

Oswal Shikshan & Rahat Sangh Sanchalit  
**SHREE HALARI VISA OSWAL COLLEGE OF COMMERCE**  
(Affiliated to University of Mumbai & NAAC Accredited 'B' Grade)

**Internal Quality Assurance Cell**

**CALENDAR 2018-19**

Month	Particulars
<b>June</b>	Principal's Address to the Staff promoting enhancement in Teaching, research etc. Meeting of the IQAC Committee (for the Planning of First Term) Collection of Self-Appraisal Formation of Annual Committees NAAC Criterion Distribution Result Analysis
<b>July</b>	Meeting of Advisory Committee of Student's Council Departmental Visits Submitting online Minor Research Proposals College Alumni Association Meeting with Alumni Executive Council Meeting of the College Development Committee Organizing Workshop on Revised Syllabus ( V & VI Sem)
<b>August:</b>	Meeting of the IQAC Orientation about activities of different Cells to FY Class Organize Faculty Development Programme
<b>September</b>	Celebration of College Day & Teacher's Day IQAC Meeting Website Updating RAC Meeting Collection of Quarterly reports
<b>October</b>	Syllabus Completion Feedback from Students & Alumni Vacations from: 3 <sup>rd</sup> November to 23 November 2018 Faculty participation report in outside activities Collection of Data for AQAR
<b>November</b>	Re opening of the College Preparation of draft of AQAR Participation in Avishkar Research Festival
<b>December</b>	Industrial Visit IQAC Meeting Submitting AQAR
<b>January</b>	Attending of Conferences/ Seminars by faculties Collection and reviewing reports of various activities
<b>February:</b>	Convocation & Degree Distribution Annual days & Sports Celebration
<b>March</b>	Collection of articles from students for the Annual Magazine 'Prarambh' Syllabus Completion Feedback from all the stakeholders
<b>April</b>	IQAC Meeting Collection of Reports & Data Preparation of AQAR
<b>May</b>	Maharashtra Day: Hoisting of Flag

## Roles & Responsibility

S. No	Activity	Schedule	Responsibility
1	IQAC Meeting	Quarterly meeting	IQAC
2	Inspection of Departments & Committees & Documentation	Semi Annually	IQAC
3	Campus Rounds	Monthly	IQAC
4	Interaction of Institutional Committees with Faculty, Staff & Students	Quarterly	IQAC
5	Departmental AQAR Submission	Annual meeting	IQAC
6	Finalization of Institutional AQAR	Annually	IQAC
7	Teaching Plan	Before commencement of UG & PG Course at Departmental Level and a copy is to be submitted to Dean Office	Head of respective Departments
8	Orientation for Newly Inducted Students	FY B.Com Class	Head of respective Committees
9	Academic Calendar & IQAC Calendar	Annually	IQAC
10	Institutional Magazine	Annually	Head of respective Committees
11	Meetings of Institutional Committees	As per respective chairperson and secretary	Head of respective Committees
12	Committee Oriented Activity	Monthly	Head of respective Committees
13	Feedback from Students on Faculty, Subject & Curriculum	Annually	IQAC
14	Feedback from Alumni	Annually	Alumni Committee
	Research Projects with External and Internal Funds	Annually	Research Monitoring Committee