



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



**SCMIRT IQAC COMMITTEE Meeting NOTICE**

**Date:** 04/01/2020

This is to inform all members of SCMIRT IQAC Committee that the meeting will be held on Tuesday 7<sup>th</sup> January 2020 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 table and approve the minutes of last meeting agenda and the Action Taken Report.
- 4) To discuss about arranging the workshop about NAAC peer team visits in association with Mentor College.
- 5) To plan meeting for conducting internal examination.
- 6) To arrange of remedial classes for weak students.
- 7) To start AIMA simulation for third year.
- 8) To discuss about the appointment of new faculty members.
- 9) To discuss about the functioning of various committees.
- 10) To encourage faculty members about attending FDP and conferences.
- 11) Discuss any other matter with the permission of the Chair.

Day & Date: 7<sup>th</sup> January 2020

Time: 2:30 pm

Venue: Board Room

**Prof. Rasika Naik**

**IQAC co-ordinator**

**Dr. Abbas Lokhandwala**

**IQAC Chairperson**

Prof. Rasika Naik tabled the minutes of the last meeting and the Action Taken Report. The same was unanimously approved by the members.

**Agenda No.4:** To discuss about arranging the workshop about NAAC peer team visits in association with Mentor College.

**Discussion:**

Prof. Rasika Naik briefed about workshop to be arranged for assistance from Mentor College for the visit of peer team.

**Resolution No#1:**

It was unanimously resolved to arrange workshop to get guidelines for peer team visit.

**Agenda No.5:** To plan meeting for conducting internal examination.

**Discussion:**

- a) Prof. Deepak Singh proposed possible dates for Internal Examination.
- b) Dr. Abbas Lokhandwala instructed the guidelines about the discipline to be followed during the examination.
- c) Prof. Monali Meghal also discussed about the CBCS pattern and also suggested all programme coordinator to take review about the same.

**Resolution No#2:**

It was unanimously resolved that internal examination will be conducted on the discussed dates.

**Resolution No#3:**

It was unanimously resolved that review of CIE will be taken by programme coordinators.

**Agenda No.6:** To arrange of remedial classes for weak students.

**Discussion:**

Prof. Ritu Prasad addressed the problem faced by weak students. She suggested remedial classes should be conducted for weak students on the basis of internal examination result.

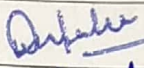
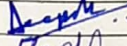
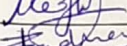
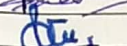
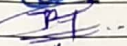

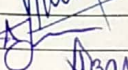
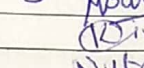
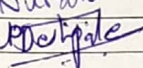
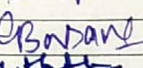
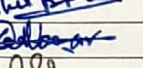
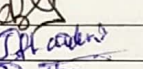
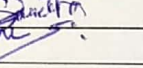
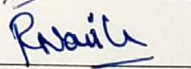
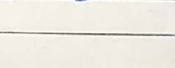

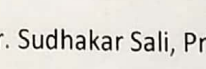

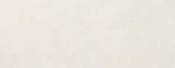
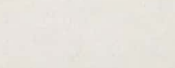
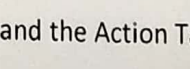
**Agenda No.7:** To start AIMA simulation for third year.

**Discussion:**



### Minutes of the Meeting and Action Taken Report

The meeting of the SCMIRT IQAC Committee was held on Tuesday 7<sup>th</sup> January 2020  
at 2.30 pm in the Board Room.  
The following members were present.

Sr. No.	Name of the Person	Designation in IQAC	Signature
1	Dr. Abbas Lokhandwala	Chairperson: Head of the Institution	
2	Prof. Deepak Singh	Teacher Representative	
3	Prof. Monali Meghal	Teacher Representative	
4	Prof. Priyanka Jadhav	Teacher Representative	
5	Prof. Ritu Prasad	Teacher Representative	
6	Prof. Jyoti Gaikwad	Teacher Representative	
7	Dr. Vijayalaxmi Nemmaniwar	Teacher Representative	
8	Dr. Ankit Jain	Teacher Representative	
9	Prof. Yashoda Barve	Teacher Representative	
10	Ms. Kimaya Chordiya	Management Representative	
11	Mrs. Nutan Gawali	Registrar	
12	Mrs. Netra Deshpande	Administrative Officer	
13	Mr. Neelkand Bajaj	Local Society Representative	
14	Mr. Aniket Badve	Student Representative	
15	Mr. Bharat Gupta	Student Representative	
16	Mr. Prasad Gattewar	Alumni Representative	
17	Dr. Pratiksha Wable	Invitee	
18	Mr Juzer Haideri	Industrialist	
19	Mrs. Suneeta Manekar	Parent Representative	
20	Dr. Shailesh Kasande	Invitee	
21	Asst. Prof. Rasika Naik	IQAC Coordinator, Member Secretary	

#### Minutes:

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

Prof. Rasika Naik, Coordinator, IQAC welcomed all the members and Dr. Sudhakar Sali, Principal explained the agenda of the meeting to everyone present.

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

No member was absent on the date of meeting.

**Agenda No.3:** To table and approve the minutes of last meeting agenda and the Action Taken Report.



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- a) Dr. Shailesh Kasande stressed on need of AIMA simulation for third year students.
- b) Dr. Vijayalaxmi Nemmaniwar suggested to arrange workshop for faculty members on IIMA simulation so that they can guide the students about it.

**Resolution No#4:**

It was unanimously resolved that AIMA simulation to be arranged for third year students.

**Agenda No. 8:** To discuss about the appointment of new faculty members.

**Discussion**

Dr. Pratiksha Wable expressed that for smooth functioning of academics new faculty members can be appointed if required.

**Agenda No. 9:** To discuss about the functioning of various committees.

**Discussion:**

Prof. Rasika Naik took review of functioning of various committees and participation of Stakeholders.

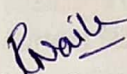
**Agenda No. 10:** To encourage faculty members about attending FDP and conferences.

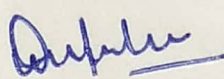
Dr. Shailesh Kasande instructed that faculty members should attend FDPs and conferences. He also stressed that it is important for faculty members for their academic growth.

**Agenda No. 11 :** To discuss any other matter with the permission of the Chair.

**Discussion:**

- a) Dr. Abbas Lokhandwala emphasizing on restricting the Research Cell.
- b) Dr. Abbas Lokhandwala insisted that faculty members should register for PhD.

  
Prof. Rasika Naik  
IQAC Co-ordinator

  
Dr. Abbas Lokhandwala  
IQAC Chairperson





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**ACTION TAKEN REPORT**

**Resolution No#1:**

It was unanimously resolved to conduct parent teacher meeting.

Primary Responsibility: Dr. Abbas Lokhandwala  
Supportive Responsibility: Programme Coordinator & Admin Staff  
Indicative Deadline: 5<sup>th</sup> January 2020  
Current Status: Implemented.

**Resolution No#2:**

It was unanimously resolved that Dr. Pratiksha Wable will conduct Google Classroom workshop for all faculty members.

Primary Responsibility: Dr. Pratiksha Wable  
Supportive Responsibility: Prof. Rasika Naik  
Indicative Deadline: 10<sup>th</sup> January 2020  
Current Status: Implemented.

**Resolution No#3:**

It was unanimously resolved that faculty members attending IIMBx FDP will proceed to IIM Bangalore on 12<sup>th</sup> September 2019.

Primary Responsibility: Dr. Shailesh Kasande  
Supportive Responsibility: Prof. Rasika Naik  
Indicative Deadline: 20<sup>th</sup> September 2019  
Current Status: Implemented.

**Resolution No#4:**

It was unanimously resolved that few faculty members will attend the workshops of CBCS pattern and they will guide other faculty members on CBCS pattern.

Primary Responsibility: Dr. Sudhakar Sali  
Supportive Responsibility: Faculty members  
Indicative Deadline: 14<sup>th</sup> August 2019  
Current Status: Implemented.

**Resolution No#4:** It was unanimously resolved that Dr. Kirti Bhatia and Prof. Priyanka Wankhade will coordinate the Induction programme.

Primary Responsibility: Dr. Kirti Bhatia and Prof. Priyanka Wankhade  
Supportive Responsibility: Faculty members  
Indicative Deadline: 30<sup>th</sup> July 2019  
Current Status: Implemented.

**Resolution No#5:** It was unanimously resolved that all programme coordinator will take course preference from the faculty members.


Primary Responsibility: Prof. Rasika Naik  
Supportive Responsibility: Programme Coordinators  
Indicative Deadline: 10<sup>th</sup> June 2019  
Current Status: Implemented


**Resolution No#6:** It was unanimously resolved that new faculty members will be appointed for courses which is not allotted.

Primary Responsibility: Dr. Abbas Lokhandwala  
Supportive Responsibility: Admin Staff  
Indicative Deadline: 10<sup>th</sup> June 2019  
Current Status: Implemented

**Resolution No#7:** It was unanimously resolved that the responsibility of guiding for War Expo, State Expo and Kavyathon will be assigned to some faculty Members.

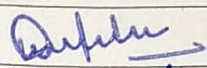
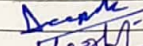

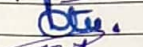


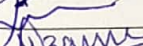
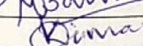
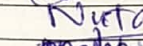
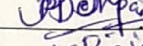

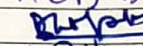
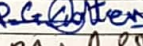

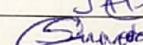

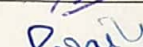



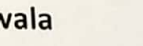
Primary Responsibility: Dr. Abbas Lokhandwala  
Supportive Responsibility: Coordinators of Activities  
Indicative Deadline: 20<sup>th</sup> August 2019  
Current Status: Implemented

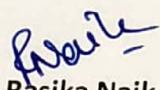
  
Prof. Rasika Naik  
IQAC Co-ordinator

  
Dr. Abbas Lokhandwala  
IQAC Chairperson



Attendance dated Tuesday 7th January 2020

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Prof. Rasika Naik  
IQAC Co-ordinator

  
Dr. Abbas Lokhandwala  
IQAC Chairperson