facility.
8. Any other relevant matters that require discussion with the permission of the chair.

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

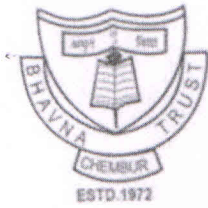
Agenda 1 : IQAC Coordinator read the minutes of the previous meeting and confirmed with members.

Agenda 2:Action Taken Report for A.Y 2022-23 was read and discussed.

Agenda 3 .

Dr. Aruna J. Singham's told last year we got good admissions in First Year of all streams this year also we will have to put same efforts like last year to improve admissions in the college .





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Agenda 4.

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

- One Certificate courses per semester for Commerce , management and IT/CS students
- Two Seminars and workshop per semester
- Two faculty Development Program in the A.Y 23-24

Agenda 5.

Dr. Aruna J. Singham has conveyed that this year the college will be implementing a QR attendance system and same vendor will be Continued for A.Y 23-24

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:

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.





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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 75th 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.

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	
3	Asst.Prof.Alok Kumar Singh	Coordinator B.Sc.(CS),Member	
4	Asst.Prof.Rupali Sinkar	Coordinator B.Com. M.Com.,Member	
5	Asst.Prof.Shailesh Arondekar	Coordinator BAF ,Member	
6	Asst. Prof. Roopa R.Kulkarni	Coordinator B.Sc.(IT),Member	
7	Asst. Prof. Pratiksha P.Pawar	Coordinator BMS,Member	
8	Shri Jayantilal Chhadva	Management Representative	
9	Shri Premji Nisar	Industrialist	
10	Miss Manali Pawar	Alumni	
11	Mr. Kamal Kishor	Student	
12	Dr. Venkat Ramani	External Expert	
13	Dr. Mrs. Pratima Singh	External Expert	
14.	Mrs. Shushma Kharat	Local Society Nominee	
15.	Mrs.Ritu Sharma	IQAC Coordinator	

Prepared By/ Verified By

Mrs Ritu Sharma
IQAC Coordinator
IQAC Coordinator
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Approved By

Dr Aruna Singham
Principal

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