

**SRI BALAJI SOCIETY'S**

**BALAJI COLLEGE OF ARTS, COMMERCE AND SCIENCE**

**Minutes of IQAC meeting held on 2<sup>nd</sup> July 2019**

The IQAC meeting of BCACS was held on 2<sup>nd</sup> July 2019 at the Principal's office at 2.30 p.m. under the chairmanship of the Principal.

The following members were present:

1. Dr. G. Y. Shitole
2. Prof. CA. Parag Shah
3. Dr. Jayasree Nambiar
4. Dr. Nilesh Patil
5. Prof. Bhakti Joshi

The minutes of the meeting are as follows:

S. No.	Agenda Point	Detailed Description	Action to be taken by
1.	To confirm and follow-up on the minutes and resolutions of previous IQAC meeting dated 28 March 2019.	Dr. G. Y. Shitole, Principal, BCACS, read and confirmed the minutes of the previous IQAC meeting	-
2.	To review NAAC preparation of BCACS till date.	Dr. Nambiar briefed the committee on the preparation status of BCACS to apply for NAAC accreditation. Prof. Shah guided her to prepare a tentative timeline to apply and submit the IQA and the SSR so as to plan accordingly.	Dr. Nambiar



3.	To review the admissions for 2019-20 academic year.	Dr. Nambiar presented the admission details for first year BBA and B.Com. for 2019-20. It was noticed that BBA admissions were full but B.Com. admissions could be further increased.	Admission Committee
4.	To discuss the result analysis of Mar-Apr 2019 University examinations of BBA and B.Com.	Prof. Joshi presented the result analysis of the Mar-Apr 2019 University examinations of BBA and B.Com. It was decided that faculty should further motivate the current students to work hard and aspire to be University rank holders.	All faculty members
5.	To discuss the change in syllabus of BBA and B.Com.	Prof. Joshi presented the details of changes in the syllabus of first year BBA and B.Com. Dr. Shitole instructed that the concerned faculty should acquaint themselves with the new syllabus and prepare lecture plans and teaching material accordingly.	All the concerned faculty
6.	To review the subject allocation to faculty and faculty workload distribution for the present semester.	Dr. Patil presented the workload distribution details. It was found satisfactory.	-
7.	Internal evaluation process for first year BBA and B.Com.	Prof. Joshi updated the committee about the change in weightage of internal marks for the first year and also the evaluation criteria prescribed by the university. Dr. Shitole asked her to ensure the faculty is well-versed with the new evaluation criteria and plan their evaluation accordingly.	All the concerned faculty





8.	To introduce Tally as a Value Added course for first year BBA and B.Com.	Prof. Shah proposed to introduce Tally lectures as a value added course for first year BBA and B.Com. The proposal was seconded by principal Dr. Shitole. He asked Dr. Patil and Prof. Joshi to prepare a proposal regarding the same for management's approval.	Dr. Patil and Prof. Joshi
9.	To purchase new books for first year BBA and B.Com. with updated syllabus as soon as possible.	Dr. Nambiar proposed that the library staff should invite quotations and begin the process to purchase new books for first year BBA and B.Com. with updated syllabus. Dr. Shitole seconded the proposal that it should be done as priority.	Librarian
10.	Update regarding Smart classroom	Dr. Nambiar updated the committee that quotations have been received for interactive smartboards. Dr. Shitole examined the quotations and asked them to be submitted to the management for approval at the earliest. Prof. Shah encouraged that it was a good ICT initiative for the teaching – learning process.	Dr. Nambiar
11.	To purchase more collar mics	Prof. Joshi proposed to purchase and install mic systems in all the classrooms. Dr. Shitole agreed and said the requirement shall be submitted for procurement.	Mr. Meghraj Gholap

The meeting ended with thanking all the members for their contribution.

Place: Pune-33

Date: 03-07-2019



Principal  
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