

Date: 16/12/2023

Notice

To,
Committee Member,
IQAC,
ASM's College of Commerce, Science and Information Technology
Pimpri, Pune-18.

Subject: Notification & Agenda of IQAC meeting.

Dear Sir/ Madam,

You are requested to attend the meeting of Internal Quality Assurance Cell (IQAC). The details of the meeting are as follows:

Date: 16th December 2023

Day: Saturday

Time: 2.00 p.m.

Venue: Mini Auditorium ASM's CSIT

The agenda for the meeting is as follows:

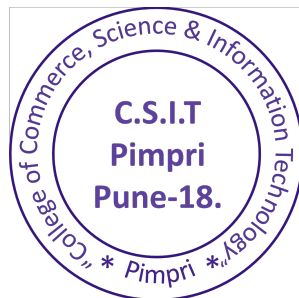
- ❖ To read and confirm the minutes of last IQAC Meeting.
- ❖ To discuss the submission of AQAR 2022-23 to NAAC Portal
- ❖ To discuss arrange session of IPR
- ❖ To discuss the conduct of FDP programme on CO and PO attainment level.
- ❖ To discuss on new courses/ programmes and to increase intake of existing courses from A.Y. 2024-25
- ❖ To discuss about result and examination queries with examination committee
- ❖ To review preparation of INCON 2024 and finalize and approve non-budgeted expenses related to conduction of INCON 2023.
- ❖ To discuss any other issue/ subject mentioned by any member of committee.

You are kindly requested to attend the same.

Thanking you,

Yours sincerely,


Asst. Prof. Sarita Goyal
IQAC Coordinator




Principal

College of Commerce, Science &
Information Technology
S. No. 29/1+2A, Pune-Mumbai Highway,
Pimpri, Pune - 411 018.

IQAC - Minutes of Meeting

Date: **16th December 2023**
 Time: **02:00 PM**
 Venue: **Mini Auditorium ASM's CSIT**

Following Members were present for the meeting.

| Sr. No. | Name | Designation |
|---------|---|---------------------------|
| 1 | Dr. Lalit J. Kanore, Principal, CSIT | Chairman |
| 2 | Dr. S. J. Bokephode, Director ASM's IPS | Management Representative |
| 3 | Mrs. Priya Janjalkar CEO | Member |
| 4 | Mrs. Trupti Kadam Teacher Representative | Member |
| 5 | Dr. C. D Sonawane Teacher Representative | Member |
| 6 | Mr. Babasaheb Chandekar Administrative Officer | Member |
| 7 | Mr. Amar Gaikwad Administrative Officer | Member |
| 8 | Mr. Akshay Barge Local Society Member | Member |
| 9 | Ms. Soumya Shinde Student Nominee | Member |
| 10 | Mr. Vaibha Aher Alumni | Member |
| 11 | Mr. Umesh Employer Nominee | Member |
| 12 | Mr. Sanket Gadge Industrialists | Member |
| 13 | Mr. Sachin Shinde Stakeholders Nominee | Member |
| 14 | Mrs. Sarita Goyal IQAC co-ordinator | Member Secretary |

Item 1: To read and confirm the minutes of last IQAC Meeting.

Draft of the minutes of the previous meeting read out by member secretary and the same was confirmed unanimously by all members of the committee.

Item 2: To discuss the submission of AQAR 2022-23 to NAAC Portal

In the meeting, required documents for the submission of AQAR for the Academic Year 2023-24 to NAAC Portal was discussed and emphasize on timely submission and compliance with NAAC guidelines.

Proposed by: Prof. Rushi Durge

Seconded by: Dr. Lalit Kanore

Item 3: To discuss arrange session of IPR

The IQAC discussed arranging a session on Intellectual Property Rights (IPR) to raise awareness among faculty and students. It was suggested to invite an expert to cover patents, copyrights and trademarks. The session will be scheduled within the next month.

Proposed by: Prof. Jyoti Tope

Seconded by: Prof. Sarita Goyal

Item 4: To discuss the conduct of FDP programme on CO and PO attainment level.

The IQAC discussed organizing a Faculty Development Programme (FDP) focused on Course Outcome (CO) and Program Outcome (PO) attainment levels. It was suggested to include sessions on assessment methods, alignment of teaching methods with CO's and PO's and data analysis techniques. The importance of practical workshops was emphasized.

Proposed by: Prof. Sarita Goyal

Seconded by: Dr. Lalit Kanore

Item 5: To discuss on new courses/ programmes and to increase intake of existing courses from A.Y. 2024-25.

Detailed discussion held on to start new courses/ programmes and to increase intake of existing courses from A.Y. 2024-25

Item 6: To discuss about result and examination queries with examination committee

Professor Priya Janjalkar, college examination officer presented the analysis of result of April- May 2022 theory examination conducted by SPPU in May2022. The pass percentage of the students is found satisfactory. The committee discussed any discrepancies or concerns regarding the evaluation process. It was noted that the results were in accordance with the grading criteria and there were no major issues to address.

Item 7: To review preparation of INCON 2024 and finalize and approve non-budgeted expenses related to conduction of INCON 2023

IQAC co-ordinator presented preparation of INCON 2023. She also presented expected expenditure for procurement of some equipment's apart from budget allocated for INCON 2023. Dr. Aasha Pachpande instructed IQAC co-ordinator to prepare itemise list of expenditure and get the same approved from CDC.

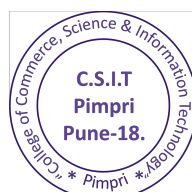
Proposed by: Dr. Aasha Pachpande

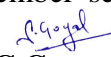
Seconded by: Dr. Lalit Kanore

The resolution passed unanimously.

Item 8: To discuss any other issue/ subject mentioned by any member of committee.

As there was no other item to discuss, the meeting was adjourned. Member secretary proposed vote of thanks.




IQAC Co-ordinator