



Bharatiya Vidya
Bhavan's

**HAZARIMAL SOMANI COLLEGE OF ARTS & SCIENCE,
SHREE MANUBHAI MANEKLAL SHETH JR. COLLEGE OF ARTS & SCIENCE AND
JAYARAMDAS PATEL COLLEGE OF COMMERCE & MANAGEMENT STUDIES**

Kulapati K. M. Munshi Marg, Chowpatty, Mumbai - 400 007. (India)

NAAC Accreditation - 'B' Grade

Tel. : 2369 1136 / 2369 1508

E-mail : hazarimalsomani@rediffmail.com / Website : www.bhavanschowpatty.ac.in

4th July 2023

NOTICE

IQAC

A meeting of IQAC committee will be held on Friday, 7th July 2023 at 11.00 am in the IQAC room (Fourth floor). All the members are requested to attend the same.

AGENDA

1. To plan AQAR submission for the academic year 2022-2023.
2. To prepare Criterion-wise sub-committees for AQAR preparation and assign the work accordingly.
3. To take review of documents submission in institutional drive (Departments / Committees) for academic year 2022-2023.
4. To assign tasks related to overall work of IQAC.
5. Any other matter with the permission of the Chair.

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

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7th July 2023

An IQAC meeting was held on Friday, 7th July 2023 at 11.00 am in the IQAC room.

The following members were present:

1. Dr. G.B. Jani, Management Representative *G.B. Jani*
2. Prof. (Dr.) Shantaj Deshbhratar – I/c Principal *Shantaj*
3. Dr. Varsha Mallah, Coordinator *Varsha*
4. Ms. Bindu K., Member-Teaching Staff *Bindu*
5. Dr. Suraj Gajbhiye, Member-Teaching Staff *Suraj Gajbhiye*
6. Dr. Sandip Maind, Member-Teaching Staff *Sandip*
7. Ms. Veena Shinde Dcore, Member-Teaching Staff *Veena*
8. Dr. Kiran Jadhav, Member-Teaching Staff *Kiran*
9. Ms. Rina Patel, Member-Teaching Staff *Rina*
10. Dr. Rupa Deshmukhya, Member-Teaching Staff *Rupa*
11. Ms. Kavita Wankhede, Member-Non-Teaching Staff *Kavita*
12. Mr. Shashikant Chavan, Member-Non-Teaching Staff *see*
13. Mr. Siddharth Tiwari, Student Representative *Siddharth*
14. Ms. Vidhi Shah, Student Representative *Vidhi N. Shah*
15. Ms. Marziya Hashmani, Alumni Representative *Marziya*
16. Mr. Jayesh Sharma, Industry Representative *Jayesh*



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Minutes of the IQAC meeting held on 7th July 2023 at 11.00 a.m. in the IQAC room

1. It was decided to submit the AQAR for the academic year 2022-2023 by December 2023.
2. The Criterion-wise sub-committee was constituted and the Criterion Heads were asked to coordinate with the members of their criterion sub-committee and plan activities for their respective criterion.
3. A review of document submission in institutional drive (Departments / Committees) for academic year 2022-2023 was taken and the defaulting departments and committees members were requested to update their respective drives.
4. It was proposed to organize an Orientation Programme for the First year students in the second week of August 2023.
5. It was proposed to organize a Research Methodology workshop in August 2023.
6. As part of Criterion II, it was proposed to organize a Career Guidance lecture series by all the departments by September 2023.
7. As part of Criterion VI, it was proposed to organize an Online Faculty Development Programme by the end of 1st Term.
8. The meeting ended with a vote of thanks to the chair.



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ACTION TAKEN REPORT (ATR)

1. An Orientation Programme for the First year students was organized on 17th August 2023 in Bhavan's auditorium.
2. An Online One-week National level Research Methodology Workshop was organized by the E-Cell, Incubation and Skill/knowledge Development Center under the aegis of IQAC in collaboration with the Department of Commerce, University of Mumbai from 21st August 2023 to 26th August 2023.
3. A Career Guidance Lecture Series for Class XII students was organized by respective Degree College departments from 11th to 14th September 2023.



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11th September 2023

NOTICE

IQAC

A meeting of IQAC committee will be held on Monday, 18th September 2023 at 11.00 am in the IQAC room (Fourth floor). All the members are requested to attend the same.

AGENDA

1. To take a review of criterion wise information for AQAR.
2. To take review of documents submission in institutional drive (Departments / Committees) for academic year 2022-2023.
3. To assign tasks related to the overall work of OFDP.
4. To discuss aspects related to organization of NEP workshop.
5. To discuss the feasibility of organizing a conference.
6. Any other matter with the permission of the Chair.

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



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18th September 2023

An IQAC meeting was held Monday, 18th September 2023 at 11.00 am in the IQAC room.

The following members were present:

1. Prof. (Dr.) Shantaj Deshbhratar – I/c Principal - *Shantaj*
2. Dr. Varsha Mallah, Coordinator - *Varsha*
3. Ms. Bindu K., Member-Teaching Staff - *Bindu*
4. Dr. Suraj Gajbhiye, Member-Teaching Staff - *S. Gajbhiye*
5. Dr. Sandip Maind, Member-Teaching Staff - *Sandip*
6. Ms. Veena Shinde Deore, Member-Teaching Staff - *Veena*
7. Dr. Kiran Jadhav, Member-Teaching Staff - *Kiran?*
8. Ms. Rina Patel, Member-Teaching Staff - *Rina*
9. Dr. Rupa Deshmukhya, Member-Teaching Staff - *Rupa*
10. Ms. Kavita Wankhede, Member-Non-Teaching Staff
11. Mr. Shashikant Chavan, Member-Non-Teaching Staff
12. Mr. Siddharth Tiwari, Student Representative - *Siddharth*
13. Ms. Vidhi Shah, Student Representative - *Vidhi N. Shah*
14. Ms. Marziya Hashmani, Alumni Representative - *Marziya*
15. Mr. Jayesh Sharma, Industry Representative - *Jayesh*



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Minutes of the IQAC meeting held on 18th September 2023 at 11.00 a.m. in the IQAC room

1. The IQAC Coordinator requested all the AQAR Criterion Heads to provide information pertaining to their criterion at the earliest so as to complete the AQAR submission smoothly.
2. A review of document submission in institutional drive (Departments / Committees) for academic year 2022-2023 was taken and the defaulting departments and committees members were requested to update their respective drives.
3. All the committee members were assigned tasks related to OFDP. As this programme was scheduled for 6 days, day wise tasks were assigned to committee members for the smooth conduct of the programme. Tasks like preparation of registration form, brochure, WhatsApp group, report-writing, and so on, were assigned to the committee members.
4. It was also proposed by the Principal to organize one workshop on NEP 2020 for our staff in November 2023. As deliberations on NEP is the need of the hour, it was decided to conduct this activity in collaboration with the neighbouring colleges.
5. The proposed conference with the BMS department in collaboration with the Tourism agencies was discussed and the feasibility of organising it was explored in detail.
6. In order to conduct OFDP, NEP workshop and the proposed conference, a series of interaction/meetings with the concerned teams was suggested to the Convenors. Similarly, it was suggested to constitute sub-committees for the smooth conduct of these Events.
7. The meeting ended with a vote of thanks to the chair.



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ACTION TAKEN REPORT (ATR)

1. A One-week National Online Faculty Development Programme (OFDP) titled "Empowering Faculties for Quality Enhancement in Higher Education" was organized by the IQAC in collaboration with GAD-TLC, a centre under PMMMNMTT, MHRD, Government of India from 10th October to 16th October 2023.

2. A One-Day workshop on "NEP 2020-Insights Implementation-Opportunities and Challenges" was organized in collaboration with IQAC of Anjuman-I-Islam's Akbar Peerbhoy College of Commerce and Economics, Mumbai, on Saturday, 4th November 2023.



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22nd December 2023

NOTICE

IQAC

A meeting of IQAC committee will be held on Saturday, 23rd December 2023 at 10.30 am in the IQAC room (Fourth floor). All the members are requested to attend the meeting.

AGENDA

1. To present the AQAR to the committee for discussion and assess its status of completion.
2. To take review of documents submission in institutional drive (Departments / Committees) for the academic year 2023-2024.
3. To take an overview of activities to be organized in the next semester.
4. To discuss the execution plan for the upcoming Internal Academic Audit.
5. Any other matter with the permission of the Chair.

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



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23rd December 2023

An IQAC meeting was held on Saturday, 23rd December 2023 at 10.30 am in the IQAC room.

The following members were present:

1. Dr. G.B. Jani, Management Representative *G.B. Jani*
2. Prof. (Dr.) Shantaj Deshbhratar – I/c Principal *Shantaj*
3. Dr. Varsha Mallah, Coordinator *Varsha*
4. Ms. Bindu K., Member-Teaching Staff *Bindu*
5. Dr. Suraj Gajbhiye, Member-Teaching Staff *Suraj*
6. Dr. Sandip Maind, Member-Teaching Staff *Sandip*
7. Ms. Veena Shinde Deore, Member-Teaching Staff *Veena*
8. Dr. Kiran Jadhav, Member-Teaching Staff *Kiran*
9. Ms. Rina Patel, Member-Teaching Staff *Rina*
10. Dr. Rupa Deshmukhya, Member-Teaching Staff *Rupa*
11. Ms. Kavita Wankhede, Member-Non-Teaching Staff *Kavita*
12. Mr. Shashikant Chavan, Member-Non-Teaching Staff *Shashikant*
13. Mr. Siddharth Tiwari, Student Representative *Siddharth*
14. Ms. Vidhi Shah, Student Representative *Vidhi N. Shah*
15. Ms. Marziya Hashmani, Alumni Representative *Marziya*
16. Mr. Jayesh Sharma, Industry Representative *Jayesh*



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Minutes of the IQAC meeting held on 23rd December 2023 at 10.30 a.m. in the IQAC room.

1. The AQAR 2022-2023 was presented to the committee and it was decided that the draft of AQAR will be mailed to all the members for their suggestions.
 2. All the Criterion Heads were requested to follow up with the respective departments and committee coordinators for updating their respective institutional drives.
 3. It was proposed to conduct activities pertaining to various AQAR criteria after identifying the gaps. Some specific departments and committees were marked for the same. Some of the suggestions accepted include: certificate and add-on courses to be initiated, academic audit to be conducted, feedback to be obtained from various stakeholders.
 4. It was proposed to conduct the following:
 - a. National Conference
 - b. Guidance lecture on Entrepreneurship
 - c. Utsav- Fun-n- Fair
 - d. Lecture on Computing Skills
- Additionally, the Criterion Heads were asked to execute the proposed plans pertaining to their respective criterion.
5. As an Internal Audit enables the departments and committees to stay updated and is also an important step in preparedness for NAAC, it was decided to conduct an Internal Academic Audit in February 2024.



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ACTION TAKEN REPORT (ATR)

1. The draft of AQAR 2022-2023 was shared with all the committee members on 1st March 2024 for their review and suggestions.

2. All the concerned Heads of various departments were notified on 9th January 2024 and were assigned with tasks and were also requested to complete all the activities by the end of February 2024.

3. An International Conference "Trends in Travel and Tourism in 2024" was organized in collaboration with AISECT Group of University, Bhopal, Madhya Pradesh, Dr. C.V. Raman University, Khandwa, Madhya Pradesh, Narmada Valley Rural Development Foundation Trust, District Harda, Madhya Pradesh, on 12th and 13th February 2024.

Various sub-committees were constituted to facilitate smooth conduct of the conference.

4. The Commerce Association in collaboration with E-Cell, Incubation and Skill / Knowledge Development Center and Placement Cell has organised three day Guidance Workshop on "Entrepreneurship-Be Your Own Boss" for UG and PG students from 23rd January 2024 to 25th January 2024.

5. The Parent-Teacher Association and the Alumni Committee organized "UTSAV-2.0"- 'Mumbai Meri Jaan', a Fun-n-Fair programme for Parents, Alumni, Staff and Students on Saturday, 24th February 2024.

6. The Commerce Association in collaboration with Gandhi Institute organized a Guest lecture on "Accounting Software Tally in the Era of AI" for the FYBCOM, SYBCOM, TYBCOM and MCOM. students, on 29th February 2024.



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06th April 2024

NOTICE

IQAC

A meeting of IQAC committee will be held on Tuesday, 16th April 2024 at 11.00 am in the IQAC room (Fourth floor). All the members are required to attend the same.

The agenda for the meeting is as follows:

1. To take review of documents submission in institutional drive (Departments / Committees) for the academic year 2023-2024.
2. To take an overview of activities organized in the academic year 2023-2024.
3. To plan and prepare the proposal for activities to be organized in 2024-2025.
4. To discuss the execution plan for the upcoming Internal Academic Audit.
5. Any other matter with the permission of the Chair.

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



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16th April 2024

An IQAC meeting was held on Tuesday, 16th April 2024 at 11.00 am in the IQAC room.

The following members were present:

1. Dr. G.B. Jani, Management Representative - *G. B. Jani*
2. Prof. (Dr.) Shantaj Deshbhratar - I/c Principal - *Shantaj*
3. Dr. Varsha Mallah, Coordinator - *Varsha*
4. Ms. Bindu K., Member-Teaching Staff - *Bindu*
5. Dr. Suraj Gajbhiye, Member-Teaching Staff - *S. Gajbhiye*
6. Dr. Sandip Maind, Member-Teaching Staff - *Sandip*
7. Ms. Veena Shinde Deore, Member-Teaching Staff - *Veena*
8. Dr. Kiran Jadhav, Member-Teaching Staff - *Kiran*
9. Ms. Rina Patel, Member-Teaching Staff - *Rina*
10. Dr. Rupa Deshmukhya, Member-Teaching Staff - *Rupa*
11. Ms. Kavita Wankhede, Member-Non-Teaching Staff - *Kavita*
12. Mr. Shashikant Chavan, Member-Non-Teaching Staff - *Shashikant*
13. Mr. Siddharth Tiwari, Student Representative - *Siddharth*
14. Ms. Vidhi Shah, Student Representative - *Vidhi N. Shah*
15. Ms. Marziya Hashmani, Alumni Representative - *Marziya*
16. Mr. Jayesh Sharma, Industry Representative - *Jayesh*



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Minutes of the IQAC meeting held on 16th April 2024 at 11.00 a.m. in the IQAC room

1. The IQAC Coordinator requested the committee members to follow up with the respective departments and committee coordinators for updating their respective institutional drives.
2. AQAR 2022-2023 was finalised and it was decided that it will be submitted in the third week of April 2024.
3. Criterion-wise performance analysis was shared with the members and the identified gaps were discussed with possible solutions.
4. It was suggested that committees related to any kind of grievance must upload the composition of the committee, contact details of the members and their SOP.
5. The Principal informed the members that each teacher must submit at least two Research publications in UGC care listed journals and if possible in indexed journals.
6. It was proposed that in the next academic year feedback analysis must be completed by the end of January.
7. It was proposed to organize ERP training programme for teachers, admin and non-teaching staff by the end of this academic year. It was also suggested that to provide a comprehensive understanding of the credit structure under NEP 2020 a workshop should be organized by the end of this month.
8. The Principal informed the committee members that plans are underway to execute green and energy audit and utilize resources to create a green campus.
9. All the Criterion Heads were requested to plan activities, as per the performance analysis of the respective criterion, for the next academic year. The proposals must be submitted to Ms. Rina Patel by 27th April 2024.
10. All the Criterion Heads were requested to complete their documentation for the academic year 2022-2023.
11. The College website must be updated with geotagged pictures and reports in a time-bound manner as this is crucial from NAAC point of view.
12. The meeting ended with a vote of thanks to the Chair.



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ACTION TAKEN REPORT(ATR)

1. The college, under the aegis of the Internal Quality Assurance Cell (IQAC), organized a Hands-on training session on ERP for both teaching and non-teaching staff members in Shri Rajendra Somani IT Lab (Classroom no:21) on Friday, 26th April 2024.
2. A Workshop on the National Education Policy (NEP) 2020 Credit Structure was organized by the Principal's Office under the aegis of Internal Quality Assurance Cell (IQAC) in Shri Rajendra Somani IT Lab (Classroom no: 21), on 29th April 2024.
3. The AQAR 2022-2023 was successfully submitted on 18th April 2024.
4. An Internal Academic Audit was organized with the objective to assess the departments' and committees' preparedness for NAAC and adherence to academic standards on Friday, 19th April 2024, and Saturday, 20th April 2024. The Report of the Audit Committee was shared with the respective departments and committees.
5. A Criterion-Wise proposal to conduct activities in the academic year 2024-2025 was prepared and submitted to the Principal.