

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

Notice

Date: 15th June, 2018

All the members of IQAC are hereby inform that the IQAC meeting is scheduled on 20th June, 2018 at 2:00 p.m. in IQAC Cell.

Agenda for the meeting are:

- 1) To discuss the role of IQAC and its composition.
- 2) To Read IQAC calendar and plan of action.
- 3) To discuss about formats & reports of committees and departments.
- 4) To assign the roles & responsibility to faculties for collecting data of criterion.
- 5) Any other matters with permission of chair.

Sr. No	Name	Designation	Signature
1.	Dr.Snehal Donde	Principal	
2.	Mr.Yogesh Pawar	IQAC Co-ordinator	
3.	Mrs.Pooja Dodhia	Faculty Member	
4.	Mrs.Ranjeeta Singh	Faculty Member	
5.	Mr. Shaikh Aswad	Asst. Professor	
6.	Mr. Sanjay Salwe	Librarian	

Dr.(Smt.) Snehal S.Donde
Principal

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Minutes of the meeting

The Meeting of IQAC was held on 20th June, 2018 at 2:00 p.m. in IQAC Cell

Following points were discussed:

- a) Mr. Yogesh Pawar IQAC Co-ordinator explained the role of IQAC and its composition in which the faculty member will be Mrs. Ranjeeta Singh & Mrs. Pooja Dodhia in current academic year. He elaborated the role of IQAC and its function which need to be inculcate from the current academic year and continuous effort to be on suggestion given by NAAC peer team in their report.
- b) Mr. Yogesh Pawar read the academic calendar of IQAC and explained the plan of action which is to be followed during the academic year.
- c) Mr. Yogesh Pawar circulated the list of various committees headed by respective faculty & who will be responsible for handling the same. He also explained how committees need to prepare their academic calendar and plan of action of the activities. He said activities should be conducted according to the plan of action & innovative practices should be inculcate for doing the same & while maintaining reports he said and standard format should be followed.
- d) Mr. Yogesh Pawar assigned the various criterions to different faculties and guided how they need to work on the same and records to be maintained. The Criterions were distributed as :

Dr. Snehal Donde	Criterion VI- Governance, Leadership & Management
Mr. Yogesh Pawar	Criterion I & II- Curricular Aspects & Teaching, Learning & Evaluation.
Mrs. Pooja Dodhia	Criterion III-Research, Consultancy & Extension
Mrs. Ranjeeta Singh	Criterion VII- Innovation & Best Practices
Mr. Aswad Shaikh	Criterion V- Student Support & Progression
Mr. Sanjay Salwe	Criterion IV- Infrastructure & Learning Resources

- e) Mrs. Ranjeeta Singh said the lesson plan need to be submitted by all faculties on or before 25th June, 2018. and need to be maintained records in syllabus monitoring register

for their regular subjects. Mr Yogesh Pawar said the syllabus monitoring register will be kept in staff room and every faculty will update it daily.

- f) Mr. Yogesh Pawar also suggested faculties must focus on more use of ICT while teaching and innovative methods like case studies and project assignment should be given to students so they will get practical exposure.

Mr. Yogesh Pawar

IQAC Co-ordinator

Dr.(Smt.) Snehal S. Donde

Principal