

**Suryadatta College of Management Information Research & Technology,  
Bavdhan, Pune**

**(A.Y. 2022-23)**

**SCMIRT IQAC COMMITTEE MEETING -NOTICE**

**Date: 03/09/2022**

This is to inform all the members of IQAC Committee ,that the IQAC Committee meeting will be held on Tuesday,06<sup>th</sup> September 2022 at 10:00 AM . All committee members are requested to attend the meeting.

**Agenda for the meeting**

1. Confirming minutes of last meeting .
2. Term End Exam date finalization.
3. To plan for short term and certificate courses.
4. To discuss about Indian art and culture activities.
5. To discuss about the in-house internship as well as about Industry Internships.
6. To plan about the weak learner and advance learner activities.
7. To offer and motivate students for moocs .
8. To plan for environment protection activities.
- 9: Any other matter with the permission of the chair.



**IQAC Coordinator**

**Asst Prof CMA .Monika Kulkarni**



**Principal**

**Dr. Abbas Lokhandwala**

**Date:06-09-2022**

The IQAC Coordinator CMA Monika Kulkarni welcomed the Chairperson and committee members .The following points were discussed and accepted in the meeting:

**MINUTES:**

**Agenda No. 01: Confirming minutes of last meeting .**

- CMA Monika Kulkarni tabled the minutes of the last meeting conducted on 18 July 2022,Monday. The same was unanimously approved by the members.

**Agenda No. 02: Term End Exam date finalization.**

- CEO Exam discussed about conducting the Term End Exam for all programmes in 3<sup>rd</sup> or 4<sup>th</sup> week of December 2022.And all heads and coordinators were agreed to the proposed exam conduction.

**Agenda 03: To plan for short term and certificate courses.**

- To fulfill syllabus gaps and for enhancing employability ,it was unanimously decided to offer short term courses, certificate courses to all SCMIRT Programme students.

**Agenda 04: To discuss about Indian art and culture activities.**

- It was decided to conduct Indian Art And Culture activities under Art Circle such as, Indian Art Exhibition based on Diwali products. Further to promote Indian Art and Culture activities and events related to Garba ,Nail Art, Mehendi etc.

**Agenda 05: To discuss about the in-house internship as well as about Industry**

**Internships.**

- It was decided to offer In-House Internship at Suryadatta Group of Institution as well at SCMIRT to undergraduate and post graduate students for experiential learning. It was further decided to offer outside internship through Placement And Internship cell of the institution.

**Agenda 06 : To plan about the weak learner and advance learner activities.**

- It was decided to conduct article reviews, case studies, quiz,expert sessions for advance learners. Further slow learners shall be supported by revision classes, doubt sessions, personal guidance ,SPPU question paper practice, notes and question Bank.

**Agenda 07 : To offer and motivate students for moocs .**

- It was decided that the students shall be offered the moocs from UDEMI, SWAYAM and other recognized online sources by subject faculties and programme coordinators.

**Agenda 08:To plan for environment protection activities.**

- **It was decided that the environment protection activities shall be conducted under the NSS Cell.**

**Agenda 09: Any other matter with the permission of the chair.**

- **No other matter raised by the committee members and meeting was concluded by IQAC Cordinator with a vote of thanks.**

## **ACTION TAKEN REPORT**

### **Resolution No#1:**

As part of continuous internal evaluation, Term End exam will be conducted from 20 December 2022 for all SCMIRT programmes. Exam department will finalize exam time table in coordination with programme coordinator by last week of November.

### **Resolution No#2:**

It was finalised that the Employability Skill Enhancement, Advance Excel, Film Making Through Smart Phones, Soft Skill And Personality Development , Financial Planning courses shall be conducted between October 2022 to April 2023 period. These courses will be coordinated by following faculties.

1. Employability Skill Enhancement- Asst. Prof. Priya Barhate
2. Advance Excel- Asst Prof. Monika Kulkarni
3. Film Making Through Smart Phones,- Asst. Prof. Monika Kulkarni
4. Soft Skill And Personality Development- Dr. Mankurani Goel
- 5., Financial Planning- Asst. Prof. Shilpa Sant.

### **Resolution No#03:**

It was decided to arrange Lantern making workshop on 15 October 2024, to promote Indian art, It was decided that under art circle, Diwali Items art exhibition will be conducted to promote Indian Art among students. It was also finalized to invite mehendi artist and nail art artist at college premises on the last working day before Diwali vacation for making it for students and faculties.

**Resolution No # 04:**

Placement and internship cell will arrange In-house Internship interviews in September 2<sup>nd</sup> week in coordination with programme coordinators. Also Placement cell and coordinators decided to put more efforts for joining the internships by students.

**Resolution No # 05:**

Subject wise slow learner and advance learner activities shall be arranged by each subject faculties for each subject. And its record shall be maintained.

**Resolution No # 06:**

**UDEMI and SWAYAM Moocs shall be identified by programme coordinators for their respective programmes and shall be offered in current term as well as in next Term.**

**Resolution No # 07:**

NSS head and members identified environment protection activities for current academic year such as- 3R-Mantra - Reduce, Reuse and Recycle drive, celebration of National Energy Conservation Day , World Environment Day .They decided to conduct these activities along with any other proposed activities coming in current academic year..



**Asst.Prof. Monika Kulkarni**  
**IQAC Co-ordinator**



**Dr. Abbas Lokhandwala**  
**(Principal-SCMIRT)**

