

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

Internal Quality Assurance cell


Notice of Meeting

Date: 18 Sept 2018


Dear All,

IQAC meeting has been scheduled on 25 Sept 2018 at 2.00 p.m. in Classroom-1. The agenda for the meeting is as follows.

Sr. No.	Agenda Points
1)	Discussion on Stakeholders Feedback
2)	Feedback and suggestions Received through "Chai pe Charcha"
3)	Academic Plan for next Term –Dec-April 2019
4)	Pre-placement Activities schedule
5)	Feedback on Class test – new Internal Evaluation Structure
6)	FDP Planned in Nov 2018
7)	Alumni Meet to be planned in Dec 2018.
8)	AQAR for 2017-18
9)	Schedule of Internal Audit for First Term
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
Chinchwad Pune -19.

A.T.S.S.'s

College of Business Studies and Computer Applications
Chinchwad, Pune 19.

Internal Quality Assurance cell Meeting

Date: 25 Sept 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)	Ms. Anita welcomed new members of IQAC Ms. Swati Jamble (appointed in place of Mr. Prasad Deshpande) Ms. Anita presented Feedback collected from various stakeholders. Members discussed on various points of Feedback - a) Feedback from students b) Feedback from parents c) Curriculum Feedback d) Feedback from Alumni e) Feedback from Industry Experts Ms. Anita also presented action taken report for the above points.
2)	Ms. Anita informed members about the new initiative "Chai pe Charcha". This is an open platform to students, where they can raise their complaints or suggestions and get immediate response from HOD and principal. Some points which could not be addressed there are to be discussed in IQAC meeting. Ms. Anita presented Feedback and suggestions Received through "Chai pe Charcha" and also the Action taken report for the same.
3)	Ms. Vinaya presented Academic Plan for next Term –Dec2018 to April 2019 which was unanimously approved by all members.
4)	Ms. Pooja presented Pre-placement Activities schedule, which was confirmed by the members.
5)	Ms. Swati presented students feedback on Class test – new Internal Evaluation Structure introduced in the semester June2018-Sep. 2018. Students have stated that the earlier structure of 2 internal exam in a semester (i.e.Mid Term Exam and Prelim Exam) is better than 5 class test per subject in a semester. So it was proposed by Ms Swati that we would continue with the old structure of internal exam from next semester. The subject teacher can design and conduct additional test and evaluation methodology as per the need of subject. Resolution: It was unanimously agreed by all members that internal exam will be continued in the old format of Mid term exam and Prelim Exam i.e. 2 internal exam in a semester and additional evaluation as per the need of subject, to be designed by



	<p>subject teacher. Proposed by: Ms.Swati Jamble Seconded by: Dr. Abhay Kulkarni & all HOD As resolved and unanimously agreed by all members</p>
6)	<p>Dr. Aruna informed about the internal FDP Planned in Nov 2018. It included various sessions by faculty members on "Current Trends in IT and Management". All members unanimously approved the program. She also proposed that college is submitting a proposal for two days state level seminar under QIP "Cyber Information and Security Awareness -CISA" to be organized on 1 and 2 Feb 2019.</p> <p>Resolution: It was unanimously agreed by all members that two days state level seminar under QIP "Cyber Information and Security Awareness -CISA" to be organized on 1 and 2 Feb 2019. Proposed by: Dr. Deoskar Seconded by: Dr. Abahy Kulkarni As resolved and unanimously agreed by all members</p>
7)	<p>Ms. Pooja informed about various activities under Alumni Association to be conducted from Dec 2018- March 2019.</p>
8)	<p>Ms. Anita Presented the draft copy of AQAR for 2017-18. Members discussed on some points and suggested some changes. It was decided that after incorporating these changes, AQAR will be presented in next CDC meeting. Post approval from CDC it will be uploaded on web site and sent to NAAC authorities.</p>
9)	<p>Ms. Anita informed about the Schedule of Internal Audit of Individual subject Teacher file and Class coordinator files for First Term, by IQAC members. (22, 23, 24 Oct 2018)</p>
10)	<p>Meeting concluded with vote of thanks by Ms. Anita.</p>

Minutes Taken By: Mrs. Anita Mathapati 

checked by:

Next Meeting Date: Dec 2018 Time: 2.00 PM

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

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.

Internal Quality Assurance cell

Action Taken Report of the IQAC Meeting held on 25 Sept 2018

Agenda Sequence No.	Agenda point	Action Taken
1)	Discussion on Stakeholders Feedback	Action taken report already presented and appropriate actions taken
2)	Feedback and suggestions Received through "Chai pe Charcha"	Separate Action taken report prepared and appropriate actions taken.
3)	Academic Plan for next Term -Dec-April 2019	Approved and implemented. In process.
4)	Pre-placement Activities schedule	Pre-placement Activities scheduled from in Nov. and Dec 2018.
5)	Feedback on Class test – new Internal Evaluation Structure	Earlier system of 2 internal exam per semester i.e. Mid term exam and Prelim exam, implemented.
6)	FDP Planned in Nov 2018	Internal FDP scheduled from 19 Nov.-24 Nov.
7)	Activities under Alumni Association to be planned in Dec 2018.	In process
8)	AQAR for 2017-18	AQAR 2017-18 presented in CDC meeting for approval and approved on 30 th Oct 2018.
9)	Schedule of Internal Audit for First Term	Internal Audit conducted 22, 23, 24 Oct 2018.

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



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