



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



SCMIRT IQAC COMMITTEE Meeting NOTICE

Date: 04/09/2020

This is to inform all members of SCMIRTIQAC Committee that the meeting will be held on Monday 7th September 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 orientation of 1st year for new academic year.
- 5) To plan and allocate courses as per preference and specialized area of faculty members
- 6) To Prepare for permanent affiliation of College from SPPU
- 7) To discuss about research journal of SCMIRT.
- 8) To discuss about preparation for Savitribai Phule Pune University online examination.
- 9) To prepare for NAAC peer team visit
- 10) To discuss any other matter with the permission of the Chair.

Day & Date: 7th September 2020

Time: 2:30 pm

Venue: Board Room








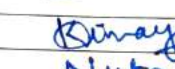
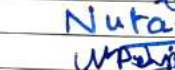
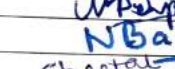
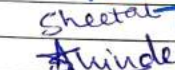



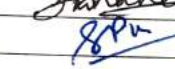






Asst. Prof. Rasika Naik

IQAC co-ordinator

Dr. Abbas Lokhandwala

IQAC Chairperson

Acknowledgement for Minutes of Meeting dated Monday 7th Sept 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	
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	


Asst. Prof. Rasika Naik

IQAC Co-ordinator


Dr. Abbas Lokhandwala

IQAC Chairperson

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 orientation of 1st year for new academic year.

Discussion:

- Dr. Abbas Lokhandwala suggested to plan for orientation program for 1st year UG program and PG Program new admission in year 2020 and program will be headed by Dr. VijayalxmiNemmaniwarwith the help of program coordinator.
- Dr. Shailesh Kasande(CEO and Invitee) advised to arranged training program for new students to introduce themselves with new google ecosystem through which the google classes were planned to be conducted.

Resolution No#1:

It was unanimously resolved that 1st year for UG program will commence from 21st September 2020 and PG Programs will commenced once their admission process will complete.

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

Discussion

- a) Dr. PratikshaWable (Dean Academics and Invitee) instructed to all the programme coordinator to collect course preferences from all faculty members for 1st year 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.



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



Agenda No.6: To Prepare for permanent affiliation of College from SPPU.

Discussion:

- a) Dr. Abbas Lokhandwala inform all the committee members about permanent affiliation committee visit and also guided them to prepare themselves for committee visit.

Agenda No.7: To discuss about research journal of SCMIRT.

Discussion:

- Dr. Abbas Lokhandwala anticipated that we should have a research journal for SMIRT with ISSN Number.
- Dr. Shailesh Kasande suggested to prepare a review committee, editorial board and Plagiarism committee.
- Dr. VijayalxmiNemmaniwar and other faculty members suggested certain names for the Research Journal

• Resolution No#2:

It was unanimously resolved that SCMIRT will have a separate Research Journal as "Udhabodhan".

Agenda No.8. To discuss about preparation for Savitribai Phule Pune University online examination.

Discussion:

- a) Dr. Shailesh Kasande instructed to all the program coordinator take up a google form from third year passing out batch student for their readiness for the online examination.
- b) Dr. Abbas Lokhandawala Suggested to Asst. Prof. Jyoti Gaikwad share all the circulars related to the examination should shared with program coordinated and it should be floated through program to students and any queries related examination should resolved by CEO for smooth conduction of the examination.

Agenda No.09: To prepare for NAAC peer team visit.

Discussion:


- a) Asst. prof. Rasika Naik (IQAC Coordinator) emphasized on the new dates of NAAC peer Team visits and also provided status of NAAC work done to the all IQAC committee members.



- b) Principal emphasized on Departmental presentation of the HODs. Also, we should plan for Criteria wise presentation of all criteria heads.

Agenda No. 10: Discuss any other matter with the permission of the Chair.
Examination committee decided to have online for all program.


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 Monday 7th Sept 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	
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	

Asst. Prof. Rasika Naik
IQAC Co-ordinator

Dr. Abbas Lokhandwala
IQAC Chairperson



ACTION TAKEN REPORT

Resolution No#1:

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

Primary Responsibility: Principal

Supportive Responsibility: All Program Coordinator

Indicative Deadline: 1st June 2020

Current Status: Implemented.

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.

Primary Responsibility: Program Coordinator

Supportive Responsibility: Faculty members

Indicative Deadline: 20th May 2020

Current Status: Implemented.

Resolution No#3:

It was unanimously resolved to reconstitute the student council.

Primary Responsibility: Asst. Prof. Ritu Prasad

Supportive Responsibility: Program Coordinator

Indicative Deadline: 15th July 2020

Current Status: Implemented.

Resolution No#4:

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

Primary Responsibility: Mr. Pankaj Pawar

Supportive Responsibility: IT Department

Indicative Deadline: 30th May 2020

Current Status: Implemented.



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



Resolution No#5:

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

Primary Responsibility: Program Coordinator

Supportive Responsibility: Subject Teachers

Indicative Deadline: 30th May 2020

Current Status: Implemented.

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

Primary Responsibility: Principal and HOD

Supportive Responsibility: Member Secretary.

Indicative Deadline: 1st August 2020

Current Status: Implemented.

Prof. Rasika Naik

Dr. Abbas Lokhandwala

IQAC Co-ordinator

IQAC Chairperson