

**A.T.S.S.'s  
College of Business Studies and Computer Applications  
Chinchwad, Pune 19.**

**Internal Quality Assurance cell**

**Notice of Meeting**

Date: 1 June 2018


Dear All,

IQAC meeting has been scheduled on 9<sup>th</sup> June 2018 at 2.00 p.m. in Classroom-1. The agenda for the meeting is as follows.

Sr. No.	Agenda Points
1)	Nomination of IQAC Coordinator
2)	Add-on courses planning for 2018-19
3)	Discussion on SPPU Exam Result Analysis
4)	FY Induction and admission updates
5)	Bridge courses Plan for 2018-19
6)	Internal Audit Feedback
7)	Academic Calendar for 2018-19
8)	Updates on AQAR 2017-18
9)	Any other

  
Coordinator IQAC  
**IQAC Coordinator**  
ATSS College Of Business  
Studies & Computer Applications  
Chinchwad, Pune -19.



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

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College of Business Studies and Computer Applications  
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Internal Quality Assurance cell Meeting  
Minutes of Meeting

Date: 9 June 2018

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)	<p>Dr. Aruna Deoskar proposed that Ms. Anita Mathapati is nominated to continue as IQAC Coordinator.</p> <p>Resolution: It was unanimously agreed by all members that Ms. Anita Mathapati will be the IQAC Coordinator. Proposed by: Dr.Aruna Deoskar Seconded by: Dr. Ashwini Kulkarni As resolved and unanimously agreed by all members.</p>
2)	<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 (2017-18) 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 - English communication and Technical courses.</p> <ul style="list-style-type: none"><li>• English communication</li><li>• Android app development</li><li>• Website development using WordPress</li></ul> <p>For BBA the planned courses are</p> <ul style="list-style-type: none"><li>• Hands on sessions on Tally to improve employability in Commerce field, to be continued</li><li>• Advanced Excel</li><li>• Digital marketing</li></ul> <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>All the members appreciated the add on courses initiative. Students representative Ms. Meenakshi(BBA) and Mr. Aditya(BBA-CA) also added that these courses are a good addition in their curriculum.</p> <p>Resolution: It was unanimously agreed by all members that above-mentioned add-on courses will be organized in the AY. 2018-19. Based on 2017-18 MPS Program feedback and effectiveness, Employability Skill Enhancement Program will be continued in 2018-19.</p> <p>Proposed by: Ms. Anita Mathapati          Seconded by: Dr. Aswini Kulkarni          As resolved and unanimously agreed by all members</p>
3)	<p>Ms. Vinaya, BSc coordinator, shared Result Analysis of BSc(Computer Science SPPU Exam-April2018. It was decided to take more practice sessions for the subjects where failure is more.</p>
4)	<p>Dr. Deoskar shared FY Induction plan and admission status.</p>
5)	<p>Dr. Deoskar informed various Bridge courses planned for FY as well as SY, TY students.</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 two new bridge courses are designed for SY&amp;TYBBA          SYBBA- ABC of MSOffice (which focuses on hands on assignments using Word, Excel, PowerPoint )          TYBBA- Basics of Mercantile Law (for giving basic knowledge of M.Law and its application in business)</p> <p>Resolution: It was unanimously agreed by all members that above-mentioned Bridge courses will be organized in the AY. 2018-19.</p> <p>Proposed by: Ms. Anita Mathapati          Seconded by: Dr. Aruna Deoskar          As resolved and unanimously agreed by all members</p>
6)	<p>Ms. Anita reported that, IQAC had planned and executed Internal Audit of Teaching-Learning and other committees in the month of April 2018. The files prepared by the various coordinators were checked as per the check list given and suggestions were given for improvement. This exercise would be helpful in timely completion of academic and other committee files and collection of data for preparing AQAR.</p> <p>Dr. Deepali Sawai congratulated the audit team.          Members appreciated the efforts and suggested to continue this practice.</p>
7)	<p>Ms. Anita Presented Academic Calendar for 2018-19 and soon be uploaded on College Website.</p>





8)	Ms. Anita, informed that first AQAR (for AY 2017-18) preparation is in progress and soon it would be presented in CDC for approval.
9)	<p>Ms. Pooja shared success of Quick Heal -Cyber Awareness Literacy Cell Project.</p> <p>She shared that Under the MOU with QuickHeal CSR Foundation, in AY. 2017-18 our selected student volunteers participated in Quick Heal -Cyber Awareness Literacy Cell Project. And covered 36 Schools in PCMC area and educated 17039 Students. This project earned 97400/- and also the improvement in Presentation skills of students. This MOU is renewed for AY 2018-19.</p> <p>All the members appreciated efforts of students and faculty coordinators.</p> <p>Meeting concluded with vote of thanks by Ms. Anita.</p>


Minutes Taken By: Mrs. Anita Mathapati 

checked by:

Next Meeting Date: Sept 2018 Time: 2.00 PM

**IQAC Coordinator**  
**ATSS College Of Business**  
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**Principal**  
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Action Taken Report of the IQAC Meeting held on 9 June 2018

Agenda Sequence No.	Agenda point	Action Taken
1)	Nomination of IQAC Coordinator	Ms. Anita Mathapati was nominated to continue as IQAC Coordinator. Letter of Appointment issued.
2)	Add-on courses planning for 2018-19	<p>For BBA(CA) and BSc(CS) students</p> <ul style="list-style-type: none"> <li>To improve English communication a new course conducted</li> </ul> <p>Professional and Personal Mastery (20 Aug-29 Aug 2018) for FY students</p> <ul style="list-style-type: none"> <li>Android app development (2,3 Aug 2018) for TY students</li> </ul> <p>For BBA students</p> <ul style="list-style-type: none"> <li>Advanced Excel (6 Aug-13 Aug 2018) for SY students</li> </ul> <p>For all Third Year students of BBA, BBA(CA) and BSc(CS)</p> <ul style="list-style-type: none"> <li>Employability Skill Enhancement Program (30 Aug-8 Sept 2018)</li> </ul> <p>Remaining add on courses will be scheduled in next Semester Dec2018-April 2019</p>
3)	Discussion on SPPU Exam Result Analysis	Practice sessions were planned for Programming Subjects and Maths.
4)	FY Induction and admission updates	FY Induction executed on 11 July 2018 with chief guest Mr. Rahul Pawar-National Recruitment Head-Mahindra Pride.
5)	Bridge courses Plan for 2018-19	Bridge courses conducted during 13 July to 19 July 2018 for FY Bridge courses conducted during 4 June to 9 June 2018 for SY and TY.
7)	Academic Calendar for 2018-19	Academic Calendar for 2018-19 Uploaded on college website.
8)	Updates on AQAR 2017-18	AQAR 2017-18 is in process.

  
 Coordinator IQAC  
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 Chairperson IQAC  
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