



Suryadatta Education Foundation's  
Suryadatta College of Management Information Research and Technology  
(SCMIRT)



SCMIRT IQAC COMMITTEE Meeting NOTICE

Date: 09/9/2018

This is to inform all members of SCMIRT IQAC Committee that the meeting will be held on Tuesday 11<sup>th</sup> Sept 2018 at 2:30 pm. You are requested to make yourself available to participate in the meeting.


**Agenda for the meeting –**

- 1) To welcome the Members.
- 2) To grant leave of absence to members
- 3) To discuss importance and objectives of IQAC
- 4) To check the implementation of academic calendar
- 5) To discuss responsibilities of IQAC members
- 6) To arrange guest session for skills and knowledge updation for students.
- 7) To plan various academic activities, events, visits, and campaigns.
- 8) To discuss about planning and designing various value added certificate courses.
- 9) To discuss criteria wise commencement of NAAC work.
- 10) To discuss and plan Alumni Meet in December 2018.
- 11) Discuss any other matter with the permission of the Chair.

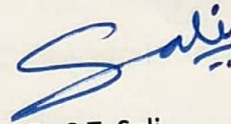
Day & Date: Tuesday 11<sup>th</sup> Sept 2018

Time: 2:30 pm

Venue: Board Room

  
Dr. Sharad Patil

**IQAC co-ordinator**

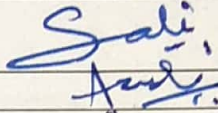
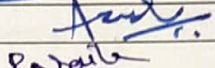
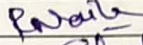
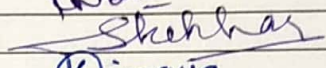
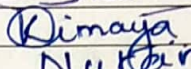
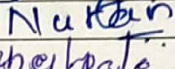
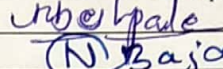
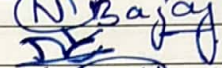

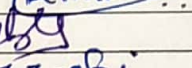
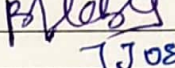
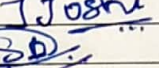
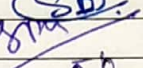
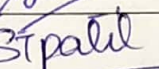

  
Dr S.T. Sali

**IQAC Chairperson**

### Minutes of the Meeting and Action Taken Report

The meeting of the SCMIRT IQAC Committee was held on Tuesday 11<sup>th</sup> Sept 2018 at 2.30 pm in the Board Room.

The following members were present.

Sr. No.	Name of the Person	Designation	Signature
1	Dr. Sudhakar Sali	Chairperson: Head of the Institution	
2	Prof. Deepak Singh	Teacher Representative	
3	Prof. Rasika Naik	Teacher Representative	
4	Prof. Shekhar Chavan	Teacher Representative	
5	Ms. Kimaya Chordiya	Management Representative	
6	Mrs. Nutan Gawali	Registrar	
7	Mrs. Netra Deshpande	Administrative Officer	
8	Mr. Neelkand Bajaj	Local Society Representative	
9	Ms. Nachiket Chavan	Student Representative	
10	Mr. Amitkumar	Alumni Representative	
11	Dr. Pratiksha Wabale	Dean(Academic)	
12	Jayant Joshi	Industrialist	
13	Mr. Simandar Doshi	Parent Representative	
14	Dr. Shailesh Kasande	Invitee	
15	Dr. Sharad Patil	IQAC Coordinator, Member Secretary	

### Minutes:

**Agenda No.1:** To welcome the Members.

Meeting started with the formal introduction of IQAC members by IQAC committee co-ordinator Dr. Sharad Patil and welcome of all IQAC members by Dr. S. T. Sali.

**Agenda No.2:** To grant leave of absence to the members

No member was absent on the date of meeting.

**Agenda No.3 :** To discuss importance and objectives of IQAC

Principal Dr. Sudhakar Sali explained importance and objectives of IQAC formation.

IQAC Coordinator Dr. Sharad Patil explained structure of IQAC and briefed responsibilities of IQAC members.

**Agenda No.4 :** To check the implementation of academic calendar

Dr. Pratiksha Wable discussed about the subject allotment of all UG and PG programmes and commencement of classes and insisted on timely and appropriate adherence of academic calendar. She stressed on improving teaching and learning process through various teaching pedagogies and variety of internal assessments.

**Agenda No.5:** To discuss responsibilities of IQAC members

Dr. Sharad Patil briefed everyone about the responsibilities of IQAC members.

- To introduce development and application of quality benchmarks.
- To ensure timely, efficient and progressive performance in academics and administrative tasks.
- To ensure enhancement and coordination among various activities of the college.
- To build an organized methodology of documentation and internal communication.

**Agenda No.6:** To arrange guest session for skills and knowledge updation for students.

**Resolution No#1:** It was unanimously decided to conduct guest session by an Industry Expert for Students.

**Agenda No.7:** To plan various academic activities, events, visits, and campaigns.

**Discussion:**

A) Dr. Shailesh Kasande suggested focusing on co-curricular as well as extracurricular activities by organizing various events, visits, and campaigns for students

B) Mr. Deepak Singh suggested initiating more activities under NSS and Human Values.

**Resolution No#1:**

It was unanimously decided to arrange industrial visit and events for students in order to increase interaction with industrial experts.

In order to organize activities, events and visits, various committees were planned along with responsibilities allotted to faculty members to conduct and carry out events and activities allotted to them

Dr. Sudhakar Sali conveyed about date of alumni meet.



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**Agenda No.8:** To discuss about planning and designing various value added certificate courses.

Mr. Deepak Singh proposed about various add on courses for UG and PG students.

**Agenda No. 9 :** To discuss criteria wise commencement of NAAC work

**Discussion:**

Dr. Sharad Patil suggested allocation of criteria wise work to faculty members.

**Resolution No#1:** It was unanimously decided the division of criteria wise work among faculty members.

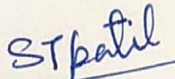
**Agenda No. 10 :** To discuss and plan Alumni Meet in December 2018.


**Resolution No#1:** It was unanimously decided to arrange Alumni meet on last Sunday of December 2018

**Agenda No. 11 :** Any other matter with the permission of the Chair.

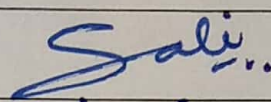
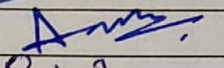
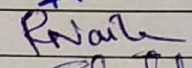
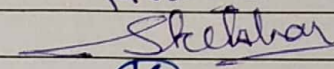
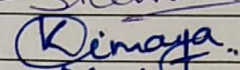
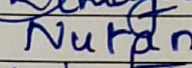
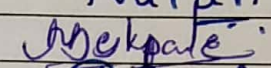
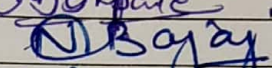
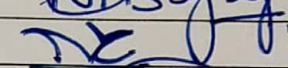
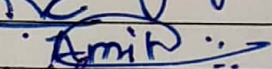
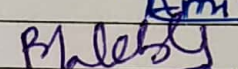
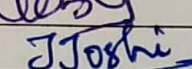
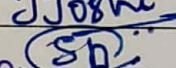
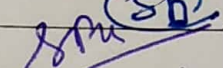
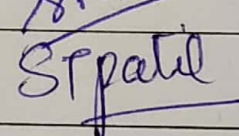
Dr. Shailesh Kasande announced vacancies for PhD in the institute and encouraged faculty members for research.

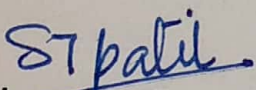
The meeting was closed at 5.00 pm by the vote of thanks by IQAC coordinator.

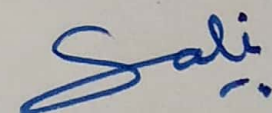
  
Dr. Sharad Patil  
IQAC Co-ordinator

  
Dr S.T. Sali  
IQAC Chairperson

Attendance Tuesday 11<sup>th</sup> Sept 2018

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Dr. Sharad Patil  
IQAC Co-ordinator

  
Dr S.T. Sali  
IQAC Chairperson