



ASHOKA EDUCATION FOUNDATION'S

ASHOKA BUSINESS SCHOOL

Additional Information for
(Crit 7.2-Best Practice 1)
For AQAR 2020-21

Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice No. 1- Unit Meeting

Title –“Faculty Unit Meetings: Opportunities for Learning and Constant improvements”

Regular Unit Meetings are necessary for the success of any organization. A Unit meeting is a meeting of the faculties, director and the management. The objective of the meeting is to identify challenges and problems in various academic and non-academic activities. Gaps can also be identified. It also helps to decide on a plan of action for smooth conduction. All the details of academic workings, fee collection status, student achievements, alumni achievements, faculty achievements, promotional status, admission status, attendance report activities conducted etc. are reviewed and discussed. Such meetings help to strengthen and enhance the communication between the management and faculties, allow for faculty to faculty sharing for further improvement and to boost the faculty enthusiasm.

ASHOKA BUSINESS SCHOOL Minutes of Unit Meeting

Date	22 nd June 2021(11:00am)
Platform	Zoom (online mode)
Members Present	<ol style="list-style-type: none"> 1. Dr. D. M. Gujarathi, Director, AEF-HE 2. Dr. N. R. Telrandhe, Administrator, AEF 3. Dr. Sarita Dhawale 4. Dr. Vikas Gaundare 5. Ms. Manisha Bhamre 6. Dr. Tanaya Patil 7. Mr. Harshal Dayma 8. Ms. Pooja Gholap 9. Mr. Ashwin Amrutkar 10. Mr. Vishal Sonkambale 11. Mr. Yogesh Katkade
Agenda Points	<ol style="list-style-type: none"> 1. Admission & Promotion 2. CO-PO Attainment & Mapping 3. Concurrent Sem IV 4. MBA I Attendance 5. Placement Status 6. AQAR status 7. Group Discussion Status 8. Fee recovery 9. Data Collection Updates 10. Other points- Management Guru, Case Studies and Book review 11. Achievements

12.

Agenda Point	Details presented	Suggestions/remarks received
Admission & Promotion (Presented by- Dr. Tanaya Patil)	<ol style="list-style-type: none"> 1. Flyers (Dr. Vikas/Mr. Harshal) <ol style="list-style-type: none"> a. 01 Flyer released-Mr. Zeshan Quazi in DISQ b. Parents testimonials are in process 2. Print Newspaper (Mr. Ashwin /Ms.Manisha B) <ol style="list-style-type: none"> a. One Student Article of Ms. Shubhdarshana Patil on Environment Day was published in Aaple Mahanagar. She is rewarded with a prize by the Director for the encouragement. b. Article on Yoga day by the student- Ms. Sukhada Loharkar is sent for publication 3. Banner & Standees (Ms. Manisha B/ Dr. Tanaya) New Standee of Specialization is displayed at ABS for quick reference to walk-in inquiries 	<p>Administrator sir suggested to have at least 4 flyers in coming week. Also, suggested to prepare flyers for Faculty Achievements</p> <p>The initiative was appreciated by the Administrator sir</p> <p>The breakdown of standee at Wadala campus was noted down by the Administrator sir. Instructions for its repair and replacement were given to Mr. Vishal</p>
	<ol style="list-style-type: none"> 4. Social Media (Ms. Pooja G/Mr. Vishal) <ol style="list-style-type: none"> a. Flyer for Specialization posted on FB, Insta and Twiter b. Testimonial flyer of Srutshti Jain posted on all the above media c. Flyer of session by Mr. Parimal Modi posted on all the above media d. Flyer of session by Mr. Dhanvanshu Pawar posted on all the above media e. Flyer of Mr. Zeshan Quazi posted on all the above media f. Article of Ms. Shubhadarshana Patil posted on all the above media 5. All the necessary details are uploaded as per previous status 	<p>It was suggested to continue the media presence in same manner.</p> <p>Administrator sir instructed that the Faculty and research tab on website must be enriched with more comprehensive information about the research work done by the faculties which would help in ranking and</p>

		NAAC point of view																
CO-PO Attainment and Concurrent (Presented by- Mr. Harshal D)	Faculty wise status of Sem III CO-PO attainment sheet was presented during the meeting. For Sem III the 26 th June is the last date for completion where for Concurrent finalization of the Sem IV will be completed till 30 th June and CO-PO attainment sheets will be completed accordingly.	The administrator sir suggested to follow the deadlines appreciated the efforts taken by all the faculties for that.																
MBA I attendance and Academic review (Presented by- Dr. vikas G)	<ol style="list-style-type: none"> 1. Academic Calendar was approved and classes commenced accordingly 2. MBA I Average Attendance - 87% in first week (The detailed mentor wise analysis will be submitted at the end of this week) 3. Some issues due to switching platform are there but will be resolved with practice 4. Faculties are also coping with the MS Team and the good thing is that they have been adapted the new platform quickly. 	It was suggested that the issues related to MS team will be resolved as per practice.																
AQAR Status (Presented by- Dr. Sarita D)	<ol style="list-style-type: none"> 1. 2018-19-AQAR Uploaded 2. 2019-20-Few points will be ensured and then it will be uploaded immediately 	The Administrator sir, asked to see the Crit 7 to be filled in AQAR for more details.																
Group Discussion sessions (Presented by- Ms. Manisha B)	<p>Total GD Sessions Conducted- 08</p> <p>Average Participation- 75%</p> <p>Exercise- Weak, moderate and Good students are identified</p> <p>What next?- Management Guru Presentation Competition will be conducted at 3 levels through mentors</p> <p>Outcome- Students are taking interest and now can participate professionally in discussions.</p>	The initiative was appreciated and gave emphasis on the visible outcome with the evidences.																
Fee Recovery Status (Presented by- Mr. Yogesh K)	<table border="1"> <thead> <tr> <th>Course</th> <th>Total No. of Students</th> <th>Outstanding Fees as on 21.06.2021</th> <th>Recovery in Percentage</th> </tr> </thead> <tbody> <tr> <td>MBA I</td> <td>112</td> <td>4,76,613</td> <td>95.28</td> </tr> <tr> <td>MBA II</td> <td>99</td> <td>68,367</td> <td>98.99</td> </tr> <tr> <td>Total</td> <td>211</td> <td>5,44,980</td> <td>97.14</td> </tr> </tbody> </table>	Course	Total No. of Students	Outstanding Fees as on 21.06.2021	Recovery in Percentage	MBA I	112	4,76,613	95.28	MBA II	99	68,367	98.99	Total	211	5,44,980	97.14	Administrator sir instructed to Mr. Yogesh K to provide the information about the number of cases of fee dues with major amount so that the proper focus would be made for the recovery.
Course	Total No. of Students	Outstanding Fees as on 21.06.2021	Recovery in Percentage															
MBA I	112	4,76,613	95.28															
MBA II	99	68,367	98.99															
Total	211	5,44,980	97.14															

Data Collection (Presented by- Dr. Vishal S)	<ol style="list-style-type: none"> 1. Faculty wise data collected for the admission purpose was presented. 2. The total data collected is reached to 3835 till 21st June 2021. 3. The first SMS is sent to the available data and other 2 messages are in a row. Also whatsapp goroups would be created for the same. 	Administrator sir, appreciated the efforts taken by the entire team for the data collection. He instructed to use this data in more constructive way to aware the students for CET and conversion of the same in admissions.
Other Points (Presented by- Ms. Pooja G)	<ol style="list-style-type: none"> 1. Case Study presentations by faculties- 02 presentations are in row 2. Book Review- 02 reviews are done and 2 others will be done in coming month 3. Management Guru Presentation Competition- Management Guru Presentation Competition will be conducted at 3 levels through mentors 	Administrator sir asked to send the proposal of the activity for the review. (Which are to be sent with Minutes)
Achievements (Presented by- Dr. Vikas G)	<ol style="list-style-type: none"> 1. Students- <ol style="list-style-type: none"> 1. Article of Ms Shubhdarshana Patil on Environment is published 2. Ms. Rupali Rayate, Ms. Jagruti Shinde and Mr. Saurabh Shinde completed National Level Workshop 3. Ms. Sukhada Loharkar completed 5 days workshop on Financial Modelling 4. Ms. Manasi Joshi and Ms. Sukhada Loharkar presented paper in National conference 5. Ms. Meenal Soni won the National level competition Technophilia at SIEM 6. Mr. Zeeshan Quazi selected as HR Intern at DISQ 7. Mr. Mitul Kulkarni completed online course-Intor to Corpo Finance 8. Mr. Vikrant Khairnar Completed course of Ashoka School of Entrepreneurship 9. Ms. Freyan Irani-MBA II presented paper in National Conference 2. Faculty- <p>Dr. Sarita Dhawale-</p> <ol style="list-style-type: none"> 1. Appointed as Academic Program Coordinator of the Indian Association of Training and Development (ISTD) Nashik Chapter at National Council for Academic Program ISTD member. 2. PIBM FDP Completed on e-commerce and digital marketing 3. Appointed as a chairman for paper setting by SPPU 	All the achievements were appreciated by the Director sir and Administrator sir.

	<p>4. Completed AICTE Approved Refresher Prog on Business Analytics</p> <p>Ms. Manisha Bhamre</p> <ol style="list-style-type: none"> 1. Appointed as a chairman for 3 subjects for paper setting by SPPU 2. Was resource person for Indian Constitution at ACBCS 3. Resource person for Stress mgmt. session at KBT COE 4. Global Unity Campaigner achievement Certificate received 5. Resource person for Importance of Meditation session at KBT COE <p>Dr. Tanaya Patil</p> <ol style="list-style-type: none"> 1. Additional Charge of T & P is given to her 2. Appointed as a Paper setter by SPPU 3. Research Paper presented with student in National Conference <p>Dr. Vikas Gaundare</p> <ol style="list-style-type: none"> 1. Resource Person for National Level Workshop at Jaipur, Rajsthan 2. Paper with students presented in National conference <p>Dr. Vaibhav Bhalerao</p> <ol style="list-style-type: none"> 1. Appointed as a Chairman for Papers setting by SPPU <p>Mr. Harshal Dayma</p> <ol style="list-style-type: none"> 1. Resource person for Yoga session by Yoga Roots <p>2. Alumni-</p> <ol style="list-style-type: none"> 1. Ms. Aishwarya Chawla is shortlisted for Lumiverse Solutions 2. Ms. Ritika Kathuriya conducted Interview session with Celebrity anchor of Nashik i.e. Ms. Shilpa Bhende <p>Institute-</p> <ol style="list-style-type: none"> 1. Ranked among Top 50 Private B-schools in India in survey of EW Ranking 2021-22. Retained 17th position in the State and 2nd in Nashik 2. SAR Submitted successfully to SPPU by Mr. Vishal S. for the year 2021-22 	
Vote of Thanks	With the permission of the authorites meeting ended with the vote of thanks proposed by Dr. Vikas G.	Administrator sir and Director sir appreciated the conduction of the meeting and presentation done by all the members.

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Conduction Date and Time	Conduction by mrs. Pooja Gholap, on 24 th Nov 2021, Wednesday , Time period: 02 th Oct to 16 th Oct 21 At : 12 noon till 1.15 pm.
Platform	Offline- Board Room, ABS
Members Present	12. Dr. D. M. Gujarathi, Director, ABS 13. Dr. Sarita Dhawale 14. Dr. Vikas Gaundare 15. Dr. Vaibhav Bhalerao 16. Dr. Tanaya Patil 17. Ms. Manisha Bhamre 18. Mrs. Pooja Gholap 19. Mr. Harshal Dayma 20. Mr. Ashwin Amrutkar 21. Mr. Vishal Sonkambale 22. Mr. Yogesh Katkade
Agenda Points	1. Any Task or work from last meeting 2. Report of activities conducted last week – (including guest lecture) Following things are expected- 3. Details of Activities planned next week 4. Promotion and Admission activities / status 5. MBA I Attendance 6. Fee recovery status 7. Activity / work done by Library Department 8. Any other point 9. Declaration of Faculty of the Month(last Month) 10. Open discussion for any suggestions 11. Achievements: Unit/Staff/Students/Alumni

Agenda Point	Details presented	Suggestions/remarks received
Report of Activities Conducted	1. Total 06 Activities were conducted during 02 nd Oct to 16 th Oct 21. (PPT Attached)	The regular work related meetings were skipped during this presentation
Activities planned in next week	03 Activities were planned during remaining two weeks in Oct 21.	While planning activities ,focus should be on outcomes and attainments
Promotion/Admission Things	Details about promotion and planning is presented.	Original documents may be collected from candidates interested at ABS Provisional admissions can be given as a choice and clear idea on payment and cheque deposition should be given to the student.

MBA I Attendance	The attendance record was presented as NA as it was only for academic sessions and not for other work like SRPS,MOCK Interviews etc.	NA
Fee Recovery Status	The status was presented.	Director sir himself tried calling students, as these students have stopped receiving our phones. It was suggested to send the letter to the parents in this regard.
Activity / work done by Library Department	Readers Club activities and other library work was presented. E content folder is created as mentioned in previous meeting.	The outcome and attainment is to be checked for these activities too and to be included in the activities list if less in number with same formats.
Any other point	1. CO-PO Mapping 2. Website Status 3. Placement Status 4. IQAC All points were discussed during the meeting	COPO Completed Website should focus more on Placement, including scrolls, flyers, pictures, testimonies, videos etc. Placement Status should give numbers of students placed or recvd internships. TPO menu needs revision.
Declaration of Faculty of the Month (Oct)	NA	Dr. Sarita Dhawale by Director Sir.
Open discussion for any suggestions	NA	1. Promotion should be our priority. 2. Provisional admissions should be increased by calls again to aspirants in B group along with A group.
Achievements	Achievements for Students, Faculties and Institute were displayed and discussed(Ref- PPT)	No suggestion
Vote of Thanks	With the permission of the authorites meeting ended with the vote of thanks proposed by Dr.Tanaya Patil .	1. Applause was done by all for all the work done and achievements, at the last. 2. Vote of thanks proposed by Dr.Tanaya Patil .

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Minutes of Unit Meeting

Conduction Date and Time	Conduction by Dr.Tanaya Patil,on 18 th Oct 2021,Monday , Time period: 02th Oct to 16 th Oct 21 At : 12 noon till 1.15 pm.
Platform	Offline- Board Room, ABS
Members Present	23. Dr. D. M. Gujarathi, Director, ABS 24. Dr. Sarita Dhawale 25. Dr. Vikas Gaundare 26. Dr. Vaibhav Bhalerao 27. Dr. Tanaya Patil 28. Ms. Manisha Bhamre 29. Mrs. Pooja Gholap 30. Mr. Harshal Dayma 31. Mr. Ashwin Amrutkar 32. Mr. Vishal Sonkambale 33. Mr. Yogesh Katkade
Agenda Points	12. Any Task or work from last meeting 13. Report of activities conducted last week – (including guest lecture) Following things are expected- 14. Details of Activities planned next week 15. Promotion and Admission activities / status 16. MBA I Attendance 17. Fee recovery status 18. Activity / work done by Library Department 19. Any other point 20. Declaration of Faculty of the Month(last Month) 21. Open discussion for any suggestions 22. Achievements: Unit/Staff/Students/Alumni

Agenda Point	Details presented	Suggestions/remarks received
Report of Activities Conducted	2. Total 06 Activities were conducted during 02 nd Oct to 16 th Oct 21. (PPT Attached)	The regular work related meetings were skipped during this presentation
Activities planned in next week	03 Activities were planned during remaining two weeks in Oct 21.	While planning activities ,focus should be on outcomes and attainments
Promotion/Admission Things	Details about promotion and planning is presented.	Original documents may be collected from candidates interested at ABS Provisional admissions can be given as a choice and clear idea on payment and cheque deposition should be given to the student.

MBA I Attendance	The attendance record was presented as NA as it was only for academic sessions and not for other work like SRPS,MOCK Interviews etc.	NA
Fee Recovery Status	The status was presented.	Director sir himself tried calling students, as these students have stopped receiving our phones. It was suggested to send the letter to the parents in this regard.
Activity / work done by Library Department	Readers Club activities and other library work was presented. E content folder is created as mentioned in previous meeting.	The outcome and attainment is to be checked for these activities too and to be included in the activities list if less in number with same formats.
Any other point	5. CO-PO Mapping 6. Website Status 7. Placement Status 8. IQAC All points were discussed during the meeting	COPO Completed Website should focus more on Placement, including scrolls, flyers, pictures, testimonies, videos etc. Placement Status should give numbers of students placed or recvd internships. TPO menu needs revision.
Declaration of Faculty of the Month (Oct)	NA	Dr. Sarita Dhawale by Director Sir.
Open discussion for any suggestions	NA	3. Promotion should be our priority. 4. Provisional admissions should be increased by calls again to aspirants in B group along with A group.
Achievements	Achievements for Students, Faculties and Institute were displayed and discussed(Ref- PPT)	No suggestion
Vote of Thanks	With the permission of the authorities meeting ended with the vote of thanks proposed by Dr.Tanaya Patil .	3. Applause was done by all for all the work done and achievements, at the last. 4. Vote of thanks proposed by Dr.Tanaya Patil .

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Date	6 th Oct, 2021 Time 10.30 AM
Platform	Offline- Board Room, ABS
Members Present	34. Dr. D. M. Gujarathi, Director, ABS 35. Dr. N. R. Telrandhe, Administrator, AEF 36. Dr. Sarita Dhawale 37. Dr. Vikas Gaundare 38. Dr. Vaibhav Bhalerao 39. Dr. Tanaya Patil 40. Ms. Manisha Bhamre 41. Mrs. Pooja Gholap 42. Mr. Harshal Dayma 43. Mr. Ashwin Amrutkar 44. Mr. Vishal Sonkambale 45. Mr. Yogesh Katkade
Agenda Points	23. Any Task or work from last meeting 24. Report of activities conducted last week – (including guest lecture) Following things are expected- 25. Details of Activities planned next week 26. Promotion and Admission activities / status 27. MBA I Attendance 28. Fee recovery status 29. Activity / work done by Library Department 30. Any other point 31. Declaration of Faculty of the Month(last Month) 32. Open discussion for any suggestions 33. Achievements: Unit/Staff/Students/Alumni

Agenda Point	Details presented	Suggestions/remarks received
Report of Activities Conducted	3. Total 07 Activities were conducted during 18 th Sept to 2 nd Aug 2021. (PPT sent)	The Administrator suggested no need to mention meetings in activity conducted segment
Activities planned in next week	10 Activities were planned during second and third week of Oct 2021	While planning activities overlapping should be avoided
Promotion/Admission Things	Details about promotion and planning is mentioned in ppt.	Original documents may be collected from candidates interested at ABS

MBA I Attendance	The attendance record was presented (Ref-PPT)	NA
Fee Recovery Status	The status was presented (Ref- PPT)	Students with Nil Status from the presented list should be removed
Activity / work done by Library Department	Readers Club activities and other library work was presented	E-content should be developed and collected by library department with the help of faculty members
Any other point	9. IQAC 10. Website Status 11. Placement Status 12. CO-PO Mapping All points were discussed during the meeting	Co-Po Mapping analysis should be done and PDCA cycle should be completed. Method to find out activity outcome should be developed.
Declaration of Faculty of the Month	NA	NA
Open discussion for any suggestions	NA	NA
Achievements	Achievements for Students, Faculties and Institute were displayed and discussed (Ref-PPT)	NA
Vote of Thanks	With the permission of the authorities meeting ended with the vote of thanks proposed by Harshal Dayma	NA

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Date	23 rd Sept 2021(9.45am)
Platform	Offline- Board Room, ABS
Members Present	46. Dr. D. M. Gujarathi, Director, ABS 47. Dr. N. R. Telrandhe, Administrator, AEF 48. Dr. Sarita Dhawale 49. Dr. Vikas Gaundare 50. Dr. Vaibhav Bhalerao 51. Dr. Tanaya Patil 52. Ms. Manisha Bhamre 53. Mrs. Pooja Gholap 54. Mr. Harshal Dayma 55. Mr. Ashwin Amrutkar 56. Mr. Vishal Sonkambale 57. Mr. Yogesh Katkade
Agenda Points	34. Any Task or work from last meeting 35. Report of activities conducted last week – (including guest lecture) Following things are expected- 36. Details of Activities planned next week 37. Promotion and Admission activities / status 38. MBA I Attendance 39. Fee recovery status 40. Activity / work done by Library Department 41. Any other point 42. Declaration of Faculty of the Month(last Month) 43. Open discussion for any suggestions 44. Achievements: Unit/Staff/Students/Alumni

Agenda Point	Details presented	Suggestions/remarks received
Report of Activities Conducted	4. Total 11 Activities were conducted during 8 th Aug to 18 th Sept'2021. (PPT sent)	The Administrator suggested having a segregation of activities like Planned and Unplanned with reasons for deviations if any.
Activities planned in next week	2 Activities were planned during last week of Sept 2021	NA
Promotion/Admission Things	Details about promotion and planning is mentioned in ppt.	The plan for CET appeared students is expected by the Director sir and Administrator sir.

MBA I Attendance	The attendance record was presented (Ref-PPT)	NA
Fee Recovery Status	The status was presented (Ref- PPT)	NA
Activity / work done by Library Department	Handful of activities were conducted by the library department	Activities by Lib. Dept. were appreciated. Suggestions to include ACBCS in those activities were made by the Administrator. He also suggested involving other Mgmt. students later on.
Any other point	13. Exam Form 14. LIC Visit 15. Concurrent 16. IQAC 17. Website Status 18. Placement Status All points were discussed during the meeting	For promotion of placements the concern was raised by the Director sir and Administrator sir. The issue is discussed and actions are initiated through Shimpi sir.
Declaration of Faculty of the Month	The declaration was done by the Director.	Dr. Vikas Gaundare was declared a faculty of the month
Open discussion for any suggestions	NA	NA
Achievements	Achievements for Students, Faculties and Institute were displayed and discussed (Ref-PPT)	NA
Vote of Thanks	With the permission of the authorities meeting ended with the vote of thanks proposed by Ms. Manisha Bhamre.	NA

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Date	23 rd Sept 2021(9.45am)
Platform	Offline- Board Room, ABS
Members Present	58. Dr. D. M. Gujarathi, Director, ABS 59. Dr. N. R. Telrandhe, Administrator, AEF 60. Dr. Sarita Dhawale 61. Dr. Vikas Gaundare 62. Dr. Vaibhav Bhalerao 63. Dr. Tanaya Patil 64. Ms. Manisha Bhamre 65. Mrs. Pooja Gholap 66. Mr. Harshal Dayma 67. Mr. Ashwin Amrutkar 68. Mr. Vishal Sonkambale 69. Mr. Yogesh Katkade
Agenda Points	45. Any Task or work from last meeting 46. Report of activities conducted last week – (including guest lecture) Following things are expected- 47. Details of Activities planned next week 48. Promotion and Admission activities / status 49. MBA I Attendance 50. Fee recovery status 51. Activity / work done by Library Department 52. Any other point 53. Declaration of Faculty of the Month(last Month) 54. Open discussion for any suggestions 55. Achievements: Unit/Staff/Students/Alumni

Agenda Point	Details presented	Suggestions/remarks received
Report of Activities Conducted	5. Total 11 Activities were conducted during 8 th Aug to 18 th Sept'2021. (PPT sent)	The Administrator suggested having a segregation of activities like Planned and Unplanned with reasons for deviations if any.
Activities planned in next week	2 Activities were planned during last week of Sept 2021	NA
Promotion/Admission Things	Details about promotion and planning is mentioned in ppt.	The plan for CET appeared students is expected by the Director sir and Administrator sir.

MBA I Attendance	The attendance record was presented (Ref-PPT)	NA
Fee Recovery Status	The status was presented (Ref- PPT)	NA
Activity / work done by Library Department	Handful of activities were conducted by the library department	Activities by Lib. Dept. were appreciated. Suggestions to include ACBCS in those activities were made by the Administrator. He also suggested involving other Mgmt. students later on.
Any other point	19. Exam Form 20. LIC Visit 21. Concurrent 22. IQAC 23. Website Status 24. Placement Status All points were discussed during the meeting	For promotion of placements the concern was raised by the Director sir and Administrator sir. The issue is discussed and actions are initiated through Shimpi sir.
Declaration of Faculty of the Month	The declaration was done by the Director.	Dr. Vikas Gaundare was declared a faculty of the month
Open discussion for any suggestions	NA	NA
Achievements	Achievements for Students, Faculties and Institute were displayed and discussed (Ref-PPT)	NA
Vote of Thanks	With the permission of the authorities meeting ended with the vote of thanks proposed by Ms. Manisha Bhamre.	NA

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Date	11 th Aug 2021(11:00am)
Platform	Offline- Board Room, ABS
Members Present	1. Dr. N. R. Telrandhe, Administrator, AEF 2. Dr. Sarita Dhawale 3. Dr. Vikas Gaundare 4. Ms. Manisha Bhamre 5. Dr. Vaibhav Bhalerao 6. Mr. Harshal Dayma 7. Dr. Tanaya Patil 8. Ms. Pooja Gholap 9. Mr. Ashwin Amrutkar 10. Mr. Vishal Sonkambale 11. Mr. Yogesh Katkade
Agenda Points	56. Any Task or work from last meeting 57. Report of activities conducted last week – (including guest lecture) Following things are expected- 58. Details of Activities planned next week 59. Promotion and Admission activities / status 60. MBA I Attendance 61. Fee recovery status 62. Activity / work done by Library Department 63. Any other point 64. Declaration of Faculty of the Month(last Month) 65. Open discussion for any suggestions 66. Achievements: Unit/Staff/Students/Alumni

Agenda Point	Details presented	Suggestions/remarks received
Report of Activities Conducted	6. Total 17 Activities were conducted during 3 rd July to 7 th Aug 2021. (PPT is sent)	Administrator sir suggested to have a segregation of activities like Planned and Unplanned from the next time. Also, it was suggested that the Founder's day is an event and not the activity.
Activities planned in next week	3 Activities were planned during 9 th to 14 th Aug 2021	NA
Promotion/Admission Things	The promotion things and plan is mentioned in ppt.	It was suggested to approach to Time CET classes for promotion. Also, it was suggested to activate the linked in account of the Institute.

MBA I Attendance	The attendance record was presented	Attendance segregation should be done as per targets
Fee Recovery Status	The status was presented	NA
Activity / work done by Library Department	6 Activities were conducted by the library department	NA
Any other point	25. Exam Form 26. LIC Visit 27. Concurrent 28. IQAC 29. Website Status 30. Placement Status All points were discussed during the meeting	It was suggested to to have linked in account of Placement and registration with internshala
Declaration of Faculty of the Month(last Month)	The declaration would be done by the director sir	NA
Open discussion for any suggestions	NA	NA
Achievements	Achievements for Students, Faculties and Institute were discussed	NA
Vote of Thanks	With the permission of the authorites meeting ended with the vote of thanks proposed by Dr. Vaibhav B	

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Date	06 th July 2021(11:00am)
Platform	Offline- MBA 1 Classroom, ABS
Members Present	12. Dr. D. M. Gujarathi, Director, AEF-HE 13. Dr. N. R. Telrandhe, Administrator, AEF 14. Dr. Vikas Gaundare 15. Ms. Manisha Bhamre 16. Dr. Tanaya Patil 17. Ms. Pooja Gholap 18. Mr. Ashwin Amrutkar 19. Mr. Vishal Sonkambale 20. Mr. Yogesh Katkade (Mr. Harshal Dayma was in a session, Dr. Sarita D was on leave)
Agenda Points	67. Admission & Promotion 68. CO-PO Attainment & Mapping 69. Concurrent Sem IV 70. MBA I Attendance 71. Placement Status 72. AQAR status 73. Group Discussion Status 74. Fee recovery 75. Data Collection Updates 76. Other points- Management Guru, Case Studies and Book review 77. Activities in June 78. Achievements

Agenda Point	Details presented	Suggestions/remarks received
Admission & Promotion (Presented by- Dr. Vaibhav B)	<p>7. Flyers released (Dr. Vikas/Mr. Harshal)</p> <p>c. 02 Flyers for Achievement of Dr. Sarita D, & Dr. Tanaya P</p> <p>d. 01 Flyer for Ketaki Patani</p> <p>e. 01 College promotion Flyers</p> <p>f. 01 CET Step by Step guide document released.</p> <p>8. Print Newspaper (Mr. Ashwin /Ms.Manisha B)</p> <p>c. Resume Writing session news published in Sakal Newspaper</p> <p>d. Online courses at Ashoka news published in Divya Marathi</p> <p>e. Dr. Sarita D, Selected on board of ISTD news published in Sakal.</p> <p>9. Banner & Standees (Ms. Manisha B/ Dr. Tanaya)</p> <p>New Standee of Specialization is displayed at ABS for quick reference to walk-in inquiries</p>	<p>As per Administrator sir suggested to have at least 4 flyers in coming week, task is accomplished.</p> <p>Also, suggested to prepare flyers for Faculty Achievements.</p> <p>Same as in previous meeting.</p>

	<p>10. Social Media (Ms. Pooja G/Mr. Vishal)</p> <ul style="list-style-type: none"> g. Flyer for Specialization posted on FB, Insta and Twiter h. Testimonial flyer of Ketki Patni posted on all the above media i. Flyer of session by Mr. Nainesh Mutha on Resume writing posted on all the above media j. Flyer of session by Mr. Shanky Pahade posted on all the above media k. Flyer of Dr. Sarita Dhawale & Dr. Vikas GAundare posted on all the above media l. Mentorship YUVA participation posted on all the above media <p>11. Website (Dr. Sarita D) All the necessary details are uploaded as per previous status. Research tabs as per suggestions are created and data updates are in process</p> <p>12. Calls for Promotion/Admission- Calls made for Admission. Total Calls made is 431 however faculty wise details were presented during the meeting.</p>	<p>It was suggested to continue the media presence in same manner.</p> <p>Administrator sir instructed that the Faculty and research tab on website must be enriched with more comprehensive information. He also suggested that once the website is updated with research information, same must be communicated to EW Ranking. As we have enriched our research post previous ranking.</p> <p>Administrator sir advised to have form filling status to be maintained as Self filled and filled at or with the help of ABS.</p>
<p>CO-PO Attainment and Concurrent (Presented by- Dr. Vaibhav)</p>	<p>Faculty wise Sem III CO-PO attainment sheet is completed and submitted by all the faculties.</p> <p>Concurrent finalization of the Sem IV will be completed till 15th July and CO-PO attainment sheets will be completed accordingly.</p>	<p>The administrator sir suggested to follow the deadlines for Sem IV and appreciated the efforts taken by all the faculties for completion of Sem III attainment.</p>
<p>MBA I attendance and Academic review (Presented by- Dr. Vikas G)</p>	<p>A review of first 2 weeks of Sem II was presented. 38 students were observed with less than 75% where students with attendance between 75% & 85% were 27. MS Teams was a reason given by students at the initial days of switching the virtual platform. Mentors are asked to take the follow-up</p>	<p>Administrator sir raised a concern for the students with less attendance. He suggested to warn each and every student fails to meet the norms.</p>

AQAR Status (Presented by- Dr. Sarita D)	3. 2019-20- Confirmed by all the faculties and uploaded.																	
Fee Recovery Status (Presented by- Mr. Yogesh K)	<table border="1"> <thead> <tr> <th>Course</th> <th>Total No. of Students</th> <th>Outstanding</th> <th>Recovery</th> </tr> </thead> <tbody> <tr> <td>MBA I</td> <td>112</td> <td>4,00,516</td> <td>96.03</td> </tr> <tr> <td>MBA II</td> <td>99</td> <td>53,420</td> <td>99.21</td> </tr> <tr> <td>Total</td> <td>211</td> <td>4,53,936</td> <td>97.62</td> </tr> </tbody> </table>	Course	Total No. of Students	Outstanding	Recovery	MBA I	112	4,00,516	96.03	MBA II	99	53,420	99.21	Total	211	4,53,936	97.62	Administrator sir instructed same thing again to Mr. Yogesh K that he must provide the information about the students whose fee dues is a major amount so that the proper focus would be made for the recovery.
Course	Total No. of Students	Outstanding	Recovery															
MBA I	112	4,00,516	96.03															
MBA II	99	53,420	99.21															
Total	211	4,53,936	97.62															
Data Collection (Presented by- Dr. Vishal S)	<p>31. Faculty wise data collected for the admission purpose was presented.</p> <p>32. The total data collected is reached to 4039 till 03rd July 2021.</p> <p>33. Whatsapp groups is created for the students who have registered or have shown willingness to register for doing MBA.</p>	Administrator sir, appreciated the efforts taken by the entire team for the data collection. He instructed to use this data in more constructive way to aware the students for CET form filling.																
Other Points (Presented by- Ms. Pooja G)	<p>4. Case Study presentations by 2 faculties successfully done and 1 in a row.</p> <p>5. Book Review schedule will be soon shared for this month.</p> <p>6. Management Guru Presentation Competition- Round 1 successfully conducted and 14 groups for round 2 shortlisted.</p> <p>7. Till date total 9 GD sessions have been conducted mentor wise.</p> <p>8. A group of weak students is identifies and extempore & elocution competition for the same has been planned and scheduled.</p>	Administrator sir took review and expressed satisfaction about the activities being conducted.																
Activities conducted during June 2021	Total 14 activities were conducted in June 2021. All the activities were planned.																	
Achievements (Presented by- Dr. Vikas G)	<p>3. Students-</p> <p>1. Rutuja Bafna completed the 5 day national workshop on Creating Effective Dashboard</p> <p>2. Mitul Kulkarni completed the national quiz on Micro food-processing enterprise</p> <p>3. Neha Shewale completed 7-days course on Digital Mktg</p> <p>4. 25 Students completed quiz Road to Tokyo 2020</p> <p>5. Sejal Sonawane participated in National Essay Competition PM's Mentoring Yuva Scheme</p> <p>6. 47 students completed certificate course for Finance</p> <p>7. Ms. Oshin Patil completed Google certification on Digital Mktg</p>	All the achievements were highly appreciated by the Director sir and Administrator sir.																

	<p>4. Faculty-</p> <ul style="list-style-type: none"> • Dr. Tanaya Patil was invited as an External Judge for the competition. • Dr. Tanaya Patil received certificate for faculty guide at National Conference • Dr. Tanaya Patil is is selected for SLAP (Student Learning Aptitude Program) as a Reviewer by AICTE • Dr. Sarita Dhawale Completed First ATAL training & Learning program with 90 % • Dr. Sarita Dhawale completed 2nd ATAL FDP of 4 days • Dr. Sarita Dhawale is appointed as Paper setter by SPPU • Dr. Sairta Dhawale is selected for SLAP (Student Learning Aptitude Program) as a Reviewer by AICTE • Ms. Manisha Bhamre is invited for Session on Life skills at Tirupati, Andhrapradesh • Ms. Manisha Bhamre completed the 4 days ATAL FDP on Life Skills • Ms. Pooja Gholap completed the Summer School by DY Patil B school • Ms. Pooja Gholap got completed the Finance Certificate course from 47 Finance students • Dr. Vikas Gaundare completed 4-days ATAL FDP on OB • Dr. Vikas Gaundare delivered a session for the faculties at AICESR on How to write PhD Thesis effectively • Dr. Vikas Gaundre is is selected for SLAP (Student Learning Aptitude Program) as a Reviewer by AICTE • Mr. Harshal Dayma cleared the PET of Symbiosis university <p>3. Alumni-</p> <ol style="list-style-type: none"> 3. Ms. Aishwarya Chawla is Placed for Lumiverse Solutions 4. Mr. Pramod Vishwakarma designed a course under Accounts Guruji on Accounts, excel, digital marketing, Tax 	
Vote of Thanks	With the permission of the authorites meeting ended with the vote of thanks proposed by Dr. Vikas G.	

Ashoka Business School

Minutes of weekly Meeting– 03/10/2020

Sr. No.	Agenda point	Status
1.	Admission Status MBA I & MBA II	FY:30 provisional SY:92 Total enquiry -165
2.	Fees collection details	Received Rs = 30,56,816/- The details shall be sent by Mr. Yogesh Katkade .
3.	Promotion activities	Hoardings have been put up at two prominent places in the city (CBS, Ashok stamb) Banner of placed students has been made. News of activities like CEO talk.
4.	Activities for the month of October- discussion	15.10.2020- birth anniversary of Dr. APJ Kalam-guest lecture of Dr.Rajendra Kumbhar on reading habits 31.10.2020- Birth anniversary of Sardar Valabbhai Patel – Student Activity. E-Alumni meet - 10.10.2020 E-AQAC - 23.10.2020 is postponed Detailed activity report shall be sent by Friday 09.10.2020
5.	Weekly attendance of students	Letter is prepared for issuing students who have less than 50% attendance.
8.	Any issue	
9.	Achievements	Our students who won the essay writing competition Meenakshi Mahajan Meenal Soni Deepu Benoi Priya Chandgude

Ashoka Education Foundation's
Ashoka Business School, Nashik



NAAC Accredited, ISO 9001 : 2015, Minority Institute (Linguistic)

The winners of
Online Essay Writing Competition-2020



Meenakshi Mahajan
(1st Rank)



Meenal Soni
(2nd Rank)



Deepu Benoi
(3rd Rank)



Priya Chandgude
(Consolation prize)



Congratulations!



Ashoka Business School
Minutes of the meeting conducted on 09.03.2021

Sr. No.	Particulars	Decision/Action Taken
1.	Admissions (AY 21-22) :	Inquiries:09 online Walk in:18 Data available of non CET students 20-21 : 49
2.	Activity Plan for the Month - March 2021 Activity Conducted report for Jan & Feb.2021. Report should clearly mention Planned or Unplanned activity.(ref. IQAC activity calendar)	Attached herewith is the detailed activity report
3.	AQAR status	AQAR report for both for 2018, 2019 reports are ready, will submit by last week of March 21.
4.	Fees Pending Status	MBA I Fee Details AY 2020-21 Institute Total Fee:- 1,57,82,992 Scholarship/Free ship Govt. Dept.: 63,97,198 Receivable from Students : 93,85,794 Received as on date : 74,00,529 Outstanding as on 09.03.2021 :- 19,85,265 Percentage of fee recovery : 78.85 MBA:II Total Fee receivable from Students 67,14,184 Received from students as on date 63,86,793 Receivable from Students as on date 3,27,391 Total fee recovery in percentage 95.12
5.	Plan of action regarding promotional activities, data collection activities Plan and Present status	A meeting with the Director for the finalisation for activity and accountability shall be conducted by Friday 12.03.2021
6.	Achievements	<ul style="list-style-type: none"> • MS. Manisha Bhamre was a resource person for ACE and MGV for entrepreneurship week. • Dr.Tanaya Patil was resource person for ACE • Ms. Pooja Gholap received an awards for case study on a national level competition. • Vishal Pasi and Prashant Pagar selected at Property Pistol • Aishwarya Chawla is selected at Crompton Greaves • Namita Pai has participated in State level singing completion <p style="text-align: center;">Paritosh Thakkur was selected in the state level cricket team</p>



Ashoka Education Foundation's
ASHOKA BUSINESS SCHOOL

MOM of Weekly Meeting Conducted on 05th September 2020 (Saturday) at 11.15 am.

A meeting was conducted on 05th September 2020 at 11.15 a.m. the following staff were present.

Sr. No.	Agenda Points
1	Admission Status-Progressive and First Year
2	Promotion activities
3	Spruce for students: outcome based POA
4	Weekly attendance of students
5	Monthly Reports
6	Any other issue

Members Present-

Dr. Dattatraya Gujarathi

Dr. Vaibhav Bhalerao

Dr. Vikas Gaundare

Mr. Harshal Dayama

Dr. Rupali Khaire

Ms. Pooja Gholap

Dr. Sarita Dhawale

Ms. Manisha Bhamre

Ms. Vandana Sharma

Mr. Ashwin Amrutkar

At the outset Director Dr. D. M. Gujarathi greeted all the attendees of the Meeting and Confirmed the minutes of the last meeting

Agenda Points Discussed-

1) **Admission Status-Progressive and First Year**

- Dr. Vaibhav Bhalerao-Admission Committee In charge informed the members that after MBA I Result declaration the process for MBA II admission has started and the same was informed to the students and parents by SMS, Phone calls, till that time out of 97 -51 students and completed the admission process.
- Dr. D.M. Gujarati informed to the mentors to follow up for the MBA II Admission process and discuss with their mentees about the payment of fees and registration.

2) **Promotion activities -**

- Dr. Vaibhav Bhalerao-Admission Committee In charge informed to the members that the total inquiries were 141 out of which 27 provisional admissions were done
- An article is to be written for newspaper for promotional sake giving information about the MBA Program at ABS
- Faculties have to generate leads of graduate students for admissions this year as graduate students without CET may be granted admission.

3) **Spruce for students: outcome based POA**

- Dr. Sarita Dhawale –The results of the faculty test were discussed and also the analysis for students spruce test is to be done by Friday.
- The coordinator suggested that counselling students about the practice test to be given.

4) **Weekly attendance of students**

The attendance of the student was to be showcased in an excel sheet and weekly analysis to be shared with the Administrator.

6) **Monthly Reports**

Ms. Pooja Gholap informed that the faculty has submitted the data for the monthly report.

7) **Any other issue**

NIL

The meeting was concluded with the Director's remark and felicitation for teacher's day.

The meeting was headed by-

Dr. D. M. Gujarathi
Director-ABS
Director H.E., AEF

Ashoka Education Foundation - HE
Compliance of FRIDAY MEET (E-Meet) on 07th August 2020 (Friday) at 02.30 pm.

Sr. No.	Agenda Points	
1	Updates on Admission / Promotion activity by Unit Heads and promotion coordinators.	<p>1. A flier was kept as a whatsapp status by all the staff that was viewed by- 1000+ people</p> <p>2. 1 more flier for toppers is made viral on digital platform</p> <p>3. Total Inquiries-120</p> <p>4. Provisional Admissions-22</p> <p>5. Repeated round of call to all inquiries is in process</p>
2	Fee Pending _ Status	Total fees pending- 23475/-
3	New certificate courses	<p>Revised proposal for the course of Technical Analysis is in process.</p> <p>IOC/proposal for digital marketing course is sent for formal approval</p>
4	Attendance of staff and Daily work report	<p>The daily activities are being recorded by the faculties through the google form.</p> <p>Total 256 responses are recorded till date out of which 148 are for work from home and 108 are with scheduled duty at the Institute.</p>
5	All Units: - Activities Planned for August 2020 send proposals for approval.	<p>As per the academic calendar following activities were planned.</p> <ol style="list-style-type: none"> 1. Placement e-orientation - 05.08.2020- Postponed 2. IQA ISO to be in second week of August 3. e-bridge course -2nd and 4th week of August 2020-Postponed <p>Activity as per Library Calendar-</p> <ol style="list-style-type: none"> 1. Librarian's Day & Independence Day- Online Book Review Competition
6	ISO Audit Preparation	The file re-uploading as per suggestions from QAG is in process.
7	Staff Optimisation	The workload of the staff is ensured. All the staff members are instructed to keep record of their justifiable work for the students and the Institute.
8	Any other points	Nil
9	Unit wise activities done / achievements in Last week.	<p>Dr. Vikas Gaundare was invited as a resource person for session on Resume Writing for B.Ed. students of ACE.</p> <p>Librarian's Day is celebrated on 12th August 2020.</p> <p>Online Book Review Competition is announced to celebrate on the occasion of Librarian's Day and Independence Day.</p>

Ashoka Education Foundation - HE
FRIDAY MEET (E-Meet) on 24th July 2020 (Friday) at 02.30 pm.

All concerned are hereby informed that a meeting is called on by Dr. N. R. Telrandhe on 24th July 2020 (Friday) at 02.30 pm Meeting will be Chaired by Dr. D. M. Gujrathi, Director AEF-HE,

1. All Unit Heads will ensure participation of Coordinators corresponding to Agenda points only.
2. All Unit Heads and Coordinators will keep the details ready for reference.
3. Compliance of required points should be shared by Wednesday.

AGENDA—

Sr. No.	Agenda Points
1	Updates on Admission / Promotion activity by Unit Heads and promotion coordinators.
2	Spruce Mechanism Action Taken by unit heads
3	Fee Pending _ Status
4	New certificate courses
5	Attendance of staff and Daily work report
6	All Units: - Activities Planned for August 2020.
7	ISO Audit Preparation
8	Any other points
9	Unit wise activities done / achievements in Last 15 days only.

*** All should join meeting before 2.00 PM and ensure that you are in network to avoid disturbance.**

Thanks.

Dr. N. R. Telrandhe

Ashoka Education Foundation - HE

MOM of FRIDAY MEET (E-Meet) on 17th July 2020 (Friday) at 02.00 pm.

Participants - 13

Sr. No.	Agenda Points
1.	<p>Updates on Admission / Promotion activity by Unit Heads and promotion coordinators.</p> <p>ACBCS - 38 provisional admissions were done till date. BBA- 29 nos. BCA- 4 nos. BSCBCS – 4 nos. And SYBCA – 1 no. Total Registrations done till date were 726. They haven't started with BBA admissions for 2nd & 3rd year. But for other departments like BCA- SYBCA- 14, TYBCA- 36, SYBCS- 12 and TYBCS – 3 provisional admissions are done. Total 65 Google forms were filled out of which 54 receipts have been generated.</p> <p>AICESR – The admissions for 2nd year have not started. FY – 2 sessions for CET orientation were done. All CET sessions are finished.</p> <p>ACE – 8 CET crash course have been completed. 80 Registrations are confirmed and information to the students is given by the Mentors at all levels. Asha Mam said that for progressive batches the response is yet to be received.</p> <p>ABS- Out of 182 enquiry calls, 22 were telephonic while the rest were walk-in. 17 provisional admissions have been done till date.</p>
2.	<p>Spruce Progress.</p> <p>Dr. Telrandhe Sir shared that on 11th Oct, 2019, the soft copy of the MOU with Spruce was shared with all the Unit co-ordinators. The total programme was communicated with everyone. Still it is seen that everyone has taken a very casual approach with Spruce learnings. This was to be introduced among the students as well.</p> <p>He has further asked everyone to check the mail, go through it and devise a mechanism that every module is followed by the students. He expects to get the report on the same by next Friday. He wants every Unit to be ready with a unit wise plan for existing students and for the new Batch that comes this year.</p>
3.	<p>Fee Pending _ Status</p> <p>ACBCS – No recovery has been received in the last week. AICESR – Rs. 12750/- were recovered. ACE – Rs. 15000/- were recovered.</p>
4.	<p>New Certificate Courses –</p> <p>Dr. Telrandhe Sir shared that one course from ACBCS has been approved and 3-4 other courses are in the pipe-line for approval and implementation. So also the other Units are working on the proposals and the planning and introducing new courses is in process for all Units. He appreciated the good work done by all the Units on this agenda.</p>
5.	<p>Compliance Report on attendance of Staff and daily work mechanism.</p> <ul style="list-style-type: none">• All Units had Developed a system for reporting daily work done.• The Unit Heads and the Admin Staff to make sure that the report mentioned the attendance of each faculty and staff member even if the

	<p>person is working from home.</p> <ul style="list-style-type: none"> Student's attendance record is also to be maintained session wise for everyday for all the activities 												
6.	<p>Activities planned for the month of July, 2020 -</p> <p>Founder's Day that is on 21st July at 6.00 pm a program is to be celebrated online and the team for the same is working on it.</p> <p>He further said that on 1st August, Prof. Dnyaneshwar Darade Sir is taking a FDP between 10-12 am and has asked Prof. Birader Sir to monitor it as per QAG parameters.</p>												
7.	<p>ISO Audit - External Audit –</p> <p>ISO Audit (External) is tentatively to be held in August. It will be done on online mode this time. And is to be completed before 31st August. So as per the ISO guidelines,</p> <p>All the files and related documents in soft copy format are to be properly saved as required.</p> <p>The faculty can also share any information wherein we do not have soft copy documents. Such evidences we need to scan as and when necessary. He has asked the ISO co-ordinators to remain updated with every information, required. The Audit will be done in E-format.</p>												
8.	<p>Implementation of 5 S in every unit.</p> <p>Dr. Telrandhe Sir proposed the implementation of 5 'S' in all HE Units. This was accepted by all.</p> <p>Further Prof. Birader introduced 5 'S' that need to be followed wherein the work can be properly organised and no one has to go searching for any document or report at the 11th hour.</p> <p>QAG Head Dr. Biradar to prepare a plan for implementation</p>												
9	<p>Sharing of attendance report of zoom classes. Every Saturday- Attendance report of zoom classes should be shared every Saturday in the format followed earlier</p>												
10.	<p>Submission of E Content development in the format discussed.</p> <table border="1"> <thead> <tr> <th>Sr. No</th> <th>Name of the Faculty</th> <th>Subject</th> <th>E- Contents developed: Video/ppt/notes PDF / video links/MCQ / Question Bank</th> <th>Signature of Faculty</th> <th>Signature of Course Coordinator</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sr. No	Name of the Faculty	Subject	E- Contents developed: Video/ppt/notes PDF / video links/MCQ / Question Bank	Signature of Faculty	Signature of Course Coordinator						
Sr. No	Name of the Faculty	Subject	E- Contents developed: Video/ppt/notes PDF / video links/MCQ / Question Bank	Signature of Faculty	Signature of Course Coordinator								
10.	<p>Any other points –</p> <p>Sharing of old data of work done during lock down- Mr. Shimpi had clarified that the file is already shared to all unit heads.</p>												
11.	<p>Unit wise activities done / achievements in Last week only.</p> <p>ACBCS-</p> <ul style="list-style-type: none"> Vineet Khanna and Ankita Sharma from ACBCS were placed at CHOLA Marketing with a package offered of Rs. 3.5 lacs pa. A BCA student was invited to conduct a live concert on Tabla. 												

	<ul style="list-style-type: none"> • Om Shah utilised his Lockdown period by taking 20 Online courses for more than 180 hrs. • Ms. Manisha Shirsath Mam has 53 citations on Google scholar, <p>AICESR –</p> <ul style="list-style-type: none"> • Swati Dhakate our student participated in the state level Poem competition held by Vasai Arts, Commerce and Science college. • Harshita won a 3rd prize in essay writing competition. • 17 Pre CET crash course were completed by the Faculty. <p>ACE –</p> <ul style="list-style-type: none"> • Priya Mam was nominated for 2 AIESEC events. • A Third year student Sabiha Barudwala has started with her online classes for 2 subjects. • Another Student Sandhya was placed at Poddar International. <p>ABS- ABS are planning for Mission 20-25.</p> <ul style="list-style-type: none"> • At the end of the meeting, Telrandhe Sir suggested that a letter from the Chairman’s desk can be given to the students and faculties who are achieving such great results and performing well, as a token of appreciation for their work and achievements.

MOM prepared by Ms. Medha Kulkarni.
Checked and Verified by Dr. N. R. Telrandhe
Thanks.
Dr. N. R. Telrandhe

Ashoka Education Foundation - HE

FRIDAY MEET (E-Meet) on 10th July 2020 (Friday) at 02.30 pm.

All concerned are hereby informed that a meeting is called on by Dr. N. R. Telrandhe on 10th July 2020 (Friday) at 02.30 pm Meeting will be Chaired by Dr. D. M. Gujrathi, Director AEF-HE,

1. All Unit Heads will ensure participation of Coordinators corresponding to Agenda points only.
2. All Unit Heads and Coordinators will keep the details ready for reference.
3. Compliance of required points should be shared by Wednesday.

AGENDA—

Sr. No.	Agenda Points
1	Updates on Admission / Promotion activity by Unit Heads and promotion coordinators.
2	Spruce Progress. List of Staff achieved O and A cat.
3	Spruce – Students – Progress.
4	Fee Pending _ Status
5	Compliance Report on Work Plan submitted for vacation. ACE
6	New certificate courses – To be developed – Unit wise tentative proposals by 10 th July 2020. (ONLINE Courses)
7	Attendance of staff and Daily work report - Mechanism
8	All Units: - Activities Planned in July Month.
9	All activities as per regular schedule; like generating reports, Students' Attendance filling in ERP, Log Book etc.
10	All Monthly Reports.
11	Any other points
12	Special announcement By Dr. D. M. Gujrathi, Director AEF-HE
13	Unit wise activities done / achievements in Last15 days only.

*** All should join meeting before 2.30 PM and ensure that you are in network to avoid disturbance.**

Thanks.

Dr. N. R. Telrandhe

Ashoka Education Foundation - HE

MOM of FRIDAY MEET (E-Meet) Conducted on 03rd July 2020 (Friday) at 02.00 pm.

A meeting was conducted on 03rd July 2020 (Friday) at 02.00 pm , all Unit Heads and concerned coordinators were present.

Sr. No.	Agenda Points	Deliberations
1	Updates on Admission / Promotion activity by Unit Heads and promotion coordinators.	ACBCS:- 29 Emails, 16 + 1 - Provisional Adm., BBA 11, BCA – 2, BSc -3. Registration- 685 ACE:- 106 (16-not paid fees) Monday Meeting AICESR:- 170 – Registration, CET Classes -15 sessions. Monday Afternoon Meeting. ABS:- Enquiry – walkinn-55, calls- 16, Updation of FB, Flier about free career guidance.
2	Spruce Progress. List of Staff achieved O and A cat.	Advisory: Meeting to be planned for all Spruce Coordinators
3	Spruce – Students – Progress.	Advisory: Meeting on Tuesday
4	Fee Pending _ Status	ACBCS- Recovery - 56134 last week, Nil this Week AICESR- 15000 this week., 27250 (Concession) week ACE- Nil (3 students) ABS- 2 students left
5	Online admission and Online Fees Collection for progressive batches.	Mr. Shimpi shared a procedure of online admission for All Units
6	Compliance Report on Work Plan submitted for vacation.:	All Unit heads must submit it by Monday
7	QAG Activities – Finalisation of Coordinators. _ No compliance	Wed- 3.30 Pm Unit heads and QAG
8	Preparation of all Units for opening. – Banners , posters, Faculty seating arrangements	Thursday visit to all units by Administrator
9	New certificate courses –	To be developed – Unit wise tentative proposals by 10 th July 2020. (ONLINE Courses)
10	Faculty Daily work report - Mechanism	All Units to develop the mechanism
11	All Units: - Activities Planned in July Month.	All unit heads to forward activities planned for July month
12	Any other points	NIL
13	Unit wise activities done / achievements in Last 15 days only.	ACBCS: 3 days wk shop on yoga, 4 th career guidance session Konika Chawala (FYBBA)_ cake making- start up Roshani (TYBBA-CA) – interviewed Mr. Shrikant Athawale Parth Sutar- Helped in Book “36 Days” to his Uncle and got acknowledgement. ACE: NSS- Swachata Wari, CET course,

		<p>Yoga Session by Student- Dhanashree Pimpale, Ketaki Pandit- Jolly Phonics wk shops Rukaiyya on Granth Express session AICESR:- International Webinar, 4000 registration, 22 states, 100 International and 1600 participants. Fardeen Shaikh received 4 prizes Sneha Jadhav- won prize for poster Priti Madam Published 2 Poems on You Tube ABS: Deepak Patil- startup- Logestics Sheta Chordiya- online English class Dr. Vikas and Ms. Pooja – resource Person for webinar</p>
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MOM Compiled by : Ms. Mugdha Kulkarni

Dr. N. R. Telrandhe

Ashoka Education Foundation - HE
Compliance Report
FRIDAY MEET (E-Meet) on 19th June 2020 (Friday) at 02.30 pm.

Sr. No.	Agenda Points	Compliance	POA
1	Updates on Admission / Promotion activity by Unit Heads and promotion coordinators.	Calls have been made to 38 candidates for provisional admission .8 students responded that they shall come to the college.	New Flyer has been sent for further correction. A plan to conduct seminar for ACBCS student regarding admission procedure is decided for upcoming week.
2	Spruce Progress. List of Staff achieved O and A cat.	Test Eng Communication: 8 Test Vocab: 6 Test Grammar :10	Each faculty is working for gap area in which he /she could not qualify. Weekly common topic on grammar is sent on group to fill the gap. Grades :COMMUNICATION O Grade Dr. S. Dhawale Ms. Vandana Sharma Ms. Manisha Bhamre A:grade Dr. Vikas Gaundare Dr. Shilpa Bhalgat Dr. Vaibhav Bhalerao Ms. Pooja Khushare Ms. Pooja Gholap Grades :VOCABULARY O Grade Dr. Sarita Dhawale Dr .Vikas Gaundare A :grade Ms. Vandana Sharma Ms. Manisha Bhamre Dr. Shilpa Bhalgat Dr. Vaibhav Bhalerao
3	Spruce – Students – Progress.	Mentors are motivating their mentees for preparation of all the topics in the given test. Students will give their test within timeline.	Each mentor will take status of test in the e- meeting on 29 th june, for remained mentees common test solving session will be planned on 25 th June for compliance of student test.
4	Fee Structure – Status	As per the circular from DTE 1847 regarding not increasing fees	Last year fees of Rs 1,25,000 shall be considered

5	Exam conduction plan and status of marks uploading status: All College Exam Officers to brief.	Marks were to be uploaded by 15.06.2020	Marks has been uploaded by 14.06.2020
6	Fee Pending _ Status and POA_ Unit Head / Admin.	The student Ms.Rangoli was called but the phone is not reachable Ms Magar has not paid the exam fees still and was called as last day is the 27.06.2020	Awaiting communication from students end.
7	Next Sem. Academic Calendar / Activity Calendar- Finalisation.	Sent to Dr.Gujarathi for approval	Academic calendar has been approved
8	POA by units for Online admission and Online Fees Collection for progressive batches. : Unit Head to Present.	In the meeting with Dr.Gujrathi sir it was planned to send message to the student for online admission and payment of fees.	The students shall be informed through message about the details of online admission
9	Compliance Report on Work Plan submitted for vacation.	As per the plan compliance has been done	--
10	QAG Activities – Finalisation of Coordinators. _ Mr. Joshi	--	---
11	Budget Finalisation Status- Unit wise Budgets, IT, Training, Promotion, Statutory etc.	The budget is being discussed with Dr.Gujarathi and the head office	Shall be finalised by the end of the week
12	Any other points	--	--
13	Unit wise activities done / achievements in Last week only.	Maximum number of faculties qualifying Spruce communication and vocabulary in O and A grades	

Ashoka Education Foundation - HE
COMPLIANCE OF THE FRIDAY MEET (E-Meet) on 12th June 2020 (Friday) at 14.00 hrs.

Sr. No.	Agenda Points	Action taken
1	Updates on Promotion activity by Unit Heads and promotion coordinators.	Till date 115 plus calls were made including 14 online inquires Walk-in thirty plus Category A-26 Category B-04 Category -05
2	Spruce Progress	As per test results most faculties have qualified communication test. Preparation for next test series, reading online content of grammar and vocabulary will be done in the upcoming week as faculty were busy with finalization of internal marks.
3	Spruce – Students – Progress.	e-Notice has been sent to students regarding the test to be given by students, Mentor to guide students about the spruce test
4	Fee Structure – Status	Sanctioned
5	Exam conduction plan and status of marks finalisation process along with deadlines: All College Exam Officers to brief.	Internal marks have been uploaded on 14.06.2020
6	Post Lock Down working - Share views and suggestions for revision of policies	Flex iWork Hours and Work From Home Policy Safety and employee welfare policy post Covid 19

7	Fee Pending _ Status and POA_ Unit Head / Admin.	Follow up calls are made for the same to Ms. Rangoli. Ms. Magar not in touch until now tried calling her
8	Next Sem. Academic Calendar / Activity Calendar- Finalisation.	Academic calendar has been made and is sent for approval to Dr. Gujarathi
9	Online admission and Online Fees Collection – Brief by Mr. Shashi Shimpi	--
10	Compliance Report on Work Plan submitted for vacation.	Concurrent evaluation has been completed and preparation for next semester is underway.
11	QAG Activities – Finalisation of Coordinators.	--
12	Budget Finalisation Status- Unit wise Budgets, IT, Training, Promotion, Statutory etc.	Budget has been revised in the meeting held by Dr.Gujarathi on 15.06.2020.and has been sent to Ketaki Madam for approval
13	Any other points	--
14	Unit wise activities done / achievements in Last week only.	Nil

Ashoka Education Foundation - HE
Compliance of FRIDAY MEET (E-Meet) is convened on 05th June 2020 (Friday) at 14.00 hrs.

Sr. No.	Agenda Points	Action Taken
1	Updates on Promotion activity by Unit Heads and promotion coordinators.	Out of 48 calls made by Vishal and Dr. Vaibhav, 9 candidates have shown interest in ABS for admission. The FB and ABS website had been updated with the latest news of ABS India and Maharashtra ranking. 2 more flyers are given to Shimpi Sir for approval. The FB and website are also updated with the webinar series. 2nd round of calls are being done by Vishal Sir. ABD news is broadcasted in daily newspapers like Lokmat, Sakal, Deshdoot and Lokmat times by Ashwin Sir. Dayama Sir has been given data for calling.
2	Spruce Progress	All faculties have given the test.
3	Spruce – Students – Progress.	A unanimous decision has to be taken regarding the topic for the student.
4	Post Lock Down working - Share views and suggestions for revision of policies	Polices for infected employee Flexi working hours
5	Exam conduction plan and status of marks finalisation process along with deadlines: All College Exam Officers to brief.	Concurrent marks shall be uploaded by 15 th June 2020
6	Fee Pending _ Status and POA_ Unit Head / Admin.	Yogesh Katkade spoke to Ms. Rangoli she has to do part payment this week
7	Next Sem. Academic Calendar / Activity Calender	A draft of the Academic calendar was sent for approval to Dr, Gujrathi.
8	Unit wise activities done / achievements in a week	Successfully conducting webinars in association with TAJ group.

ASHOKA BUSINESS SCHOOL
Weekly meeting 01.06.2021

Sr.No	
Attendees:	
1	Dr.D.M.Gujrathi
2	Dr.Narendra Telrandhe
3	Dr.Vikas Gaundare
4	Dr,Sarita Dhawale
5	Dr.Vaibhav Bhalerao
6	Dr.Tanaya Patil
7	Ms.Manisha Bhamre
8	Mr.Harshal Dayama
9	Dr.Rupali Khaire
10	Mr.Vishal Sonkamble
11	Mr.Yogesh Katkade

Sr. No.	Particulars	Decision/Action Taken
1.		Promotion
a.	Flyer Dr. Vikas/Mr. Harshal	02 testimonial flyers released and uploaded .Dr.Telrandhe advised to upload all the approved flyers on all social media. To be shared on Friday group for faculties to endorse the same.
b.	Print Newspaper Mr. Ashwin / Ms.Manisha B.	Ms.Jahanvi Marathe article sent to Lokmat Times newspaper for publication.
c.	Banner & Standees Ms. Manisha B. / Dr. Tanaya Patil	Standees displayed at Ashoka Medic cover, AUS-Wadala, ABS & ACBCS. Dr.Telrande suggested that the standee should be revised to make it more attractive.
d.	Social Media Ms. Pooja G. /Mr. Vishal S	The Testimony of Ms. Ketaki ,Pallavi Aringale , AISC Flyer on Facebook ,Insta and Twitter.It was suggested that all news to be
e.	Dr. Sarita D. Website	This week: Scholarship news uploaded on website. POA: All Elite students testimonial flyers will be uploaded once received from promotion team.
3	Concurrent and Internal marks Mr. Harshal Dayama	All concurrent marks were filled in SPPU Portal successfully
4	CO-PO Attainment Mr,Harshal Dayama	CO-PO Attainment for SEM I is complete and for all subjects of Sem III and Sem IV it will be completed till 15th June.
5	Examinations Dr.Vaibhav Bhalerao	<ul style="list-style-type: none"> ● Sem III Exams are over. Waiting for the notification for Sem IV. ● SIP Viva Voce is completed and the marks are finalized.

6	Syllabus coverage & lectures Dr.Vikas Gaundare	MBA II- Syllabus Completion date- 31st May 2021 Revision sessions will be conducted before exams
7	MBA I Attendance Dr.Vikas Gaundare	Out of 112 students 05 students are below 50% attendance they shall be giving 4 assignments each, 11 students are between 50-75%, they shall give 2 assignments, which shall be monitored by the mentors.
8	MBA II Attendance Dr.Vikas Gaundare	Assignments to be given are as below: Below 25%-6 assignments 25-60% - 4 assignments 50-75% -2 assignments All assignments shall be collected by Ashwin Sir
9	Placement Dr.Rupali Khaire	The data collected from the mentors: <ul style="list-style-type: none"> ● Placement required:73 ● Entrepreneur:03 ● Waived :03 ● Placed :16 <p>Aptitude test conducted for data analytics and marketing executives' vacancy on 28.05.2021 for Proceed digital. The data for Brochure is collected from students. Students were asked to open the LinkedIn account as some students were not active on the professional media. Dr.Telrandhe said the brochure should be completed by the earliest.</p>
10	AQAR 2018-19 Dr.Sarita Dhawle	1. Shall upload SSS report on website and link will be added to submit AQAR before 2nd June. 2. Shall upload AQAR of 2018-19 yr on website once the approval comes from NAAC office. 3. Website Link of 2018-19 AQAR is required to fill section A of 2019-20 AQAR. Data verified with criteria leaders and unit head
11	AQAR 2019-20	1. Shall upload SSS report on website. 2. Shall comply CO-PO attainment for 2019-20. 3. Shall submit AQAR by last week of 29th June.21. Data verified with criteria leaders and unit head SSS report is pending - CR-1. As per the suggestions in the previous meeting we will comply SEM-III & SEM-IV CO-PO attainment by 15th June for 2019-20 yr. AQAR

12	Fee Recovery Mr. Yogesh Katkade	Attached below as exhibit 1 are the details, Dr.Telrande said the recovery was not up to the mark and needs to be pushed through mentors
13	Achievement	Students: Noel Francis has been selected at Berger Paints as Senior sales officer trainee Faculty: Mr.Dayama rendered a lecture at ACE 29.05.2021 Institute: AISC: Course of entrepreneurship was successfully completed.

Exhibit 1

Course	Total No. of Students	Institute Total Fees	Govt. Scholarship Freeship	Fee Receivable from Students	Actual Received As on 22.05.2021	Outstanding Fees as on 22.05.2021	Recovery in Percentage
MBA I	112	16,296,000	6,196,747	10,099,253	9,250,587	848,666	91.60
MBA II	99	12,375,000	5,604,763	6,770,237	6,659,282	110,955	98.36
Total	211	28,671,000	11,801,510	16,869,490	15,821,975	959,621	94.98
Recovery in between 15.05.2021 to 22.05.2021						87,894	
Course	Total No. of Students	Institute Total Fees	Govt. Scholarship Freeship	Fee Receivable from Students	Actual Received As on 28.05.2021	Outstanding Fees as on	Recovery in Percentage
MBA I	112	16,296,000	6,196,747	10,099,253	9,280,587	818,666	91.89
MBA II	99	12,375,000	5,604,763	6,770,237	6,674,282	110,955	98.58
Total	211	28,671,000	11,801,510	16,869,490	15,821,975	929,621	95.24
Recovery in between 22.05.2021 to 28.05.2021						45,000	

Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice No. 2- Case Study presentation by faculty

Title – ‘Case Study: Designing & Presentation by the Faculties’.

Case Studies are used as a teaching tool used to make students well acquainted with the real life situations. It prepares the students as well as the faculties to think over a problem in a right direction and come to multiple solutions adopting the best one that benefit in long term.