



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



SCMIRT IQAC COMMITTEE Meeting NOTICE

Date: 28/02/2021

This is to inform all members of SCMIRTIQAC Committee that the meeting will be held on Monday 01st March 2021 at 10:00 AM. You are requested to make yourself available to participate in the meeting.

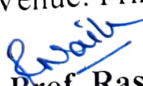
Agenda for the meeting –

- 1) To welcome the Members.
- 2) To instruct all criteria heads to submit their corrected/updated presentations to the Principal.
- 3) To review CDC records and steering committee (IQAC) records from 2014 onwards files to be submitted to the Principal.
- 4) To instruct all committees Member Secretary/INCHARGE to complete and submit their respective files from 1st June 2019 onwards to the Principal
- 5) To instruct all faculties to update their personal files and get it checked and verified from the Principal
- 6) To discuss about dates for ACADEMIC AUDIT for the year 2019-20.
- 7) To decide the date for EXTERNAL MOCK for NAAC.
- 8) To discuss about International Women's day celebration.
- 9) To discuss any other matter with the permission of the Chair.


Day & Date: 01th March 2021

Time: 10:00 AM

Venue: Principal's Cabin


Asst. Prof. Rasika Naik

IQAC co-ordinator


Dr. Abbas Lokhandwala
IQAC Chairperson

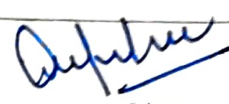
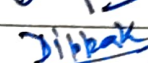
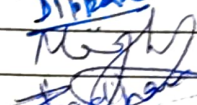
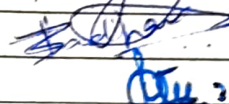
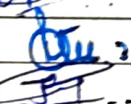

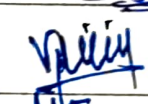


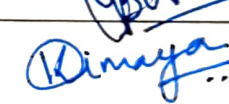
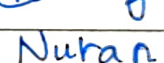
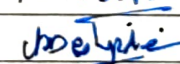
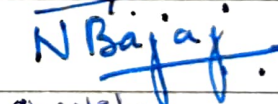
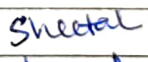

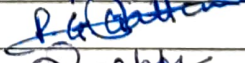
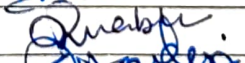
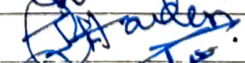
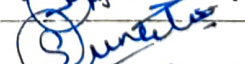

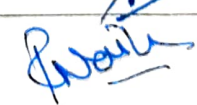
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Minutes of the Meeting and Action Taken Report

The meeting of the SCMIRT IQAC Committee was held on Monday 1st March 2021 at 10:00 am in Principal's Office.

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	



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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 instruct all criteria heads to submit their corrected/updated presentations to the Principal.

- Dr. Abbas Lokhandwala Principal instructed all criteria heads to submit corrected copy of updated presentations to him at the end of the day

Resolution No#1: It was unanimously decided that all criteria heads will update their presentations with a common template and mail it to IQAC and principal

Agenda No.3: To review CDC committee records files to be submitted to the Principal.

- Prof. Rasika Naik, Coordinator, IQAC will submit CDC committee record to Principal.

Agenda No.4: To instruct all committees Member secretary /INCHARGE to submit their respective files from 1st June 2019 onwards to the Principal.

- Principal instructed all committees Member secretary /INCHARGE to submit their respective files from 1st June 2019 onwards to the Principal.

Resolution No#2 It was unanimously decided that all committees Member secretary/In charge will submit their respective files from 1st June 2019 onwards to Principal.

Agenda No 5: To instruct all faculty members to update their personal files and get it checked and verified from the Principal

- Principal instructed all faculty members to update their personal files and get it checked and verified from the Principal.

Resolution No #3 It was unanimously decided that all faculty members will complete and submit and get verified their personal files from 1st June 2019 onwards from Principal.



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Agenda No 6: To discuss about dates for ACADEMIC AUDIT

- Principal declared date for academic audit for the years 2019-2020 & 2020-2021 i.e. 2nd March.
- Principal instructed Prof. Rasika Naik Madam to send invitation mail to Principal Dr. Arif Shaikh for conduction of audit.

Resolution No #4 It was unanimously decided by all faculty members to make arrangements and preparation for departmental academic audit which is to be held on 02nd March 2021.

Agenda No 7: To decide the date for EXTERNAL MOCK for NAAC.

- Principal announce the date for external Mock for NAAC which is to be held on 10th March 2021.

Resolution No #5 It was unanimously decided by all faculty members to make arrangements and preparation for External Mock for NAAC which is to be held on 10th March 2021.

Agenda No 8: To discuss about International Women's day celebration.

- Dr. Shailesh Kasande declared that International womens day will be organized from 8th March 2021 to 8th April 2021 wherein various guest session, fun filled activities will take place every day for 2 hrs.
- He instructed Prof. Priyanka Jadhav, Prof. Priya Barhate & Prof. Monika Kulkarni to held activity for 2 hrs any one day of the dates mentioned above.

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

- Dr. Abbas Lokhandwala suggested all the members to start preparing and work enthusiastically for successful completion of audits and Mock visit for NAAC.

Asst. Prof. Rasika Naik
IQAC Co-ordinator

Dr. Abbas Lokhandwala
IQAC Chairperson

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Acknowledgement for Minutes of Meeting dated Thursday 1st March 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	
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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



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ACTION TAKEN REPORT

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.


Primary Responsibility: Dr. Abbas Lokhandwala
Supportive Responsibility: IQAC Members
Indicative Deadline: 30th September 2021
Current Status: Implemented.

Resolution No#2:

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

Primary Responsibility: Dr. Vijayalxmi Nemmaniwar
Supportive Responsibility: Research Cell
Indicative Deadline:
Current Status: In process


Prof. Rasika Naik
IQAC Co-ordinator


Dr. Abbas Lokhandwala
IQAC Chairperson