

SRI BALAJI SOCIETY'S
BALAJI COLLEGE OF ARTS, COMMERCE AND SCIENCE
TATHAWADE, PUNE – 33

Minutes of the IQAC meeting held on 28 March 2019

The IQAC meeting of BCACS was held on 28 March 2019 at Principal's office at 2.00 p.m. under the chairpersonship of the Principal.

The following members were present:-

1. Dr. G. Y. Shitole
2. Prof. Parag Shah
3. Dr. Jayasree Nambiar
4. Dr. Nilesh Patil
5. Prof. Monika Kulkarni

The minutes of the meeting are as follows:

S.No.	Agenda Point	Detailed description	Action to be taken by
1.	To confirm the minutes of the previous meeting of IQAC.	Dr. G. Y. Shitole, Principal of BCACS, read and confirmed the minutes of the previous IQAC meeting.	
2.	To review the documentation process of IQAC as per the new NAAC guidelines	Prof. Parag Shah guided the faculty that the documentation for NAAC should be in electronic format for easy access and utilization.	

3.	To review the updation of the BCACS website	It was decided to update the BCACS website on a priority basis and also to make it more user-friendly with the help of the IT department of SBS.	Prof. Gurunath Waghale
4.	To review the Academic and Administrative Audit (AAA) preparations	It was decided to discuss with the management of SBS and register the alumni association of BCACS and also revise the SOP before submitting for Academic & Administrative audit.	Dr. G. Y. Shitole and IQAC committee
5.	To finalize the plan of action for the academic year 2019-20	It was decided to form the academic calendar committee for 2019-20 at the earliest. The committee shall decide the subject allotment to faculty and the academic calendar for 2019-20	Dr. G. Y. Shitole
6.	To plan to start new certificate programmes in consultation with CDC	Prof. Parag Shah advised to equip the language lab with the language leaning software. It was also decided to start new certificate courses like foreign language, etc.	English Department
7.	To encourage the faculty members to undertake research projects	Prof. Parag Shah suggested to try for industry funded research.	
8.	To review the performance of placement cell for ensuring more and more employment opportunities to the students of BCACS	Placement cell reported the placement activity for 2018-19. It was decided to give more employment oriented training to final year students like mock interviews, group discussions, mock aptitude tests, etc. Prof. Parag Shah also suggested to organize guest lectures by industry representatives to give an idea of industry expectations to the students at	Placement Cell


		the beginning of the final academic year for both B.Com. and B.B.A.	
9.	To discuss and decide upon the organization of National Level Conferences/ Seminars in the second term of academic year 2019-20	It was decided to set up a committee with management's approval for the organization of conferences and seminars.	IQAC Committee
10.	To initiate implementation of smart classrooms in the college	It was proposed to have at least two smart boards in two classrooms so that BCACS has two smart classrooms.	Prof. Amol Jadhao
11.	To consider and approve the reports of the different committees for the academic year 2018-19	The reports of 2018-19 for different committees were reviewed. Dr. G. Y. Shitole asked the plan of action to be prepared by each committee for 2019-20.	Respective Committee members
12.	To discuss the initiatives by the IQAC working committee during the academic year 2018-19	IQAC coordinator Dr. Jayasree Nambiar presented that the IQAC committee has successfully organized a student led research conference in January. The surveys by the college were conducted online in an effort to go paperless. The IQAC committee proposed to have smartboards in the classrooms. The committee also proposed to improve the activity sessions by adding more variety of activities.	

13.	Any other item with the permission of Chair	Dr. Jayasree Nambiar suggested that the social media presence of the college should be strengthened. It was decided that the links to the social media pages of BCACS should also be given in the college website.	
-----	---	--	--

The IQAC meeting ended with thanks to the chairperson and all the other committee members.

Place: Pune – 33

Date: 30/03/19


 Principal 30/3/19
PRINCIPAL
 Sri Balaji Society's
 Balaji College of Arts, Commerce & Science
 Tathawade, Pune-411 033.