

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

**Internal Quality Assurance cell**

**Notice of Meeting**

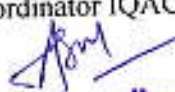
Date: 8 Feb 2019

Dear All,

IQAC meeting has been scheduled on 16<sup>th</sup> Feb 2019 at 3.00 p.m. in Classroom-1. The agenda for the meeting is as follows.


Sr. No.	Agenda Points
1)	Suggestions for Add-on courses to be planned in 2019-20
2)	Discussion on SPPU Exam Nov-2018 Result Analysis
3)	Discussion on Feedback received from different stakeholders
4)	Feedback on State Level Seminar "CISA" and other QIP Proposals under QIP
5)	Faculty Development program
6)	Report on TechnoBizz, Rainbow & Sports week .
7)	Report on Placement and QuickHeal CALC Activity
8)	Schedule for Internal Audit Planned in March-April 2019
9)	Update on proposal of MSc(Comp. sci.) from AY, 2019-20
10)	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**  
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Internal Quality Assurance cell Meeting  
Minutes of Meeting

**Date: 16<sup>th</sup> Feb 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)	<p>On the basis of needs of students identified by teachers and based on the feedback of Parents, Students, alumni and industry, various add on courses were planned in the year (2018-19) and executed.</p> <p>Ms. Anita Mathapati informed about successful execution of Add-on courses and invited members suggestions for the next years add-on courses. So that they can be incorporated into next year plan.</p> <p>For BBA(CA) and BSc(CS) students the main areas of improvement suggested were - English communication and Technical courses. suggestions received were-</p> <ul style="list-style-type: none"><li>• Course for Improvement in English communication</li><li>• Android app development</li><li>• Website development</li><li>• Python Prog.</li><li>• IOT</li></ul> <p>For BBA the suggestions received were</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><li>• Soft skill Program</li></ul> <p>Members appreciated the courses, and suggested to continue them.</p> <p>Resolution 1: It was unanimously agreed by all members that above-mentioned add-on courses will be organized in the AY. 2019-20. Proposed by: Dr.Aruna Deoskar Seconded by: Dr. Aswini Kulkarni As resolved and unanimously agreed by all members</p>
2)	<p>Result analysis of various courses (declared in Jan 2019) was presented to members and discussed.</p> <p>Ms. Vinaya Presented the result analysis of SY/TY BSc(CS). Ms. Pooja presented the result analysis of SY/TY BBA(CA). Ms. Anita presented the result analysis of SY/TY BBA.</p> <p>All the Course coordinators stated that in order to improve the result of various</p>




	<p>subject in next exam, following steps are initiated</p> <ul style="list-style-type: none"> <li>• They have already discussed about the result with faculty members and students.</li> <li>• Remedial lectures are scheduled</li> <li>• previous question paper solving and doubt solving sessions are planned</li> </ul>
3)	<p>Feedback received from different stakeholders was shared with members. Most of the students have given positive feedback about all the teachers. The feedback and suggestions were discussed with faculty members on one-to one basis. Feedback from teachers industry experts, parents have been used in designing of various add- on courses and activities. Action taken report of feedback was discussed</p>
4)	<p>Dr. Deoskar shared feedback of participants about two days state level seminar "Cyber Information and Security Awareness-CISA 2019" - under QIP sponsored by BCUD-SPPU, conducted on Feb 1 &amp; 2, 2019. The seminar was inaugurated by Mr. Rajesh Patil, Business Head of Forbes Marshall, Various eminent speakers from IT Companies, forensics, Police Inspector-cyber crime, QuickHeal co. etc. delivered the sessions. Total 54 participants within Pune and 23 outside Pune attended the seminar. All the sessions were very much appreciated by the participants.</p>
5)	<p>Ms. Anita informed about various FDP sessions arranged in this semester with an objective of updating knowledge of teaching and non-teaching staff. Teachers were also sent to attend FDP, seminars, workshops organized at different colleges.</p> <p>All the members appreciated these programs and Dr. Deepali suggested that all faculty members must take advantage of online MOOC courses.</p> <p>Resolution 2: It was unanimously agreed by all members that enrollment to MOOCs will be promoted in the AY. 2019-20. Proposed by: Dr. Deepali Sawai Seconded by: Dr. Aruna Deoskar As resolved and unanimously agreed by all members</p>
6)	<p>IQAC members were updated by Ms. Swati Jamble, about successful execution of</p> <ul style="list-style-type: none"> <li>• Sports week</li> <li>• Cultural events (Rainbow)</li> <li>• TechnoBizz Event</li> </ul> <p>Various competitions were organized as a part of "TechnoBizz"</p> <ul style="list-style-type: none"> <li>• CodeBattle -"C" Programming Contest</li> <li>• Paper Presentation</li> <li>• BizzShow-Business stalls Activity.</li> </ul> <p>Various competitions were organized as a part of "Rainbow" week</p> <ul style="list-style-type: none"> <li>• Singing</li> <li>• Quiz</li> <li>• Rangoli</li> <li>• Mehendi</li> <li>• Poster Making</li> </ul> <p>Various competitions were organized as a part of "Sports Week"</p> <ul style="list-style-type: none"> <li>• Cricket</li> <li>• Kabaddi</li> <li>• Badminton</li> <li>• Chess</li> </ul>



	<ul style="list-style-type: none"> <li>• Carrom</li> <li>• Volleyball</li> </ul> <p>There was very good participation of students in various competitions. The members appreciated the efforts of staff and students coordinators organizing these events. They provide a good platform for developing the overall personality of students.</p> <p>She also informed about Graduation ceremony which was organized on 13 Feb 2019.</p>
7)	Ms. Pooja Hule presented Report on Placement and QuickHeal CALC Activity. She reported that total 14 companies visited for placement drive. And total 28 students from BBA, BBA(CA) and BSC(CS) were placed through these drives. As per the MOU signed with QuickHeal, CALC activity was conducted successfully.
8)	Ms. Anita informed about Schedule for Internal Audit Planned in March-April 2019. SPPU Audit of NSS, SDC and QIP are scheduled in March 2019. Internal audit of Subject teacher File, Class coordinator file and all other committees by IQAC, is scheduled in April 2019.
9)	Ms. Vinaya provided update on MSc(CS) proposal. It is in process of finalization and from academic year 2019-20 MSc(CS) batch will be started.
10)	The meeting was concluded with vote of thanks by Ms. Anita.

Minutes Taken By: Mrs. Anita Mathapati




checked by:

Next Meeting Date: June 2019

Time: 2.00 PM

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**Action Taken Report of the IQAC Meeting held on 16 Feb 2019**

Agenda Sequence No.	Agenda point	Action Taken
1)	Suggestions for Add-on courses to be planned in 2019-20	Add- on courses For BBA(CA) and BSc(CS) students scheduled in the Academic Calendar. <ul style="list-style-type: none"> <li>• Course for Improvement in English communication</li> <li>• Android app development</li> <li>• Website development</li> <li>• Python Programming.</li> <li>• IOT</li> </ul> Add- on courses For BBA <ul style="list-style-type: none"> <li>• Advanced Excel</li> <li>• Digital marketing</li> <li>• Soft skill Program</li> </ul> Employability Skill enhancement program scheduled for all TY students.
2)	Discussion on SPPU Exam Nov-2018 Result Analysis	<ul style="list-style-type: none"> <li>• Discussed about the result with faculty members and students.</li> <li>• Remedial lectures are scheduled</li> <li>• simplified notes are given</li> <li>• previous question paper solving and doubt solving sessions are planned</li> </ul>
3)	Discussion on Feedback received from different stakeholders	ATR prepared. Completed .
4)	Feedback on State Level Seminar "CISA" and other QIP Proposals under QIP	Completed
5)	Faculty Development program	<ul style="list-style-type: none"> <li>• FDP on "Cyber Information and Security Awareness-CISA 2019" - under QIP on 1&amp;2 Feb 2019</li> <li>• Session on "Decluttering" on 15Apr 2019.</li> <li>• Awareness session on MOOC planned in June 2019.</li> </ul>
6)	Report on TechnoBizz, Rainbow & Sports week	Completed
7)	Report on Placement and QuickHeal CALC Activity	Completed
8)	Schedule for Internal Audit Planned in March-April 2019	Schedule confirmed and circulated to all staff members. Audit was conducted as per schedule.
9)	Proposal of MSc(Comp. sci.) from 2019-20.	Approval is in Process.

*Asmy*  
Coordinator IQAC  
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*Asmy*  
Chairperson IQAC  
**Principal**  
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