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

(A.Y. 2022-23)

SCMIRT IQAC COMMITTEE MEETING -NOTICE

Date: 19/04/2023

This is to inform all the members of IQAC Committee ,that the IQAC Committee meeting will be held on Monday 22 April 2023 at 10:00 AM at principal office ,board room.. You are hereby requested to attend the meeting.

Agenda for the meeting

1) Confirming minutes of last meeting .
2) To finalize the syllabus completion and remedial class.
3) To plan for exit and student satisfaction survey feedback.
4) To finalize the internal evaluation marks.
5) To finalize the Term End exam dates.
6) To discuss about submission of activities, events and academic records.
7) To discuss any other matter with the permission of the Chair.

IQAC Cordinator   **Principal**

CMA Monika Kulkarni   **Dr.Abbas Lokhandwala**

Date:22+04-2023

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. o1: Confirming minutes of last meeting .

- CMA Monika Kulkarni tabled the minutes of the last meeting conducted on 22 December 2022,Tuesday. The same was unanimously approved by the members.

Agenda No. o2: To finalize the syllabus completion and remedial class.

- Unanimously , it was decided to complete the Syllabus completion for all programs by 6th may 2023.Further, Remedial classes date were finalized i.e. from 15 May 2023 to 21 May 2023.

Agenda 03: To plan for exit survey and student satisfaction survey feedback.

- It was decided unanimously that the exit survey and student satisfaction survey feedback. shall be conducted after completion of syllabus for all programs.

Agenda 04: To finalize the internal evaluation marks.

- Internal marks final sheet shall be kept ready by subject faculties by 1st June 2024.

Agenda 05: To finalize the Term End exam dates.

- It was decided to conduct Term End Exam for all programs, from 22nd May 2023

Agenda 06 : To discuss about submission of activities, events and academic records.

- It was decided that all activities, events, program wise records such as placement, NSS, SDO,ADD On, Industrial Visit etc to IQAC by 15th June 2023.

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 Coordinator with a vote of thanks.

ACTION TAKEN REPORT

Resolution No# 01:

It was decided that a syllabus completion record document shall be submitted to IQAC 12th May 2023.It was also decided to issue remedial class notice before one week prior to remedial class.

Resolution No# 02:

It was decided that Monali Mefghal madam will prepare a google form for Exit Survey and Studets satisfaction survey by 30th May 2023. Program coordinators shall get it filled by 6th June 2023.

Resolution No# 03:

Internal evaluation sheet format will be given by exam department by 1st May 2024.And record shall be ready by 1st June 2024.

Resolution No# 04:

It was decided that the ,Term end exam will start from 22nd May, and supervison duties chart will be issued by 15th May 2024.And evaluation shall be completed by 30 th May 2024.

Resolution No# 05:

All program heads, activities heads, events head shall submit record files by 15th June 2023.

Asst.Prof. Monika Kulkarni
IQAC Co-ordinator

Dr. Abbas Lokhandwala
(Principal –SCMIRT)