

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: 2 July 2020

Dear All,

IQAC meeting has been scheduled on 9 July 2020 at 2.00 p.m. in CR-4. The agenda for the meeting is as follows.

Sr.No.	Agenda Points
1.	Welcome of new members to IQAC
2.	Revision in commencement date of AY 2020-21.
3.	Discussion on Revised syllabus of all Second year programs
4.	Proposed Academic Calendar for 2020-21 Changed Teaching Learning Pedagogy and training to teachers and orientation sessions for students
5.	Value added, Add-on courses Plan by all Dept
6.	Revision in Admission Process considering Online Admissions
7.	Extension Activities plan by NSS
8.	Students Development Activities plan by SDC
9.	ARKO Activities plan by ARKO
10.	Library Activities plan
11.	E-content Development and Online Exam
12.	FDP plan for Teaching and Non-Teaching Staff
13.	Curriculum feedback for all programs
14.	Any other Point

Mrs. Anita Mathapati

IQAC Coordinator



Dr. Aruna Deoskar

Chairperson IQAC

Principal

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

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Internal Quality Assurance cell Meeting

Minutes of Meeting

Date: 9 July 2020

Time: 2.00 p.m

Venue: CR4

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>Ms. Anita welcomed all new members to IQAC-</p> <table border="1"> <tr> <td>Ms. Jyoti Sara Johnson (BBA)</td> <td>Student Representative</td> </tr> <tr> <td>Mr. Prasad Adsul (BSc(CS))</td> <td>Student Representative</td> </tr> <tr> <td>Mr. Shiju Nair</td> <td>Alumni Representative</td> </tr> <tr> <td>Ms. Dipali Tawar (T & P Cell)</td> <td>Teaching Representative</td> </tr> </table>	Ms. Jyoti Sara Johnson (BBA)	Student Representative	Mr. Prasad Adsul (BSc(CS))	Student Representative	Mr. Shiju Nair	Alumni Representative	Ms. Dipali Tawar (T & P Cell)	Teaching Representative
Ms. Jyoti Sara Johnson (BBA)	Student Representative								
Mr. Prasad Adsul (BSc(CS))	Student Representative								
Mr. Shiju Nair	Alumni Representative								
Ms. Dipali Tawar (T & P Cell)	Teaching Representative								
2.	<p>Ms. Vinaya Keskar reported about Revision in commencement date of AY 2020-21 due to Pandemic situation. Instead of June, it has been started from 1 July 2020 for all SY and TY students. The Induction, Bridge courses are conducted in online mode and regular lectures are started using Google Meet and Zoom.</p> <p>Ms. Dipali Tawar reported about Pre-placement activities and expert sessions conducted for all third year students.</p>								
3.	<p>Ms. Anita presented revised CBCS syllabus of all programs for Second year w.e.f. July 2020 and highlighted major changes in subjects.</p>								
4.	<p>Ms. Anita presented Academic Calendar for AY 2020-21 which was approved by members. She also briefed about teachers training sessions for online content preparation, video recordings and Orientation sessions for students to be acquainted with online classes, college YouTube channel and Google class rooms.</p>								
5.	<p>Value added, Add-on courses Plan by all Dept:</p> <p>Ms. Anita Mathapatipresented Value added, Add-on courses Plan for BBA for AY. 2020-21 -</p> <ul style="list-style-type: none"> • Mastering MS Office for FYBBA • Communication Skill for Managers for FYBBA • Basic Course in Environment Awareness for SYBBA • Digital Marketing for TYBBA • Course in Analysis and Presentation of Data for FYBBA • Yoga and Meditation for SYBBA <p>Ms. Vinaya Keskar presented Value added, Add-on courses Plan for ForBBA(CA), BSc(CS), MSc(CS) for AY. 2020-21 -</p> <ul style="list-style-type: none"> • Mastering in MS Office for FY BSc, FYBBA(CA) • Data analytics using R programming for SY BSc, SYBBA(CA) • Python Programming TY BSc, TYBBA(CA) • Web Analytics FY and SY MSc 								

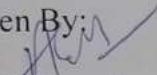


	<p>Ms. DipaliTawar added that Employability Enhancement training from Mahindra Pride School is also proposed for all third year students. This program is scheduled to start from 15 July 2020 and will be conducted in online mode.</p> <p>Ms. Anita Mathapati added that from this academic year 2 credit Compulsory course for all the First Year students in All Faculties has been introduced by SPPU, titled "Democracy, Election and Governance".</p> <p>Resolution: It was unanimously agreed by all members that above-mentioned add-on courses will be organized by the respective coordinators in the AY. 2020-21 using online platform of Google meet/Zoom/Teams.</p> <p>Proposed by: Ms. Anita Mathapati, Ms. VinayaKeskar Seconded by: Dr. ArunaDeoskar As resolved and unanimously agreed by all members</p>
6.	<p>Dr. ArunaDeoskar, proposed revised admission procedure considering Pandemic and lock-down situation. The revised admission procedure includes steps to be followed while seeking admission in online mode. The members discussed on it.</p> <p>Resolution: It was unanimously agreed by all members that above-mentioned online admission process will be followed and also uploaded on website for information of students and staff.</p> <p>Proposed by: Dr. ArunaDeoskar Seconded by: Dr. AshwiniKulkarni As resolved and unanimously agreed by all members</p>
7.	Mr. Vinayak More presented Extension Activities plan by NSS for AY 2020-21.
8.	Ms. VinayaKeskar presented Students Development Activities plan by Student Development cell for AY 2020-21.
9.	Ms. Swati Jamble presented ARKO Activities plan for AY 2020-21.
10.	Ms. Archana Rode presented Library Activity plan for AY 2020-21.
11.	<p>Dr. DeepaliSawaisuggested the need of E-content Development and conducting Online Exam considering the possibility of online exams for all programs by university.</p> <p>Dr. ArunaDeoskar reported that E-content Development like PowerPoint presentation, Video recording, MCQ question bank has already been initiated by all teachers. These all will be shared with students through Google classroom. Google classrooms are created for every subject by respective teachers. Online tests are proposed through Google form.</p> <p>Resolution: It was unanimously agreed by all members that unit-wise MCQ tests will be conducted through Google form for all students.</p> <p>Proposed by: Dr. ArunaDeoskar Seconded by: Dr. DeepaliSawai As resolved and unanimously agreed by all members</p>
12.	Ms. Nishigandha presented Internal FDP plan for Teaching and Non-Teaching Staff. She also shared the programs already conducted in June and July 2020 for teaching




	<p>and non-teaching staff.</p> <ul style="list-style-type: none"> • Teaching Learning practices through Google class room • Robotic Process Automation in Finance Domain • E- Content Development • IPR & Copyright • Trademark • Patent filling
13.	Mrs. Nishigandha Bhalekar presented the Curriculum feedback analysis. As the syllabus of all programs has been revised from July 2019, Curriculum feedback for all programs was taken from students and teachers.
14.	Mrs. Swati Jamble briefed about online exam being planned by university for final year students.

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
Chhatrapati Durgam Chaudhari

Next Meeting Date: Sept 2020

Time: 2.00 PM

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Internal Quality Assurance cell

Action Taken Report of the IQAC Meeting held on 9 July 2020

Agenda Sequence No.	Agenda point	Action Taken
1.	Welcome of new members to IQAC	Letter of Appointment issued to all concerned.
2.	Revision in commencement date of AY 2020-21	SY and TY Induction executed on 15 June 2020. Bridge courses conducted from 1 July to 4 July 2020 Regular lectures started. (all in Online mode)
3.	Discussion on Revised syllabus of all Second year programs	noted
4.	Proposed Academic Calendar for 2020-21	Approved and uploaded on website and also shared with students in Induction program. Teachers training sessions for online content preparation, video recordings and Orientation sessions for students conducted.
5.	Value added, Add-on courses Plan by all Dept	Approved and executed as follows. Employability Skill Enhancement Program- 15 July to 22 July 2020 Other add-on programs will be scheduled by respective coordinators.
6.	Revision in Admission Process considering Online Admissions	Approved and uploaded on college website.
7.	Extension Activities plan by NSS	Confirmed
8.	Students Development Activities plan by SDC	Confirmed
9.	ARKO Activities plan by ARKO	Confirmed
10.	Library Activities plan	Confirmed
11.	E-content Development and Online Exam	Google classrooms are created for every subject by respective teachers and e-contents are uploaded on it. Video lectures are posted on Youtube. Online exams will be scheduled by respective coordinators.
12.	FDP plan for Teaching and Non-Teaching Staff	Confirmed
13.	Curriculum feedback for all programs	Noted.
14.	Update on online exam by SPPU	Noted.

Mrs. Anita Mathapati

IQAC Coordinator

Dr. Aruna Deoskar

Chairperson IQAC

Principal

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