

**Ashoka Education Foundation's**  
**Ashoka Center for Business and Computer Studies, Nashik**  
**Office Notification**

**Constitution of IQAC Committee for the academic year 2020-21.**

**Date :20.6.2020**

Sr. No.	Name of the Member	Designation
1	Dr. Harsha Patil	Chairperson (Principal)
2	Dr. N. R. Telrandhe	Administrator, AEF
3	Mrs. Jayashree Darade	IQAC Coordinator
3	Ms. Pratima Bhalekar	IQAC Member Vice-Principal- BBA-CA
4	Mr. Lokesh Surana	Vice-Principal-BBA
5	Dr. Mrs. Manisha Shirsath	IQAC Member
6	Dr. Parmeshwar Biradar	Faculty
7	Mrs. Alpana Sonje	Faculty
8	Mrs. Khushbu Pawar	Faculty
9	Mr. Prashant Patil	Faculty
10	Mrs. Sheetal Sudake	Admin Officer
11	Mr. Nilesh Kotwal	Admin officer
12	1]Miss. Nikita Kukreja 2]Mr. Saheba Siddiqui 3]Mr. Mayur Ingale	Alumni
13	1]Miss. Neha Badkas 2]Mr. Shreyas Ochani 3]Mr. Lalit Patil	Student
14	Mr. Govind Agrawal	Parent
15	Mr. Ventatechallam	Industrialist



**I/C Principal**  
**Ashoka Center for Business and Computer Studies**



# Ashoka Center for Business and Computer Studies, Nashik

## Internal Quality Assurance Cell Minutes of Meetings 2020-21

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<b>Year</b>	<b>Meeting No.</b>	<b>Date</b>
2020-21	Meeting 1	17-06-2020
	Meeting 2	29-06-2020
	Meeting 3	16-02-2021
	Meeting 4	06-03-2021

## Minutes of the Meeting of 2020-21 held on 17<sup>th</sup> June 2020

Date: 17.6.2020

Time: 2.00 pm

Venue: E-Meeting on ZOOM

### Agenda of Meeting

1. To review and confirm the minutes
2. ACBCS Ranking Process
3. ACBCS Ranking Work Distribution

### Member Present: -

Sr. No	Name of Attendee
1	Dr D.M. Gujarathi , Director HE,AEF
2	Dr. Harsha Patil, I/C Principal ACBCS
3	Ms. Pratima Bhalekar, IQAC Coordinator nad Vice Principal-BBA(CA)
4	Mr. Lokesh Surana , Vice Principal-BBA
5	Mr. Shashikant Shimpi Sir, Admin Head
6	Mr. Mohan Nikumbh , Librarian
7	All ACBCS Faculties

### Leave of Absence was granted to the following members: NIL

Dr. Harsha Patil, I/c Principal Welcome Hon. Chairman sir, Dr. Gujarathi Sir, Director HE AEF and all faculty members.

Dr. Harsha Patil madam congratulated to Hon. Chairman sir and Dr. Gujarathi sir for getting 42nd Rank to ABS in all over India and 17th rank in Maharashtra.

IQAC coordinator welcomed and briefed the committee members on the today's agenda of the meeting.

### 1. To review and confirm the minutes of the last meeting

The IQAC coordinator read the minutes of earlier meeting and the minutes were reviewed and passed by the members.

### 2. ACBCS Ranking Process

- Hon. Chairman sir addressed to all faculties regarding ranking process for ACBCS.
- Chairman Sir has reviewed all indicators and ask Dr. Gujarathi sir to give more guidance to faculties.
- Dr. Harsha madam explained that all ranking indicators are mapped with NAAC criteria and identified ACBCS activities against it.
- Hon. Chairman sir suggested to have sub heads in all criteria and asked Gujrathi sir to contact Educational World Pune (Mr. Naveen Shah) for identify detailing about criteria's sub headings.
- Dr. Harsha madam conveyed that there will be unit level Brain storming meeting on Saturday, 20th June,2020.



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- ACBCS Internal meeting on detail working will be planned on 23rd or 24th June, 2020.
- The Status of working will be shared with Hon. Chairman sir on 27th June, 2020.
- Hon. Chairman sir also ask Harsha Madam to Make annual POA for ranking system working.
- Dr. Gujarathi Sir suggested to Librarian for subscription of "Education world" and get Journal in Library.
- Faculties are also shared their views


### 3. ACBCS Ranking Work Distribution

- Mohan Nikumbh sir explained the process of Subscription of ranked colleges on education world and allocate to faculties to get details information Education world magazine.
- Dr. Harsha Patil madam suggested him to apply immediately for the subscriptions process.
- Lokesh Surana sir will identify ranked colleges on education world and allocate to faculties to get detailed information.

IQAC Head conclude the meeting with vote of thanks.

  
**IQAC coordinator**  
**Co-Ordinator**  
Internal Quality Assurance Cell (IQAC)  
Ashoka Center for Business & Computer  
Studies, Nashik-422 003.



  
**Principal**  
**PRINCIPAL**  
Ashoka Education Foundation's  
Ashoka Center for Business and  
Computer Studies, Nashik

## Minutes of the Meeting of 2020-21 held on 29<sup>th</sup> June 2020

Date: 29.6.2020

Time: 10.30 am

Venue: E-Meeting on ZOOM

### Agenda of Meeting

1. To review and confirm the minutes of the last meeting
2. Introducing new Add-on Certificate Course on Advanced MS-Excel training program.

### Member Present: -

Sr. No	Name of Attendee
1	Dr. Harsha Patil, I/C Principal ACBCS
2	Ms. Pratima Bhalekar, IQAC coordinator and Vice Principal-BBA(CA)
3	Mr. Lokesh Surana, Vice Principal-BBA
4	Mrs. Jayashree Darade, BBA(CA) academic coordinator
5	Mrs. Alpana Sonje, Academic coordinator
6	Mrs. Sonali Ingle, B.Sc.(Comp.Sci.) Department
7	Mr. Prashant Patil, SDP Head
8	Mr. Aniket Songire, SDP Member
9	Mrs. Komal Kadam, SDP Member

Leave of Absence was granted to the following members: NIL

IQAC coordinator welcomed and briefed the committee members on the agenda.

### 1. To review and confirm the minutes of the last meeting

The IQAC coordinator read the minutes of earlier meeting and the minutes were reviewed and passed by the members.

### 2. Introducing new Add-on Certificate Course on Advanced MS-Excel training program:

- IQAC Department of ACBCS planned to design new add-on certificated course for academic year 2020-2021 under SDP Cell.
- The core team formed for designing the curriculum and assessment is as follows:
  - a) Dr. Harsha Patil
  - b) Dr. Manisha Shirsath
  - c) Dr. Parmeshwar Biradar
  - d) Asst. Prof. Alpana Sonje
  - e) Asst. Prof. Jayashree Darade
  - f) Asst. Prof. Sonali Ingle
- The core team asked to submit the rough framework up to 5th July, 2020.
- The SDP team will prepare detail proposal up to 10th July,2020
- It was decided that the course is designed for 30hrs and ACBCS computer expert faculties will conduct the same.
- Fee's structure will be finalized by Admin department and respective Principal.

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- SDP Cell will responsible for promotion, registration and execution of this certificate program.
- ISO Process "Curriculum enrichment" will guide for the same.

IQAC Head conclude the meeting with vote of thanks.



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## Minutes of the Meeting of 2020-21 held on 16<sup>th</sup> February 2021

Date: 16.2.2021

Time: 02.00 pm

Venue: E-Meeting on ZOOM

### Agenda of Meeting

1. To review and confirm the minutes of the last meeting
2. EW Ranking Process
3. AQAR Status.
4. QAG Activities
5. New Certification Course Android App Developments
6. Website Updating

### Member Present: -

Sr. No	Name of Attendee
1	Dr. Harsha Patil, I/C Principal ACBCS
2	Ms. Pratima Bhalekar, IQAC coordinator and Vice Principal-BBA(CA)
3	Mr. Lokesh Surana, Vice Principal-BBA
4	Mr. Mohan Nikumbh, Librarian
5	All ACBCS Faculties

Leave of Absence was granted to the following members: NIL

IQAC coordinator welcomed and briefed the committee members on the agenda.

#### 1. To review and confirm the minutes of the last meeting

The IQAC coordinator read the minutes of earlier meeting and the minutes were reviewed and passed by the members.

#### 2. EW Ranking Process

Principal Ma'am congratulated all the faculties for successfully filled the EW questionnaire and timely submission of it.

#### 3. AQAR Status

IQAC Head gave brief status of AQAR 2019-20 and will commit to complete it on or before 15th March, 21.

#### 4. QAG Activities

It was decided that, all QAG activity coordinators will submit their POA till May, 2021.

#### 5. New Certification Course Android App Developments

After successfully completion of Excel Certification course, new certification course will get start in March, 21. Mrs. Rameshwari Hullule Madam will be in charge for Android Development Course.

#### 6. Website Updating



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As per NAAC requirement, there are some modifications in ACBCS websites. It was decided to have weekly meeting on Website changes to fulfill the requirements of NAAC.

Ms. Pratima Bhalekar IQAC coordinator, proposed the vote of thanks and concludes the meeting.



**IQAC coordinator**

**Co-Ordinator**

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**Principal**

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## Minutes of the Meeting of 2020-21 held on 6<sup>th</sup> April 2021

Date: 06.04.2021

Time: 2.30 pm-3.20 pm

Venue: E-Meeting on ZOOM

### Agenda of Meeting

1. To review and confirm the minutes of the last meeting
2. AQAR 2019-20 status
3. Add-on courses implementation
4. FDP/ADP Planning for A.Y.21-22
5. Eureka Research Competition follow up
6. Website Updating
7. Any other points

### Member Present: -

Sr. No	Name of Attendee
1	Dr. Harsha Patil, I/C Principal ACBCS
2	Ms. Pratima Bhalekar, IQAC coordinator and Vice Principal-BBA(CA)
3	Mr. Lokesh Surana, Vice Principal-BBA
4	All ACBCS Faculties
5	Admin Staff
6	Library Staff

### Leave of Absence was granted to the following members:

Mrs. Khushbu Pawar

Mrs. Shraddha Shete

IQAC coordinator welcomed and briefed the committee members on the agenda.

#### 1. To review and confirm the minutes of the last meeting

- The IQAC coordinator read the minutes of earlier meeting and the minutes were reviewed and passed by the members.

#### 2. AQAR 2019-20 status

- Ms. Pratima Bhalekar mam given status about AQAR 2019-2020.
- Rahul Sir given updates about documents has to be uploaded on website like Entire Criteria Tabs should be rename etc.
- Alpana Mam suggested updates regarding to the Ashoka Scholarship and best practices to be upload on website.

#### 3. Add-on courses implementation

- Ms. Pratima mam given information about 5 add on courses from ACBCS. EXCEL, Android, Java, Vedic Math's and Managerial Skills. From these Excel and Android courses are already started.

- Mr. Lokesh Sir suggested to give name "Bridge Courses" for these add on courses. Ms. Pratima mam said that as per the SPPU circular we called it is Add-on courses.
  - Ms. Pratima asked Komal Mam about 2nd schedule of Excel Course to be start and ask to send POA to coordinators.
- 4. FDP/ADP Planning for A.Y.21-22**
- Pratima mam given information about FDP planning which is Already shared with all.
  - Pratima mam Asked Admin and Dr.Biradar Sir about ADP schedule.
- 5. Eureka Research Competition follow up**
- Mrs. Jayashree Darade Given Updates regarding to EUREKA entries. Total 110 student enrolled in competition. Mrs. Sonali Ingale and herself are sorting out all these entries and choose best ideas for next round also Jayashree mam given information that due to SPPU examination EUREKA competition is Postponed.
- 6. Website Updating**
- Mr. Rahul sir given updates regarding to website uploading. He said that Criteria – 2 is uploaded already.
  - Mr. Lokesh Surana Sir Suggested about to show Add on courses on website which are useful in EW ranking.
  - Dr. Parmeshwar Biradar sir suggested to display Topper's list, Star Alumni list per year, Admission Enquiry form along with document require and Different Scholarships offer by Ashoka and University for Students.
  - Ms. Pratima Bhalekar Suggest to upload current activities Posters on websites also. She Congratulates to Admin and IT department for getting revenue from SPPU.
- 7. Any other points**
- Mr. Rahul Sir asked about Student Council committee for website updating.
  - Dr. Biradar Sir ask to verify committee list on website.
  - Dr. Manisha mam Suggested about EXAM tab to be added in the website. Rahul Sir said that he will work on it and rename any existing tab with exam tab.
  - Mrs. Jayashree Darade ask everyone to use ERP login ID for attendance from Monday also she shared App link with all to be use via Mobile.
  - Mrs. Lokesh Sir ask About status of 'Unit level HR department'.

Meeting ended with vote of Thanks.



**IQAC coordinator**  
**Co-Ordinator**

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