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**ASHOKA EDUCATION FOUNDATION - NASHIK**  
**MINUTES OF MEETING**

Rev:00 MR/R/13

Date: 21/05/2022

Time: 3:00pm to 4:00pm

Venue: ACBCS, Chandsi

Members Attended:

Attendees	Dr.Harsha Patil -Principal
	Mr.Lokesh Surana-Vice Principal
	Mrs. Pratima Bhalekar-Vice Principal
	Dr. Parmeshwar Biradar QAG Head-AEF
	Dr. Manisha Shirsath-Cordinator BBA Dept.
	Mrs. Jayashree Darade- Cordinator BBA (CA) Dept.
	Mrs. Alpana Sonje- Cordinator B.Sc(CS) Dept.

Sr. No.	Agenda Point	Action / Decision	Responsibility
1	Student Feedback.	Students requested for offline lectures due to pandemic students were not received practical exposure through industry visits/survey/internship etc so as situation become normal and everything is open with proper precaution so in next academic year schedule various practical base activities, visits etc	Teachers & Students
2	Teacher Feedback	Principal madam appreciated BBA department for organizing TYBBA syllabus implementation meeting in collaboration with SPPU through which inputs like how to execute TY curriculum and project etc received. Principal madam motivated faculties to be part of Syllabus design in coming years so that we can able to provide updated concepts to students.	Teacher
3	Parents Feedback	Parents shared their vies through parents Parents were happy because in Pandemic period also teachers executed	Department Head

**ASHOKA EDUCATION FOUNDATION - NASHIK**  
**MINUTES OF MEETING**

Rev:00 MR/R/13

		curriculum very effectively by conducting zoom sessions and proper curriculum assessment.	
4	Infrastructure Feedback	Feedback regarding infrastructure has been taken from students after college started physically (Even Semester of Academic Year). Students were appreciated precautionary efforts with respect to COVID taken by college.	Admin /House keeping Department



Prepared By, **Dr. Manisha Shirshath**



**Principal**

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## OPINION & SUGGESTIONS

### FYBBA(CA) Odd semester (Start) Feedback

November -2021-22

CLASS	OPINION & SUGGESTIONS <i>from students</i>	Root Cause	Corrective Action <i>(Action taken)</i>	Preventive Action
FYBBA(CA)	Offline lectures should start	Lectures are conducted online due to Covid-19 Pandemic	As per guidelines of SPPU and Government of Maharashtra, Practical session were started physically for two days in a week.	Lectures are conducted as per guidelines.
	Classes timing should be till 1:30pm	To complete the syllabus of all subjects within the time, it was necessary to have 4 sessions in a day.	After end term exam, only 3 sessions will be planned for remedial.	It is necessary to have 4 sessions in a day as practical sessions are also included.
	Programs must explained more easily. Teachers should take more examples while explaining any concept or practical concept.	Online lectures	We have conducted physical practical.	More number of practical assignments will be taken.



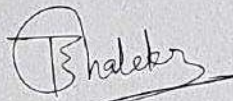


## OPINION & SUGGESTIONS

### SYBBA(CA) Odd semester (End) Feedback

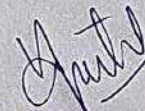
November -2021-22

CLASS	OPINION & SUGGESTIONS	Root Cause	Corrective Action	Preventive Action
SYBBA(CA)	<ol style="list-style-type: none"><li>1. There must be strict assignments so we will do it in time</li><li>2. There must be presentation for students once a week so we will have good communication skill</li><li>3. more interaction with student so he can learn to speak in more people and gain confidence.</li><li>4. they must give small bootcamps about languages we going to learn in near semester so we can develop skills for that language</li></ol>	Online mode of teaching and technical subjects.	Asked subject teachers to assign presentation topics compulsorily.	Students presentations always be planned in micro plan.



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## OPINION & SUGGESTIONS

BBA(CA) Odd semester (Start) Feedback

November -2022-23

CLASS	OPINION & SUGGESTIONS	Root Cause	Corrective Action	Preventive Action
FYBBA(CA)	<ul style="list-style-type: none"> <li>• Teachers should teach from basic. Basics is necessary and they should go according to students capacity and capabilities</li> <li>• Everything is good only need some revision from exam point of view...</li> </ul>	Some late admissions are there.	Remedial sessions are planned.	Separate sessions will be planned for these students. It will not be a problem in second term.
	<ul style="list-style-type: none"> <li>• Business communication ma'am didn't know how to control the class and didn't speak clearly voice is so confusing and too fast to write in notebook.</li> <li>• Theory subjects like Business communications if taught with a practical example would help us as students to understand it better</li> </ul>	Visiting Faculty. But overall feedback of this faculty is good.	Talked with her. She has started remedial sessions.	Proper orientation will be given to all new faculties including visiting about teaching learning methodologies.



	<ul style="list-style-type: none"> <li>• More practical for DBMS and c programming</li> <li>• Need to improve c programming lectures as it is hard to understand so we need our teacher to explain the topic more thoroughly</li> </ul>	Non technical background of students.	More practical sessions are planned and also more practical assignments were given.	More practical assignments will be given for practice.
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CLASS	OPINION & SUGGESTIONS	Root Cause	Corrective Action	Preventive Action
SYBBA(CA)	I want more time for practical lecture please (We want free lecture after every 2 days)	Lectures and practical are scheduled as per university norms.	After syllabus end, more practical sessions will be given in Time Table.	Students can avail extra lab after college timing.
	DS 202 not getting programs	More technical subject. Students need to do practice.	Remedial sessions are planned for DS practical.	More practical assignments will be given for practice.
	Study material should be provided on time.	All study materials already shared on google classrooms.	Make sure all students are active on google classroom and provided notes on Whatsapp group too.	All study material will be provided in advance in classes only.





CLASS	OPINION & SUGGESTIONS	Root Cause	Corrective Action	Preventive Action
TYBBA(CA)	While teaching teachers should give as many example as possible for better understanding. Video should been shown for better understanding.	More technical subjects are introduced.	Ask faculties to share related videos sessions.	Faculties will share videos at the beginning only
	Python and core java subjects should be before break because I feel sleepy and tired. Need Better faculty for java.	Practical are scheduled as per lab availability.	After end of the syllabus, only practical sessions are scheduled to give more practical practice.	Will try to keep practical sessions before break only.
	Increase food supply in canteen	Strength of students is increasing.	Forwarded issue to management.	Prior discussion with management

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## OPINION & SUGGESTIONS

BBA(CA) Odd semester (Start) Feedback

November -2022-23

CLASS	OPINION & SUGGESTIONS	Root Cause	Corrective Action	Preventive Action
FYBBA(CA)	<ul style="list-style-type: none"> <li>Teachers should teach from basic. Basics is necessary and they should go according to students capacity and capabilities</li> <li>Everything is good only need some revision from exam point of view...</li> </ul>	Some late admissions are there.	Remedial sessions are planned.	Separate sessions will be planned for these students. It will not be a problem in second term.
	<ul style="list-style-type: none"> <li>Business communication ma'am didn't know how to control the class and didn't speak clearly voice is so confusing and too fast to write in notebook.</li> <li>Theory subjects like Business communications if taught with a practical example would help us as students to understand it better</li> </ul>	Visiting Faculty. But overall feedback of this faculty is good.	Talked with her. She has started remedial sessions.	Proper orientation will be given to all new faculties including visiting about teaching learning methodologies.



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	<ul style="list-style-type: none"> <li>• More practical for DBMS and c programming</li> <li>• Need to improve c programming lectures as it is hard to understand so we need our teacher to explain the topic more thoroughly</li> </ul>	Non technical background of students.	More practical sessions are planned and also more practical assignments were given.	More practical assignments will be given for practice.
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CLASS	OPINION & SUGGESTIONS	Root Cause	Corrective Action	Preventive Action
SYBBA(CA)	I want more time for practical lecture please (We want free lecture after every 2 days)	Lectures and practical are scheduled as per university norms.	After syllabus end, more practical sessions will be given in Time Table.	Students can avail extra lab after college timing.
	DS 202 not getting programs	More technical subject. Students need to do practice.	Remedial sessions are planned for DS practical.	More practical assignments will be given for practice.
	Study material should be provided on time.	All study materials already shared on google classrooms.	Make sure all students are active on google classroom and provided notes on Whatsapp group too.	All study material will be provided in advance in classes only.

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## OPINION & SUGGESTIONS

BBA(CA) Even Semester (End) Feedback

MAY -2022-23

CLASS	OPINION & SUGGESTIONS	Root Cause	Corrective Action	Preventive Action
FYBBA(CA)	<ul style="list-style-type: none"> <li>Java script not taught html not taught properly</li> <li>Topics such as java script was not taught in class</li> </ul>	<ul style="list-style-type: none"> <li>Due to some events students had missed those lectures.</li> </ul>	<ul style="list-style-type: none"> <li>Topic was covered in remedial lectures.</li> </ul>	<ul style="list-style-type: none"> <li>We will make sure that all students will never missed any single lecture due to any event or missed contents will be immediately delivered to them.</li> </ul>
	<ul style="list-style-type: none"> <li>Lectures are not being conducted according to the time table, Time table should be prepared according to the subject need. Practical subjects should be included more than theory subjects in the time table.</li> <li>The students didn't got time for the study of end term exam becu of University practicals that were held so suddenly .</li> </ul>	<ul style="list-style-type: none"> <li>As per university norms, Time tables are prepared</li> </ul>	<ul style="list-style-type: none"> <li>Students are allowed to sit in computer labs after their lectures.</li> </ul>	<ul style="list-style-type: none"> <li>Extra session will be allocated to practical</li> </ul>



	<p>teaching approach has left me with an incomplete understanding of various mathematical topics. This has made it challenging to apply the concepts effectively. Confusion during Instruction: Ma'am often appears confused while explaining certain concepts, which adds to my uncertainty and makes it harder to understand the material.</p> <ul style="list-style-type: none"> <li>• Revision of Accounts and Maths</li> </ul>			
	<ul style="list-style-type: none"> <li>• Please don't give the assignments of all subjects together during exam time as we cannot manage completions and exams together</li> </ul>	<ul style="list-style-type: none"> <li>• It is subject need. Each subject teacher wants to prepare their subjects well from students</li> </ul>	<ul style="list-style-type: none"> <li>• Submission time was managed according to all subjects.</li> </ul>	<ul style="list-style-type: none"> <li>• Ask subject teachers to plan their submissions well in advance from university exams.</li> </ul>

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## Ashoka Center for Business and Computer Studies

A.Y. 2022-23(Even Semester)

## Corrective Action and Preventive Action

## BSc(CS) and MSc(CA)

Class	Opinion & Suggestions	Root Cause	Corrective Action	Preventive Action
F.Y.B.Sc(CS)	College Infrastructure	Issue related to Infrastructure not mentioned in details.	Email done to Admin department about the College infrastructure related issues.	Forthrightly follow up of admin will be taken

Class	Opinion & Suggestions	Root Cause	Corrective Action	Preventive Action
F.Y.MSc(CA)	Nil	Nil	Nil	Nil

Class	Opinion & Suggestions	Root Cause	Corrective Action	Preventive Action
S.Y.B.Sc-(CS)	Need more fans in class	In room No. 69, there is no proper ventilation.	Email done to Admin department about the College infrastructure related issues.	Forthrightly follow up of admin will be taken. Will arrange the table fan if next batch needs.

Class	Opinion & Suggestions	Root Cause	Corrective Action	Preventive Action
T.Y.B.Sc-(CS)	<ul style="list-style-type: none"> <li>Many teachers skipped last two chapters and told that do</li> </ul>	<ul style="list-style-type: none"> <li>Proper communication not done by faculties about</li> </ul>	<ul style="list-style-type: none"> <li>Had a meeting with subject teachers of TY class, as</li> </ul>	<ul style="list-style-type: none"> <li>Next Academic year will plan strict</li> </ul>



<p>it yourself, but sometimes we as students need their help in understanding the certain concepts but then teachers don't respond.</p> <ul style="list-style-type: none"> <li>In ACBCS, teachers often expect more from students but provide less attention...!</li> </ul>	<p>self-study.</p> <ul style="list-style-type: none"> <li>Faculties are following code of conduct.</li> </ul>	<p>per micro-plan, Faculties taught all the chapters and given some topics for self-study (Theory).</p> <ul style="list-style-type: none"> <li>Teachers are expecting punctuality, attention, sincerity, learning attitude and from the students.</li> </ul>	<p>Observations to comply the query.</p> <ul style="list-style-type: none"> <li>Will pay more attention on students requirement and expectations by taking regular follow up of HOD and co-ordinators.</li> </ul>
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A.Y. 2022-23(Odd Semester)

**Corrective Action and Preventive Action**

**BSc(CS) and MSc(CA)**

CLASS	OPINION & SUGGESTIONS	Corrective Action and Preventive Action
F.Y.B.Sc(CS)	<ul style="list-style-type: none"> <li>• Make divisions.</li> </ul>	Because of delay in Admission Process , After completing 65 Admissions , Students are distributed in two Divisions.
	<ul style="list-style-type: none"> <li>• Please teach with the help of practices.</li> </ul>	Regular Lecture Observations are done by Coordinators and HOD, Suggestions are given Accordingly.
	<ul style="list-style-type: none"> <li>• We need labs for computer science.</li> </ul>	After completion of certain syllabus/Chapters ( Programming Chapters), Lab is assigned to Computer Subjects.
	<ul style="list-style-type: none"> <li>• Make control on class on some lectures.</li> </ul>	Regular Lecture Observations are done by Coordinators and HOD, Suggestions are given Accordingly.


CLASS	OPINION & SUGGESTIONS	Corrective Action and Preventive Action
S.Y.B.Sc-(CS)	<ul style="list-style-type: none"> <li>• Please assign some good faculty for M2 and C practical.</li> </ul>	Both the Faculties are new in ACBCS. In faculty Induction Program, Orientation is given to new faculties related to Teaching Methodology.

CLASS	OPINION & SUGGESTIONS
T.Y.B.Sc-CS	Nil



CLASS	OPINION & SUGGESTIONS	Corrective Action and Preventive Action
SYMSc-CA	<ul style="list-style-type: none"> <li>• Take mock interview sessions</li> </ul>	Mock interview sessions are Planned in Even Semester of A.Y. 2022-23
	<ul style="list-style-type: none"> <li>• Take Resume build-up session.</li> </ul>	Resume build-up sessions are Conducted .



  
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**Status of Corrective and Preventive Action**  
**BSc Computer Science and MSc CA**  
**Students Feedback –ODD Semester -Dec 2021**

Sr. No	Observation	Action Taken/Correction	Root Cause	Preventive Action
1.	SYBSc CS students finding Electronics 1 difficult to understand.	Counselling done and discuss about different methodology to check the understanding of each student.	Previously other faculty teaching the subject and the new faculty is initially teaching very fast.	Proper guidance provided to the faculty.
2.	FYBSc CS Electronics faculty is going very fast, need to slow down.	Had discussion with the faculty, Suggestions given that explain the concept with interactive teaching methodology	Initially faculty is teaching very fast now she reduced.	Proper guidance provided to the faculty
3.	FYBSc CS new admitted students wants revision of first two chapters of C programming.	Extra lectures are scheduled. Reference material (PPT, Books, Notes and YouTube Video links) are shared on Google Classroom.	Late admission	NA
4.	FYMSc CA practical to be taken offline. Need of every student	Scheduled FYMSc Sessions offline for all students.	Due to GR only allowed those students who have taken both the vaccination	Depending on University circular and or GR.



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 Status of Corrective and Preventive Action  
 BBA and BCom  
 Students Feedback – ODD Semester – Dec-2021

Sr. No	Class	Observation	Action Taken/Correction	Root Cause	Preventive Action
1.	FYBBA	<p>Sometimes background noises comes.</p> <p>Facing problems in mathematics subject, from my point of view neha mam is going too fast</p> <p>The faculty is really sweet and helpful. They all teach really well just facing teaching issues with mathematics</p> <p>Theories subjects are understood easily by teachers. Teachers are making efforts to teach us and we can understand it clearly. But please explain practical</p>	<p>Online Lectures at staffroom gives background noise. Some faculties are conducting lectures from different locations.</p> <p>Counselling done and discuss about issue</p> <p>Offline lectures were planned as per university guidelines &amp; GR</p>	<p>New faculty is initially teaching very fast.</p> <p>Due to GR only allowed those students who have taken both the vaccination</p>	<p>Proper guidance provided to the faculty also offline lectures were conducted.</p> <p>Depending on University circular and or GR.</p>






2.	SYBBA	<p>All the faculties at ACBCS are outstanding teachers. Their Keeness to make students learn all the theory and practical aspects of every subject matter is the most remarkable. I am happy to be an Ashokaite. The learning process for students should be more flexible rather than theoretical.</p> <p>Teachers and mentors should revert back.</p>	Had discussion with the faculty	Many students and time constraint	Proper guidance provided to the faculty
3.	FY BCom	<p>Marketing ma'am is going a little fast with the teaching.</p> <p>Start offline lectures soon....</p> <p>No. ( Ours FY.B.Com family so Good )</p> <p>It's all best 🍀</p>	<p>Extra lectures are scheduled. Reference material (PPT, Books, Notes and YouTube Video links) are shared.</p> <p>Offline lectures were planned as per university guidelines &amp; GR</p>	Late admissions & uncertain time for odd semester	NA
4.	SY BCom	<p>Everything is perfect 😊</p> <p>Best a Student can get!</p> <p>Make a google classroom or some similar to make it easier for students submission and would be better for teachers to keep track .</p>	Different online teaching pedagogies are conducted	Subject needs are different so different pedagogies required	NA

  
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