

A.T.S.S.'s
College of Business Studies and Computer Applications

Chinchwad, Pune 19

(Affiliated to Savitribai Phule Pune University, Recognized by Govt. of Maharashtra , Accredited by NAAC)
Academic Year 2019 – 20

Internal Quality Assurance cell
Notice of Meeting

Date: 20 May 2019

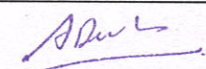
Dear All,

IQAC meeting has been scheduled on 3 June 2019 at 2.00 p.m. in Classroom-1. The agenda for the meeting is as follows.

Sr. No.	Agenda Points
1.	Welcome of new members to IQAC
2.	FY, SY, TY Students Induction Program & Bridge courses Plan
3.	Revised format of AQAR for 2018-19
4.	Admission Process-Enquiry & Admission status
5.	Academic Calendar for 2019-20
6.	Extension Activities plan by NSS
7.	Students Development Activities plan by SDC
8.	ARKO Activities plan by ARKO
9.	Library Activity plan
10.	Value added, Add-on courses Plan
11.	FDP plan
12.	Any other

Coordinator IQAC




Head of IQAC
ATSS College Of Business
Studies & Computer Applications
Chinchwad, Pune-19.

A.T.S.S.'s
College of Business Studies and Computer Applications

Chinchwad, Pune 19

(Affiliated to Savitribai Phule Pune University, Recognized by Govt. of Maharashtra, Accredited by NAAC)

Academic Year 2019 – 20

Internal Quality Assurance cell Meeting

Minutes of Meeting

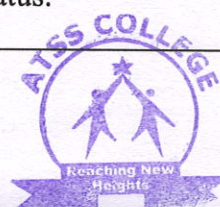
Date: 3 June 2019

Time: 2.00 pm

Venue: CR-1

Ms. Anita welcomed all members of IQAC. She read the minutes of last meeting and presented action taken report. Minutes were approved by members. Further following points were discussed in meeting and the detailed minutes are as follows.

Agenda Sequence	Minutes in Detail
1.	Ms. Anita welcomed all new members to IQAC.
2.	<p>Ms. Anita shared FY, SY, TY Students Induction Program schedule & Bridge courses Plan to be implemented in the month of June and July 2019.</p> <p>She shared that these bridge courses are really being helpful in bridging the knowledge gap of students and prepare them for learning new subjects.</p> <p>The faculty members also review and revise the contents of courses based on students feedback and suggestions.</p> <p>Considering the need this year one new bridge courses is designed for TYBBA</p> <p>TYBBA- Introduction to Project Course-work (for understanding the importance of project documentation, and the contents to be included in report)</p> <p>Resolution: It was unanimously agreed by all members that all the existing bridge course along with above-mentioned Bridge courses will be organized in the AY. 2019-20.</p> <p>Proposed by: Ms. Anita Mathapati Seconded by: Dr. Aruna Deoskar As resolved and unanimously agreed by all members</p>
3.	<p>Ms. Anita shared revised format of AQAR for 2018-19, in which AQAR is to be filled online by registering on NAAC portal.</p> <p>She also shared that as per revised format, for various criteria data is to be filled in Excel templates and some data also to be published on college website. The window to fill online AQAR will open from 1 June 2019 and AQAR has to be submitted by 31st December 2019.</p> <p>Ms. Anita informed that Registration, data collection from various committees will be done by her and the draft of AQAR will be presented in next IQAC meeting in September 2019 for approval.</p> <p>Resolution: It was unanimously agreed by all members the draft of AQAR will be presented in next IQAC meeting, in September 2019 for approval.</p> <p>Proposed by: Ms. Anita Mathapati Seconded by: Dr. Ashwini Kulkarni As resolved and unanimously agreed by all members</p>
4.	Ms Sampada presented Admission Process-Enquiry & Admission status.



5.	Ms. Anita presented Academic Calendar for 2019-20 which was approved and soon to be uploaded on College website.
6.	Mr. Vinayak More presented Extension Activities plan by NSS
7.	Ms. Vinaya presented Students Development Activities plan by Student Development cell.
8.	Ms. Swati presented ARKO Activities plan
9.	Mrs. Archana Rode presented Library Activity plan.
10.	<p>Ms. Anita presented Value added, Add-on courses Plan for AY. 2019-20</p> <p>Ms. Anita Mathapati informed that, On the basis of needs of students identified by teachers and based on the feedback of alumni and industry experts, various add on courses were planned in the year (2018-19) and executed successfully. Continuing with the same this year also course coordinators have proposed following add-on courses.</p> <p>For BBA(CA) and BSc(CS) students the main areas of improvement suggested were</p> <ul style="list-style-type: none"> - English communication and Technical courses. • English communication • Workshop on IOT • Python Programming • Android Training <p>For BBA the planned courses are</p> <ul style="list-style-type: none"> • Hands on sessions on Tally to improve employability in Commerce field, to be continued • Advanced Excel • Course on Enhancing Communication Effectiveness • Digital Marketing <p>Ms. Pooja Hule added that Employability Enhancement training from Mahindra Pride School is also proposed for third year students. This program was conducted last year, and had received good feedback from students.</p> <p>Resolution: It was unanimously agreed by all members that above-mentioned add-on courses will be organized in the AY. 2019-20. Based on 2018-19 MPS Program feedback and effectiveness, Employability Skill Enhancement Program will be continued in 2019-20.</p> <p>Proposed by: Ms. Anita Mathapati Seconded by: Dr. Deepali Sawai As resolved and unanimously agreed by all members</p>
11.	Ms. Nishigandha presented Internal FDP plan.
12.	The meeting was concluded with vote of thanks by Ms. Anita.

Minutes Taken By:

Mrs. Anita Mathapati

IQAC Coordinator



checked by:

Dr. Aruna Deoskar

Chairperson IQAC
Principal
ATSS College Of Business
Studies & Computer Applications
Chinchwad, Pune-19.



A.T.S.S.'s
College of Business Studies and Computer Applications

Chinchwad, Pune 19

(Affiliated to Savitribai Phule Pune University, Recognized by Govt. of Maharashtra , Accredited by NAAC)
 Academic Year 2019 – 20

Internal Quality Assurance cell
 Action Taken Report of the IQAC Meeting held on 3 June 2019

Agenda Sequence No.	Agenda point	Action Taken
1.	Welcome of new members to IQAC	Letter of Appointment issued to all concerned.
2.	FY, SY, TY Students Induction Program & Bridge courses Plan	SY and TY Induction executed on 10 June 2019. FY Induction executed on 6 July 2019 with chief guest Mr.Pravin Ujagar –Director, KorpEd Education And Bridge courses conducted in June and July 2019
3.	Revised format of AQAR for 2019-20	Registration done on NAAC portal for online data entry. Revised format of AQAR for 2018-19 shared with all members and data collection and entry started.
4.	Admission Process-Enquiry & Admission status	Admission Process-Enquiry & Admission status confirmed
5.	Academic Calendar for 2019-20	Academic Calendar for 2019-20 was uploaded on website and also shared with students in Induction.
6.	Extension Activities plan by NSS	Confirmed
7.	Students Development Activities plan by SDC	Confirmed
8.	ARKO Activities plan by ARKO	Confirmed
9.	Library Activity plan	Confirmed
10.	Value added, Add-on courses Plan	Confirmed Python programming with machine learning- conducted for TYBBA(CA) and TYBSC(CS) during 17 June To 19 June 2019 Internet Of Things- SYBBA(CA) and SYBSC(CS) during 17 July To 19 July 2019 Advance Excel – SYBBA during 24June-29 June 2019 And other programs are lined up.
13.	FDP plan	Confirmed FDP on “Stress Management & Role of Meditation” conducted during 14 June to 16 June 2019. And other programs are lined up. FDP on “Revised NAAC framework” on 27,28 June 2019

Mrs. Anita Mathapati

IQAC Coordinator

Dr. Aruna Deoskar

Chairperson IQAC



(Signature)
 Principal
 ATSS College Of Business
 Studies & Computer Applications
 Chinchwad, Pune-19.