



ASHOKA EDUCATION FOUNDATION

# Ashoka Center for Business and Computer Studies, Nashik

## Internal Quality Assurance Cell Minutes of Meetings 2023-24

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## Minutes of the Meeting of 2023-24 held on 26<sup>th</sup> June 2023

Date: 26.06.2023

Time: 10:30 am

Venue: Board room, ACBCS

### Agenda of Meeting

1. To review and confirm the minutes of the last meeting
2. IQAC Committee 2023-24
3. Core Values of NAAC
4. QUALITY INDICATOR FRAMEWORK (QIF)
5. First Cycle Reports
6. SWOC Analysis
7. IQAC Achievements After Cycle 1
8. Plan of Action for Cycle 2
9. Faculty Induction Planning
10. Any other point for discussion

### Member Present: -

Sr. No	Name of Attendee
1	Dr. D.M. Gujarathi
2	Dr. N. R. Telrandhe, administrator, AEF
3	Dr. Sarita Dhawale
4	Dr. Asha Thoke
5	Dr. Harsha Patil, Vice Principal ACBCS
6	Dr. Parmeshwar Biradar, QAG Head
7	Mr. Mahesh Wagh
8	Mrs. Priya Kapadne
9	Mrs. Pratima Bhalekar- Jagale, IQAC Coordinator
10	Dr. Manisha Shirsath IQAC member
11	Mrs. Sujata Katkade, IQAC member
12	Mr. Lokesh Surana, HOD, BBA
13	Mrs. Sonali Ingle, HOD, Computer Science

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

Mrs. Pratima Bhalekar- Jagale IQAC Co-ordinator initiated IQAC meeting with NAAC First Cycle Report with POA for next cycle 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 Committee 2023-24

During the meeting, Dr. Narendra Telrandhe sir then given following inputs:

- Defined proper position and designation of IQAC Committee member.
- Add management representative in IQAC Committee.

- Make QAG Head as unit level NAAC co-ordinator.
- Tushar Patwardhan can also show as Industrialist in IQAC Committee.
- Dr.. Sarita Dawale Ma'am suggest Lokesh Sharama for Industrialist.
- Mr. Mahesh Wagh sir said make sure that the parent that shown as Parent representative in IQAC Committee should available at the time of NAAC visit.
- Dr. Narendra Telrandhe sir said Alumni is not so active yet

### 3. Core Values of NAAC

Dr. Narendra Telrandhe sir given following inputs on Core Values of NAAC:

- Core value of NAAC should come in principal PPT at the time of NAAC.
- In National development we can show Eureka, SRPS, IIM Bangalore visit etc.
- Fostering Global Competencies among Students for this we should train student to accept global skill other than the syllabus like foreign languages(French), communication skill etc.
- In Inculcating a Value System among Students we can say, we have uniform for your students, how we teach them to be in discipline but we also need to find out some more value based activity so that we can highlight them in NAAC.
- For Promoting the Use of Technology- Organized 3 day's Drone preparation workshop.
- For Quest for Excellence increase the Add-on Courses. Many research scholar are doing Ph.D on Historical like on Chola's like that we should do.

### 4. QUALITY INDICATOR FRAMEWORK (QIF)

- Dr. Narendra Telrandhe sir said do self-assessment criteria wise.
- Mr. Wagh sir tell that find out the criteria in which you got less score in first NAAC cycle and work on it.
- Mrs. Asha Thoke ma'am suggest we can do self-assessment on NAAC portal.
- Prepare the 5 Years POA after First cycle of NAAC to find out how NAAC previous cycle instructions taken seriously.
- Prepare complains report till date after First cycle of NAAC.

### 5. First Cycle Reports

On the basis of First cycle report Dr. Narendra Telrandhe sir informed to prepared complains report till date.

### 6. SWOC Analysis

- Dr. Narendra Telrandhe sir given following inputs on this point-
- Motivate students to take part in Earn and Learn Scheme. But at the same time ensure that the students who take part in this scheme their parents income should be as per university norms.
- Shortage of qualified staff this is not our weakness in this case tell NAAC per team at present we have qualified staff but as per our management rule we cover 80 students in two divisions.

- Work on patent and MOU's.
- Make list of business start-up of our students.

#### 7. IQAC Achievements After Cycle 1

- Dr. Narendra Telrandhe sir suggest following points on how to present ABCS achievements in front of NAAC peer team at NAAC cycle 2-
- For NIRF Ranking tell them This was the 1st time we participate in NIRF ranking and we learn a lot from it.
- Share learning outcome of NIRF ranking. Make a list of area where we need to improve also informed them that we are self-finance institute so we are having various limitations.
- AAA audit concept is now done by university but we did this earlier from external committee.
- Submit AAA audit report to university.
- In continuation of AAA discussion Dr. Gujarathi sir said they were sending academic report to university quarterly you also follow this.

#### 8. Plan of Action for Cycle 2

Dr. Narendra Telrandhe sir suggest following points on the discussion of POA of cycle 2-

- Make NPTEL course compulsory for faculty.
- Motivate students regarding NPTEL courses.
- RYTY State Level Competition we continue for 2 years but then we come to know that we didn't get quality participants so we discontinue this competition.
- Promote Research to inculcate the research culture among faculty and students.
- Rename Green India activity to Green initiative.
- Rename Alumni connect to Alumni participation.
- Talk with old Alumni and take financial help from them.
- For Green audit plant oxygen generating indoor plants like Areca Palm, Money plant, Snake plant etc.

#### 9. Faculty Induction Planning

Every year at the starting of new academic year ACBCS conduct faculty induction program to new faculty who join the institute recently. The responsibility of Faculty induction program is hand over to IQAC coordinator Mrs. Pratima Bhalekar- Jagale and her team members.

#### 10. Any other point for discussion

- Dr. Narendra Telrandhe sir instruct each documents required for NAAC should stamp and sign as well as the IQAC meeting should be held within a period of 3 months.
- Dr. Narendra Telrandhe sir while talking on Holistic development said conduct the Holistic activities apart from regular activities like sensitization on gender

equality, NSS activity, include holistic development concepts in cultural program.

- Organize yoga session for students.
- For value education courses we can have discussion with Bahai academy.
- Plan the activities that are interconnected.
- Add topics regarding society issues and challenges in SRPS.
- Find out some YCMOU courses for skill development. Visit and asked about the courses with Mrs. Sanjiv Sonawane sir.
- For Indian knowledge system we need to design courses for all AEF institute under the one roof.
- We can start Diploma course in Mobile repairing.
- Give course list for Ashoka training institute Appex body (National level body working under Government).
- Dr. Narendra Telrandhe also light on whenever any documents go from college to Sanstha office should be inward-outward.

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 Center for Business and  
Computer Studies, Nashik

## Minutes of the Meeting of 2023-24 held on 15<sup>th</sup> July 2023

Date: 15.07.2023

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. Approval for change in members of IQAC
4. IQAC Calendar planning 2023-24
5. Calendar wise activity discussion
6. Institutional Development Plan(IDP)
7. Any other point for discussion

### Member Present: -

Sr. No	Name of Attendee
1	Dr. Priyanath Ghosh, Principal ACBCS
2	Dr. Harsha Patil, Vice Principal ACBCS
3	Dr. Parmeshwar Biradar, QAG Head
4	Mrs. Pratima Bhalekar- Jagale, 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. Khushabu Pawar
11	Mr. Rahul Sonawane
13	Mrs. Komal Kadam

### 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**
  - With the reference of NAAC cycle 1 Report POA for NACC cycle 2 is prepared and the responsibility to complete the task before the deadline given in POA of NAAC cycle 2 is hand over to respective criteria heads. IQAC Co-coordinator will take continue follow for the same.
  - As per the discussion regarding Faculty Induction in the last meeting, IQAC successfully conduct Faculty Induction on 27<sup>th</sup>, 28<sup>th</sup> and 29<sup>th</sup> of June 2023. It was three-day induction program in which new faculty were oriented about academic calendar, Orientation of HR Policies, NEP Orientation, Teaching Learning (CO-PO

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AISHE Code C-42104 NAAC Accredited with B+ Grade ISO Certified 9001:2015 Minority Institutions (Linguistic)

attainment, Micro-plan, Course File), CIE policy, QAG Orientation and Cell wise Review and POA, Orientation of NAAC with all 7 criteria.

### 3. Approval for change in members of IQAC

- The IQAC coordinator proposed the inclusion of the following members in IQAC composition w.e.f. June 2023.

Sr. No.	Name of the Member	Designation
1	Dr. P.A. Ghosh	Chairperson (Principal)
2	Dr. Harsha Patil	Vice Principal
3	Dr. N. R. Telrandhe	Administrator, AEF
4	Mr. Lokesh Surana	HOD- BBA
5	Ms. Pratima Bhalekar-Jagale	IQAC Coordinator
6	Mrs. Sonali Ingle	HOD-B.Sc.(Comp.Sci.)
7	Dr. Mrs. Manisha Shirsath	IQAC Member
8	Mrs. Sujata Katkade	IQAC Member
9	Mrs. Jayashree Darade	Faculty
10	Mrs. Khushbu Pawar	Faculty
11	Mrs. Komal Kadam	Faculty
12	Mr. Rahul Sonawane	Faculty
13	Mr. Kiran Bhamare	Admin officer
14	Mr. Nilesh Kotwal	Admin Officer
15	1]Miss. Nikita Kukreja 2]Ms. Saheba Siddiqui 3]Mr. Mayur Ingale	Alumni
16	1]Mr. Akshay Chandel 2]Miss. Joycee Parge 3]Miss. Siddhi Wagh	Student
17	Mrs. Geetanjali Saudankar	Parent
18	Mr. Parimal Modi	Industrialist

- The committee approved the inclusion of the above members unanimously.



#### 4. IQAC Calendar planning 2023-24

During the meeting, the following categories were decided for calendar preparation:

- IQAC Initiatives
- IQAC Contribution
- Incremental Improvement
- Feedback Review and Closing
- Mandatory Disclosures

##### 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).
- Introducing new ADD-ON Courses

##### 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
- Participating in NIRF
- Participating in EW Ranking and EW Jury Award 2024.
- Organizing external Audit

##### 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.
- Feedback review and closing

In the Feedback Review and Closing it is decided to take feedback on following aspects for the academic year 2023-24:

- Curricular feedback.
- Teaching and learning feedback.

- Parents feedback.
- Stockholder feedback
- Employer feedback
- Student satisfaction survey feedback.

**d. 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.
  - Review of Anti Ragging committee and its MOM.
  - Review of Grievance Cell (Vishakha Sameeti)
  - 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.

**5. Calendar wise activity discussion**

According to IQAC calendar various activities were discussed with criteria heads like Plan academic activities in collaboration with Industries partner under the MoU's. Prepared ADD-ON proposal for SPPU approval, gather data required for NIRF and EW ranking, finalized date and committee for external audit etc.

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

Management suggest to redesign IDP and implement the same from same year. The responsibility was given to Dr. Harsha Patil(Vice Principal,ACBCS) with IQAC Coordinator and member.

**7. Any other point for discussion**

Criteria heads informed to prepared 200 words write-up as per their criteria requirement and verified from IQAC head and vice-principal. As well as gather all supportive documents required and authorized it with principal and IQAC coordinator sign and stamp.

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 Center for Business and  
Computer Studies, Nashik

## Minutes of the Meeting of 2022-23 held on 4<sup>th</sup> September 2023

Date: 4.09.2023

Time: 3.00 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. Planning of National level FDP
4. Topic Finalization for FDP
5. New Dates for FDP
6. Any other point for discussion

### Member Present: -

Sr. No	Name of Attendee
1	Dr. Priyanath Ghosh, Principal ACBCS
2	Dr. Harsha Patil, Vice Principal ACBCS
3	Dr. Parneshwar Biradar, QAG Head
4	Mrs. Pratima Bhalekar- Jagale, 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. Khushabu Pawar
11	Mr. Rahul Sonawane
12	Mrs. Komal Kadam

### 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:

- Criteria-3 presentation conducted successfully.
- Criteria head accept the suggestions for their criteria and did improvisation.

#### 3. Planning of National level FDP

Mrs. Pratima Jagale initiated an IQAC meeting to discuss the National level FDP commence from 11th sep to 14th sep 2023. In the meeting it has been decided that due to UDAAN intercollege competition organized by ACBCS need to reschedule the webinar series.

#### 4. Topic Finalization for FDP

In the meeting it was decided that IQAC will organize one-week National level online FDP on "Statistics for Research".

#### 5. New Dates for FDP

The new were finalized in meeting. As per new dates FDP will start from 9<sup>th</sup> October 2023 and end on 13<sup>th</sup> October 2023 in virtual mode.

#### 6. Any other point for discussion

- One-week national level FDP responsibility divided into sub task:
  - Registration and Fee collection- Mrs. Sujata Katkade
  - Promotion and MOC- Mrs. Priya Budhlani
  - Finalizing Expert and preparation of proposal - Mrs. Pratima Bhalekar-Jagale.
- Reaming criteria presentations are rescheduling due to unavailability of principal. The new scheduled are mailed to criteria heads.

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 Center for Business and  
Computer Studies, Nashik

## Minutes of the Meeting of 2023-24 held on 13<sup>th</sup> January 2024

Date: 13.01.2024

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. Add-on Certification course approval status
4. AAA Planning
5. External Audits
6. Language Lab
7. Preparation for IIQA
8. EW participation status
9. Any other point for discussion

### Member Present: -

Sr. No	Name of Attendee
1	Dr. Priyanath Ghosh, Principal ACBCS
2	Dr. Harsha Patil, Vice Principal ACBCS
3	Dr. Parmeshwar Biradar, QAG Head
4	Mrs. Pratima Bhalekar- Jagale, 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. Khushabu Pawar
11	Mr. Rahul Sonawane
12	Mrs. Komal Kadam

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. Action taken on last meeting

- As per the instruction in the last meeting all criteria head submitted their 200 words write-up to IQAC for review as well as marks based on 5 year ACBCS data for each indicator criteria wise.
- Successfully participated on NIRF 2024.
- NIRF 2024 report uploaded on college website.

### 3. Add-on Certification course approval status:

IQAC declared the list of Add-on course approval by SPPU and assign the coordinators.

Sr.No	Course Name	Duration	Course Coordinator
1	Data Analysis using Excel	3 Month	Mrs. Komal Kadam
2	Android Development Course	3 Month	Mrs. Rameshwari Hullule
3	Managerial Skills for Employability	2 Month	Dr. Manisha Shirsath
4	Project Based learning using java	3 Month	Mrs. Komal Kadam
5	Vedic Mathematics Basic to Advance(Make Maths Easy)	3 Month	Ms. Neha Yeola
6	Introduction to Indian Vedic Scriptures	3 Month	Mr. Aniket Songire
7	Full Stack Data Science	3 Month	Mr. Rahul Sonawane
8	TALLY ERP 9	3 Month	Mr. Lokesh Surana

### 4. AAA Planning

The AAA as per even semester academic calendar scheduled on 30 January 2024 has been postponed due to unavailability of external members for the audit.

### 5. External Audits

In the meeting it was decided to plane external audit like Green audit, Energy audit and Environmental audit by communicating with IQAC cluster's.

### 6. Language Lab

For Language lab the browser based software of the company "Bureau for health and Education services" was finalized for the subscription of 1 years.  
The name of the software is English Wordsworth Lab.

### 7. Preparation for IIQA

All the criteria heads and their members are informed to prepared SSR for their criteria, soon we are going to apply for IIQA.

### 8. NIRF and EW participation status

IQAC instructed to submit the data on NIRF and EW portal before the deadline. The responsibility was hand over to IQAC assistant coordinator Mrs. Sujata Katkade. She has given the status of NIRF data capturing 100% and EW data filling process is going on till date 60% information filled on EW portal. The IQAC head Mrs. Pratima Bhalekar-Jagale gave her 20<sup>th</sup> February 2024 deadline for EW participation submission.

**9. Any other point for discussion**

Taken review of Research cell and SRPS status.

Taken review of QAG activities cell wise.

Taken review of teaching-learning process.

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 Center for Business and  
Computer Studies, Nashik

## Minutes of the Meeting of 2023-24 held on 07<sup>th</sup> February 2024

Date: 07.02.2024

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. AQAR 22-23 Review
4. EW award and EW Jury award data submission status
5. Planning of AAA
6. College website
7. IIQA submission planning
8. Any other point for discussion

### Member Present: -

Sr. No	Name of Attendee
1	Dr. Priyanath Ghosh, Principal ACBCS
2	Dr. Harsha Patil, Vice Principal ACBCS
3	Dr. Parmeshwar Biradar, QAG Head
4	Mrs. Pratima Bhalekar- Jagale, 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. Khushabu Pawar
11	Mr. Rahul Sonawane
12	Ms. Priya Budlani
13	Mrs. Komal Kadam

### 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

External audit successfully conducted on 26<sup>th</sup> January 2024. The auditor was Ar. Nahida Abdulla from Greenvio Solutions an Environmental and Architectural Asian consultancy firm.

#### 3. AQAR 22-23 Review

AQAR 22-23 review taken by IQAC and data successfully uploaded on NAAC portal.



#### 4. EW award and EW Jury award data submission status

The last date to upload data completely on EW portal is 28<sup>th</sup> February 2024. The deadline given to IQAC assistant coordinator is 20<sup>th</sup> February 2024. In EW jury award HE's can apply only for two categories. So it was decided that ACBCS will apply in Excellence in academic and Best academic industrial alliance categories.

#### 5. Planning of AAA

In the meeting it is decided that the AAA will be conducted on 4<sup>th</sup> march 2024. The external member for the AAA will be:

- Dr. N. D. Gaikwad, Professor and IQAC Co-ordinator, KTHM College, Nashik.
- Dr. B. L. Gadakh, Associate Professor and IQAC Member, KTHM College, Nashik.
- Dr. M. N. Shelar, Associate Professor, CMCS College, Nashik.

All criteria heads are informed to prepare the presentation their criteria wise and supportive documents in hard for AAA.

#### 6. College website

Website committee are informed to update the college website. Upload all necessary documents and event photos on the website.

#### 7. IQA submission planning

Criteria heads informed to prepare SSR as per new manual deadline 15<sup>th</sup> March 2024.

#### 8. Any other point for discussion

- Criteria wise presentation will schedule for AAA in the last week of February 2024.
- Departmental audit will take by IQAC before AAA.

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 Center for Business and  
Computer Studies, Nashik

## Minutes of the Meeting of 2023-24 held on 11<sup>th</sup> March 2024

Date: 11.03.2024

Time: 04.40 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. AAA Review
4. Any other point for discussion

### Member Present: -

Sr. No	Name of Attendee
1	Dr. Priyanath Ghosh, Principal ACBCS
2	Dr. Harsha Patil, Vice Principal ACBCS
3	Mrs. Pratima Bhalekar- Jagale, 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	Mr. Rahul Sonawane
9	Mrs. Komal Kadam

**Leave of Absence was granted to the following members:** Mr. Lokesh Surana, HOD, BBA  
Mrs. Jayashree Darade  
Mrs. Khushabu Pawar

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

Participated in EW award and EW Jury award successfully.  
AAA conducted successfully on 4<sup>th</sup> March 2024.

#### 3. AAA Review

**During AAA review, IQAC discussed about external auditor suggestions given as follow:**

- Activities conducted during lockdown can be highlighted.
- Maintain records of Add-on as complete proposal, syllabus, brochure, flier, enrolment list, conduction, evaluation method, certificates. Add on syllabus committee must have an industry expert.
- Letter from management about additional recruitment of full time faculty against sanctioned seats has to be issue.

- In evaluation process, need to keep the evidences related to internal as well as external grievances raised by students with action taken report.
- Attainment of the student must be calculated on final result. All faculties must be aware about the mechanism for calculating attainment.
- Seminars/workshops/conferences which are related to Research Methodology, IPR and entrepreneurship are only consider under Research criteria.
- Area wise campus details can be shown.
- Grievance Redresses policy/SOP. Must be there on college website.
- All mandatory committees like Anti Ragging committee, Internal complaint committee, Vishakha Committee etc. must have SOP.
- Best practices must have success of evidences.
- Elite Club can be one of the best practice
- For another best practice SRPS, college can provide details about supports from institute for student's research activities. Avishkar participation can be a success of evidence for SRPS.
- Utilize e-resources of the library for enhancing the more flexibility to students and faculties.
- Feedback by stakeholders on curriculum should be communicated to concern Board of Studies (BOS) of University as suggestions for updates.

#### 4. Any other point for discussion

Criteria heads and their members are informed to prepare SSR and supportive documents.

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 Center for Business and  
Computer Studies, Nashik