Ashoka Education Foundation's
ASHOKA CENTER FOR BUSINESS AND COMPUTER STUDIES

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

ASHOKA EDUCATION FOUNDATION

Ashoka Center for Business and Computer Studies, Nashik

Internal Quality Assurance Cell

Minutes of Meetings

2022-23

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	Meeting 4	15.10.2022
	Meeting 5	11.02.2023
	Meeting 6	08.04.2023

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Minutes of the Meeting of 2022-23 held on 10th June 2022

Date: 10.06.2022
Time: 02.30 pm
Venue: IQAC Room, ACBCS

Agenda of Meeting

1. To review and confirm the minutes of the last meeting
2. IQAC Calendar 2022-23 Preparation.
3. Any other point for discussion

Member Present: -

Sr.No	Name of Attendees
1	Dr. N. R. Telrandhe, administrator, AEF
2	Dr. Harsha Patil, Vice Principal ACBCS
3	Dr. Parmeshwar Biradar, QAG Head
4	Ms. Pratima Bhalekar, IQAC Coordinator
5	Dr. Manisha Shirsath IQAC member
6	Mrs. Sujata Katkade, IQAC member
7	Mr. Lokesh Surana, HOD, BBA
8	Mrs. Sonali Ingle, HOD, Computer Science
9	Mrs. Jayashree Darade
12	Ms. Priya Budlani
13	Mrs. Komal Kadam
14	Mr. Rahul Sonawane
15	Mrs. Khushabu Pawar

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. **IQAC Calendar 2022-23 Preparation**
   During the meeting, the following categories were decided for calendar preparation:
   a) IQAC Initiatives
   b) IQAC Contribution
   c) Incremental Improvement
   d) Feedback Review and Closing
   e) Mandatory Disclosures

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a) IQAC Initiatives:

For IQAC initiatives, the following particulars were suggested by attendees:

- Establishing MOUs with other institutes.
- Planning for an External Audit, such as the AAA (Assessment and Accreditation of Academic Audits).
- Participating in various rankings like NIRF (National Institutional Ranking Framework), EW (Education World), AQAR (Annual Quality Assurance Report), etc.
- Planning and conducting Faculty Development Programs (FDP) or workshops to raise awareness about the National Education Policy (NEP).
- Initiating the formation of clubs, such as an Eco Club.

b) IQAC Contribution

For IQAC contributions, the following particulars were identified by the IQAC Head and its members:

- Plan National level IQAC Webinar Series
- Implementation of Add-on Courses
- Promotion of Research through the Eureka Competition
- Organizing State-Level Workshops

c) Incremental Improvement

For Incremental Improvement, the following points were discussed:

- Checking Course Outcomes (CO) and Program Outcomes (PO) attainment subject-wise at the department level.
- Reviewing Research Cell activities in alignment with the academic calendar.
- Planning Quality Assurance Group (QAG) Audits.
- Reviewing SDO activities in accordance with the academic calendar.
- Planning meetings for Infrastructure Maintenance.
- Reviewing National Service Scheme (NSS) Activities and Extension Activities.
- Planning Departmental Audits on a semester-wise basis.

d) Feedback review and closing

In the Feedback Review and Closing category, it was decided that at the beginning and end of every semester, feedback will be collected regarding the following aspects for the academic year 2022-23:

- Curricular feedback.
- Teaching and learning feedback.
- Student satisfaction survey feedback.

e) Mandatory Disclosures

Before commencing activities for the new academic year, it is important to complete the closure of activities from the previous year. This includes:

- Submission of the AQAR for the year 2021-22.

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- Concluding any pending IQAC meetings and ensuring all necessary discussions have taken place.
- Preparing and submitting the Annual Report of the Institution.
- Compiling and submitting the All India Survey on Higher Education (AISHE) Report for the previous year.
- Preparing and submitting the Alumni Report, if applicable, to keep track of the institution's alumni and their activities.

3. **Any other point for discussion**

It was decided in the meeting that this year, the IQAC will plan the AAA in the month of July or August. Each department has been informed to prepare the necessary documents required for the AAA audit. The IQAC needs to finalize the external members for the audit and submit the proposal and agenda to Vice Principal Harsha Patil for approval as soon as possible.

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

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Minutes of the Meeting of 2022-23 held on 14th July 2022

Date: 14.07.2022
Time: 02.30 pm
Venue: IQAC Room, ACBCS

Agenda of Meeting

1. To review and confirm the minutes of the last meeting
2. Action taken on last meeting.
3. Planning and scheduling AAA Audit
4. FDP planning
5. Institutional Development Plan(IDP)
6. Any other point for discussion

Member Present: -

Sr.No	Name of Attendees
1	Dr. N. R. Telrandhe, administrator, AEF
2	Dr. Harsha Patil, Vice Principal ACBCS
3	Dr. Parmeshwar Biradar, QAG Head
4	Ms. Pratima Bhalekar, IQAC Coordinator
5	Dr. Manisha Shirsath IQAC member
6	Mrs. Sujata Katkade, IQAC member
7	Mr. Lokesh Surana, HOD, BBA
8	Mrs. Sonali Ingle, HOD, Computer Science
9	Mrs. Jayashree Darade
10	Mrs. Komal Kadam
11	Mr. Rahul Sonawane
12	Mrs. Khushabu Pawar

Leave of Absence was granted to the following members: NIL

IQAC Coordinator welcomed and briefed the committee members about the agenda.

1. **To review and confirm the minutes of the last meeting:**
   Review of the minutes of previous meeting was taken and the minutes of the meeting were approved.

2. **Action taken on last meeting**
   - AAA audit is planned on 4th August.
   - Decided to take One Week National Level FDP instead of webinar series.
   - IQAC received some proposal regarding MoU's from all department.

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3. **Planning and scheduling AAA Audit**

   In today's meeting after discussion with all members and vice principal Dr. Harsha Patil, the IQAC Co-ordinator decide to conduct AAA Audit on August 4, 2022. All process auditors have received orientation for the upcoming audit. Also the team for the audit is finalized in the meeting which includes:

   a) Dr. Harsha Patil, In-Charge Principal ACBCS, as Convener.
   b) Ms. Pratima Bhalekar, Vice Principal-BBA(CA) & Coordinator IQAC, as Co-Convener.
   c) Dr. Manisha Shirsath, Academic Coordinator, as an Internal Member.
   d) Dr. M.N. Shelar, Professor & IQAC Member at K.T.H.M College, Nashik and Dr. N.D. Gaikwad, Professor and IQAC Coordinator at K.T.H.M College, Nashik, both as External Members.

4. **FDP planning**

   In the past academic year, a 7-day webinar series was conducted. This time, the plan is to hold a 7-day Faculty Development Program in August or September.
   The themes for the FDP were suggested by the attendees which include topics like COPO attainment and best practices, IQAC criteria, NET-SET, and the National Education Policy (NEP) for Higher Education.

5. **Institutional Development Plan(IDP)**

   It was suggested by management to design IDP and implement the same from same year. The responsibility was given to Dr. Harsha Patil(Vice Principal,ACBCS) with IQAC Coordinator.

6. **Any other point for discussion**

   Dr. Parmeshwar Biradar, QAG Head, suggested to referring ATAL's Continuous Professional Development Programmes (CPDP) for FDP content. It's mentioned that the FDPs could potentially be conducted in collaboration with NAAC.
   Meeting ended with vote of Thanks.

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

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Minutes of the Meeting of 2022-23 held on 5th August 2022

Date: 05.08.2022
Time: 03.30 pm
Venue: Board Room, ACBCS

Agenda of Meeting

1. To review and confirm the minutes of the last meeting
2. Action taken on last meeting.
3. Review of AAA
4. Plan Faculty Induction program for new Joni's.
5. To inform about new AQAR Manual
6. To prepare the AQAR for the year 2021-22
7. Any other point for discussion

Member Present: -

Sr.No	Name of Attendees
1	Dr. Harsha Patil, Vice Principal ACBCS
2	Dr. Parmeshwar Biradar, QAG Head
3	Ms. Pratima Bhalekar, IQAC Coordinator
4	Dr. Manisha Shirsath IQAC member
5	Mrs. Sujata Katkade, IQAC member
6	Mr. Lokesh Surana, HOD, BBA
7	Mrs. Sonali Ingle, HOD, Computer Science
8	Mrs. Jayashree Darade
9	Mrs. Komal Kadam
10	Mr. Rahul Sonawane
11	Mrs. Khushabu Pawar

Leave of Absence was granted to the following members: NIL
IQAC Coordinator welcomed and briefed the committee members about the agenda.

1. **To review and confirm the minutes of the last meeting:**
   Review of the minutes of previous meeting was taken and the minutes of the meeting were approved.
2. **Action taken on last meeting**
   Planning and scheduling AAA:
   AAA audit successfully conducted on 4th August 2022.

   FDP planning: After last meeting it was decided to conduct One Week National level FDP on "JOURNEY TOWARDS EXCELLENCE......THOUGH NEP & NAAC ACCREDITATION" in association with IQAC cluster from 12th September to 17th September 2022 in virtual mode.

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3. Review of AAA

The AAA Audit was successfully conducted on August 4, 2022. The audit took place in the presence of the following external members:

- Dr. M.N. Shelar, Professor (Associate Professor & IQAC Member at K.T.H.M College, Nashik)
- Dr. N.D. Gaikwad, Associate Professor & IQAC Coordinator at K.T.H.M College, Nashik
- Dr. Sarita Dhawale, Associate Professor & IQAC Coordinator at Ashoka Business School, Nashik

The review meeting for the AAA audit was canceled due to time constraints. However, it is planned to be rescheduled based on the availability of the external members.

4. Plan Faculty Induction program for new Join's-

IQAC Co-ordinator decided to conduct faculty induction specially for new join's. The program mainly helps the staff to get the information about academic details like academic calendar, academic curriculum and academic facilitators. The program also provides the scope of learning and getting acquainted with Ashoka policy and changing reforms of educational practices. As per academic calendar the induction is schedule on 6th August 2022.

Due to unavailability of management representative is reschedule and decided to conduct on 16th and 17th August 2022.

5. To inform About new AQAR Manual

The IQAC informed all Criteria Heads and IQAC Committee members about the new changes in the Manual. The hard copy of the new AQAR Manual was submitted to the management and principal, and it was also emailed to all Criteria Heads.
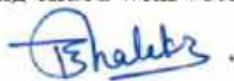
6. To prepare the AQAR for the year 2021-22

The IQAC coordinator suggested all the members to collect information from the departments for the preparation of AQAR 2021-22. After thorough discussion it was suggested to collect information and prepare AQAR as early as possible and present and finalise it in next IQAC meeting.

7. Any other point for discussion-

In the meeting vice principal Dr. Harsha Patil instruct the IQAC Co-ordinator to prepared proposal for both National level FDP and Faculty Induction. Also informed to submit agenda for National level FDP and distribute the responsibility among the faculty for the same.

Meeting ended with vote of Thanks.

IQAC coordinator
Co-Ordinator
Internal Quality Assurance Cell (IQAC)
Ashoka Center for Business & Computer
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Minutes of the Meeting of 2022-23 held on 15th October 2022

Date: 15.10.2022
Time: 02.00 pm
Venue: Board Room, ACBCS

Agenda of Meeting

1. To review and confirm the minutes of the last meeting
2. Action taken on last meeting.
3. Finalized AQAR 21-22.
4. Participation in NIRF Ranking
5. Any other point for discussion

Member Present: -

Sr.No	Name of Attendees
1	Dr. Priyanath Ghosh, Principal
2	Dr. Harsha Patil, Vice Principal ACBCS
3	Dr. Parmeshwar Biradar, QAG Head
4	Ms. Pratima Bhalekar, IQAC Coordinator
5	Dr. Manisha Shirsath IQAC member
6	Mrs. Sujata Katkade, IQAC member
7	Mr. Lokesh Surana, HOD, BBA
8	Mrs. Sonali Ingle, HOD, Computer Science
9	Mrs. Jayashree Darade
10	Mrs. Komal Kadam
11	Mr. Rahul Sonawane
12	Mrs. Khushabu Pawar

Leave of Absence was granted to the following members: NIL

IQAC Coordinator welcomed and briefed the committee members about the agenda.

1. **To review and confirm the minutes of the last meeting:**
   - Review of the minutes of previous meeting conducted on 5th August 2022 was taken and the minutes of the meeting were approved.

2. **Action taken on last meeting:**
   - Faculty Induction program conducted successfully on 16th and 17th August 2022.
   - One-Week National-level FDP on "JOURNEY TOWARDS EXCELLENCE... THROUGH NEP & NAAC ACCREDITATION" in association with IQAC cluster from 12th September to 17th September 2022 in virtual mode was conducted successfully. A total of 120 participants were registered.

3. **Finalized AQAR 21-22**

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The content of AQAR 2021-22 of the college was presented in the meeting. After thorough discussion some changes were suggested by the IQAC members.
Criteria wise presentation schedule to check whether
Furthermore, it was decided to schedule criteria-wise presentations, considering that the AQAR uploading date is extended for the verification of appropriate data collection.

4. Participation in NIRF Ranking

NIRF ranking portal is open. The vice principal informed to IQAC to collect required data from respective cells.

5. Any other point for discussion

Research cell which comes under QAG informed to submit proposal and POA to IQAC.

The IQAC coordinator wrapped up the meeting by extending heartfelt appreciation to all members for their dynamic engagement, invaluable guidance, and unwavering support.

IQAC coordinator
Co-Ordinator
Internal Quality Assurance Cell (IQAC)
Ashoka Center for Business & Computer
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Minutes of the Meeting of 2022-23 held on 11ᵗʰ February 2023

Date: 11.02.2023
Time: 02.30 pm
Venue: Board Room, ACBCS

Agenda of Meeting

1. To review and confirm the minutes of the last meeting
2. Action taken on last meeting.
3. Criteria-wise presentation.
4. Status of AQAR 21-22.
5. Website Updating
6. Any other point for discussion

Member Present: -

Sr.No	Name of Attendees
1	Dr. Priyanath Ghosh, Principal
2	Dr. Harsha Patil, Vice Principal ACBCS
3	Ms. Pratima Bhalekar, IQAC Coordinator
4	Dr. Manisha Shirsath IQAC member
5	Mrs. Sujata Katkade, IQAC member
6	Mr. Lokesh Surana, HOD, BBA
7	Mrs. Sonali Ingle, HOD, Computer Science
8	Mrs. Jayashree Darade
9	Mrs. Komal Kadam
10	Mr. Rahul Sonawane
11	Mrs. Khushabu Pawar

Leave of Absence was granted to the following members: NIL

IQAC Coordinator welcomed and briefed the committee members about the agenda.

1. **To review and confirm the minutes of the last meeting:**
- Review of the minutes of previous meeting conducted on 5ᵗʰ August 2022 was taken and the minutes of the meeting were approved.

2. **Action taken on last meeting**
- Uploading of AQAR 2021-22 criteria-wise started.
- NIRF ranking data uploaded on NIRF portal successfully.
- Criteria-wise presentations are schedule and mail to criteria heads.

3. **Criteria-wise presentation.**
The IQAC successfully conducted all criteria-wise presentations as per schedule. Following suggestion given to major criteria like 1 & 2:

- Relate CCE to Blooms Taxonomy.
- Search more innovative pedagogy for teaching- learning methods like video lectures.
- Relist the faculties according to permeant and non-permeant.
- All documents should have IQAC stamp.

4. Status of AQAR 21-22:
Criteria 1, 4, and 6 have been successfully uploaded along with all the necessary documents and records.

5. Website Updating:
Website committee members are informed to update college website. In the year 2021-22 different activities were conducted in the college. All the activity reports, Photographs, Awards received, up to date information of college and notices are to be updated on college website.

6. Any other point for discussion
For the remaining criteria (2, 3, 5, and 7), there is a plan to upload all pending documents and records by February 28, 2023.
It is emphasized that all necessary documents corresponding to each criterion must be uploaded on the college website. Furthermore, it is recommended to send an email or notification to Rahul Sonawane (Head of Website committee) and ensure that follow-up is conducted to guarantee the completion of these uploads.

Meeting ended with vote of Thanks.

IQAC coordinator
Co-Ordinator
Internal Quality Assurance Cell (IQAC)
Ashoka Center for Business & Computer
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Principal
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Minutes of the Meeting of 2022-23 held on 8th April 2023

Date: 08.04.2023
Time: 02.30 pm
Venue: Board Room, ACBCS

Agenda of Meeting

1. To review and confirm the minutes of the last meeting
2. Action taken on last meeting.
3. Status of AQAR 21-22.
4. Planning to Conduct various audits for the year 2022-23.
5. Students satisfaction Survey and Feedback analysis from students, Parents, Teachers, Alumni and Employers
6. Review of MOUs and Collaborations
7. To Collect the activity report of all departments for the year 2021-22
8. Any other point for discussion

Member Present: -

Sr.No	Name of Attendees
1	Dr. Priyanath Ghosh, Principal
2	Dr. Harsha Patil, Vice Principal ACBCS
3	Ms. Pratima Bhalekar, IQAC Coordinator
4	Dr. Manisha Shirsath IQAC member
5	Mrs. Sujata Katkade, IQAC member
6	Mr. Lokesh Surana, HOD, BBA
7	Mrs. Sonali Ingle, HOD, Computer Science
8	Mrs. Jayashree Darade
9	Mrs. Komal Kadam
10	Mr. Rahul Sonawane
11	Mrs. Khushabu Pawar

Leave of Absence was granted to the following members: NIL

IQAC Coordinator welcomed and briefed the committee members about the agenda.

1. **To review and confirm the minutes of the last meeting:**
   Review of the minutes of previous meeting conducted on 5th August 2022 was taken and the minutes of the meeting were approved.
2. **Action taken on last meeting**
   College website updated successfully.
   NIRF Ranking report also uploaded on college website.

3. **Status of AQAR 21-22**
   The IQAC has successfully uploaded 90% of AQAR 2021-22 on the NAAC portal. Only one point remains pending for criteria 5, 7, and 2, which will be addressed and closed within the next 1 or 2 days.

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4. **Planning to Conduct various audits for the year 2022-23**
   The academic and administrative audit, Green Audit, Gender Audit, Energy Audit should be conducted by appointing external agency.
   Internal Quality Assurance directed to conduct Environmental audit of the campus and take steps towards e-waste.

5. **Students satisfaction Survey and Feedback analysis from students, Parents, Teachers, Alumni and Employers**
   Feedback was collected online at the end of each semester. Analysis of the feedback was done and the analysis of feedback reports of the department was presented in the meeting of IQAC and outcomes were discussed.

6. **Review of MOUs and Collaborations**
   The IQAC received proposal of following MOUs
   A) **Name of the organization:** V Analytics Pvt. Ltd.
   Coordinator: Mr. Rahul Sonawane
   Department: Computer Science
   No. of Years: 5 years
   Nature of MOU: Student training
       The IQAC approve the above MOU and it was sign on 01-04-2023.
   B) **Name of the organization:** Sumago Infotech.
   Coordinator: Mr. Rahul Sonawane
   Department: BBA(CA)
   No. of Years: 3 years
   Nature of MOU: Student training and IV.
       The IQAC approve the above MOU and it was sign on 01-04-2023

7. **To Collect the activity report of all departments for the year 2022-23**
   IQAC inform all HOD to submit the activity reports for the year 2022-23.

8. **Any other point for discussion**
   The IQAC proposed to initiate Upgradation and Maintenance of basic infrastructure before beginning of the next academic year.

The IQAC coordinator wrapped up the meeting by extending heartfelt appreciation to all members for their dynamic engagement, invaluable guidance, and unwavering

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