

MIT Arts, Commerce & Science College	Title: Notice/Circular Academic Year: 2015-2016	Format No.: MIT ACSC/ACA/N/F/01	Rev. No.: 00 Date : 16-06-2008
Dept.: Principal Office			

Ref No.: MIT ACSC/ACA/PO/21
Date: 20/07/2015

Notice No. 21

As per UGC guidelines, the committee has constituted for establishment of Internal Quality Assurance Cell (IQAC) for the period of one academic year 2015-2016 for planning, guiding and monitoring quality assurance and quality enhancement activities for the education. The committee consists of the following:

Internal Quality Assurance Cell (IQAC)

Sr. No.	Name	Designation
1	Dr. B. B. Waphare, Principal	Chairman
2	Mr. Gaurav Magar, Deputy Registrar	Administrative Officers
	Ms. Reshma Somvanshi, Secretary to Principal & HRE	
3	Mr. Amol Mane, Asst. Prof. & HOD BBA Mrs. Akshada Kulkarni, Asst. Prof. & HOD BCA Mrs. Rashmi Lad, Asst. Prof. & HOD, B.Sc. (Comp. Sci.) Mrs. Vijayalaxmi M.K., Asst. Prof. & HOD Mathematics Mr. Sunil Mahajan, Asst. Prof. & HOD Electronics Mr. Shriram Kargaonkar, Asst. Prof. & HOD Statistics Mrs. Manasi Atitkar, Asst. Prof. & HOD BA & B.Com. Dr. Shrishti Gangalay, Asst. Prof., BA & B.Com.	Teacher Members
4	Prof. Anant Chakradeo, Dean MIT Group of Institutions, Pune Mr. Manoj Bade, Registrar, MIT AOE, Alandi	Management Nominee
5	Mr. Ajit Wadgaonkar, Alandi (D) Mr. Amit Wankhede, TY B.Com.	Local Society Nominee Student Nominee
6	Mr. Sachin Bavale, Senior Software Engineer, HSBC Software	Stakeholder Nominee
7	Mr. B. B. Pawar, Assistant Prof., Electronics Dept.	Co-ordinator

Prof. Dr. B. B. Waphare
Principal




Date: - 01/08/2015

NOTICE

All the Internal Quality Assurance Cell Committee members are hereby informed that there will be a meeting scheduled on 07th August 2015, Friday at 02.00 pm at Conference Hall. Agenda of the meeting is as follows,

Agenda of Meeting:

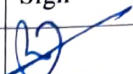

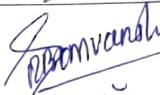



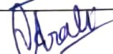


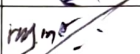
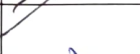

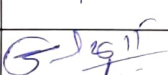

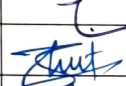


1. Welcome speech by chairman.
2. Slow and Advanced learners scheme to be implemented from AY 2015-16.
3. Time Table and Academic Planning documents prepared, implemented and put forth for communication.
4. All Committee work plans for the academic year 2015-16.
5. Planning to organize a Conference / Workshop / Seminar during the academic year 2015-16.
6. Capability enhancement program / soft skills / bridge courses to be introduced.
7. Merit scholarship from institute to students.
8. Result analysis. of final year students.
9. Software for student section and examination work i @Academic from Mahasoft.
10. Preparation of Annual Quality Assurance Report (AQAR) for AY 2014-15.
11. Policy and Procedure of committees.
12. Any other point by the permission of the Chairman.


Mr. B.B. Pawar
Coordinator IQAC




Prof. Dr. B.B. Waphare
Principal

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Student Nominee	Mr. Amit Wankhede, TY B.Com.	
Stakeholder Nominee	Mr. Sachin Bavale, Senior Software Engineer, HSBC Software	
Co-ordinator	Mr. B. B. Pawar, Assistant Prof., Electronics Dept.	



MINUTES OF MEETING

Date: 07/08/2015

Timing: 2.00 pm

Presence: Dr. B. B. Waphare, Mr. Gaurav Magar, Ms. Reshma Somvanshi, Mr. Amol Mane, Mrs. Akshada Kulkarni, Mrs. Rashmi Lad, Mrs. Vijayalaxmi M.K., Mr. Sunil Mahajan, Mr. Shriram Kargaonkar, Mrs. Manasi Atitkar, Prof. Anant Chakradeo, Manoj Bade, Mr. Ajit Wadgaonkar, Mr. Amit Wankhede, Mr. Sachin Bavale, Mr. B. B. Pawar and Dr. Sangita Birajdar.

Venue: Conference Hall

Committee formation :- 20-07-2015

Agenda of Meeting:

1. Welcome speech by chairman.
2. Slow and Advanced learners scheme to be implemented from AY 2015-16.
3. Time Table and Academic Planning documents prepared, implemented and put forth for communication.
4. All Committee work plans for the academic year 2015-16.
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11. Policy and Procedure of committees.
12. Any other point by the permission of the Chairman.

Points Discussed during the meeting:

1. Dr. B. B. Waphare, chairman, welcomed new committee members and briefed about the objective and functioning of the committee.
2. Dr. Sangita Birajdar presented a slow and advanced learners scheme to the committee. All committee members appreciated efforts taken towards designing of scheme and approved for its implementation from AY 2015-16.



3. Time Table and Academic Planning calendar documents prepared, implemented and put forth in front of committee for kind consideration and committee accepted the same.
4. Dr. B. B. Waphare asked to plan events for the academic year 2015-16 and work accordingly towards accomplishment.
5. Mr. Amol Mane shared details of workshop planned during academic year 2015-16 details of the same are as below

Sr. No.	Name of the workshop/ seminar	Date
1	A Workshop on the topic 'Digital Marketing' by Mr. Harshit Gupta, Director, NSDL, Pune	25/8/2015
2	A Workshop on "Indian Financial System, Investment Avenues & IT" by Mr. Anand Limbachiya, Online Business Development manager, Geojit BNP Paribas Ltd.	4/9/2015
3	A Workshop on "Innovative Practices in Management" by Mr. H.M. Bhattacharya, Head, Production Department, Mitsubishi Ltd. Pune	19/9/2015

6. Mrs. Vijayalaxmi M. K. a proposed capability enhancement program / soft skills need to be introduced and is seconded by Mrs. R. Y. Lad. Chairman asked all HoD's to plan and organize the same.

7. Merit scholarship rules and regulation are drafted and a committee is formed to look after it under the chairmanship of Dr. B. B. Waphare.

8. Dr. B. B. Waphare, asked all department heads to prepare result analysis and present it in front of the committee in the next meeting.

9. Mrs. Akshada Kulkarni shared details of Auto Lib NG software and i @Academic, details of the same are as below.

Name of Software vendor, Address & Contact	Date of Purchase / Year	Version (upgrade)
Akash Infotech (Vedant Software Solution) B1-401, Prism, Sr No. 6 (Part) + 7, Aundh Spicer College, Pune – 411007.	12 th June 2015	Auto Lib NG (Next Generation)
Mahasoft Technologies Website: http://www.mahasoft.com Contact Person: Manoj Naidu Mobile: 9850093520	08 / 05 / 2015	First

10. Mr. B. B. Pawar shared all details of Annual Quality Assurance Report (AQAR) and its importance in front of the committee. Dr. B.B.Waphare asked to commence collection of required data for the same.

11. Following committee policy & procedures, already shared with members for consideration has been approved by committee. List of committees is as below

- a. Code of Ethics in academic research.
- b. Competitive Examination Cell



- c. Library Committee
- d. Slow and Advanced Learners.
- e. Sports & Gymkhana.
- f. Student Grievance Committee.
- g. Internal Complaint Committee.

End of the Meeting: Meeting was ended at 4.30pm.



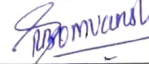








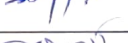





Prepared by:


Mr. B.B. Pawar
Coordinator IQAC

Approved by:


Prof. Dr. B.B. Waphare
Principal

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Co-ordinator	Mr. B. B. Pawar, Assistant Prof., Electronics Dept.	



Date: - 07/12/2015

NOTICE


All the Internal Quality Assurance Cell Committee members are hereby informed that there will be a meeting scheduled on 12th December 2015, Saturday at 02.00 pm at Conference Hall. Agenda of the meeting is as follows,

Agenda of Meeting:

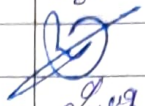
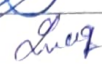
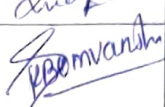

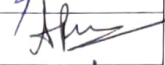
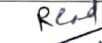
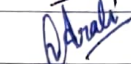

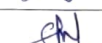
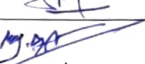


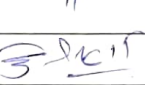
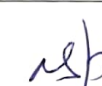

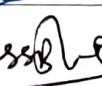
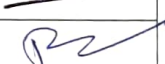
1. Review of previous meeting by IQAC Coordinator
2. Soft skill course planned.
3. Result Analysis of all UG and PG final year classes.
4. MoU to be signed with Mighty IT & Networking Academy, Yashashree Competition Zone and N languages.
5. Merit scholarship awarded for Academic Year 2015-16.
6. National level conference and state level seminar to be organized by the department of Computer science and department of arts and commerce.
7. Presentation of Annual Quality Assurance Report (AQAR) – 2014-15.
8. Any other point with permission by the chairman.


Mr. B.B. Pawar
Coordinator IQAC




Prof. Dr. B.B. Waphare
Principal

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Stakeholder Nominee	Mr. Satish Bavale, Senior Software Engineer, HSBC Software	
Co-ordinator	Mr. B. B. Pawar, Assistant Prof., Electronics Dept.	



MINUTES OF MEETING

Date: 12/12/2015

Timing: 2.00 pm

Presence: Dr. B. B. Waphare, Mr. Gaurav Magar, Ms. Reshma Somvanshi, Mr. Amol Mane, Mrs. Akshada Kulkarni, Mrs. Rashmi Lad, Mrs. Vijayalaxmi M.K., Mr. Sunil Mahajan, Mr. Shriram Kargaonkar, Mrs. Manasi Atitkar, Manoj Bade, Mr. Ajit Wadgaonkar, Mr. Amit Wankhede, Mr. Sachin Bavale, Mr. B. B. Pawar

Venue: Conference Hall

Agenda of Meeting:

1. Review of previous meeting by IQAC Coordinator
2. Soft skill course planned.
3. Result Analysis of all UG and PG final year classes.
4. MoU to be signed with Mighty IT & Networking Academy, Yashashree Competition Zone and N languages.
5. Merit scholarship awarded for Academic Year 2015-16.
6. National level conference and state level seminar to be organized by the department of Computer science and department of arts and commerce.
7. Presentation of Annual Quality Assurance Report (AQAR) – 2014-15.
8. Any other point with permission by the chairman.

Points Discussed during the meeting:

1. Mr. B. B. Pawar, IQAC Coordinator presented previous meetings minutes and all agreed with the same.
2. Mrs. M. A. Atitkar communicated that Soft skill course and German language LEVEL A 1 introduced for academic year 2015-16 under department of arts and commerce.
3. Mrs. Akshada Kulkarni shared result analysis of all courses and is as below

Sr. No.	Name of Program	Appeared	All Clear	Result (%)	2013-14
1	BCA	39	26	66.66	79.06
2	MCA	41	37	90.24	98.19



3	BSc(CS)	122	65	54.16	67.91
4	MSc(CS)	58	57	98.27	90.9
5	BBA	20	18	90	86.67
6	Bcom	37	16	43.24	NA

More efforts should be taken to improve results of BSc(cs) and B. Com. is observed by committee and Dr. B. B. Waphare asked concerned heads to make efforts for the same.

4. Mrs. Akshada Kulkarni shared details of MoU to be signed with Mighty IT & Networking Academy for Training program for communication skill, leadership skill, personal Skills and professional skills and Yashashree Competition Zone for training program on competitive examinations and is seconded by Mrs. R. Y. Lad.

MIGHTY IT & Networking Academy	MIGHTY IT & Networking Academy, Survey No. 136 Opposite Akurdi Railway Station, Akurdi, Pimpri-Chinchwad, Maharashtra 411033	1 Year (12/12/2015 to 11/12/2016)	Date:06/02/2016 to 23/06/2016 - Training program for communication skill, leadership skill, Personal Skills and Professional skills
Yashshree Competition Zone	Yashshree Competition Zone, 2nd Floor Heritage Plaza, Chaphalkar Chowk, Chinchwad, Pune – 411033	2 months (January 2016 to February 2016)	Training Program on Competitive Examinations
N languages, Sr. No 65/1 and 2, Amolak Residency, Govind Garden, Rakshak Road, Pimple Saudagar, Pune-411027	N languages, Sr. No 65/1 and 2, Amolak Residency, Govind Garden, Rakshak Road, Pimple Saudagar, Pune-411027	Feb 2016 to April 2016	05/02/2016 to 05/03/2016- Add-On course on German Language level A1

All committee members appreciated and asked to process further for its effective implementation.

5. Mr. Gaurav Magar shared details of the merit scholarship offered to 09 meritorious students which costs around Rs. 48,420/-. All committee members appreciated quick response and execution of merit scholarships.

6. Mrs. Lad R. Y. Shared details of Conference and Seminar scheduled in the month of Jan 2016 and is seconded by Mrs. M. A. Atitkar

- a. Two days State level seminar - "Make in INDIA: A focus on socio economic development of India" on 8 & 9 Jan 2016.




b. Two days National Conference on "Emerging Trends in Computer Science & Application (ETECSA 2016)" on 15th & 16th January 2016.

7. Mr. B.B. Pawar, IQAC coordinator presented Annual Quality Assurance Report for the AY 2014-15. All committee members appreciated work done towards quality enhancement.


End of the Meeting:

Meeting was ended at 04:00pm.



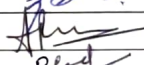
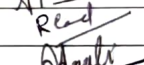
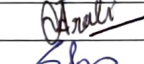









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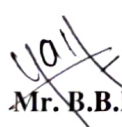
Date: - 02/05/2016

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
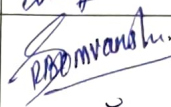
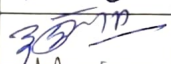
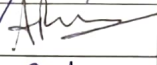

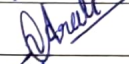

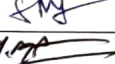

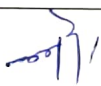
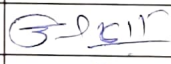


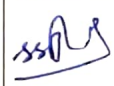

1. Review of previous meeting by IQAC Coordinator
2. Review of value added courses introduced during last year and introduction of new value added courses for AY 2016-17.
3. Research papers/books/chapters published in journals.
4. Extension and outreach activities by different committees.
5. Placement and guidance cell activities by respective committees.
6. Sports / Cultural and FDP activities by respective committees.
7. Feedback collection and analysis by different stakeholders.
8. Any other point by the permission of the Chairman.


Mr. B.B. Pawar
Coordinator IQAC


Prof. Dr. B.B. Waphare
Principal



Copy to :

Designation	Name	Sign
Chairman	Dr. B. B. Waphare, Principal	
Administrative	Mr. Gaurav Magar, Deputy Registrar	
	Ms. Reshma Somvanshi, Secretary to Principal & HRE Officers	
Teacher Members	Mr. Amol Mane, Asst. Prof. & HOD BBA	
	Mrs. Akshada Kulkarni, Asst. Prof. & HOD BCA	
	Mrs. Rashmi Lad, Asst. Prof. & HOD, B.Sc. (Comp. Sci.)	
	Mrs. Vijayalaxmi M.K., Asst. Prof. & HOD Mathematics	
	Mr. Sunil Mahajan, Asst. Prof. & HOD Electronics	
	Mr. Shriram Kargaonkar, Asst. Prof. & HOD Statistics	
	Mrs. Manasi Atitkar, Asst. Prof. & HOD BA & B.Com.	
	Dr. Shrishti Gangalay, Asst. Prof., BA & B.Com.	
Management Nominee	Prof. Anant Chakradeo, Dean MIT Group of Institutions, Pune	
	Mr. Manoj Bade, Registrar, MIT AOE, Alandi	
Local Society Nominee	Mr. Ajit Wadgaonkar, Alandi (D)	
Student Nominee	Mr. Amit Wankhede, TY B.Com.	
Stakeholder Nominee	Mr. Satish Bavale, Senior Software Engineer, HSBC Software	
Co-ordinator	Mr. B. B. Pawar, Assistant Prof., Electronics Dept.	



MINUTES OF MEETING

Date: 07/05/2016

Timing: 2.00 pm

Presence: Dr. B. B. Waphare, Mr. Gaurav Magar, Ms. Reshma Somvanshi, Mr. Amol Mane, Mrs. Akshada Kulkarni, Mrs. Rashmi Lad, Mrs. Vijayalaxmi M.K., Mr. Sunil Mahajan, Mr. Shriram Kargaonkar, Mrs. Manasi Atitkar, Dr. Shrishti Gangalay, Prof. Anant Chakradeo, Manoj Bade, Mr. Ajit Wadgaonkar, Mr. Amit Wankhede, Mr. Satish Bavale, Mr. B. B. Pawar

Venue: Conference Hall

Agenda of Meeting:

1. Review of previous meeting by IQAC Coordinator
2. Review of value added courses introduced during last year and introduction of new value added courses for AY 2016-17.
3. Research papers/books/chapters published in journals.
4. Extension and outreach activities by different committees.
5. Placement and guidance cell activities by respective committees.
6. Sports / Cultural and FDP activities by respective committees.
7. Feedback collection and analysis by different stakeholders.
8. Any other point by the permission of the Chairman.

Points Discussed during the meeting:

1. Mr. B. B. Pawar, IQAC Coordinator presented previous meetings minutes and all agreed with the same.
2. Mrs. M. A. Atitkar briefed about value added courses conducted during AY 2015-16 and details of the same are as below

YEAR 2015-16			
Name of the value added courses	Year of offering	Duration Of Course	Students enrolled and completed



Soft Skill Course (SSC)	2015-16	2 months	9
German language LEVEL A 1 (GLA1)	2015-16	2 months	20

Mrs. M. A. Atitkar proposed below new courses to be commenced from academic year 2016-17 and is seconded by Mrs. Akshada Kulkarni, details of the same are as below

YEAR 2016-17	
Name of the value added courses	Duration Of Course
Advanced Excel (AE)	2 months
Common Proficiency Test (CPT)	3 months
Share Market Trading & Investment (SMTI)	20 Hours
Tally ERP 9.0 (TEG)	2 months
Communication Skills & Soft Skills (CSSS)	30 Hours (In house by T&P Cell)

3. Mr. S. P. Mahajan communicated 06 research papers published by faculty in UGC referred journal, 62 research paper in national / international conference / journals with 01 book published by faculty.

4. Mr. S.N. Kargaonkar shared details of 09 extension and outreach activities organized by NSS, SDO and different clubs / committees.

5. 203 students has been placed through campus in different companies, 303 (competitive examination) and 357 (career counselling) students benefited by guidance sessions organized by Competitive Examination committee is shared by Mr. B. B. Pawar to committee.

6. Mr. Mahajan S. P. Shared details of sports, cultural and FDP activities during the year.

1	Gold Medal	Individual	National	Sports (Kickboxing)	Jay Raut
2	Second	Individual	National	Sports (Athletics)	Vikram Pawar

a. Review lecture on Recent Software Technologies of IGATEs and Team Building with positive attitude Faculty Development Program organized for staff. 15 staff members attended FDP (Outhouse)

7. Feedback is collected from stakeholders include

1. Alumni – overall satisfactory impression, suggestions – introduce certificate courses, scholarship scheme to needy, online access to e-content and industry visit.
2. Employer feedback only from ADP feedback collected – satisfactory, need to increase feedbacks from companies.
3. Feedback on curriculum delivery from students – 96% satisfactory out of which 40% are excellent. HoD's asked to interact with respective faculty whose performance is below satisfactory.



8. Mr. A. S. Mane shared details of Industrial visits carried out for students of different programs at below industries

Baramati Agri Tourism Center
Cottonking Textile Industry MIDC Baramati
Sugar Factory Malegoan Baramati
Tata Motors Ltd, Pune
Bajaj Auto Ltd, Chakan, Khed, Pune
Sakal News Paper Ltd, Hadapsar, Pune
Parle G Biscuit Pvt Ltd, Khopoli, Raigad.
Hutatma Rajguru college of arts and commerce, Rajguru nagar khed.

9. Mr. Gaurav Magar communicated that 76 students received freeships and government scholarships and 04 students received Non-Govt scholarship for the AY 2015-16 with a total amount of Rs. 18,30,610/-.

10. Mr. A. S. Mane proposed to start Advanced Excel, Common proficiency test, share market trading and investment, Tally ERP 9.0 and Communication skills & soft skills courses and is seconded by Mrs. M. A. Atitkar. Committee accepted the proposal and asked for approval from the Director.

End of the Meeting:


Meeting was ended at 04.30pm.

Prepared by:

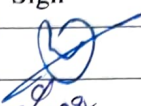
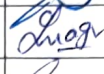
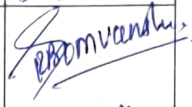

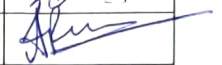
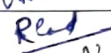
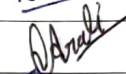


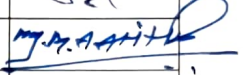

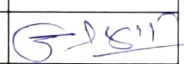




Mr. B.B. Pawar
Co-Ordinator IQAC



Approved by:


Prof. Dr. B.B. Waphare
Principal

Copy to

Designation	Name	Sign
Chairman	Dr. B. B. Waphare, Principal	
Administrative	Mr. Gaurav Magar, Deputy Registrar	
	Ms. Reshma Somvanshi, Secretary to Principal & HRE Officers	
Teacher Members	Mr. Amol Mane, Asst. Prof. & HOD BBA	
	Mrs. Akshada Kulkarni, Asst. Prof. & HOD BCA	
	Mrs. Rashmi Lad, Asst. Prof. & HOD, B.Sc. (Comp. Sci.)	
	Mrs. Vijayalaxmi M.K., Asst. Prof. & HOD Mathematics	
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