

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

**Constitution of IQAC Committee for the academic year 2019-20.**

**Date :20.6.2019**

Sr. No.	Name of the Member	Designation
1	Dr. Harsha Patil	Chairperson (Principal)
2	Dr. N. R. Telrandhe	Administrator, AEF
3	Ms. Pratima Bhalekar	IQAC Coordinator Vice-Principal- BBA-CA
3	Mrs. Jayashree Darade	IQAC Member
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



**Co-Ordinator**

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





# Ashoka Center for Business and Computer Studies, Nashik

## Internal Quality Assurance Cell Minutes of Meetings 2019-20

# INDEX

<b>Year</b>	<b>Meeting No.</b>	<b>Date</b>
2019-20	Meeting 1	01-07-2019
	Meeting 2	20-07-2019
	Meeting 3	09-10-2019
	Meeting 4	13-02-2020

## Minutes of the Meeting of 2019-20 held on 1<sup>st</sup> July 2019

Date: 01.07.2019

Time: 12:30 pm to 1:30pm

Venue: IQAC Room, ACBCS

### Agenda of Meeting

4. Quality Improvement
5. To prepare academic calendar of the year
6. 100% attendance
7. Students Attitude
8. Faculty Development

### Member Present: -

Sr. No	Name of Attendee
1	Dr.D.M.Gujarathi, Principal ACBCS
2	Dr.W.N. Bhende, Administrator,AEF
3	Mr. Venkitachalan, Industrialist
4	Ms. Sneha Awasthi, Management Representative
5	Mr. Vikas Gaudare, Associate Professor, ABS
6	Mrs. Harsha Patil, Vice Principal, B.Sc.(Comp.Sci.)
7	Mr. Lokesh Surana, Vice Principal, BBA
8	Ms. Pratima Bhalekar, Vice Principal,BBA-CA

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

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

The meeting was schedule in presence of Hon. Mr. Ashok Katariya, Chairman, Ashoka Education's Foundation.

#### 1. Quality Improvement:

Improve teaching methodology like flipped class room, case study to motivate students for self-study. Use ICT tool in teaching learning like google classroom for sharing notes to the students.

#### 2. To prepare academic calendar of the year

The academic calendar should be revised by IQAC and circulated to the departments.

#### 3. 100% attendance

Do not compromise with absenteeism of students. Take follow up of absent students. Identify and address the root causes of absenteeism through counseling, mentorship programs, or other support services.

#### 4. Students Attitude

Change the student's attitude towards learning. Stronger the mentorship programs to provide guidance and support for students struggling with their attitude towards learning.



## 5. Faculty Development

Faculties have to upgrade their knowledge time to time. And also give practical applications to students. Faculties also have to improve their research work. Faculties are requested to attend FDP organized by external parties.

College agree to give financial support to faculties for attending any FDP, conference, workshop, research work etc.

Meeting ended 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 2019-20 held on 20<sup>th</sup> July 2019**

Date: 20.07.2019

Time: 2:30 pm to 3:30pm

Venue: IQAC Room, ACBCS

**Agenda of Meeting**

1. Internal Inspection
2. Promoting Research activities

**Member Present: -**

Sr. No	Name of Attendee
1	Mrs. Harsha Patil, Vice Principal, B.Sc.(Comp.Sci.)
2	Mr. Lokesh Surana, Vice Principal, BBA
3	Ms. Pratima Bhalekar, Vice Principal, BBA-CA, IQAC
4	Mrs. Sonali Ingle, ISO coordinator
5	All Criteria heads

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

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

**1. Internal Inspection**

- As per new QMS manual it was decided to have internal inspection before IQA 1.
- Tentative schedule was decided to have internal inspection from 24th July to 1st August, 19. This was informed to faculties also.

**2. Promoting Research activities**

In order to inculcate research culture among the students and teachers, IQAC members suggested to increase participation in the Avishkar project and other competitions. Faculties are informed to participate in various FDP, webinars, conference etc. and publish papers in National or international conference. In the meeting it was decided we will conduct research paper presentation completion on 30th January, 2019 at college level. Faculties are informed to guide students regarding the same.

Meeting ended with vote of Thanks



**IQAC coordinator**  
**Co-Ordinator**  
Internal Quality Assurance Cell (IQAC)  
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**Principal**

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Ashoka Education Foundation's  
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**Minutes of the Meeting of 2019-20 held on 9<sup>th</sup> October 2019**

Date: 09.10.2019

Time: 2:30 pm to 4:30pm

Venue: IQAC Room, ACBCS

**Agenda of Meeting**

1. About IQAC Calendar
2. AQAR format
3. Criteria wise presentation

**Member Present: -**

Sr. No	Name of Attendee
1	Mrs. Harsha Patil, Vice Principal, B.Sc.(Comp.Sci.)
2	Mr. Lokesh Surana , Vice Principal,BBA
3	Ms. Pratima Bhalekar, Vice Principal,BBA-CA, IQAC
4	Mrs. Sonali Ingle, ISO coordinator
5	All Criteria heads

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

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

**1. About IQAC Calendar**

It was decided that IQAC Calendar will be display in all departments.

IQAC will take review of all activities mentioned in calendar are implemented by department or not.

**2. AQAR format**

AQAR format should be distributed to all criteria heads in hard copy.

**3. Criteria wise presentation**

Criteria wise presentations has to be scheduled and format should have previous status of accreditation, next target and its plan of action.

Meeting ended 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 2019-20 held on 13<sup>th</sup> February 2020

Date: 13.02.2020

Time: 2:30 pm to 4:30pm

Venue: IQAC Room, ACBCS

### Agenda of Meeting

1. AQAR Preparation
2. Review of Research cell

### Member Present: -

Sr. No	Name of Attendee
1	Dr.D.M.Gujarathi, Principal ACBCS
2	Dr.W.N. Bhende, Administrator, AEF
3	Mrs. Harsha Patil,, Vice Principal, B.Sc.(Comp.Sci.)
4	Mr. Lokesh Surana, Vice Principal, BBA
5	Ms. Pratima Bhalekar, Vice Principal, BBA-CA
6	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. AQAR Preparation

- Ms. Pratima Bhalekar, IQAC Head presented IQAC presentation in presence of Dr. Gujarathi Sir, Principal ACBCS, all criteria heads and Librarian.
- Pratima Madam presented NAAC Accredited reports like Metric wise score sheet, PTV report with all. She also presented SWOC analysis done by PTV members during NAAC visit. And discussed POA of 19-20 with current status.
- Dr. Gujarathi Sir discussed all weaknesses noted by NAAC PTV report. Sir discussed with research cell head Dr. Biradar sir to do the proper plan of action to reinforcement of Research Cell.
- Sir also asked Biradar sir to take faculty wise review of their research work in current year 19-20.
- Dr. Gujarathi sir suggested to have student research paper competition through research cell.
- Sir also suggested to librarian to conduct various competitions like max. usage of library, Reader of the month etc. to motivate students to visit library regularly.
- Sir also suggested having “Swayam” registration of students to get E-learning certificates. Mentors will motivate their mentees to do the same.



Recognized by Government of Maharashtra, Affiliated to Savitribai Phule Pune University (ID No. PU/NS/CS/143/2009)  
AISHE Code C-42104 NAAC Accredited with B+ Grade ISO Certified 9001:2015 Minority Institutions (Linguistic)

- It was also discussed that; all activity reports are authorized on regular basis with stamp and authority sign.
- All criteria heads shared their AQAR status with Principal Sir.
- Principal Sir gave best wishes for AQAR submissions and next cycle of NAAC.

## 2. Review of Research cell


IQAC ask the Research cell about the paper publish by faculties and students in the current academic year till date.

ACBCS faculties publish 2 papers at state level ,8 papers at National level and 6 papers at international level.

IQAC Head conclude the meeting with vote of thanks.

  
**IQAC coordinator**  
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