



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



**SCMIRT IQAC COMMITTEE Meeting NOTICE**

**Date: 11/05/2020**

This is to inform all members of SCMIRTIQAC Committee that the meeting will be held on Thursday 14<sup>th</sup> May 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 plan for next academic year.
- 5) To plan and allocate courses as per preference and specialized area of faculty members
- 6) To discuss about formation of student council for next academic year.
- 7) To plan a workshop for students/teachers to train them for online class.
- 8) To encourage faculty members to attend workshop on revised syllabus of UG programmes organized by Savitribai Phule Pune University (SPPU)
- 9) To reconstitute various committees for next academic year.
- 10) To discuss any other matter with the permission of the Chair.

Day & Date: 14<sup>th</sup> May 2020

Time: 2:30 pm

Venue: Online meeting on google meet

  
**Asst. Prof. Rasika Naik**

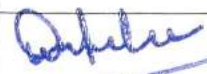

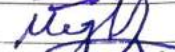





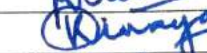
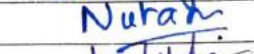
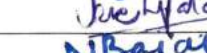
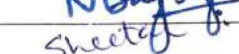



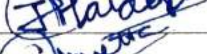
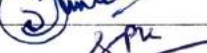




**IQAC co-ordinator**

  
**Dr. Abbas Lokhandwala**

**IQAC Chairperson**

### Minutes of the Meeting and Action Taken Report

The meeting of the SCMIRT IQAC Committee was held on Thursday 14<sup>th</sup> May 2020 at 2.30 pm in on google meet. 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	Ms. Sheetal Chudhari	Student Representative	
15	Ms. Anushka Shinde	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. Abbas Lokhandwala 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.

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 plan for next academic year.

**Discussion:**

- Dr. Shailesh Kasande emphasized on planning for next academic year rigorously. Due to COVID 19 Pandemic situation, faculty members need to shift from traditional to digital mode of teaching learning method.
- Dr. Abbas Lokhandwala advised to share a google form with student to get information about their availability / network issue to attend online classes.
- Asst. Prof. Rasika Naik pointed out that 2<sup>nd</sup> year CBSE syllabus will be available on SPPU website after a month.

**Resolution No#1:**

It was unanimously resolved that 3<sup>rd</sup> year for UG program will start from 1<sup>st</sup> June 2020 and 2<sup>nd</sup> year will start as and when syllabus will be available on website.

**Resolution No#2:**

It was unanimously resolved that google suite will be used for online teaching and also official what's app group will be created for smooth coordination with the students.

**Agenda No. 5:** To plan and allocate courses as per preference and specialized area of 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 syllabus.



- b) Dr. Abbas Lokhandwala suggested to consider the Teaching Learning feedback about faculty members while allotting the courses to the particular faculty members.

**Agenda No.6 :** To discuss about formation of student council for next academic year.

**Discussion:** Asst. Prof. Ritu Prasad discussed about the structure of student council for new academic year. She emphasized on restructuring the student council.

**Resolution No#3:**

It was unanimously resolved to reconstitute the student council.

**Agenda No.7:** To plan a workshop for students/teachers to train them for online class.

**Discussion:**

- Dr. Abbas Lokhandwala anticipated that we should arrange Online teaching workshop for faculty members.
- Dr. Pratiksha Wable suggested to use google classroom as the platform for the online teaching learning and assessment, notes sharing and CIE.
- Prof. Deepak Singh also added that we should divide online teaching in to small chunks.

**Resolution No#4:**

It was unanimously resolved that Prof. Pankaj Pawar will conduct workshop for Online teaching for all the faculty members.

**Agenda No.8.** To encourage faculty members to attend workshop on revised syllabus of UG programmes organized by Savitribai Phule Pune University (SPPU).

**Discussion:**

- a) Dr. Abbas Lokhandwala stressed attending workshop for revised syllabus of SY arranged by SPPU in collaboration with the colleges.
- b) Dr. Pratiksha Wable brought forward that at least program coordinator should attend the workshop arranged by SPPU.

**Resolution No#5:**

It was unanimously resolved that few faculty members will attend the workshops of Second year syllabus arranged by SPPU.

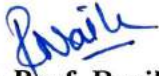
**Agenda No.09:** To reconstitute various committees for next academic year.

Dr. Shailesh Kasande proposed to restructure various committees for new academic year. He also emphasized on including new faculty members encompassed in the committee.

**Resolution No#6:** It was unanimously resolved that new faculty members will be encompassed the different committee.

**Agenda No. 10:** Discuss any other matter with the permission of the Chair.

Dr. Abbas Lokhandwala suggested all the members to start preparation for the next academic year.



**Asst. Prof. Rasika Naik**  
**IQAC Co-ordinator**



**Dr. Abbas Lokhandwala**  
**IQAC Chairperson**





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



**Acknowledgement for Minutes of Meeting dated Thursday <sup>14th</sup> May 2020**

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	
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Asst. Prof. Rasika Naik  
IQAC Co-ordinator

Dr. Abbas Lokhandwala  
IQAC Chairperson



### ACTION TAKEN REPORT

#### Resolution No#1:

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

Primary Responsibility :Asst. Prof.Rasika Naik

Supportive Responsibility: IQAC Members

Indicative Deadline: 10<sup>th</sup> March 2020

Current Status: Implemented.( 11<sup>th</sup> January and 5<sup>th</sup> March 2020)

#### Resolution No#2:

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

Primary Responsibility: Asst. Prof. Jyoti Gaikwad

Supportive Responsibility: Examination Committee

Indicative Deadline: 15<sup>th</sup> March 2020

Current Status: Implemented.

#### Resolution No#3:

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

Primary Responsibility: Asst. Prof. Jyoti Gaikwad

Supportive Responsibility: Examination Committee

Indicative Deadline: 15<sup>th</sup> March 2020

Current Status: Implemented.

#### Resolution No#4:

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


Primary Responsibility: Dr. Vijayalaxmi Nemmaniwar

Supportive Responsibility: Program Coordinator

Indicative Deadline: 31<sup>st</sup> March 2019

Current Status: Implemented.

  
Prof. Rasika Naik  
IQAC Co-ordinator

  
Dr. Abbas Lokhandwala  
IQAC Chairperson