



Ashoka Education Foundation's  
**ASHOKA BUSINESS SCHOOL**

Survey No.-883, Plot No.6+7+8, Mumbai-Agra National Highway, Rane Nagar, Nashik – 422009.  
Tel.: 0253 6649500/24, Website: www.ashokabschool.org, Email: abs@aef.edu.in



Linguistic Minority Institute (Hindi)

NAAC Accredited with Grade "B+"

Minutes of Meetings


Date: 17/10/2020

Time: 11:00 am to 12.45 pm

Members Present: 4

Attendees	Mr. Shrikant Shukla , Dr. D.M. Gujarathi , Dr. N.R. Telrandhe, Dr.Mrs. Sarita Dhawale .
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Sr. No.	Agenda Point	Action / Decision	Accountability
1	Introduction of Mission	Hon .Shukla Sir. took an overview of Mission 2025 till date. Three months compliance report was discussed in detail and Sir gave suggestions for further planning.	Dr Sarita Dhawale
2	Elite Scholarship for students.	A brief about this scholarship was given. A detail motive behind starting this scholarship was explained. An SOP needs to be prepared as this a new initiative taken up. Hence, SOP will be drafted.	
3	"Saksham"	Under this, we were conducting test series to ensure improvement in English communication through SPRUCE mechanism. It was recommended to identify the weak area of students by taking Inventory test (Pre Test). Based on the evaluation Saksham Program cab be designed in an efficient manner for improvement. To verify the results post- test can be conducted.	
4	Knowledge Consortium	It was advised to utilize the available resources to its optimum and then plan to go for the new resources.	
5	Other Points	While going through the compliance report, it was observed that few things are still in process. Timelines	

  
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**DIRECTOR**  
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		need to be set and accountability goes to the process owner.	
6	<b>Discussion &amp; suggestions for future planning</b>	<p>After discussion on the above points of Mission 2025 from the compliance report, Hon Shukla Sir expects a <b>Self-Analysis Report</b> of ABS on twelve parameters that are being listed by LW and then identify the gaps on each parameter. <b>(based on the factual data from all stakeholders of ABS)</b></p> <p>After identifying the gap a detailed action plan needs to be submitted.</p> <p>To meet with the expected outcomes Sir focused on the following steps to be implemented in a proper manner.</p> <ol style="list-style-type: none"><li>1. Gap identification.</li><li>2. Preparation of SOP.</li><li>3. Prepare an Action Plan.</li><li>4. Reflections. (Analysis)</li></ol>	All Faculties

Prepared By: Dr Sarita Dhawale

  
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17<sup>th</sup> Oct 2020

Date: 27/11/2020

Time: 1:00 pm to 2.30 pm

Members Present: 9

Attendees	Mr. Shrikant Shukla, Dr. D.M. Gujarati, Dr. N.R. Telrandhe, Dr. Vikas Gaundare, Dr. Rupali Khaire, Dr. Vaibhav Bhalerao, Ms. Manisha Bhamre, Mrs. Tanaya Patil and Dr. Mrs. Sarita Dhawale.
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Sr. No.	Agenda Point	Action / Decision	Accountability
1	Review of last meeting and points of discussion for current meeting.	<p>Dr Sarita Dhawale have reviewed discussion of last meeting and updated the status of all the assignment for today's meeting. She also briefed that the Team of ABS under the guidance of Dr. Gajananthi Sir and</p> <p>Dr. Telrandhe Sir is ready with detail plan of action for all seven Criteria of NAAC. To start with a discussion</p> <p>Dr Sarita requested to Dr. Vikas Gaundare to give brief on plan of action prepared for Criteria-1 "Curricular aspect" from NAAC and "Value for Money" for EW through Feedback System at ABS.</p> <p>Curricular Planning and Implementation &amp; feedback system was discussed in detail to get guidance from all the management Mentors for further working.</p>	Dr Sarita Dhawale
2	Criteria 1:	<p>NAAC score for criteria 1 was discussed in (3.1/4.0) and a detailed poa is prepared to fill the gap for A+ Grade.</p> <p>First criteria were discussed in detail along with four sub criteria 1.1.1 to 1.4.2 and action plan were very well explained by criteria owner. A detailed discussion held</p>	Dr Vikas Gaundare

*Shukla*  
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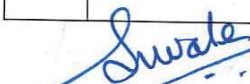
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*Shukla*  
**DIRECTOR**

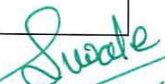
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		during the meeting and a detail action plan was ready for the all the weak areas of Criteria 1.	
3	Discussion & suggestions.	<p>The following suggestions given by Hon. Shukla Sir to implement Criteria-1 for Mission 2025 Program.</p> <ol style="list-style-type: none"> <li>1. There can be healthy ratio of <i>Faculty: Student</i> to give quality outcome to words teaching process and gap of faculty for specific subjects can be filled immediately from coming semester. <ol style="list-style-type: none"> <li>A) To identify <i>Faculty: Student</i> Ration of top 10 institutes in Maharashtra.</li> <li>B) Need to work upon planning &amp; effective curriculum delivery.</li> <li>C) To conduct Concurrent Inter Evaluation- CIE Session.</li> <li>D) Brainstorming is must after every Session conducted by expert and verify value addition in to existing knowledge by each one. Reflection is to be discussed in <i>Stuff Academy Meeting</i> and report can be submitted to management along with feedback.</li> </ol> </li> <li>2. For <i>CBCS</i> a separate meeting can be called to discuss briefly.</li> <li>3. To design <b>Certificate Program</b>, a <b>Research Committee</b> will be formed to identify the need and demand of course in Market. <ol style="list-style-type: none"> <li>a) To design 2 Programs for coming Year.</li> <li>b) <i>Branding of Program</i> at Nashik Level.</li> <li>c) Separate unit can be formed for such setup.</li> </ol> </li> <li>4. <i>Feedback System</i> shall be closed effectively through affirmative manner. Loop shall be always complete by satisfying queries raised by any stakeholders in organization.</li> </ol>	Dr Vikas Gaundare



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28<sup>th</sup> Nov 2020

Date: 29/10/2020

Time: 11:00 am to 12.30 pm

Members Present: 4

Attendees	Mr. Shrikant Shukla, Dr. D.M. Gujarati, Dr. N.R. Telrandhe, Dr. Mrs. Sarita Dhawale
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Sr. No.	Agenda Point	Action / Decision	Accountability
1	Review of last meeting and points of discussion for current meeting.	Dr Sarita Dhawale have reviewed discussion of last meeting and updated the status of all the assignment completed for today's meeting.  <i>1. Self-analysis by faculty &amp; students</i>  <i>2. Gap analysis of the score by faculty and students with regards to EW score.</i>  <i>3. Gap Analysis in comparison with Top 1<sup>st</sup> Rank (ISB Hyderabad) &amp; Top10th Rank K.J. Somayya College Mumbai was discussed in detail and Sir gave suggestions for further planning.</i>	Dr Sarita Dhawale
2	Comparative statement with NAAC Score	NAAC score card was discussed. A detailed report needs to be prepared to identify the gap for A+ Grade. It was also suggested by Hon Shukla Sir to merge the NAAC Criteria along with EW parameters for further detail planning for Mission 2025.	
3	Criteria 1: Curriculum Aspects	First criteria was discussed in detail along with four sub criteria and action plan needs to be prepared for the weak areas by criteria leaders.	

  
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4	<b>Other Points</b>	It was discussed that Industry Curricular Planning and Implementation need to explore systematically. Timelines need to be set and accountability goes to the criteria leader.	Dr Vikas Gaundare
6	<b>Discussion &amp; suggestions for future planning</b>	After discussion Hon Shukla Sir expects to plan a daily meeting for next 6 Criteria for POA discussion. To meet with the expected outcomes focus is expected on the following steps to be implemented in a proper manner.  5. Prepare an Action Plan. 6. Follow timeline of POA with dedication. 7. To create Students Team for extra work if overburdened by too many activities and specific task can be allocated to the students Team.	All Faculties

Prepared By: Dr Sarita Dhawale

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4	Other Points	While going through the NAAC report, it was observed that Industry Collaboration & Placement need to explore systematically. Timelines need to be set and accountability goes to the criteria leaders.	
6	Discussion & suggestions for future planning	<p>After discussion on the above points of Mission 2025, Hon Shukla Sir expects to prepare gap analysis from the NAAC report and qualitative report need to be studied in depth to work upon the weak areas on priority basis.</p> <p>To meet with the expected outcomes focus is expected on the following steps to be implemented in a proper manner.</p> <ol style="list-style-type: none"><li>1. Gap identification from NAAC Report.</li><li>2. Prepare an Action Plan.</li><li>3. Divide plan in Short Term &amp; Long Term Goal</li><li>4. Prioritize the sequence of action plan.</li></ol>	All Faculties

Prepared By: Dr Sarita Dhawale

29<sup>th</sup> Oct 2020

  
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Date: 01/01/2021

Time: 2:30 pm to 4.30 pm

Members Present: 8

Attendees	Mr. Shrikant Shukla, Dr. D.M. Gujarati, Mr Venkat Venkitachalam Dr. N.R. Telrandhe, Dr. Vikas Gaundare, Dr. Rupali Khaire, Dr. Mrs. Sarita Dhawale. Ms Sneha Awasthi.
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S N.	Agenda Point	Action / Decision	Accountability
1	Review of last meeting and points of discussion for current meeting.	Review and discussion of last meeting on Criteria 5 and current status of placement cell was updated by Training & Placement Officer.  <i>Plan of action for the placement cell was given and it was also proposed to have collaboration with external Placement Agency. A need for the recruitment of one placement person is required for effective outcome of placement cell.</i>	TPO  <i>(Dr Rupali Khaire)</i>
2	Discussion on effective working on Placement Cell.	It was discussed that TPO will identify some good and tested placement Agencies and get quotations for the same to discuss with management in the upcoming weeks.  Management will have one to one meeting and accordingly further decision would be taken.	TPO
3	Working of CGEC (Career Guidance & Employment Cell)	<i>Plan of action for Trainings through CGEC was explained by Dr Rupali Khaire, who also conveyed the training process for IInd year as well as Ist Yr students.</i>	TPO
4	Discussion & suggestions for future planning	After discussion Hon Shukla Sir expects to start Placement engine with one placement person's recruitment so that both consultancy as well as in house cell will work hand in hand. He	

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		<p>also suggested to plan and execute meetings at regular interval for smooth functioning of T &amp; P Cell.</p> <p>To meet with the expected outcomes focus is expected on the following steps.</p> <ol style="list-style-type: none"> <li>5. Revise Training calendar along with a detail Action Plan must be prepared by identifying capable resource Person.</li> <li>6. The trainings given to the student's must be outcome based. Reflection is expected through feedback from the students.</li> <li>7. Timeline of POA should be strictly followed for efficient working of CGEC.</li> </ol> <p>Some fruitful and important suggestion came from Venkat sir which are as follows-</p> <ol style="list-style-type: none"> <li>1. The economy will grow in coming year so we need to prepare MBA I Students to improve their employability and make them industry ready at the right time.</li> <li>2. Faculty expertise should also be explored more by using their abilities in different domains while providing training to the students.</li> </ol>	
5	<p><b>Discussion &amp; suggestions.</b></p>	<p>The following suggestions given by Hon. Shukla Sir to be implemented in placement Cell through Criteria-5 for Mission 2025 Program.</p> <ol style="list-style-type: none"> <li>5. <i>Identification of placement Agencies.</i></li> <li>6. <i>Selection of Agency.</i></li> <li>7. <i>To design mechanism /Flow of placement cell for effective working.</i></li> </ol>	

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		<p>8. TPO will initiate parallel working mechanism to run Placement process effectively. Flowchart can be prepared for long term planning.</p> <p>9. Domain for placement can be expanded out of Nashik with the help of Agency.</p> <p>10. In the initial period contacts can be established with the help of all in-house resources.</p> <p>11. Continual follow-up and meetings can be planned with industries to increase rapport with HR Managers.</p> <p>12. Detail planning need to be submitted very soon as a prior working on selection of the agencies.</p>	
	<p><b>Other Points</b></p>	<p>1. The point regarding Action Taken on the students with less attendance during last semester was discussed. Sub-points for this are as follows-</p> <p>a. Director-Dr. D. M. Gujarathi explained that after visiting the students' home by him along with 5 faculties the reasons of those students were observed genuine and parents' response was also favorable for the college's initiative. The report for the same was submitted to the management.</p> <p>b. The action against the students with less attendance was taken (considering the COVID Situation) in the form of Academic Punishment by giving proportionate additional assignments as per the students' attendance percentage.</p> <p>2. Everyone in the meeting congratulated to Dr Tanaya Patil for her P.h.D. award.</p> <p>3. Distance Learning Program of MBA was discussed by Director Sir.</p> <p>4. Dr Tanaya Patil from our institute is declared as Coordinator of Distance Learning Program of MBA. A detailed planning is expected by Coordinator of Distance Learning by 12<sup>th</sup> Jan 2021 which is to be presented before Management. It was unanimously</p>	

*Swale*

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		<p>suggested by all the Management Representatives that this is an opportunity for developing Brand Ashoka and it should be executed that way.</p> <p>5. Meeting was concluded with thank you note.</p>	
			Dr Tanaya Patil

Prepared By: Dr Sarita Dhawale

4<sup>th</sup> January 2021

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Date: 14/01/2021

Time: 11:00am to 11:45pm

Venue: Director Cabin, ABS

Members Present:

Attendees	Dr. d. M. Gujarathi, Dr. Vikas Gaundare, Dr. Sarita Dhawale
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Sr. No.	Agenda Point	Details
1	Setting Accountability and other guidelines for the committee	<p>The discussion held among the committee members on setting the accountability of the committee and other related guidelines for making the committee functional.</p> <p>A separate document for forming a committee and its accountability will be prepared by Dr. Vikas Gaundare as per the discussion held during the meeting and will be communicated to all the concerned persons.</p>
2	Actions Suggested	<p>Following decisions were taken during the meeting-</p> <p>The participation of the staff members was scheduled as follows for the duties in the current semester (Jan-May 2021).</p> <p>a. For the Paper Setting Panels, the following names, are recommended-</p> <p>Marketing-Dr. V. R. Bhalerao</p> <p>HR- Dr. Vikas S. Gaundare</p> <p>Finance- Mr. Harshal R. Dayma</p> <p>General Mgt.- Dr. Sarita Dhawale</p> <p>b. Senior Supervisor duty if any will be done by Ms. Manisha Bhamre.</p> <p>c. Internal Senior Supervisor duty will be done by Dr. Tanaya Patil</p> <p>d. Paper Evaluation and assessment should be done by all the eligible staff members only for their respective subjects ensuring compliance with their duties towards the Institute. It was proposed that staff should attend</p>

  
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		<p>assessment duties in the post-lunch period on a rotation and on alternate days so that half of the staff remain in the Institute and daily work will not be hampered.</p> <p>e. All the staff should attend the duties for the External Viva-voce (if appointed) excluding the dates of viva at the Institute.</p> <p>f. The participation in committees set by the University on a contingent basis will be decided by the committee as per the case put forth for the discussion/permission</p> <p>All the names are suggested only for this semester and can be changed with the permission of the Director of the Institute.</p>
3.	Other Points	<ol style="list-style-type: none"><li>1. It was discussed that the participation from all the faculties will be ensured on a rotation basis and in line to meet optimum participation from the point of view of NAAC, Faculty Development and Institute's reputation.</li><li>2. It was strongly recommended that those who will perform the assigned duties will follow all the prescribed norms of SIUO in that regard.</li></ol>
		Meeting ended by expressing thanks to the present members.

Meeting was chaired by-

**Dr. D. M. Gujarathi**

Director,

Ashoka Business School, Nashik

  
**COORDINATOR**

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Ashoka Business School, Nashik

  
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Date: 19/01/2021

Time: 1.30pm to 3.30pm

Venue: Board room, ABS

Members Present:

Attendees	Mr. Shrikant Shukla, Dr. D. M. Gujarathi, Dr. Narendra Telrandhe, Dr. Rupali Khaire, Dr. Vikas Gaundare, Dr. Vaibhav Bhalerao, Dr. Tanaya Patil, Ms. Manisha Bhamre, Mrs. Pooja Gholap, Mr. Harshal Dayma, Mrs. Pooja Kushare
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Sr. No.	Agenda Points	Details
1	Discussion on Criteria -7	<p>Ms. Manisha Bhamre explained about the Best practices and Distinctive practices as laid down in Criteria -7.</p> <ol style="list-style-type: none"><li>1. Mr Shrikant Shukla stressed upon how Mentoring can be identified as the Best practice of ABS if it is done effectively and makes a difference in the Mentee's life.</li><li>2. His opinion was that Best practices are recurring in nature and distinctive practices are momentary.</li><li>3. Dr. Vikas Gaundare elaborated on how ABS Mega Job fair was its best practice.</li><li>4. Dr. D. M Gujarathi explained the statistics behind the Mega job fair which was mentioned in the SSR of first NAAC cycle.</li><li>5. Mr. Shukla said that the statistics before and after the job fair would be the best indicator of its success. He also wanted the outcome of the job fair to be portrayed to understand its success.</li><li>6. He suggested on forming a dedicated committee of students for planning and carrying out the ISR activities which should be long term, should be on a voluntary basis and well within a time lined system. He suggested that a problem should be first identified and then worked upon.</li></ol>

  
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		<p>He said that the data of such activities should be recorded. He focused mainly on 2 areas of human values and Social responsibilities.</p> <p>7. Dr. Narendra Telrande suggested how a Woman Entrepreneurship cell can be started. Ms. Manisha Bhamre took the point further by suggesting on having a Woman Empowerment Cell which could be a distinctive practice of ABS.</p> <p>8. Dr. Narendra Telrande also suggested on working to get a Zero garbage certificate from NMC as part of its environmental awareness.</p>
2	<p><b>Distance MBA presentation</b></p>	<p>1. During the meeting, it was discussed that distance learning MBA, could be a golden opportunity for ABS to build a long term connect with Industry.</p> <p>2. Mr. Shrikant Shukla suggested writing articles based on distance learning and make the aspirants aware of Ashoka Business School as an option.</p> <p>3. Dr. Tanaya Patil will be sharing the topics to write the articles and get it confirmed by the authorities.</p> <p>4. The certification courses provided for the regular MBA students can be extended to those taking admission for the Distance MBA course.</p> <p>5. They can also subscribe to the membership of the various clubs at ABS.</p> <p>6. Placement and Distance MBA would be working together and visiting companies and all kind of assistance from the institute will be provided.</p>
3.	<p><b>Other Points</b></p>	<p>3. Mr Shrikant Shukla discussed the case of Dhule BOT project which was taken up by Chairman Sir despite protests from his team and how he raced against time to complete it. This marked the beginning of his successful journey and the reason as to why the Ashoka Buildcon is at the pinnacle today. The feeling of pride and respect increases each time on hearing such stories.</p> <p>4. Dr. Rupali Khaire suggested if students could refer it to build up a case study.</p>

*[Signature]*

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*[Signature]*

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		The Meeting ended by expressing thanks to the all present.

Meeting was chaired by-

**Mr. Shrikant Shukla,**

**Secretary, AEF.**

**Minutes prepared By:**

**Ms Manisha Bhamre**

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Date: 21/01/2021

Time: 12.30pm to 3.30pm

Venue: Board room, ABS

Members Present:

Attendees	Mr. Shrikant Shukla, Dr. D. M. Gujarathi, Dr. Rupali Khaire, Dr. Sarita Dhawale, Dr. Vikas Gaundare, Dr. Vaibhav Bhalerao, Dr. Tanaya Patil, Ms. Manisha Bhamre, Mrs. Pooja Gholap, Mr. Harshal Dayma, Mrs. Pooja Kushare
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Sr. No.	Agenda Points	Details
1	Discussion on Criteria -1	<ol style="list-style-type: none"><li>1. The meeting started with the review of Mission 2025 and POA for each criterion which was presented by Dr. Sarita Dhawale and later each criteria leader presented the current status on the action plan for their respective Criteria.</li><li>2. The following suggestions were given by Shukla sir with regards to Criteria 1 – Curricular aspect</li><li>3. It was suggested by Hon. Shukla Sir to initiate the process of identification of faculty as per the requirement and validate Faculty-student ratio.</li><li>4. Accountability also goes to Sub Criteria owner and not only to Criteria Leader in each Criteria. Committees are already made hence accountability will be both Criteria Leader and Sub Criteria members who are involved into it through yearly Committee allocation along with Criteria leader.</li></ol>
2	Discussion on Criteria -2	<ol style="list-style-type: none"><li>1. Dr. Vaibhav Bhalerao presented current status of Criteria-2 and the following suggestions were given by Shukla sir with regards to Criteria 2 – Teaching learning &amp; evaluation</li><li>2. For Action Plan with respect to improvement in demographic diversity proper plan of action should be prepared about visit to respective location.</li><li>3. At the beginning of the semester, identification of cases for particular subjects should be done.</li></ol>

  
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		<p>Case study discussion will be clubbed with concurrent evaluation to increase the students participation in the class and the same can be considered as one of the parameter for faculty appraisal.</p> <ol style="list-style-type: none"> <li>4. Conceptual lecture can be recorded and the same can be shared with the students as a part of conceptual learning in the class. This also will help faculty to deliver &amp; discuss case study in detail.</li> <li>5. Different clubs can be created to increase the students connect in the campus. At the start of the academic year, students can enroll their name for the club to learn various activities throughout the year and this can be considered as one of the distinctive practice.</li> <li>6. For promoting faculty, academic committee will prepare action plan which will enhance the exposure and recognition to the faculty.</li> <li>7. Bridge course &amp; experiential learning can be our institute USP, which also can be added advantage to our institute for branding purpose.</li> </ol>
3.	Discussion on Criteria -3	<p>The following suggestions were given by Hon.Shukla sir with regards to Criteria- 3(Research Innovation &amp; extension)</p> <ol style="list-style-type: none"> <li>1. Objectives of MOU should be clearly defined.</li> <li>2. Action plan has to be in place for providing consultancy to companies which will be prepared by training &amp; placement and implemented by the faculty.</li> <li>3. Dr. Gujarathi Sir suggested "<b>Student Research Scheme</b>" to be implemented under the umbrella of Ashoka Education Foundation-Higher Education. This scheme will be initiated at all unit of AEF and the proposal will be submitted in 3<sup>rd</sup> week of February 2021.</li> </ol>
4.	Discussion on Criteria -4	<ol style="list-style-type: none"> <li>1. The following suggestions were given by Hon.Shukla sir with regards to Criteria 4 –Infrastructure</li> <li>2. For 4.2 Audio Books should be kept in the library</li> </ol>

Minutes prepared By: Mrs. Pooja Kushare

  
**COORDINATOR**  
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Linguistic Minority Institute (Hindi)

NAAC Accredited with Grade "B+"

Date: 21/01/2021

Time: 4.30-5.25pm

Venue: Activity Room, ABS

Members Present:

Attendees	Dr. Rupali Khaire, Dr. Vikas Gaundare, Dr. Vaibhav Bhalerao, Dr. Sarita Dhawale, Dr. Tanaya Patil, Ms. Manisha Bhamre, Mrs. Pooja Gholap, Mr. Harshal Dayma, Mrs. Pooja Kushare	
Sr. No.	Agenda Points	Details
1	Discussion on Ureka foundation, Markerfx and YSF	<ol style="list-style-type: none"><li>Ms. Manisha Bhamre initiated the discussion and gave information about Ureka foundation, its purpose and objectives of making a MoU.</li><li>Dr. Vikas Gaundare and Dr. Vaibhav Bhalerao wanted to know how the students and faculty members be active (as in what is expected from them) as members of the Ureka foundation club.</li><li>Dr. Rupali Khaire was interested to know in which ways it can be of use to the faculties.</li><li>Mr. Harshal Dayma was interested in the Social Entrepreneurship Centre, India, a non-profit initiation of Ureka foundation.</li><li>Dr. Sarita Dhawale also discussed a mail that she received from the representative of the Ureka foundation about the Virtual program for students.</li><li>Dr. Rupali Khaire discussed the MoU with Marketfx and informed that 8 students from ABS had done Internship with them and 2 students had been placed at Marketfx.</li><li>Dr. Khaire also discussed the MoU with YSF and informed about how it could help ABS students to be trained and placed. She also mentioned about how faculties could help in their training activities and do small projects, if any.</li></ol>
		Ms. Manisha Bhamre thanked all the faculties for their presence and ended the meeting.

Meeting was chaired by- Manisha Bhamre, Asst. Prof., ABS

  
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