



B.G.P.S. MUMBAI COLLEGE OF ARTS, COMMERCE AND SCIENCE
(Affiliated to University of Mumbai) NAAC ACCREDITED,
J.K.Jadhav Knowledge Center, Near MBPT Hospital, Nadkarni Park, Wadala(East), Mumbai-400037.

IQAC - MEETING MINUTES (2019 - 2020)

1) IQAC Meeting held on 17th of June, 2019

The IQAC had called up for its first meeting of the academic year 2019-2020 on 17th June, 2019 to discuss the plan for the current academic session. The meeting was scheduled at 11 a.m. in the Principal cabin. The following members were present for the meeting.

1.	Shri J. K. Jadhav	Chairman, BGPS- Management trustee
2.	Asst. Prof. Anil Gaikwad ,	Chairman -I/C. Principal
3.	Asst. Prof. Draksha Khan	Coordinator- HOD of B.M.S.
4.	Asst. Prof. Arun lingade	Teacher representative- HOD of I.T & C.S
5.	Asst. Prof. Mr. Sanjay Kamble	Teacher representative - Head of exam Committee
6.	Mr. M. Gacche	Management representative
7.	Dr. Pratibha	Nominee Local Society - Representative of BPT

Agenda:

The agenda for the meeting was the following:

1. To discuss and approve Academic Calendar
2. To approve new Specialization of Human Resource Management for BMS program.
3. To update college website
4. To form Committees and sub committees for different criteria for efficient data collection and documentation
5. Selection of Alumni representative
6. To consider introducing student representative in IQAC
7. To appoint approved staff and principal and obtain Approval from University Staff Selection Committee
8. To plan various seminars and workshops.
9. To organize a Mega job fair
10. To Discuss on new MOU.
- 11 Any other matter with the permission of the chair



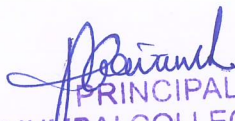
Suggestions:

1. For the convenience of data collection and better functioning, formation of sub committees was suggested - The suggestion was unanimously accepted by all the members and various committees were formed.
2. To introduce student's representatives in IQAC - TYBMS student Mr. Dharmesh Parmar added as the student representative in IQAC
3. To introduce comment book for all the visitors including resource person, guest lecturers and other visitors.

Outcomes:

1. To allow new Specialization of HRM for the BMS program.
 2. To complete the process of Staff Selection by the month of January, 2020
 3. To upload the AQAR and Academic Audit Report in the college website
 4. To organize a Mega Job fair
 5. To sign a MOU with AAPL for C2C career program and placements.
 6. To organize seminars and workshops by all the departments.
- Asst. prof. Arun lingade proposed a vote of thanks and thereafter the meeting was adjourned by the chair




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2) IQAC Meeting held on 16th of October, 2019

The IQAC had called up for its second meeting of the academic year 2019-2020 on 16th October 2019. The meeting scheduled at 11 .30 a.m in the Principal's office. The following members were present for the meeting.

1. Asst. Prof. Anil Gaikwad	Chairman-I/C Principal
2. Asst. Prof. Draksha Khan	Coordinator- HOD of B.M.S.
3. Asst. Prof. Arun lingade	Teacher representative - HOD of I.T & C.S
4.Asst. Prof. Mr. Sanjay Kamble	Teacher representative - Head of exam Committee
5.Mr. M. Gacche	Management representative

Agenda:

1. To update the college website and make it user friendly
2. To assess the progress in work/ data collection of each of the committee
3. To explore ways to keep the college website updated with all the necessary documents and geo tagged photos of all the events/ programmes conducted by each of the departments.
4. To enlist the number of excel sheets required for STAFF SELECTION & APPROVAL
5. To plan various Seminars and Guest lectures
6. To plan various visits and study tours.
7. Any other matter with the permission of the chair


Proposals/ Suggestions:

- 1) To introduce Google forms that will bring together all the notices, pictures and other details of the events with feedback.
- 2) Mr. Armaan Edrisi — IT In charge had been proposed to take the responsibility of coordinating with the web designer and update the website.
- 3) Course files and updated profiles of teacher staff to be introduced
- 4) To raise the issue of campus maintenance and work out plan for the same in CDC meeting.
- 5) To equip the computer labs for OSM assessment.

Resolutions:

1. Mr. Armaan will introduce a google form for collating all the information related with any organized by the college.
2. The teaching staff of all the departments to give their updated CV and Course files within a month's time.
3. Various visits and educational tours to be undertaken.
4. As there was no other matter the meeting ended with thanks to the Chair.




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3) IQAC Meeting held on 11th of December, 2019

The IQAC had called up for a meeting on 11th of December, 2019 at 10.30 a.m. in the Principal's office. The following members were present for the meeting.

1. Asst. Prof. Anil Gaikwad,	Chairman-I/C.Principle
2. Asst. Prof. Draksha Khan	Coordinator-HOD of B.M.S.
3. Asst. Prof. Arun lingade	Teacher representative-HOD of & C.S
4. Asst. Prof. Mr. Sanjay Kamble	Teacher representative Head of exam Committee
5. Asst. Prof. Shweta shirgaonkar	Teacher representative
6. Mr. M. Gacche	Management representative
7. Dharmesh Parmar	Student representative

Matter on the Agenda:

1. Approval of the previous meeting Minutes
2. To decide on the deadline for online submission of AQAR 2018-19
3. To organize workshop on the theme of quality enhancement in Teaching Learning
4. To plan and discuss Annual fest Avishkar
5. To conduct a session for non-teaching staff.
6. Academic Audit Report preparation
7. Finalisation of dates for Staff Selection Committees Interviews
8. To plan a schedule for interactive session of final year students of all streams with Principal.
9. Any other matter with the permission of the chair

Outcomes:

1. The Minutes of the previous meetings were read out by the IQAC-Coordinator. The members approved the Minutes.
2. The IQAC-Coordinator informed the members that AQAR (2018-2019) was to be sent to NAAC by 31/3/2021.
3. It was decided to plan national level seminar for quality enhancement in student centric teaching learning.
4. Annual Fest to be organized in the month of February after Annual Convocation.
5. A session on for non-teaching staff was decided to be conducted in the month of March 2020 6. The responsibilities and parameters for preparation of Academic Audit was distributed.
7. 8/1/2020 and 9/1/2020 are finalized Staff Selection Committees Interviews.

Resolutions:

It was unanimously decided that reports of academic, co-curricular & extracurricular activities should be submitted to IQAC in hard copy as well as soft copy.

Adjournment: The meeting was adjourned by the coordinator after a formal vote of thanks.



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4) IQAC Meeting held on 6th of March, 2020

The IQAC had called up for its fourth meeting of the academic year 2019-2020 on 6th of March, 2020 to discuss the plan for the current academic session. The meeting was scheduled at 10.30 am in the Principal's office. The following members were present for the meeting.

1. Dr. Subhash Vadgule	Chairman- Principal
2. Asst. Prof. Draksha Khan	Coordinator-HOD of BMS
3. Asst. Prof. Anil Gaikwad.	Coordinator-HOD Commerce Dept
4. Asst. Prof. Arun lingade	Teacher representative HOD of LT & CS
5. Asst. Prof. Mr. Sanjay Kamble	Teacher representative Head of exam Committee
6. Asst. Prof. Shweta shirgaonkar	Teacher representative
7. Mr. M. Giacche	Management Representative

Agenda:

1. To place AQAR before all the members for approval and final submission.
2. Discussion of activities completed in 2019-20 in the light of Peer Team Committee recommendations
3. SWOT of the institution with reference to Audit conducted
4. Sharing compiled list of new best practices
5. Plan of action for the academic year 2020-21
6. Any other matter with the permission of the chair

Resolution:

1. The coordinator placed the prepared AQAR before all the members for final Submission. The AQA was approved for the submission.
 2. Discussion of activities completed in 2018-19 in the light of Peer Team Committee recommendation It was shared by IQAC In charge that the Peer Team Recommendations have been seriously looked into elaborate targets have been set to achieve the same.
 3. SWOT of the institution with reference to Academic Audit conducted It was shared that Academic Audit was conducted and report submitted to UOM on from 18th January 2020
 4. The compiled list of best practices has been prepared and will be shared amongst all departments. implementation at institutional level.
 5. Plan of action for the academic year 2020-21 IQAC In Charge shared the Plans of the institution for next year: Encourage faculty and students to take up research projects
More participation of teachers in Academic Bodies
New methods of teaching
Added Certificate Courses-Courses addressing cross cutting issues like gender, environment, human values.
professional ethics
Strengthen Alumni Participation.
Incubation Centre to conduct more activities and focus on tie ups
Strengthen Industry Collaboration & MOU
Foster innovation through innovation Club
Conducting more activities through Alumni Association
Value Education to be given importance (UHV)
- As there was no other matter the meeting ended with thanks to the Chair.



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5) IQAC Meeting 7th of May, 2020

Due to the corona pandemic online meeting of IQAC was held on 7th of May, 2020 at 4.00 pm on Zoom platform.

Attendees

The Following members were PRESENT

Management ChairMan	Shri. J.K. Jadhav
Meeting Chair	Dr. Subhash Vadgule , Principal
Meeting Coordinator	Draksha Khan
Joint. Coordinator	Anil Gaikwad
Members	Arun lingade
	Sanjay Kamble
	Shweta Shirogonkar

Agenda:

1. To create an Online Notice board and You Tube channel of the college to reach out to all the Stakeholders.
2. Addressing the students through virtual platform and create awareness on Covid-19
3. Conducting webinars
4. Conducting online quizzes and other activities to create awareness on COVID
5. To prepare a tentative teaching plan
6. To train teachers for online teaching techniques

Recommendations:

1. Amidst the corona pandemic, there were lots of news and confusing messages in circulation on exams and college re-opening, so it was suggested by IQAC committee to create a notice board online and a You Tube channel of the college so as to connect with all the stakeholders and provide various instructions from time to time.
2. Webinars to be conducted for the teachers so as to enable them to adapt to online teaching techniques.
3. IQAC suggested a webinar on issues an myth during the pandemic.

Outcomes:

1. It was decided that a tentative plan for teaching learning process for the academic year 2020 - 21 will be prepared and shared with the stake holders. After consultation with the HODs and staff the plan will be submitted to the Principal.
2. Principal will address the students on You Tube channel regarding their well-being, precautionary measures, examination and re-opening of college.
3. To create awareness on Covid-19 and educate the younger generation about the Pandemic, various departments of the institution will organize intercollegiate quiz competitions for students.
4. A national Webinar on 'CHALLENGES AND WAY OUT DURING AND POST COVID-19 PANDEMIC' to be conducted.

Meeting was adjourned at 6:30 pm by Draksha Khan.



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