



**Smt. Jamnabai H. Wadhwa College of Technology (BCA)
& Kothari College of Management Studies (BMS)**

Opp. Inlaks Hospital, Chembur Colony, Mumbai – 400 074. Tel.:8291889881

E-mail : hemukalani_trust@yahoo.co.in. Website : www.sindhuputra.com

Internal Quality Assurance Cell

Academic Year 2022-2023

Sr.no	Name of the staff	Designation
1	Mr.S.P.Vulchi	Chairman
2	Mrs. Savita Loke	IQAC Coordinator
3	Ms. Rita Vazirani	Management Coordinator
4	Mrs. Reshmi Jolly	Teacher Representative
5	Ms. Lajwanti Punjabi	Teacher Representative
6	Mrs.Priyanka Mahadik	Teacher Representative
7	Mrs. Shobha Kokane	Teacher Representative
8	Ms. Niketa Pillai	Teacher Representative
9	Ms.Keerthi Naidu	Teacher Representative
10	Mrs. Pratibha Ghorpade	Jr.clerk
11	Mrs. Kavita Pandey	Librarian
12	Mr. Aman Choudhary	Industrial Expert
13	Mrs. Deepa Shroff	Parents Representative
14	Ms. Supriya Bhosale	Student Representative(TYBCA)
15	Ms. Shravya Patkare	Student Representative(SYBCA)
16	Ms. Ruchi Jaiswara	Student Representative(TYBMS)
17	Ms. Isha Mhatre	Student Representative(SYBMS)

Hon. Director

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Ref No. IQAC/2022-23/01

Date: 14 JUL 2022

Notice

A meeting of the IQAC committee of Amar Shaheed Hemu Kalani Yadgar Mandal will be held on Friday 16th July, 2022 at 9:00 a.m. in staff room. Kindly attend the same.

Agenda

1. Formation of IQAC committee as per the NAAC norms of the academic year 2022-23.
2. To discuss about individual pen drives for degree teaching faculty.
3. To discuss about academic timetable of odd semesters 2022-23
4. To discuss about the farewell for T.Y.BMS & T.Y.BCA students of the year 2021-22.
5. To discuss about the teaching plan, activity log book & mentor-mentee process.
6. To discuss about yoga classes & dance classes.
7. Any other matter with permission of chair.
8. Vote of thanks to the chair.

Thanking You.

IQAC Co-ordinator

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The following points were discussed in the meeting:

1. The IQAC committee was formed as per the guidelines of the NAAC for the Academic Year 2022-23.
2. Requirement of pen drives to the teachers was discussed and approved by Hon. Director.
3. It was also discussed about the Time Table of odd semesters for the academic year 2022-23.
4. Orientation Program for FYBMS & FYBCA 2022-23 students and parents & farewell for TYBMS & TYBCA 2021-222 batch students was discussed and finalized with date, venue which will be held on 31st July 2022 at 10:30 am.
5. Academic Year 2022-23 Teaching plan, Activity Log book and Mentor-Mentee process was also discussed in meeting.
6. Yoga classes & Dance classes for students was discussed and approved in college hours.
7. Formal shirts for degree college students was discussed and decided to approach from Vendors for final decision.
8. Meeting ended with thanks to the chair.

Hon. Director

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Ref No. IQAC/2022-23/02

Date: 11 OCT 2022

Notice

A meeting of the IQAC committee of Amar Shaheed Hemu Kalani Yadgar Mandal will be held on 14/10/2022 at 11 am in Hon Director room. Kindly attend the same.

Agenda

- 1) To discuss about yoga programme for teachers.
- 2) To discuss about Industrial visit for BMS and BCA students.
- 3) To discuss about implementing answer sheets for college level exams in SNDT university answer book pattern.
- 4) To discuss about certificate course for BMS -Tally , BCA -Python .
- 5) Any other matter with permission of chair.
- 6) Vote of thanks to the chair.

IQAC Co-ordinator
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Minutes of IQAC committee meeting.

The meeting of IQAC committee members was held on 14th October 2022 at 11 a.m. in the Hon. Director room.

The following members were present:

Sr. no	Name of the staff	Designation	Sign
1	Mr.S.P.Vulchi	Chairman	<i>[Signature]</i>
2	Mrs. Savita Loke	IQAC Coordinator	<i>[Signature]</i>
3	Ms. Rita Vazirani	Management Coordinator	
4	Mrs. Reshmi Jolly	Teacher Representative	<i>[Signature]</i>
5	Ms. Lajwanti Punjabi	Teacher Representative	
6	Mrs. Priyanka Mahadik	Teacher Representative	<i>[Signature]</i>
7	Mrs. Shobha Kokane	Teacher Representative	<i>[Signature]</i>
8	Ms. Niketa Pillai	Teacher Representative	<i>[Signature]</i>
9	Ms. Keerthi Naidu	Teacher Representative	<i>[Signature]</i>
10	Mrs. Pratibha Ghorpade	Jr. clerk	<i>[Signature]</i>
11	Mrs. Kavita Pandey	Librarian	
12	Mr. Aman Choudhary	Industrial Expert	
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14	Ms. Supriya Bhosale	Student Representative(TYBCA)	<i>[Signature]</i>
15	Ms. Shravya Patkare	Student Representative(SYBCA)	
16	Ms. Ruchi Jaiswara	Student Representative(TYBMS)	<i>[Signature]</i>
17	Ms. Isha Mhatre	Student Representative(SYBMS)	<i>[Signature]</i>

[Signature]
Hon. Director

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The following points were discussed in the meeting:

1. It was discussed about special yoga programme for college staff for the academic year 2022-23.
2. Industrial visit destination was finalised for BCA and BMS students for the month of December 2022.
3. Answer sheets for college level exam as per SNTD university exam marksheet pattern was finalised and given order to vendor.
4. Python Certificate course for BCA students was finalised and executed.
5. Meeting ended with thanks to the chair.

Hon. Director

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Ref No. IQAC/2022-23/03

Date: **12 DEC 2022**

Notice

A meeting of the IQAC committee of Amar Shaheed Hemu Kalani Yadgar Mandal will be held on 15/12/2022 at 11 am in Director's Room. Kindly attend the same.

Agenda

- 1) To discuss about arrangements for NAAC Peer team visit .
- 2) To discuss about building awareness among Teaching & Non- Teaching faculties.
- 3) To discuss about verification of preparedness for NAAC Peer team visit.
- 4) To update departmental files.
- 5) To discuss about the communication of Peer team visit to Students , Parents, Alumni and stakeholders .
- 6) Vote of thanks to the chair.

IQAC Co-ordinator

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The following points were discussed in the meeting:

1. Minutes of the last meeting held on 14th Oct, 2022 were read and confirmed.
2. Our Hon. Director suggested to arrange awareness program to teaching and non teaching faculties.
3. Hon. Director along with IQAC co-ordinator allotted criteria wise duties to respective teachers.
4. Both the course HOD have updated complete and updated departmental files to Hon. Director.
5. Meeting was taken to give instructions to stakeholders, parents, alumni and students.
6. Meeting ended with vote of thanks to the chair.

Hon. Director

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Ref No. IQAC/ 2022-23/04

Date: 10 APR 2023

Notice

A meeting of the IQAC committee of Amar Shaheed Hemu Kalani Yadgar Mandal will be held on 15/04/2023 at 1 pm in Director's Room. Kindly attend the same.

Agenda

- 1) To keep ready the proof of action taken for the deficiencies/suggestions made during previous NAAC assessments.
- 2) To encourage staff/ final year students for research & journal publications.
- 3) To document criteria wise strengths.
- 4) To keep institution's website updated .
- 5) To innovate Institutional Best practice.
- 6) To discuss about the curricular aspects of the academic programs & suggest improvements.
- 7) To discuss strategies for implementing future plan of actions for the year 2023-24.
- 8) To inform about the submission of AISHE (2022-23) report.
- 9) To discuss about AQAR preparation for the academic year 2023-24.
- 10) To submit staff daily record books, attendance book.
- 11) Vote of thanks to the Chair.

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The following points were discussed in the meeting:

1. Minutes of the last meeting held on 15th Dec, 2022 were read and confirmed.
2. Copies of SSR were kept ready.
3. Timely updating of Institution website was allotted to Ms. Niketa Pillai (staff).
4. AQAR guidelines were given and criteria wise work was allotted.
5. Attendance book of students and daily record book was submitted to Hon Director.
6. Curricular aspects of the academic programs were discussed and improvements was suggested.
7. Strategies for implementing future plans was discussed.
8. Meeting ended with vote of thanks to the chair.

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Action taken report 2022-2023

1. 20/07/2022 – Seminar on how to be financially healthy by Mrs. Shashirekha Raghvan (Be artsy Awareness Experts)
2. 30/07/2022 – Seminar on personal development & menstrual hygiene by Sanyukta keluskar (from million minds) Wisheer sanitary pad distribution.
3. 31/07/2022- Orientation Program of FY BCA & BMS
4. 12/08/2022 - Celebrated National Librarians Day conducted poster making, bookmark and elocution competition at college level.
5. 17/08/2022 – Blood camp & health check-up for BCA & BMS Students and staff.
6. 29/08/2022 – Celebrated National Sports Day in the college by organizing different Indore game like chess, Carom, Badminton, Table Tennis
7. 30/09/2022 – Seminar on legal awareness program for women empowerment
8. 14/12/2022 – Seminar on carrier in banking sector by Sage Foundation (Speaker – Jugnu Dutta)
9. Installed Solar Panel on the terrace of college building.
10. Purchased and installed license Microsoft OS in both the labs.
11. 19th January 2023- MOU signed with Anudeep Foundation for Advance Java (TYBCA) & Softskills (TYBMS) course duration- 6 months.
12. 04/02/2023 – Seminar on Cancer Awareness and standup against stress harassment for all student
13. 06/02/2023 – Workshop on "Guidance on Research Project" for TYBMS students by Mrs. Sheetal Mandhare from BMN college of Home science.
14. 16/02/2023 – Technoserve C2C online program started for TYBCA students.
15. Qspider online free training started for FYBCA & SYBCA from 03/03/2023.
16. 27/03/2023 – Four facilities from BCA & BMS department – Mrs. Reshmi Jolly, Mrs. Savita Loke, Mrs. Priyanka Mahadik & Mrs. Keerthi Naidu attended SNTD. Chetana Add-on course workshop at Churchgate campus.
17. 28/03/2023 – Mrs. Reshmi Jolly & Mrs. Priyanka Mahadik attended BCA syllabus Structure (As per NEP 2020 framework) at Juhu campus.
18. 18/04/2023 – Archana KKhosla Burman, Chairperson FLO Mumbai & EC Members arranged women Entrepreneurship (Stratup) programme 2023 for BCA & BMS students

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