

SCMIRT IQAC COMMITTEE Meeting NOTICE

Date: 26/08/2021

This is to inform all members of SCMIRTIQAC Committee that the meeting will be held on Thursday 28th August 2021 at 10:00 AM. You are requested to make yourself available to participate in the meeting.

Agenda for the meeting –

- 1) To welcome the Members.
- 2) To discuss and planning for next academic year.
- 3) To discuss about introduction of new add on course for FY students.
- 4) To form Internship Cell as per prescribed in SPPU Syllabus
- 5) To Discuss about starting with offline classes for all the students
- 6) To discuss and making arrangement for conduction of National Webinar.
- 7) To discuss any other matter with the permission of the Chair.

Day & Date: 28th August 2021

Time: 10:00 AM

Venue: Principal's Cabin

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 28th August 2021 at 10:00 AM. in Principal's cabin. 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	Prof. Yashoda Barve ✓	Teacher Representative	
8	Ms. Kimaya Chordiya ✓	Management Representative	
9	Mrs. Nutan Gawali	Registrar	
10	Mrs. Netra Deshpande	Administrative Officer	
11	Mr. Neelkand Bajaj	Local Society Representative	
12	Mr. Sahil Onkar	Student Representative	
13	Ms. Anushka Shinde	Student Representative	
14	Mr. Prasad Gattewar	Alumni Representative	
15	Dr. Pratiksha Wable	Invitee	
16	Mr Juzer Haideri	Industrialist	
17	Mrs. Suneeta Manekar	Parent Representative	
18	Dr. Shailesh Kasande	Invitee	
19	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.
- 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.2: To discuss and planning for next academic year.

- Dr. Abbas Lokhandwala advised all the program coordinator to start planning for preparation for next academic year. He suggested to start with SY and TY on priority and later on FY year will started as admissions are process.
- Asst. Prof. Rasika Naik emphasized on planning for Induction for all first year. All coordinators have given responsibility of Induction program. Due to COVID 19 Pandemic induction will be conducted online only.

Resolution No#1: It was unanimously decided that SY and TY will starts from 2nd September 2021 and 4th October 2021.

Agenda No.3: To discuss about introduction of new add on course for FY students.

- Asst. Prof. Deepak Singh emphasized on reconsideration of the add on course for FY student.
- Asst. Prof. Priyanka Jadhav emphasized on introduction of Value Education and Gender Equality as an add on course as

Resolution No#2 It was unanimously decided to start with new add on course for FY students.

Agenda No.4 To form Internship Cell as per prescribed in SPPU Syllabus

- Asst. Prof. Rasika Naik informed all the members about guidelines given in Savitribai Phule Pune University syllabus regarding the formation of Internship Cell.
- Dr. Abbas Lokhandwala instructed members to form an internship cell for smooth functioning.

Resolution No#3 It was unanimously decided to form an internship cell.

Agenda No 5: To Discuss about starting with offline classes for all the students.

- Dr. Abbas Lokhandwala informed and instructed all the members to collect student data for starting offline classes, prepare consent letter, prepare COVID guidelines for offline classes.

Agenda No 6: To discuss and making arrangement for conduction of National Webinar.

- Dr. Abbas Lokhandwala proposed to conduct National Webinar under each department in association with IQAC.
- Principal given responsibility of arrangement of National Webinar to the HOD of the department. The members are assigned with the duties for conduction of National Webinar.

Resolution No #4 It was unanimously decided that National Webinar will be conducted in the month of October 2021.

Agenda No 7: To discuss any other matter with the permission of the Chair.

- Principal Dr. Abbas Lokhandwala taken review of AQAR and suggested all the members to make certain changes.
- Dr. Abbas Lokhandwala instructed IQAC Coordinator Rasika Naik to share revised NAAC guidelines with all the criteria heads.

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 28th August 2021

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	Prof. Yashoda Barve	Teacher Representative	
8	Ms. Kimaya Chordiya	Management Representative	
9	Mrs. Nutan Gawali	Registrar	
10	Mrs. Netra Deshpande	Administrative Officer	
11	Mr. Neelkand Bajaj	Local Society Representative	
12	Mr. Sahil Onkar	Student Representative	
13	Ms. Anushka Shinde	Student Representative	
14	Mr. Prasad Gattewar	Alumni Representative	
15	Dr. Pratiksha Wable	Invitee	
16	Mr Juzer Haideri	Industrialist	
17	Mrs. Suneeta Manekar	Parent Representative	
18	Dr. Shailesh Kasande	Invitee	
19	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 decided that Innovation and Start Up Fest will be conducted on 21st June 2021.

Primary Responsibility: Dr. Vijayalaxmi Nemmaniwar
Supportive Responsibility: Program Coordinator
Indicative Deadline: 25th June 2021
Current Status: Implemented.

Resolution No#2:

It was unanimously decided that Term end Examination will be conducted for all the program through MCQ mode by following all the guidelines of the SPPU.

Primary Responsibility: Asst. Prof. Jyoti Gaikwad
Supportive Responsibility: Examination Committee
Indicative Deadline: 15th July 2021
Current Status: Implemented.

Resolution No#3:

It was unanimously decided that on 21st June 2021 International Yoga Day will be celebrated.


Primary Responsibility: Asst. Prof. Priya Barhate
Supportive Responsibility: NSS Committee
Indicative Deadline: 25th June 2021
Current Status: Implemented.

Resolution No#4:

It was unanimously decided that Inhouse internship will be provided to the students..

Primary Responsibility: Asst. Prof. Rasika Naik
Supportive Responsibility: Program Coordinator & Internship Cell
Indicative Deadline: 1st September 2021
Current Status: Implemented.

Prof. Rasika Naik


IQAC Co-ordinator

Dr. Abbas Lokhandwala


IQAC Chairperson