



# 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 5-06-21

## NOTICE OF MEETING

This is to inform all the members of IQAC Committee that the first IQAC meeting for the academic year 2021-2022 has been scheduled on June 14<sup>th</sup>, 2021 at 11:30 am on the Online 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:

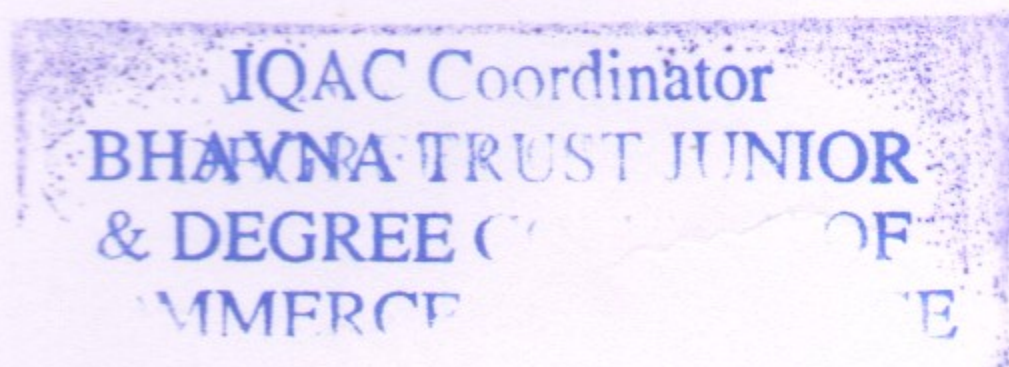
1. Arrangement of online workshops/seminars to empower faculty and students
2. Implementation of a structured Remedial Coaching program(Online)
3. Encouraging student participation in various online co-curricular departments:
4. Procurement of software to facilitate smooth examination processes:
6. To discuss IQAC Formation and Clubs/associations
7. A.O.B with the permission of chair

IQAC Coordinator

Mrs. Ritu Sharma

T/C Principal

Prof. Shailesh Arondekar



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## Minutes of the IQAC Meeting (2021-2022)(Online Platform)

The meeting of the IQAC was held on 14<sup>th</sup> June, 2021, Saturday on the Online 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. Arrangement of online workshops/seminars to empower faculty and students
4. Implementation of a structured Remedial Coaching program(online)
5. Encouraging student participation in various online co-curricular departments:
6. Procurement of software to facilitate smooth examination processes:
7. Any other relevant matters that require discussion.

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







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## Agenda 1 :

IQAC Coordinator read the minutes of last meeting and confirmed with members.

## Agenda 2:

Action Taken Report for A.Y 2020-2021 was read and discussed.

## Agenda 3:

The Chairperson emphasized the need to conduct all events for the Academic Year 2021-2022 in an online format, considering the ongoing pandemic. This decision aims to prioritize the health and safety of all participants and adhere to social distancing guidelines. By organizing events online, we can ensure that the activities continue while minimizing the risk of virus transmission. It is important to adapt to the circumstances and leverage technology to create engaging and interactive virtual experiences for all participants. The event coordinators and organizing committees will work together to plan and execute the events effectively in an online mode, ensuring maximum participation and impact.

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 4:

Implementation of a structured Remedial Coaching program: It was proposed to introduce a structured Remedial Coaching program as a recommended practice for the upcoming 2021-22 sessions. This program would provide additional support and guidance to students who require assistance in specific subjects or areas of study, helping them improve their understanding and performance.

## Remedial Coaching:

- It was advised remedial lectures for ATKT students before ATKT Examination







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## Agenda 5:

Encouraging student participation in various co-curricular departments: Emphasis was placed on enrolling students in various co-curricular departments, including NSS, DLLE, Sports, and others. Students would be encouraged to actively participate in these departments to engage in activities beyond their academic curriculum, promoting holistic development.

## Agenda 6

Procurement of software to facilitate smooth examination processes: It was decided to acquire suitable software that would streamline and facilitate the smooth conduct of examinations. The software would help in managing the examination process efficiently, ensuring accuracy, security, and convenience for both faculty and students.

## Agenda 7:

To discuss IQAC Formation and Clubs/associations:

Mrs Ritu Sharma discussed and informed all about clubs and associations

## Agenda 8:

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. Orientation Program: The committee decided to organize an orientation program for newcomers to acquaint them with the coordinators, faculty members, and college rules and regulations.
2. Adherence to Decisions: It was resolved that everyone should adhere to the decisions already taken regarding the observance of national and international days/events as per the academic calendar.
3. Log Book Preparation: All faculties were instructed to prepare a log book and obtain the signature of the Principal once a week (Softcopy).
4. Curricular & Co-curricular Activities: Each department was tasked with conducting curricular and co-curricular activities for the students.
5. Tree Plantation Drive: The NSS Unit, with the assistance of all departments, was assigned the responsibility of conducting a Tree Plantation drive.
7. International Yoga Day: It was discussed and resolved to organize a Yoga event on International Yoga Day.
8. Important Dates: It was decided to celebrate the 74<sup>th</sup> Independence Day on August 15, 2021, Teachers' Day on September 5, 2021, Republic day 26<sup>th</sup> January 2022. (Hybrid Mode)







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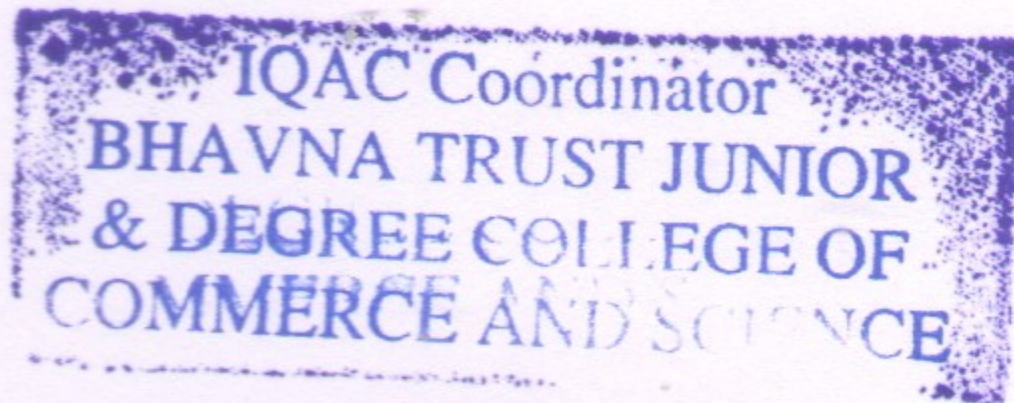
The IQAC (Internal Quality Assurance Cell) coordinator concluded the meeting by expressing gratitude to the management and all members present.

S.No	Name	Designation	Signature
1.	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



Approved By

Asst. Prof. Shailesh Arondekar

I/C Principal

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