

2019-20

ASHOKABUSINESSSCHOOL

Internal Quality Assurance Cell

Minutes of the Meetings





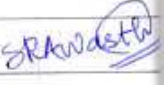




IQAC Meeting

The 5th Meeting of Internal Quality Assurance Cell (IQAC) of Ashoka Business School, Nashik was held on Monday, 12th July 2019 on 3:00 p.m at Board Room, ABS.

Following are agenda points:

1. Brief discussion on points from previous meeting
2. Review of preparation for NAAC Peer Team Visit
3. Review of NAAC-ISO Synchronization.
4. Initiative for Academic & Administrative Audit under NAAC Guidelines.
5. Any other relevant point with the permission of the chair.

Members Present -

Sl. NO.	Name	Designation	Signature
1.	Dr. Vikas Gaundase	Director (i/c.) & IQAC Coordinator	 12/7/19
2.	Dr. D.M. Gujarathi	Member of Management	 12/7
3.	Ms. Sneha Awasthi	Member - Alumni	
4.	Mr. Vaibhav Bhalerao	Faculty Member	
5.	Mr. Hashal Dayma	Faculty member	
6.	Mr. Shashikant Shimpi	Member - Admin staff	
7.	Mr. Vishal Sonkamble	Member - Admin staff	
8.	Ms. Vidhi Thakkar	Member - Student	

Members absent with prior permission

- 1) Mr. Venkat Venkitachalam - Nominee from Industry
- 2) Mr. Yogesh Panchakshasi - Nominee from Local Society
- 3) Mr. Shubham Tuplondhe - Nominee from student

Following points were discussed during meeting

- 1) Review of minutes of meeting of last IQAC meeting held on 4th Jan. 2019. The status of SSR has been reviewed.

- 2) Review of preparation of NAAC Peer Team Visit
The status of workload distributed was discussed during the meeting. The instructions for the preparations for PTV have been given by Dr. D. M. Gujarathi. The Committee wise preparations for PTV have been given by reviewed.

The letters to the SPPU, DTE and other stakeholders are asked to be sent for informing about NAAC Peer Team Visit scheduled on 7th & 8th August 2019.

- 3) The mock for Peer Team Visit -

It is decided to have Mock for NAAC PTV on 25th July 2019. Dr. V. B. Gaikwad, Principal of KTHM college, Nashik has been invited for the same. The preparations are also ensured for this visit.

4. NAAC-ISO Synchronization Review -

The process of NAAC-ISO Synchronization has been reviewed during the meeting. The ISO process are moulded as per guidelines of NAAC. The process Manual is asked to be prepared and ready.


5. Initiative for Academic & Administrative Audit under NAAC Guidelines.

The instructions are provided by Dr. D. Gujaratathi and Dr. Vikas Gaundate about initiating the process of Academic & Administrative Audit as per NAAC guideline. The role of IQAC will be vital after the NAAC Accreditation in every step of quality improvement of the Institute. The IQAC will be heading all other Committee will monitor the progress of Strategic plan and will assist for overall development of the Institute.

6. Any other relevant point with the permission of the Chair

The outline of presentation before NAA PTV was discussed. Dr. Vikas Gaundate, Dr. Sarita Dhawale & Mr. Nainesh Muthe will be looking after this task.

The meeting ended with vote of thanks by Dr. V. Gaundate


Director (I/c.)

Ashoka B. School.

DIRECTOR
ASHOKA BUSINESS SCHOOL




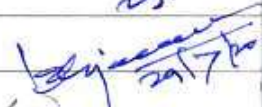
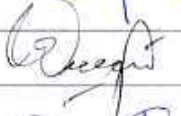

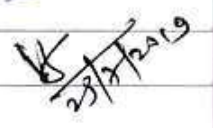

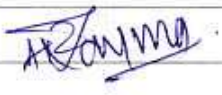
IQAC Meeting

The 6th Meeting of ABS - Internal Quality Assurance Cell of Ashoka Business School, Nashik was held on 29th July 2019 at Board Room on 2:30 p.m.

* Agenda Points

- 1) Review of minutes of the last meeting
- 2) Review of Action taken report of NAAC PTV
- 3) Introducing new of student and faculty enrichment programs
- 4) Introducing new Academic programs like Bridge Course
- 5) Regarding Grievance redressal cell, Health and Counseling Centre
- 6) Discuss about slow and advance learners
- 7) Promoting Research Activities

* Members Present -

Sr. No.	Name	Designation	Sign
1.	Dr. Vikas Gaundare	Chairperson [IQAC co-ordinator]	
2.	Dr. D. M. Gujarathi	Member - Management	
3.	Mrs. Venkatachalem R.	Member - Industry	
4.	Ms. Sneha Awasthi	Member - Alumni	
5.	Dr. Vaibhav Bhalerao	Member - Faculty	
6.	Ms. Manisha Bhamre	Member - Faculty	
7.	Mr. Harshal Dayama	Member - Faculty	
8.	Ms. Pooja Kushare	Member - Faculty	

Sr. No.	Name	Designation	Sign.
9.	Mrs. Tanaya Patil	Member - Faculty	<u>Tanaya</u>
10.	Mrs. Pooja A. Gholap	Member - Faculty	<u>Pooja</u>
11.	Mr. Shashikant Shimpi	Member - Admin. staff	
12.	Dr. Mrs. Savita Dhawale	Member - Faculty	<u>Savita</u>
13.	Mr. Vishal Sankamle	Member - Admin Staff	<u>Vishal</u>

MINUTES OF MEETING

Agenda Item 1 : Review of the minutes of Earlier Meet dtd 12th July 2019. The IQAC Coordinator read the minutes of earlier meeting and the minutes were reviewed and approved by the members.

IQAC took a note of the following issues that followed from the last meet.

- Menu → Dining Hall Finalization for PT
- Dept. wise document readiness
- Student orientation about PTV
- Dept. wise presentation PPT preparation

Agenda Item 2 : Review of Action taken on PPT of Un-Head for P.T.Y.

Director H.E. suggested to keep all relevant resources ready to link to PPT

Agenda Item-3 : Introduction of student enrichment and faculty Development Programmes.

- The IQAC members proposed to initiate skill oriented, value added, Co-curricular and extension programme for the students and development programmes for the staff.

Agenda Item-4 : Introducing new Academic programs like bridge Course.

- The IQAC members committed to start a bridge course to fill the students and to match them properly for current syllabus. Also the review of commencement and functioning of course was taken. Discussion regarding ATSC done amongst Coordinator and Director Dr. D. M. Gujarathi.

Agenda Item-5 : Regarding Grievance redressal cell and Counseling Centre

- IQAC Members suggested solution for the student's grievance received for the Cafeteria. Additional space should also be provided to health centre and counseling centre.


Agenda Item-6 : Regarding slow and advanced learners

IQAC Members directed the head of the Departments to identify slow and advanced learners and to take remedial measures for slow learners and give additional activities to advanced learners. The reports are to be submitted accordingly to the IQAC.

Agenda Item 7 : Promoting Research activities

- In order to inculcate research culture among the students and teachers, IQAC members suggested to increase participation in the Avishkar project and other competitions.

At the end of the meeting, the vote of thanks was proposed by the coordinator.


29/07/2019
Director I/c.

Ashoka Business School.

DIRECTOR
ASHOKA BUSINESS SCHOOL

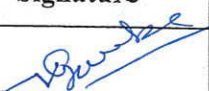
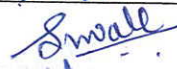


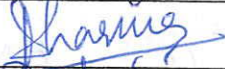

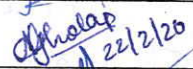





Staff Meeting

Minutes of the Staff Meeting held on ~~22/02/2020~~ at ~~4:00~~ p.m. in the Board Room, Ashoka Business School, Ranenagar, Nashik.

Subject..... IQAC Meeting.

Following Members attended the meeting:

Sr. No	Name	Signature
1	Dr. Vikas Gaundare	
2	Dr. Sarita Shanwale	
3	Dr. Virendra Bhalerao	
4	Dr. Shilpa Bhalgal	 22/2/2020
5	Prof. Tanaya Patil	
6	Prof. Pooja Kulkare	 22/2/2020
7	Prof. Pooja Gholap	 22/2/20
8	Prof. Ashwin Amentkar	
9	Prof. Harshal Daryma	
10	Dr. Lupali Khairi	
11		
12		
13		

The following points discussed in length –

- ① IQAC Composition is Revised.
- ② IQAC in line with ISO composition.
- ③ AQAR Preparation (Documents & DVR)
- ④ continual & regular practice of QMS to access best practice of IQAC in organisation.
- ⑤ AAA whether to conduct externally or internally. (Generally twice a year in AAA) Decision regarding AAA at ABS.

- ① IQAC composition has been revised and is to be updated on NAAC Portal.
- ② Criteria number can be added to the formats like IOC, Event Report and MOM.
- ③ DVV file and AQAR new guideline is shared with all in drive. updation by each criteria head is expected.
- ④ Monthly verification will be there for AQAR.
- ⑤ AAA can be considered as IQA-2 Audit.
- ⑥ New IQAC coordinator has been appointed and hence forward Dr Sauraj Dhawale will look after IQAC functions and NAAC related reporting.
- ⑦ New IQAC composition is designed in the meeting under the guidance of Dr. D.M. Gujarathi and Dr. Vikas Gaundare.

Minutes are confirmed.

Meeting was Chaired by  Dr. D.M. Gujarathi

DIRECTOR
Ashoka Business School
Nashik.


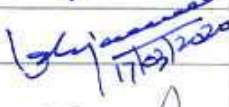



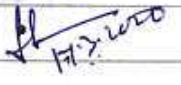
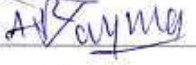

I @ A C Meeting

The meeting of Internal Quality Assurance Cell of Ashoka Business School was held on 17th March 2020 at Board Room on 3:00 p.m.

Agenda Points :

- 1) Review of the Minutes of last Meeting
- 2) Action taken Report
- 3) Declaration of change in IQAC coordinator
- 4) To discuss and finalize academic activities for students
- 5) To discussed on revised AQAR Format
- 6) To initiate online classes through virtual mode because of pandemic situation
- 7) To discuss about Faculties Research progress.

Following Members were present for the meeting

Sr.No.	Name of Member	Designation	Sign.
1.	Dr. Vikas Gaundase Director I.C	Chairperson	 17/03/2020
2.	Dr. D.M. Gujarathi Director - H.E.AEF	Member-Management	 17/03/2020
3.	Mr Venkat Venkitachalem Director Bizsol Int.	Member-Industry	
4.	Ms. Sneha Awasthi	Member- Alumni	
5.	Dr. Vaibhav Bhalerao	Member- Faculty	
6.	Ms. Manisha Bhamre	Member- Faculty	 17/3/2020
7.	Mr. Harshal Dayama	Member- Faculty	
8.	Mrs. Tanaya Patil	Member- Faculty	



- | | | | |
|-----|----------------------|------------------------|-----------------|
| 9. | Mrs. Pooja Gholap | Member Faculty | <u>Pgholap</u> |
| 10. | Mr. Vishal Sonkamble | Member - Admin. staff. | <u>Vshur</u> |
| 11. | Dr. Sazita Dhawale | IQAC Co-ordinator. | <u>Sdhawale</u> |

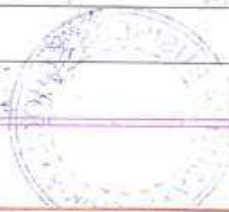
Minutes of Meeting:

Agenda Item 1 : Review of the Minutes of last Meeting
 Dr. Vikas Gaundare welcomed all members and read the Minutes of last Meeting and the minutes were confirmed by the members and approved.

Agenda Item 2 : Action Taken Report
 : The Action taken report on last Meeting minutes was seen by the management member Dr. D. M. Gujarathi.

Agenda Item 3 : Declaration of change in IQAC Coordinator
 Formal declaration of change in IQAC Co-ordinator by Dr. D. M. Gujarathi allocated this responsibility to Dr. Sazita Dhawale from January 2020. Change is formally hand-over by from Dr. Vikas Gaundare to newly appointed IQAC Co-ordinator.

Agenda Item 4 : To discuss and finalise academic activities for Students
 - The content of AQAR



Agenda Item 5: To discussed on revised AQAR format
- The content of AQAR 2018-19 of the college is expected as per revised guidelines is conveyed in the meeting. After thorough discussion some changes were suggested by the members. Further it was suggested to submit it Criteria wise to IQAC Co-ordinator.

Agenda Item 6: To initiate online classes through Virtual mode because of Panedemic Situation.

Agenda Item 7: To discuss about faculty research progress. All faculties have decided to initiate Research papers process. It was expected to work on minimum two papers in one year. It was suggested by Dr. Saxita Dhawale to initiate one paper with student to inculcate research culture amongst students.

There was no other item before the committee. The Vote of thanks was proposed by the coordinator.


17/03/2020
Dr. Vikas Gaundare
Director, I/c.
DIRECTOR
ASHOKA BUSINESS SCHOOL



ASHOKA EDUCATION FOUNDATION - NASHIK**MINUTES OF MEETING**

Rev:01 MR/R/13Rev01 Dt25/6/2017

Date: 25th March 2020

Time: 10.00 A.m

Venue: VIRTUAL MEETING

Members Attended:

Attendees	Dr. D M Gujarathi
	Dr. Rupali Khaire
	Dr. Vikas Gaundare
	Dr. Sarita Dhawale
	Ms. Pooja Gholap
	Ms. Pooja Kushare
	Dr. Vaibhav Bhalerao
	Mr. Harshal Dayma
	Ms Vandana Sharma
Ms Manisha Bhamre	
Mr Vishal Sonkamble	

Sr. No.	Agenda Point	Action / Decision	Responsibility	Target date
1	Discussion on conduction of IQAC Calendar activities due to virtual working.	AS PER THE CALENDAR MAXIMUM PROGRAMS ARE BEING CONDUCTED FOR STUDENTS DEVELOPMENT AND ENGAGEMENT BUT DUE TO PANDEMIC ALL THE EVENTS ARE BEING EITHER CANCELLED PRESENTLY OR POSTPONED DUE TO RESTRICTION OF PUBLIC GATHERINGS & NEXT DATES WILL BE DECIDED DEPENDING UPON THE ENVIRONMENTAL CONDITIONS IN THE PRESENT SCENARIO. DIRECTOR OF THE INSTITUTES VERIFIED THE RESEASON FOR BEING CANCELLATION AND POSTPONED AND APPROVED THE DECISION OF THE IQAC.		


COORDINATOR
General Quality Assurance Cell
Ashoka Business School, Nashik
IQAC Coordinator
Dr. Sarita Dhawale


Director
Dr. D.M. Gujarathi
DIRECTOR
Ashoka Business School
Nashik.