



Ashoka Center for Business and Computer Studies, Nashik

Internal Quality Assurance Cell Minutes of Meetings

2018-19

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Year	Meeting No.	Date
2018-19	Meeting 1	20.03.2018
	Meeting 2	20.08.2018
	Meeting 3	26.09.2018
	Meeting 4	17.01.2019
	Meeting 5	06.02.2019

ASHOKA EDUCATION FOUNDATION – NASHIK
Ashoka Center For Business And Computer Studies, Nasik

MINUTES OF MEETING-IQAC

Rev:00 MR/R/13

Date: 20.03.2018

Time: 3.00 PM- 4.30 PM

Venue: Board Room, ACBCS .

Members Attended:

Sr. No.	Name of the Member	Designation
1	Dr. D.M. Gujrathi	Chairperson (Principal)
2	Dr. W. N. Bhende	Members of Management Administrator, AEF
3	Dr. Mrs. Sarita Dhawale	IQAC Coordinator Vice-Principal
4	Mrs. Harsha Patil	IQAC Core Committee Vice-Principal
5	Ms. Pratima Bhalekar	IQAC Core Committee Member
6	Dr. Mrs. Manisha Shirsath	Team Members
7	Mr. Parmeshwar. Biradar	Team Members
8	Mr. Swapnil Dixit	Team Members
9	Mr. Lokesh Surana	Team Members
10	Mrs. Afrin Siddiqui	Team Members
11	Dr. Ms Bharti Bagul	Team Members
12	Mrs. Archana Shinde	Team Members
13	Mr Shashikant Shimpi	Admin Officer
14	Mr. Kiran Bhamre	Admin Asst

Dhawale

MINUTES OF MEETING-IQAC

Rev:00 MR/R/13

Discussion Points :

1] Welcome and Introduction of Members:

The IQAC Coordinator Dr. Sarita Dhawale Madam introduces the committee and welcome them for the NAAC - orientation meeting.

2] Objective and Functions of IQAC:

The coordinator read out the objective, strategies, functions and benefits of IQAC as per the guidelines given by National Assessment and Accreditation Council, Bangalore. The Chairman informed the committee that it was formed as per the guidelines given by NAAC. He emphasized that the major aim of the cell is to channelize all efforts and measures of the institution towards promoting its holistic academic excellence in a healthy environment and focus on quality enhancement.

3] Meetings:

It was proposed to conduct the IQAC meetings minimum twice a year.

4] Academic and Administrative audit through ISO of each department:

The IQAC coordinator informed about regular ISO audit and its importance to the committee as per NAAC.

5] Preparation of SSR and related document for NAAC visit:

The chairman discussed the progress of work and documentation for NAAC and informed the members that the institute will apply for accreditation by the till September 2018.

6] Other:

Meeting was concluded by the IQAC coordinator with vote of thanks.



Dr. Mrs. Sarita Dhawale

IQAC coordinator

Co-Ordinator

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



Dr. D.M. Gujrathi

Principal, ACBCS



ASHOKA EDUCATION FOUNDATION – NASHIK
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MINUTES OF MEETING-IQAC

Rev:00 MR/R/13

Date: 20.08.2018


Time: 11.00 am

Venue: ACBCS , Chandsi

Members Attended:

Attendees	Dr D.M. Gujarathi Chairman
	Dr Mrs. Sarita Dhawale-NAAC Coordinator
	Mrs. Harsha Patil-
	Mr. Sudarshan Nagre-Sports Director
	Ms. Pratima Bhalekar
	Mr. Yogesh Marathe
	Mrs. Archana Shinde
	All ACBCS Faculties

Sr. No.	Agenda Point	Discussion Points
1.	NAAC(National Assessment and accreditation Council)	<p>1] Firstly Dr. Sarita madam congratulated all the faculties as IIQA acceptance by NAAC we received on 18th Aug, 2018.</p> <p>2] All criteria heads told to go though their criteria again as we have to start uploading on NAAC Portal.</p> <p>3]All criteria heads are requested to verify DVV they submitted</p> <p>4] Core committee will identify general files to prepare.</p> <p>5]Mr. Rahul Sonawane sir will take a website updating charge.</p>


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MINUTES OF MEETING-IQAC

Rev:00 MR/R/13

Date: 26.09.2018


Time: 11.00 am

Venue: ACBCS , Chandsi

Members Attended:

Attendees	Dr D.M. Gujarathi Chairman
	Dr Mrs. Sarita Dhawale-NAAC Coordinator
	Mrs. Harsha Patil-
	Mr. Sudarshan Nagre-Sports Director
	Ms. Pratima Bhalekar
	Mr. Yogesh Marathe
	Mrs. Archana Shinde

Sr. No.	Agenda Point	Discussion Points
1.	NAAC(National Assessment and accreditation Council)-Infrastructure	1] Campus coloring action plan will be finalizes by Nagre Sir. 2]It is decided that Mr. Lokesh Surana and Mrs. Archana Shinde will be in Infrastructure committee. 3]Mr. Yogesh Marathe sir will take responsibilities of all flex and boards to be printed. 4]It is discussed that all faculties will visit NAAC accredited colleges for their departmental preparation.


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MINUTES OF MEETING-IQAC

Rev:00 MR/R/13


Date: 17.01.2019

Time: 2.30 PM- 4.00 PM


Venue: Principal Cabin, ACBCS .

Members Attended:

Sr. No.	Name of the Member	Designation
1	Dr. D.M. Gujarathi	Chairperson (Principal)
2	Dr. W. N. Bhende	Members of Management Administrator, AEF
3	Dr. Mrs. Sarita Dhawale	IQAC Coordinator Vice-Principal
4	Mrs. Harsha Patil	IQAC Core Committee Vice-Principal
5	Ms. Pratima Bhalekar	IQAC Core Committee Member
6	Mr. Parmeshwar. Biradar	Team Members
7	Mr. Lokesh Surana	Vice Principal
8	Mr Shashikant Shimpi	Admin Officer
9	Mr. Kiran Bhamre	Admin
10	Mr. Nilesh Kotwal	Admin
11	Mrs. Swapnaja Prabhune	Financial Officer
12	Mr. Sachin Jalnekar	Accountant
13	Mr. Shreepal Sir	Maintenance Officer, AUS
14	Mr. Yogesh Marathe	Infrastructure Head
15	Mr. Sudarshan Nagare	Sports Director


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IQAC Coordinator
Co-Ordinator for
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Discussion Points:

1] Welcome and Introduction of Members:

The IQAC Coordinator Dr. Sarita Dhawale Madam introduces the committee and welcome them for the NAAC - orientation meeting.

2] NAAC PEER TEAM VISIT Preparation


1. Mr. Shreepal Sir will provide sports ground document used by ACBCS.
2. The service book will be updated in a week (by 23rd Jan 2019) which then will be signed by individual faculty.
3. It was decided to give orientation regarding salary, PF and increment details to all faculties by Admin and resolution letter true copy will be given by Shimpi Sir to Principal (ACBCS).
4. Guest house booking at Mumbai and required number of vehicles for peer team will be given Shimpi Sir.
5. It was also decided to prepare document regarding additional workload of ACBCS to all
6. faculties whose appointment is of ABS will be given by HR dept, responsibility Mr Nilesh Kotwal..
7. Policies like HR, Staff welfare, Students Scholarship, student admission will be given by Shimpi Sir to Mrs.Harsha Patil madam.
8. Alarm system purchasing in case of delay in purchasing, AGA will provide the same before time for fire management system.
9. Rakesh sir will be present during visit as a maintenance officer also Mrs.Swapnaja Prabhune madam will address as a finance officer.
10. It was decided to prepare on call letter of Dr. Priya Aher under health care assistance if not then Dr Shinde nearby to ACBCS (connectivity is to be established by Unit Head, Admin through Shreepal Sir(AGA).
11. Invitation to SPPU Reg/Director to convey regarding NAAC Visit by 21st Jan (By Coordinator)
12. Shreepal sir is committed to take away scrap by Monday and also all necessary requirement by College during Peer team visit preparation.
13. Some required furniture ,Boards from other units will be moved before 28th Jan to ACBCS, list of things required will mailed by Monday to Shimpi Sir for arranging the transport for the same.
14. IQAC coordinator Dr. Sarita Dhawale concluded the meeting by giving thanks to everyone present in the meeting ..
15. Dr. Bhende sir has been given best wishes and good luck for speedy NAAC preparations.


IQAC coordinator

Co-Ordinator

Internal Quality Assurance Cell (IQAC)
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Dr. D.M. Gujarathi
Principal, ACBCS

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MINUTES OF MEETING-IQAC

Rev:00 MR/R/13

Date: 6.02.2019

Time: 3.00 PM- 4.00 PM

Venue: FYBBA Classroom, ACBCS .

Agenda: NAAC Visit review

Special Guest: Dr. Walunj Sir,

Members Attended:

Sr. No.	Name of the Member	Designation
1	Dr. D.M. Gujarathi	Chairperson (Principal)
2	Dr. Mrs. Sarita Dhawale	IQAC Coordinator Vice-Principal
3	Mrs. Harsha Patil	IQAC Core Committee Vice-Principal
4	Ms. Pratima Bhalekar	IQAC Core Committee Member
5	Mr. Lokesh Surana	Vice Principal
6	Mr Shashikant Shimpi	Admin Officer
7	Mr. Sachin Jalnekar	Accountant
8	Mr. Yogesh Marathe	Infrastructure Head
9	Mr. Sudarshan Nagare	Sports Director
10	All Faculty Members	

Discussion Points:

1] Welcome and Introduction of Members:

The IQAC Coordinator Dr. Sarita Dhawale Madam introduces Dr. Walunj sir to all faculties. Dr. walunj sir had NAAC visit experience for near about 45 institutes. Dr. Sarita Dhawale madam welcome sir and appeal to share his review on NAAC Visit.

2] Dr. Walunj sir appreciated the preparation of acbcs for NAAC Peer team visit. And provided following Observations/Suggestions :

1] In Student Canteen there should be food rate chart in big size.

2] In Yoga Center , mediation time table must be display on the board. Also suggested to have more yoda charts in room.


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- 3] Institute can highlight that, we have separate boys and girls washroom on each floor.
- 4] In Sports department light has to be changed, also in recreation room we can have chess boards with caroms.
- 6] Sports equipment file with budget must be available in sports department.
- 5] On visit day we must have our sports achiever in sports department to interact with them.
- 6] We should lock the rooms that we don't want to show to peer team.
- 7] Departmental Library record must be updated and maintained regularly.
- 8] Library Visits:-
- Librarian must have record of total number of reference books and text books.
 - Library department has to show the allocated annual budget and its usage to NAAC Members.
 - Daily access register, ratio of student and faculty of visit in library
 - MOMs of library advisory committee
 - Updated subscribed journals must be available in library.
 - Suggested to have news reading stand with additional reading capacity.
- 9] Third Floor Visit :
- Staff common room, girls common room and boys common room must have some tables and chairs.
 - Room no 80 will assign to Women Empowerment cell.
 - Maths Lab and electronic lab boards are not properly display.
 - ED And SDO Boards are not display.
 - Placements cells can show additional charts like Industrial visits or toppers from each class
- 10] Dr. Walunj sir shared the visit schedule with all faculties and provided valuable suggestions. Sir also wish ACBCS for NAAC Peer tem visit.

3] Vote of Thanks:


Dr. Gujarathi sir gave special thanks to Dr. Walunj sir for his valuable guidance before NAAC Visit.


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