Minutes of the IQAC Meeting held on Tuesday, 22nd June, 2022 at 11.30 am in Principal's Office.

A Meeting of IQAC was held on Wednesday, 22nd June, 2022 at 11.30 am in the Principal's Office.

The following members were present:

1) Prof. (Dr.) S. V. Rathod- Principal

2) Dr. Manjusha Patwardhan-IQAC Coordinator

3) Dr. G. B. Jani- Management Representative

4) Ms. Bindu- Member, Teaching Staff

Dr. Varsha Mallah- Member, Teaching Staff

6) Dr. V. K. Hile- Member, Teaching Staff

7) Ms. Rina Patel- Member, Teaching Staff عندي الم

8) Dr. Rupa Deshmukhya- Member, Teaching Staff 🖟

9) Mr. S. Sonar- Member, Non- Teaching Staff

10) Mr. S. Chavan- Member, Non- Teaching Staff

11) Ms. Mansi K.- Member, Non- Teaching Staff

The following members expressed their inability to attend the meeting and were granted leave of absence:

- 1) Mr. Rupen Doshi- Member, Alumni
- 2) Ms. Sarika Athalye- Member, Alumni
- Mr. Rohit Jadhav- Member, Alumni 3)

- Prof. (Dr.) S. V. Rathod welcomed all the members for the first IQAC Meeting in the academic year 2022-2023.
- 2. Dr. Patwardhan informed the members that the DVV clarifications have been successfully submitted. An installment of around 1 lakh needs to be paid before the NAAC Visit.
- 3. It was decided that in the last week of June, all departments would make their presentations
- 4. The following departments will make presentations as per the schedule: 28th June 2022- BMS, BAF Economics, Accounts 30th June 2022- All Science Departments (Physics, Maths, Zoology, Botany, Chemistry) 1st July 2022-Marathi, History, Philosophy, Commerce 2nd June 2022- Sociology, Psychology, English, Political Science
- 5. All the IQAC initiatives for the academic year 2022—23 shall be undertaken after the NAAC Visit.
- 6. Dr. Rathod suggested that before the Departmental presentations, it would be ideal to have a look at the suggestions given during the Academic Audit conducted in 2021.
- 7. It was suggested by all members that the staff room needs to be renovated on priority basis.
- 8. It was suggested that LED Lights be placed taking Environment consciousness into consideration.
- 9. It was suggested to constitute preparatory committees for the upcoming NAAC Visit.

 Dr Hile was asked to contact a person who could undertake the task of getting the Board painting done.
 - Ms. Rina Patel was assigned the task of getting the curtains and Sofa covers cleaned by the concerned people.
- 10. The meeting ended with a vote of thanks to the Chair.

Action Taken Report(ATR)

- 1) All the departments made Power Point presentations and updated their PPts with the suggestions given by the IQAC Team.
- 2) All the payments to the NAAC office were successfully completed.
- 3) The renovation of the Staff room is underway.
- 4) The Board Painting task is nearing completion and the curtains and sofa cover cleaning task is complete.

Minutes of the IQAC Meeting held on Tuesday, 19th July 2022 at 11.30 am in Principal's Office.

A Meeting of IQAC was held on Tuesday, 19^{th} July, 2022 at 11.30 am in the Principal's Office .

The following members were present:

- 1) Prof. (Dr.) S. V. Rathod- Principal
- 2) Dr. Manjusha Patwardhan- IQAC Coordinator hypolinatha
- 3) Dr. G. B. Jani- Management Representative Cosaw
- 4) Ms. Bindu K.- Member, Teaching Staff
- 5) Dr. Varsha Mallah- Member, Teaching Staff
- 6) Dr. V. K. Hile- Member, Teaching Staff
- 7) Ms. Rina Patel- Member, Teaching Staff
- 8) Dr. Rupa Deshmukhya- Member, Teaching Staff
- 9) Mr. S. Sonar- Member, Non- Teaching Staff
- 10) Ms. Mansi Khandare- Member, Non- Teaching Staff

The following members expressed their inability to attend the meeting and were granted leave of absence:

- 1) Mr. Rupen Doshi- Member, Alumni
- 2) Ms. Sarika Athalye- Member, Alumni
- 3) Mr. Rohit Jadhav- Member, Alumni

- Prof. (Dr.) S. V. Rathod welcomed all the members and informed them that the NAAC Peer Team Visit is scheduled on 17TH and 18TH August 2022.
- 2. Dr. Manjusha Patwardhan informed the members that as a preparatory stage, except for the History and Marathi Departments, all the other departments have presented their PPTs.
- 3. It was decided that a Student Council needs to be constituted on an urgent basis.
- 4. The following tasks are to be executed before the PTV:
 - a. Name plates
 - b. Painting of the college building
 - c. Displaying the vision and Mission statement of the College.
 - d. Wifi connection and IT Infrastructure needs to be organized.
 - e. Cleaning and de-cluttering of the Staff room and LCR to be done.
 - f. Smart Classroom to be made functional.
 - g. Sanitary Vending machine in the LCR to be fixed.
- 5. It was decided to conduct a staff meeting and later Committee wise meetings.

Action Taken Report (ATR)

- 1) Meetings were conducted with all the Departments and respective Committees. Suggestion from the staff members were taken into consideration before chalking out the detailed plan.
- 2) The IQAC suggested a few alterations in some of the Departmental PPts and the Heads of the Departments were requested to mail their final PPts on or before 3rd August 2022.
- 3) Student Council and Gender Champions group was constituted.
- 4) Repairing/ Maintenance and painting work was undertaken and is in progress.

office on 02/08/2022 at 12:00 noon. The bollowing

2) Part. (Da) S. v. Rathed-Principal - Holling of the Paper Consender - my Binda K. - Poinder

5) Dr. Sandis Maind - grand

6) Dr. Kinen Jankow - fearle

7) Mr. Maatre _

1) Mr. Niteen Sardesai - Who

in Rm. No. 14, Rn. No. 16, Principal's office 4 outside

2) Required Objects - 2 hinters 5/6 penderes

casin.

2 Trolleys 3 Laptons

1 Projector 2 dongles mechange

2 lasor points

- 1. The Wi-Fi connections were installed in Principal's Office and the outside cabin and in Room nos. 14 and 16.
- 2. All the required equipment like printers, pen drives, laptops and dongle were arranged for the NAAC visit.

BHAVAN'S HAZARIMAL SOMANI COLLEGE OF ARTS & SCIENCE & JAYARAMDAS PATEL COLLEGE OF COMMERCE & MANAGEMENT STUDIES, MUMBAI – 400 007

12th November 2022

NOTICE

<u>IQAC</u>

A meeting of IQAC committee will be held on Monday, 14th November 2022 at 11.00 am in the Principal's Office. All the IQAC members are requested to attend the meeting.

<u>AGENDA</u>

- 1. To interact with the newly constituted IQAC committee
- 2. To take a review of the NAAC assessment.
- 3. To identify the gaps in various parameters.
- 4. Any other matter with the permission of the Chair

Prof. (Dr.) Shantaj Deshbhratar Principal (In-charge) A meeting of the IQAC committee was held on Monday, 14th November 2022 at11.00 am in the Principal's Office.

The following members were present:

1. Prof (Dr.) Shantaj Deshbhratar- Chairperson and Principal

2. Dr. Varsha Mallah, IQAC Coordinator

3. Ms. Bindu K., Member-Teaching Staff

4. Dr. Suraj Gajbhiye, Member-Teaching Staff

5. Dr. Sandip Maind, Member-Teaching Staff

6. Ms. Veena Shinde Deore, Member-Teaching Staff
7. Dr. Kiran Jadhan Maria

7. Dr. Kiran Jadhav, Member-Teaching Staff Lade?

8. Ms. Rina Patel, Member-Teaching Staff

9. Dr. Rupa Deshmukhya, Member-Teaching Staff

Minutes of the meeting held on Monday, 14th November 2022 at 11.00 am in the Principal's Office.

- 1. Principal, Prof. (Dr.) Shantaj Deshbhratar took the Chair and called the meeting to order.
- 2. The Principal and the IQAC Coordinator welcomed all the members of the newly constituted IQAC committee
- 3. All the members were requested to give a feedback on the NAAC Peer Team Visit.
- 4. The members took a review of the NAAC assessment and suggested that an exercise should be conducted to identify the gaps in different criteria.
- 5. It was proposed that all the departments must organize various activities pertaining to different criteria of NAAC.
- 6. The meeting ended with a Vote of Thanks to the Chair.

- 1. Criterion-wise gaps were identified and planning of activities was done.
- 2. The newly constituted committees started functioning and executed the planned activities.

BHAVAN'S HAZARIMAL SOMANI COLLEGE OF ARTS & SCIENCE & JAYARAMDAS PATEL COLLEGE OF COMMERCE & MANAGEMENT STUDIES, MUMBAI – 400 007

15th December 2022

NOTICE

IQAC

An IQAC meeting will be held on Monday, 19th December 2022 at 11.00 am in the Principal's office. All the IQAC members are required to attend the same.

AGENDA:

- 1. To finalise composition of IQAC committee.
- 2. To appoint criteria heads for all the criteria.
- 3. To decide supporting members for each criteria.
- 4. To take review of One Institution-One Data system
- 5. Any other matter with the permission of the Chair.

Prof. (Dr.) Shantaj Deshbhratar

I/c Principal

Minutes of the meeting held on **Monday, 19th December 2022** at 11.00 am in the

- 1. Principal, Prof. (Dr.) Shantaj Deshbhratar took the Chair and called the meeting to order.
- 2. The IQAC Coordinator welcomed all the committee members
- 3. It was proposed to induct two members from the non-teaching staff, one member from the management, and representatives of Students, Alumni and Industry to complete the constitution of the IQAC committee.
- 4. It was decided to finalize the constitution of criterion-wise sub-committees shortly.
- 5. The IQAC Coordinator suggested that there is a need to take a review of the 'One Institution—One Data' system. It was decided that the system will be updated in a timely manner and all the teachers will be requested to update their individual and departmental folders.
- 6. It was proposed that efforts must be made to update the Data semester-wise and this Data must be authentic.
- 7. The Principal urged all the members to work towards holistic development and aspire for an excellent grade. This entails constructive discussion and collective effort.
- 8. The meeting ended with a Vote of Thanks to the Chair.

- 1. The constitution of the IQAC committee was finalized. The newly
 - a. Ms Kavita Wankhedekar and Mr Shashikant Chavan from the nonteaching staff.
 - b. Mr Siddharth Tiwari and Ms Vidhi Shah as Student Representatives.
 - c. Ms Marziya Hashmani as Alumni Representative
 - d. Mr Jayesh Sharma as Industry Representative
- 2. The newly constituted committee notice was displayed on the College website.
- 3. The criterion wise sub-committees were finalized and a notice to that effect was displayed on 20th December 2022 mentioning the Criterion Heads and the Sub-committees.
- 4. The Criterion Heads followed up with different departments and the Google drives were updated.

BHAVAN'S HAZARIMAL SOMANI COLLEGE OF ARTS & SCIENCE, SHRI MANUBHAI MANEKLAL SHETH JR. COLLEGE OF ARTS & SCIENCE AND JAYARAMDAS PATEL COLLEGE OF COMMERCE & MANAGEMENT STUDIES, CHOWPATTY, MUMBAI – 400 007

Date: 05th January 2023

NOTICE

<u>IQAC</u>

Criteria-wise IQAC meetings will be held as per the schedule given below in the Vice-Principal's Office (4th Floor). The agenda of the meeting is to prepare Criteria-wise tentative schedule plans of the activities to be conducted before April 2023.All the IQAC members are required to attend the same.

Sr. No.	Crirterion No.	Criterion Name	Date	Time
1		Curricular Aspects	09.01.2023	11.00 A.M.
2	11	Teaching, Learning and Evaluation	09.01.2023	11.30 A.M.
3	111	Research, Innovations and Extension	10.01.2023	11.00 A.M.
4	IV	Infrastructure and Learning Resources	10.01.2023	11.30 A.M.
5	V	Student Support and Progression	11.01.2023	11.00 A.M.
6	VI	Governance, Leadership and Management	11.01.2023	11.20 A.M.
7	VII	Institutional Values and Best Practices	11.01.2023	11.40 A.M.

Prof. (Dr.) Shantaj Deshbhratar Principal (In-charge)

Binder

A series of meetings of the IQAC committee were held on the 9th, 10th and 11th of January 2023 at 11.00 a.m. in the Vice-Principal's Office.

The following members were present:

Dr. Varsha Mallah, IQAC Coordinator

Ms. Bindu K., Member-Teaching Staff

Dr. Suraj Gajbhiye, Member-Teaching Staff

Dr. Sandip Maind, Member-Teaching Staff

Ms. Veena Shinde - Deore, Member-Teaching Staff

Dr. Kiran Jadhav, Member-Teaching Staff

Ms. Rina Patel, Member-Teaching Staff

Dr. Rupa Deshmukhya, Member-Teaching Staff

Minutes of the meeting held on the 9th, 10th and 11th of January 2023 at 11.00

The Committees members chalked out a plan of action for the second half of

The plan of activities for the second half of 2022-2023 are as follows:

- 1. It was proposed to develop a feedback system for students taking into account the parameters set by NAAC. This feedback must cover all the criteria namely Teaching, Infrastructure, Administration Best Practices and so on and also
- 2. The Departments which had developed and organized Certificate Courses in the academic year 2021 -2022 can be asked to re-run those courses keeping in mind
- 3. Keeping the objective of Student enrolment in mind, Career Guidance in respective subjects could be offered to the Junior College students by the various departments of Degree College. This will highlight the scope and career opportunities thus enabling the students to clarify and enhance the scope of a subject which they intend to pursue in Degree College.
- 4. It is mandatory to upload the Academic Calendar on the college website. Thus, all the departments could be requested to submit their departmental calendars to the Principal which will then be incorporated within the Institutional Academic Calendar by the Principal's Office.
- 5. It was decided to organize Guest Lectures for our Faculty by the Incubation Cell on topics like Quality Publication and Funding for Research Publications.
- 6. A Short-term Research Methodology workshop for the students of PG and Research is proposed to be organized by the Incubation and RAC committee.
- 7. It was proposed to develop a Green Campus through Nature Club. There is an urgent requirement for an Exam room, an IQAC room, M.Com. Department.
- 8. The Staff room must be renovated with requisite IT facilities.
- 9. New courses like B.Sc. (IT). BMM, M.Com in Accountancy, Ph.D. in Botany and an additional BMS division is proposed.
- 10. There is a requirement of enhancing the virtual visibility of our college on different platforms like the Facebook, Twitter, Instagram, and YouTube and so on. Thus, efforts in strengthening the basic IT infrastructure must be taken.

<u>ACTION TAKEN REPORT (ATR)</u>

- 1. A Career Guidance lecture Series for Class XII students was organised from February 15, 2023 to February 17, 2023. The lectures were conducted by the respective departments of Arts, Science and Commerce Streams.
- 2. The College has applied for new courses like B.Sc. (IT). M.Com in Accountancy, an additional BMS division and Ph.D. in Botany. In this regard, the LIC from the University visited our college on 17th February 2023 and 3rd March 2023 respectively.
- 3. A few programmes related to student progression and capability enhancement were organised by the Placement Cell, Commerce Association and the BAF department.
- 4. Two new committees namely, Bhavan's Guidance Centre for Competitive exams and Parent-Teacher Association, were constituted.
- 5. A few programmes strengthening the social and cultural values were organised. A lecture on Awareness of Women's Rights, a 'Haldi Kumkum' programme and International Women's Day programme were organised by the CWDC.
- 6. The PTA and the Humanities and Social Sciences Forum organised a Funn-Fair programme- 'UTSAV-Celebrating the Essence of India' on Saturday, 11th March 2023.
- 7. To enhance the virtual visibility of college handles on social media platforms like Instagram and YouTube were developed.
 - https://youtube.com/@bhavanscollegechowpatty2987
 - https://instagram.com/bhavanschowpatty_?igshid=YmMyMTA2M 2Y =
- 8. An online Guest Lecture was on 'Research Funding and International Publications' was organised on 21 April 2023

- 11. Keeping the objective of Students' progression and capability enhancement as our priority, session on career in Banking, workshops like 3D printing, interview preparation, Group Discussion and CV writing could be organized.
- 12. It was proposed to constitute to new committees namely Bhavan's Guidance Centre for Competitive exams and Parent-Teacher Association.
- 13. It was proposed that a Fun-n Fair programme be organised for the Students, Parents, Staff and Alumni by the end of the academic year.
- 14. A seminar on "Awareness of Women's Rights" and a few programmes strengthening social and cultural values are proposed to be organized by the CWDC and Days Celebration committee

BHAVAN'S HAZARIMAL SOMANI COLLEGE OF ARTS & SCIENCE & JAYARAMDAS PATEL COLLEGE OF COMMERCE & MANAGEMENT STUDIES, MUMBAI - 400 007

25th February 2023

NOTICE

IOAC

A meeting of IQAC committee will be held on Tuesday, 28th February 2023 at 11.00 am in the Vice-Principal's office (Fourth floor). Following members are required to attend the same.

- 1. Dr. Varsha Mallah, Co-ordinator
- 2. Ms. Bindu K., Member-Teaching Staff
- 3. Dr. Suraj Gajbhiye, Member-Teaching Staff
- 4. Dr. Sandip Manid, Member-Teaching Staff
- 5. Ms. Veena Shinde Deore, Member-Teaching Staff
- 6. Dr. Kiran jadhav, Member-Teaching Staff
- 7. Ms. Rina Patel, Member-Teaching Staff
- 8. Dr. Rupa Deshmukhya, Member-Teaching Staff

AGENDA

- 1. To prepare AQAR for the academic year 2021-2022.
- 2. To finalise minutes of IQAC meetings for the academic year 2021-2022,

preparing the soft copy and uploading on college website.

- 3. To take review of documents submission in institutional drive (Departments / Committees) for academic year 2021-2022 and 2022-2023.
- 4. To finalise minutes of IQAC meetings for the academic year 2022-2023, preparing the soft copy and uploading on college website.
- 5. To prepare plan of activities/initiatives of IQAC for the academic year

2023-2024. 6. To prepare list of stationaries required.

Prof. (Dr.) Shantaj Deshbhratar Principal (In-charge)

The IQAC meeting was held on Tuesday, 28th February, 2023 at 11 am in Vice-principal's cabin.

The following members were present:

1. Dr. Varsha Mallah, Co-ordinator

2. Ms. Bindu K., Member-Teaching Staff

3. Dr. Suraj Gajbhiye, Member-Teaching Staff

4. Dr. Sandip Maind, Member-Teaching Staff

5. Dr. Kiran Jadhav, Member-Teaching Staff

6. Ms. Rina Patel, Member-Teaching Staff

7. Dr. Rupa Deshmukhya, Member-Teaching Staff

The following member was granted leave of absence:

Ms. Veena Shinde Deore, Member-Teaching Staff

Minutes of the Meeting held on Tuesday, 28th February, 2023 at 11 am in Vice-Principal's cabin

- 1. It was decided that information pertaining to different criteria (AQAR) be collected by 30th March 2023.
- 2. It was decided that for the purpose of Result Analysis (pass percentage), semester II, IV and VI will be considered.
- 3. Dr Sandip Maind was assigned the task compiling the Minutes of the Academic year 2021-2022. A PDF is to be created and uploaded on the College website.
- 4. It was proposed to conduct remedial lectures for all the classes.
- 5. Dr Kiran Jadhav will oversee whether all the folders in the Google Drive are updated by the respective departments.
- 6. Dr Rupa Deshmukhya was assigned the task of compiling and finalizing the minutes of the academic year 2022-2023.
- 7. Ms Rina Patel will coordinate with the criterion heads to prepare the list of initiatives/activities for 2023-2024.
- 8. Dr Suraj Gajbhiye was assigned the task of organising stationery for IQAC for the purpose of documentation and smooth functioning of the committee.

- 1. Information and Data pertaining to different criteria was collected by 5th April 2023.
- 2. The Data was compiled and the AQAR was prepared by 21st April 2023.
- 3. Minutes of the IQAC meetings for the academic year 2021-2022 were uploaded on the College website.
- 4. Remedial Lectures were conducted by the departments before the Semester-end examination.
- 5. The Minutes of the IQAC meetings for the academic year 2022-2023 were compiled, finalized and uploaded on the College website.
- 6. The proposal for the activities/initiatives for the academic year 2023-2024 was prepared and submitted to the Principal.
- 7. For the purpose of documentation and smooth functioning of the IQAC, stationery was organised.

BHAVAN'S HAZARIMAL SOMANI COLLEGE OF ARTS & SCIENCE & JAYARAMDAS PATEL COLLEGE OF COMMERCE & MANAGEMENT STUDIES, MUMBAI - 400 007

21st April 2023

NOTICE

<u>IQAC</u>

An online meeting of IQAC committee will be held on Monday, 24th April 2023 at 9.00 pm on Zoom platform. Following members are requested to attend the same.

- 1 Dr. Varsha Mallah, Co-ordinator
- 2. Ms. Bindu K., Member-Teaching Staff
- 3. Dr. Suraj Gajbhiye, Member-Teaching Staff
- 4 Dr. Sandip Maind, Member-Teaching Staff
- 5. Ms. Veena Shinde Deore, Member-Teaching Staff
- 6. Dr. Kiran Jadhav, Member-Teaching Staff
- 7. Ms. Rina Patel, Member-Teaching Staff
- 8. Dr. Rupa Deshmukhya, Member-Teaching Staff

AGENDA

- 1. To read and finalise AQAR for the academic year 2021-2022.
- 2. To take review of documents submission in institutional drive (Departments / Committees) for academic year 2022-2023.
- 3. To discuss plan of activities/initiatives of IQAC for the academic year 2023-2024.
- 4. Any other matter with the permission of the Chair.

Prof. (Dr.) Shantaj Deshbhratar Principal (In-charge)

The IQAC meeting was held on Monday, 24th April 2023 at 9.00 p.m. on Zoom Platform.

The following members were present:

1. Prof. (Dr.) Shantaj Deshbhratar, Chairperson and Principal (Incharge)

2. Dr. Varsha Mallah, Co-ordinator

3. Ms. Bindu K., Member-Teaching Staff

4. Dr. Suraj Gajbhiye, Member-Teaching Staff

5. Dr. Sandip Maind, Member-Teaching Staff

6. Ms. Veena Shinde Deore, Member-Teaching Staff,

7. Dr. Kiran Jadhav, Member-Teaching Staff Jadlac

8. Ms. Rina Patel, Member-Teaching Staff

9. Dr. Rupa Deshmukhya, Member-Teaching Staff ()

Minutes of the IQAC meeting held on 24th April 2023 at 9.00 p.m. on Zoom Platform

- 1. The AQAR draft was placed before the IQAC for suggestions.
- 2. It was suggested that permission must be sought from the CDC to run
- 3. Authentic information must be provided in the AQAR and from the next academic year, work on the lacunae.
- 4. In Criterion II, output related to mentoring must be documented
- 5. Thinking must be holistic as there is a scope for improvement. Data must be maintained Semester wise. It had to be initiated immediately. Every Teacher has to submit 6 monthly record as this will also be beneficial for CAS.
- 6. Since our college is affiliated to University of Mumbai, all the teachers registered as Ph.D. Guides can be included as eligible Ph.D. guides under 3.1.1.
- 7. It was suggested that Anti- Ragging & Grievance committees must have periodical meetings and records of the same must be maintained.
- 8. The Alumni Association is to be registered and permission for the same is to be taken from the management.
- 9. The IOAC will provide their requirements for the College website to make it effective for NAAC.
- 10. Incubation and E-cell cell must enable Resource Mobilization. Similarly, step up Research Publications so as to publish in SCOPUS, Web of Science and UGC-CARE. Teachers must have at least two publications in a year.
- 11. Syllabus Revision workshops can be conducted in our college at the beginning of the year.
- 12. Work on Criterion 7.1 Institutional Values & Social Responsibilities
- 13. Encourage practices like- Segregating Dry & wet waste, conducting, Green Audit, water harvesting and environment friendly measures.
- 14. Commemoration Days are celebrated in the Principal's Office regularly and the requisite data must be collected from Office.
- 15. The Criterion Heads will follow up with Heads and Committee In-charge so as to update the Institutional Drive till 12th June 2023 so as to use that Data for completion of AQAR 2022-2023.
- 16. The IQAC has prepared the tentative plan for activities to be conducted in 2023-2024 which will be fine-tuned and submitted to the Principal by 28th
- 17. The Principal assured the committee that the IQAC chamber will be ready in the academic year 2023-2024.

- 1. The AQAR draft was approved by the Principal and the IQAC committee with some minor modifications.
- 2. The tentative plan for activities to be conducted in 2023-2024 was fine-tuned by the IQAC and submitted to the Principal on 28th April 2023.