

**BGPS'**  
**MUMBAI COLLEGE OF ARTS COMMERCE & SCIENCE**  
**(Affiliated to the University of Mumbai)**  
**NAAC ACCREDITED**  
**J.K.KNOWLEDGE CENTRE, NADKARNI PARK,WADALA (E), MUMBAI – 400037**

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**LIST OF IQAC MEETINGS HELD DURING THE YEAR 2018-2019.**

Sr. No.	Meeting date	No. Of Members attended	Agenda of meeting	Action suggested
1	10.08.2018	9	<ul style="list-style-type: none"> <li>• QUALITY</li> <li>• FDP</li> <li>• More participation of teachers in Academic Bodies</li> <li>• Strengthen Alumni Participation.</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage faculty and students to take up research projects</li> <li>• Every department to organise one quality oriented programme under the aegis of IQAC</li> <li>• The Committee met on several occasions in September &amp; October 2017 to Encourage teachers for more participation in academic bodies.</li> <li>• Strategies to strengthen alumni participation.</li> </ul>
2	19.09.2018	9	<ul style="list-style-type: none"> <li>• NAAC</li> <li>• To set up Incubation Centre</li> <li>• To organize job fair</li> </ul>	<ul style="list-style-type: none"> <li>• A member to attend the one day workshop regarding NAAC guidelines</li> <li>• Members discussed to set up a Incubation centre.</li> <li>• A mega job fair to be organized</li> </ul>
3	11.12.2018	9	<ul style="list-style-type: none"> <li>• To strengthen Industry Collaboration &amp; MOU</li> <li>• Soft Skill development</li> <li>• Annual fest Avishkar</li> </ul>	<ul style="list-style-type: none"> <li>• Members discussed about strengthening industry collaborations by signing new MOUs.</li> <li>• Work delegation for Annual fest</li> <li>• Workshop for Compute Science department and IT students to be conducted</li> </ul>
4	6.2.2019	7	<ul style="list-style-type: none"> <li>• Program for non-teaching staff</li> <li>• Program for teaching staff</li> </ul>	<ul style="list-style-type: none"> <li>• Various programs for non-teaching staff discussed -computer literacy program, filing and data retrieval for MIS purposes, a gender sensitisation program.</li> <li>• A conference on Research Methodology was planned.</li> <li>• FDP for teachers was discussed</li> <li>• Workshops were also discussed.</li> <li>• Suggestions for resources persons from members were elicited.</li> </ul>

			<ul style="list-style-type: none"><li>• Arrangements for various programs</li></ul>	<ul style="list-style-type: none"><li>• Discussed departmental activities.</li><li>• Data compilation for , Academic Audit.</li><li>• Strengthening Consultancy Services.</li></ul>
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9	11.03.2019	4	<ul style="list-style-type: none"> <li>• GST Accounting</li> </ul>	<ul style="list-style-type: none"> <li>• Discussed conducting a seminar for non-teaching staff of GST and new changes.</li> <li>• Decided to invite a speaker on GST Accounting.</li> </ul>
10	15.03.2019	5	<ul style="list-style-type: none"> <li>• New activities for teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Discussed conducting a seminar on smart board demonstration and KC App for helping staff and students with attendance and admission.</li> <li>• CAS files were checked and discussed.</li> </ul>
11	22.3.2019	3	<ul style="list-style-type: none"> <li>• Discussion on post events feedback</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers' feedback were analysed orally regarding seminars on 'Smart Board Demonstration' and 'KCAApp' held on 21.03.2018.</li> <li>• Discussed more Apps that could be introduced.</li> </ul>
12	24.03.2019	5	<ul style="list-style-type: none"> <li>• Arrangements of seminar for Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Arrangements for a talk for Teachers on Reforms in Higher Education was finalised to be held on 26.03.2018</li> </ul>
13	28.03.2019	5	<ul style="list-style-type: none"> <li>• CAS/Feedback form</li> </ul>	<ul style="list-style-type: none"> <li>• All teachers met to go through CAS files.</li> <li>• All the seminars of the month of March were discussed.</li> <li>• Feedback forms were analysed and discussed.</li> </ul>
14	24.4.2019	7	<ul style="list-style-type: none"> <li>• CAS</li> </ul>	<ul style="list-style-type: none"> <li>• CAS files were checked and necessary corrections were made wherever needed.</li> <li>• Format of the letters sent to the subject experts was finalised.</li> <li>• Names of subject experts were also suggested.</li> </ul>
15	10.05.2019	4	<ul style="list-style-type: none"> <li>• CAS</li> </ul>	<ul style="list-style-type: none"> <li>• Office was asked to keep data regarding CAS files ready</li> <li>• Letters to subject experts were sent.</li> </ul>
16	12.05.2019	3	<ul style="list-style-type: none"> <li>• Placement interview</li> </ul>	<ul style="list-style-type: none"> <li>• Interview for placement of teachers was conducted</li> </ul>