

A.T.S.S.'s

College of Business Studies and Computer Applications

Chinchwad, Pune 19

(Affiliated to SavitribaiPhule Pune University, Recognized by Govt. of Maharashtra, Accredited by NAAC)
Academic Year 2020 – 21

Internal Quality Assurance cell Notice of Meeting

Date: 5Sept 2020

Dear All,

IQAC meeting has been scheduled on 11 Sept2020 at 2:00 p.m. in CR-4. The agenda for the meeting is as follows.

Sr.No.	Agenda Points
1.	FY Induction Program and Bridge courses schedule
2.	FY Add on courses schedule
3.	Proposal for ERP software to be installed at college
4.	Online Teaching-Learning Feedback from Students
5.	Report on Extension Activities of NSS
6.	Report on Library Activity conducted and future plan
7.	Internal exam planning through online platform
8.	SPPU Exam April 2020- Result Analysis
9.	SPPU Exam schedule for Final year students of all programs
10.	Application for NIRF- 2021
11.	MHRD GOI RED Cell – Rural Entrepreneurship development cell establishment
12.	Any other Point

Mrs. Anita Mathapati

IQAC Coordinator



Dr. Aruna Deoskar

Chairperson IQAC

Principal

ATSS College Of Business
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Academic Year 2020 – 21

Internal Quality Assurance cell Meeting

Minutes of Meeting

Date: 11 Sept 2020

Time: 2:00 p.m

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.	Mrs. NishigandhaBhalekar shared that FY Students Induction Program is scheduled on 14 Sept. Bridge courses and orientation of various activities like NSS, ARKO, SDC, Sports, Library etc. are scheduled from 15 Sept to 30 Sept 2020. She also shared about the expert sessions planned for FY students.
2.	Ms. Anita Mathapatishared that Add-on courses are scheduled for AY, 2020-21 as planned: <ul style="list-style-type: none"> • Mastering MSOffice for FYBBA, FY BSc, FYBBA(CA) from 5 Oct to 24 Oct 2020 • Communication Skill for Managers for FYBBA in Dec 2020. • Web Analytics for FY MSc in January 2021 • Course in Analysis and Presentation of Data for FYBBA in semester-II
3.	Dr. ArunaDeoskar proposed that, for availability and integration of students data of admission, exam, result etc. an ERP softwares is required in college. After going through the details and demo of ERP software, VmEduLife software is found suitable for our requirement. It will help in streamlining E-governance in college system. Resolution: It was unanimously agreed by all members that ERP software, VmEduLife will be purchased and customized to suit college requirements. Proposed by: Dr. ArunaDeoskar Seconded by: Dr. DeepaliSawai As resolved and unanimously agreed by all members
4.	Ms. VinayaKeskar presented Online Teaching-Learning Feedback collected from Students by class coordinators. The feedback shows that <ul style="list-style-type: none"> • Students have given positive feedback about online lectures. Maximum (give % here) students are happy and understanding the lectures delivered by teachers through online mode. But students were worried for their practical sessions. Teachers have explained that online practical will be conducted in small batches. Some of the technical issues and difficulties observed by students as mentioned • Many students don't have laptop/computer. They use mobile phones for



	<p>attending sessions.</p> <ul style="list-style-type: none"> • Due to network coverage, power-cut issues, data usage constraints they can't attend some lectures. • Doing practical of programming subjects on mobile is difficult and not that satisfactory. <p>Resolution: It was unanimously agreed by all members that considering the problem of digital divide, we can help students by taking following actions. Online exam should be kept open for more time. In case of technical problem teacher should support such students by re-conducting exams. E-contents of all subjects to be made available on Google classroom. If any student wants to submit assignment physically, that should be allowed. Per day Lecture hours are also to be reduced. Proposed by: Ms. Anita Mathapati, Ms. VinayaKeskar Seconded by: Dr. AshwiniKulkarni As resolved and unanimously agreed by all members.</p>
5.	<p>Mr. Vinayak More presented Report on Extension Activities conducted by NSS unit in the month of Aug 2020.</p> <ul style="list-style-type: none"> • Session on stress Management by Prof.GirishKukreja • Poster Making competition • Importance of fitness in COVID by Mr.HarshalNikam • Role of students in COVID pandemic by Dr.ShivajiPacharane • Experience sharing by COVID warriors and their felicitation.
6.	<p>Ms. Archana Rode presented report on Library Activity conducted in Aug 2020 and future plan of Hindi Divas celebration on 14 September 2020 with expert session and student competitions. Library Day was celebrated by interactive session of Booklet Guy Mr. AmrutDeshmukh. Students gave overwhelming response to it.</p>
7.	<p>Ms. Swati Jamble updated about Internal exam scheduled through online platform of Google classroom and Google form.</p>
8.	<p>Ms. VinayaKeskar presented SPPU Exam April 2020- Result Analysis for First year and second year students of BBA, BBA(CA), BSc(CS), MSc(CS). The result is almost 100 % for all programs. Due to Covid19 Pandemic situation, their exams were not conducted by SPPU. The results were calculated on the basis of average marks formula based on Previous exam result and internal evaluation.</p>
9.	<p>Ms. Swati Jamble presented SPPU Exam schedule received from university for Final year students of all programs. These exams will be in Oct 2020 in online mode, MCQ format 50 marks question paper for all subjects.</p>
10.	<p>Dr. ArunaDeoskar proposed that college should apply for NIRF- 2021. Ms. Anita Mathapati will work as coordinator for the same.</p>
11.	<p>Dr. ArunaDeoskar informed about MHRD GOI RED Cell – Rural Entrepreneurship development cell established in college on 20th August 2020.</p>

The meeting was concluded with vote of thanks by Ms. Anita.

Minutes Taken By:

Mrs. Anita Mathapati

IQAC Coordinator

Next Meeting Date: Dec 2020



Time: 2.00 PM

checked by:

Dr. ArunaDeoskar

Chairperson IQAC

Principal

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Academic Year 2021 – 22

Internal Quality Assurance cell

Action Taken Report of the IQAC Meeting held on 11 Sept 2020

Agenda Sequence No.	Agenda point	Action Taken
1.	FY Induction Program and Bridge courses schedule	FY Induction Program executed on 14 Sept. 2020 Bridge courses and orientation of various activities like NSS, ARKO, SDC, Sports, Library etc. are executed from 15 Sept to 30 Sept 2020
2.	FY Add on courses schedule	FY Add on courses executed as follows <ul style="list-style-type: none"> • Mastering MSOffice for FYBBA, FY BSc, FYBBA(CA) from 5 Oct to 24 Oct 2020 • Communication Skill for Managers for FYBBA from 8 Dec 2020 to 15 Jan2021 • Web Analytics for FY MSc from 11 January To 25 January 2021 • Course in Analysis and Presentation of Data for FYBBA scheduled in semester-II
3.	Proposal for ERP software to be installed at college	ERP software "VmEduLife" is purchased. Customization as per college requirement and staff training program on various modules started. Mrs. NishigandhaBhalekar will be responsible for Teaching modules coordination and Mr. Dinesh Fund will coordinate Non teaching modules customization and updates. Library Module -5 October 2020 Course Management-12 October 2020 Academic Planning-16 October 2020 Exam and Assignment-23 October 2020 Feedback and Fees module-24 November 2020
4.	Online Teaching-Learning Feedback from Students	Noted
5.	Report on Extension Activities of NSS	Confirmed
6.	Report on Library Activity conducted and future plan	Confirmed
7.	Internal exam planning through online platform	Confirmed
8.	SPPU Exam April 2020-Result Analysis	Confirmed
9.	SPPU Exam schedule for Final year students of all programs	Noted. Exam Orientation session conducted to guide students for online exam.



10.	Application for NIRF- 2021	Usually the data entry window for the same opens in September. But this time it is delayed. The registration link for NIRF-2021 is opened from 1 Dec 2020. Ms. Ms. Anita Mathapati has registered college for the same. Data entry screen is not yet opened.
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ASW

Mrs. Anita Mathapati

IQAC Coordinator



Dr. Aruna Deoskar

Chairperson IQAC

Principal

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