

SCMIRT IQAC COMMITTEE Meeting -NOTICE

Date: 18/07/2022

This is to inform all the members of IQAC Committee, that the IQAC Committee meeting will be held on Monday, 25th July 2022 at 10:00 AM. All committee members are requested to attend the meeting.

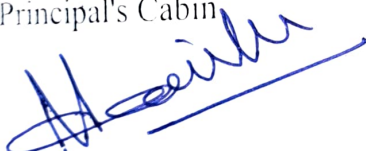
Agenda for the meeting

- 1) To welcome the Members.
- 2) Formation of IQAC team.
- 3) To plan for academic year 2022-23
- 4) Planning of guest sessions, co-curricular and extracurricular activity.
- 5) Formation of Art Circle.
- 6) To discuss any other matter with the permission of the Chair.

Day & Date: 25th July 2022


Time: 10:00 AM

Venue: Principal's Cabin



IQAC Coordinator

Asst. Prof. Monika Kulkarni



Principal

Dr. Abbas Lokhandwala



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



Sr. No.	Name of the Person	Designation in IQAC	Signature
1	Dr. Abbas Lokhandwala	Chairperson: Head of the Institution	
2	Mr. Deepak Singh	Teacher Representative	
3	Ms. Monali Meghal	Teacher Representative	
4	Ms. Natali Sakharkar	Teacher Representative	
5	Ms. Jyoti Gaikwad	Teacher Representative	
6	Ms. Yashoda Barve	Teacher Representative	
7	Ms. Priya Barhate	Teacher Representative	
8	Ms. Snehal Navlakha	Management Representative	
9	Ms. Netra Deshpande	Administrative Officer	
10	Ms. Ruta Joshi	Administrative Officer	
11	Mr. Neelkand Bajaj	Local Society Representative	
12	Ms. Kishika Chauhan	Student Representative	
14	Mr. Bharat Gupta	Alumni Representative	
15	Dr. Pratiksha Wable	Invitee	
16	Juzer Haideri	Industrialist	
17	Ms. Suneeta Manekar	Parent Representative	
18	Dr. Shailesh Kasande	Invitee	
19	Monika Kulkarni	IQAC Coordinator, Member Secretary	





Date: 25-07-2022

MINUTES:

Agenda No. 01: To welcome the Members.

- Asst Prof Monika Kulkarni given a warm welcome to all present members .being its the Academic Year's first meeting of IQAC.
- Dr. Abbas Lokhandwala Principal explained the agenda of the meeting to everyone present.
- Asst.Prof .Monika Kulkarni tabled the minutes of the last meeting and the Action Taken Report. The same was unanimously approved by the members.

Agenda No. 02: Formation of IQAC team.

- Principal Dr Abbas Lokhandwal revisited the present formation and then announced the names of new members of IQAC Committee after the discussion with the team IQAC.

Agenda No. 03: To plan for academic year 2022-23

The members discussed about the planning of new academic year. Following were the important academic planning discussion points-

- Preparation of Academic Calender for A Y 2022-23 by 31st July 2023
- Preparation of Term one Time Table and Subject allotment.
- Appointment of full time faculties and visiting faculties as per the workload of the subjects.
- It was decided that Bridge courses of 30 hours shall be conducted for the first year programs as per the requirement of the program





- Induction program shall be conducted before starting the regular academic session and after the completion of bridge courses.
- Conduction of faculty development program.
- Training on CO PO shall be conducted.
- Workshop for Non -teaching staff.
- ISO audit preparations.
- Start up and Innovation activities.
- Yoga , zumba ,gym activities for fitness
- Conduction of valued added courses and add on courses.
- Industrial visits to be conducted in Term II
- Alumni Meet in Feb 2023 shall be organized
- Peer review of course teacher
- Promote research activities among students.
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Agenda No. 04: Planning of days celebration, guest sessions, co- curricular and extracurricular activities.

- It was decided to arrange program wise guest sessions during the year.
- SDO officers and NSS Officers shall plan about the various co-curricular, extra curricular and extension activities
- Days celebration shall be arranged by Science ,Commerce and Animation departments.
- To arrange Yoga and physical fitness and mental fitness activities.
- To arrange start up and innovation activities.
- To arrange soft skill ,career counseling activities.

Agenda No. 04 Formation of Art Circle.





- It was decided to start Art Circle to promote art among students.

Agenda No. 05 To discuss any other matter with the permission of the Chair.

- Program coordinators shall attended students and parents coming for admission and shall guide them.
- Each program coordinator shall conduct major-minor specialization guidance session in the beginning of academic year.
- Asst Prof Monika Kulkarni extended vote of thanks to present members and meeting was concluded.

MEETING ATTENDANCE:

Sr. No.	Name of the Person	Designation in IQAC	Signature
1	Dr.Abbas Lokhandwala	Chairperson: Head of the Institution	
2	Mr.Deepak Singh	Teacher Representative	
3	Ms.Monali Meghal	Teacher Representative	
4	Ms.Natali Sakharkar	Teacher Representative	
5	Ms.Jyoti Gaikwad	Teacher Representative	
6	Ms.Yashoda Barve	Teacher Representative	
7	Ms.Priya Barhate	Teacher Representative	
8	Ms.Snehal Navlakha	Management Representative	
9	Ms.Netra Deshpande	Administrative Officer	
10	Ms.Ruta Joshi	Administrative Officer	
11	Mr.Neelkand Bajaj	Local Society Representative	
12	Ms. Kishika Chauhan	Student	



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14	Mr. Bharat Gupta	Representative Alumni Representative	<u>Bharat</u>
15	Dr. Pratiksha Wable	Invitee	
16	Juzer Haideri	Industrialist	
17	Ms. Suneeta Manekar	Parent Representative	<u>S. Manekar</u>
18	Dr. Shailesh Kasande	Invitee	
19	Monika Kulkarni	IQAC Coordinator, Member Secretary	<u>Monika Kulkarni</u>

