



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



SCMIRT IQAC COMMITTEE Meeting NOTICE

Date: 20/05/2019

This is to inform all members of SCMIRT IQAC Committee that the meeting will be held on Wednesday 22nd May 2019 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 prepare for submission of IQA and review of SSR preparation.
- 5) To discuss about formation of student council for next academic year.
- 6) To arrange Workshop for NAAC guidelines.
- 7) To encourage faculty members to attend workshop for CBCS pattern.
- 8) To discuss about induction for incoming batches.
- 9) To find out the course preferences of the faculty members.
- 10) To appoint new faculty members.
- 11) To restructure the IQAC committee.
- 12) To arrange student activities like War expo, state expo and Kavython.
- 13) To discuss any other matter with the permission of the Chair.

Day & Date: 22nd May 2019

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 Wednesday 22nd May 2019 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	<i>Sali</i>
2	Prof. Deepak Singh	Teacher Representative	<i>Deepak Singh</i>
3	Prof. Rasika Naik	Teacher Representative	<i>R Naik</i>
4	Prof. Shekhar Chavan	Teacher Representative	<i>Shekhar</i>
5	Ms. Kimaya Chordiya	Management Representative	<i>Kimaya</i>
6	Mrs. Nutan Gawali	Registrar	<i>Nutan</i>
7	Mrs. Netra Deshpande	Administrative Officer	<i>Netra Deshpande</i>
8	Mr. Neelkand Bajaj	Local Society Representative	<i>Neelkand Bajaj</i>
9	Ms. Nachiket Chavan	Student Representative	<i>Nachiket</i>
10	Mr. Amitkumar	Alumni Representative	<i>Amitkumar</i>
11	Dr. Pratiksha Wabale	Dean(Academic)	<i>Pratiksha</i>
12	Jayant Joshi	Industrialist	<i>Joshi</i>
13	Mr. Simandar Doshi	Parent Representative	<i>SD Doshi</i>
14	Dr. Shailesh Kasande	Invitee	<i>SK</i>
15	Dr. Sharad Patil	IQAC Coordinator, Member Secretary	<i>SPatil</i>

Minutes:

Agenda No.1: To welcome the Members.

Dr. Sharad Patil, 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.

Dr. Sharad Patil tabled the minutes of the last meeting and the Action Taken Report. The same was unanimously approved by the members.

Agenda No.4: To Prepare for submission of IIQA and review of SSR.

Discussion:

- a) Dr. Sudhakar Sali reviewed the NAAC work and emphasized on filling up of IIQA. The documentation required for IIQA should be found out.
- b) Dr. Sharad Patil had informed that 500 words for each criteria has been prepared and faculty members are actively participating in the NAAC work.

Resolution No#1:

It was unanimously resolved that the IIQA will be submitted to NAAC till August 2019.

Agenda No.5: To discuss about formation of student council for next academic year

Discussion: Dr. Sharad Patil discussed about the structure of student council for incoming academic year. He emphasized on including new students members in the student council.

Resolution No#2:

It was unanimously resolved to restructure the student council.

Agenda No.6: To arrange Workshop for NAAC guidelines.

Discussion:

- a) Dr. Sudhakar Sali anticipated that we should arrange NAAC workshop for the faculty members.
- b) Dr. Sharad Patil suggested that certain resource person for NAAC workshop as well as we our mentor College (Modern College)

Agenda No.7. To encourage faculty members to attend workshop for CBCS pattern which will be introduce from upcoming year.

Discussion:

- a) Dr. Pratiksha Wable brought forward that from coming year the syllabus will be revised and will follow choice based credit system pattern. (CBCS)
- b) Dr. Sudhakar Sali stressed that it is new pattern for all the faculty members so they should attend workshop on CBCS pattern arranged by SPPU in collaboration with the colleges. AS it will be guiding line for implementation.

Resolution No#3:

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

Agenda No.8: To plan induction for incoming batches.

Discussion:

Dr. Sudhakar Sali Discussed about the planning for induction programme for the new students. He also emphasized on allotting induction duties to faculty members.

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

Agenda No. 9: To find out the course preferences of the faculty members.

Discussion

- a) Dr. Pratiksha Wable instructed to all the programme coordinator to collect course preferences from all faculty members and find out the faculty requirements as per revised syllabus.
- b) Dr. Sudhakar Sali suggested considering the peer review of faculty members while allotting the courses to the particular faculty members.

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

Agenda No. 10: To appoint new faculty members.

Dr. Sudhakar Sali emphasized on to appoint new experience faculty member.

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

Agenda No. 11: To restructure the IQAC committee.

Discussion

Dr. Shailesh Kasande proposed to change the IQAC Coordinator and some members. He also emphasized on including faculty members from science and commerce department.

Resolution No#6: It was unanimously resolved to change the IQAC Coordinator and add new IQAC members.



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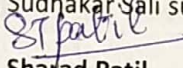
Agenda No. 12: To arrange student activities like War expo, state expo and Kavyathon.


Dr. Sudhakar Sali suggested to all members to arrange activities for students which will enhance their skills.

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

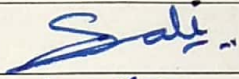
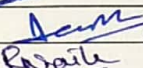
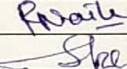
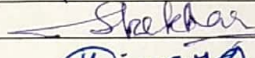
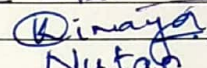
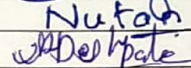
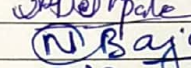
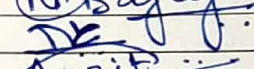

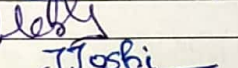
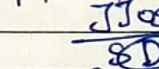
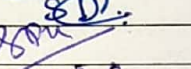
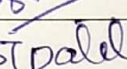
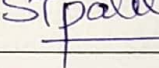
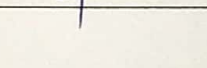
Agenda No. 13: Discuss any other matter with the permission of the Chair.


Dr. Sudhakar Sali suggested all the members to start preparation for the next academic year.


Dr. Sharad Patil
IQAC Co-ordinator



Dr S.T. Sali
IQAC Chairperson

Attendance dated Wednesday 22nd May 2019

Sr. No.	Name of the Person	Designation	Signature
1	Dr. Sudhakar Sali	Chairperson: Head of the Institution	
2	Prof. Deepak Singh	Teacher Representative	
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15	Dr. Sharad Patil	IQAC Coordinator, Member Secretary	



Dr. Sharad Patil
IQAC Co-ordinator



Dr S.T. Sali
IQAC Chairperson

ACTION TAKEN REPORT

Resolution No#1:

It was unanimously resolved to ask faculty members to attend workshop on innovation and start up.

Primary Responsibility: Dr. Sudhakar Sali
Supportive Responsibility: Innovation & Incubation Cell
Indicative Deadline: 10th February 2019
Current Status: Implemented.

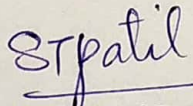
Resolution No#2:

It was unanimously resolved to form different committees.

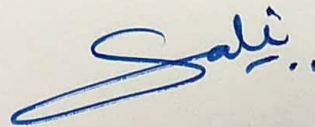
Primary Responsibility: Dr. Sudhakar Sali
Supportive Responsibility: IQAC Cell
Indicative Deadline: 25th February 2019
Current Status: Implemented.

Resolution No#3: It was unanimously resolved that Dr. Pratiksha Wable and Dr. Sudhakar Sali will review the lectures delivered by the faculty members.

Primary Responsibility: Dr. Sudhakar Sali & Dr. Pratiksha Wable
Supportive Responsibility: Faculty members
Indicative Deadline: 31st March 2019
Current Status: Implemented.



Dr. Sharad Patil
IQAC Co-ordinator



Dr S.T. Sali
IQAC Chairperson