

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

(A.Y. 2022-23)

SCMIRT IOAC COMMITTEE MEETING -NOTICE

Date: 20/12/2022

This is to inform all the members of IQAC Committee ,that the IQAC Committee meeting will be held on Thursday, 22 December 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. To Plan for SPPU Examination execution.
3. To plan for remedial classes.
4. To plan for next term.
5. To discuss about sport and cultural events.
6. To plan about the Alumni meet.
7. To plan for academic audit for A Y 2021-22.
8. To arrange Industrial visits.
- 9: Any other matter with the permission of the chair.



IQAC Coordinator

Asst Prof CMA .Monika Kulkarni



Principal

Dr. Abbas Lokhandwala

Date:22-12-2022

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 06 September 2022,Tuesday. The same was unanimously approved by the members.

Agenda No. 02: To Plan for SPPU Examination execution.

- CEO Exam discussed about SPPU exam conduction from second week of January 2023. All guidelines for smooth conduction of exam were shared. And guidelines for internal marks entry and external marks entry on SPPU portal were given.

Agenda 03: To plan for remedial classes.

- It was decided in the meeting , to identify weak students subject wise on the basis of their internal MCQ or class exam basis. And remedial class shall be conducted immediately before SPPU exams.

Agenda 04: To plan for next term.

- Term II preparations such as 2nd term academic calendar, Subject allocation, time table, faculty requirement etc. shall be done before the beginning of the term.

Agenda 05: To discuss about sport and cultural events.

It was decided to conduct sports competitions and cultural activities such as dance, play, instrumentals, mimicry in the first week of February. Sport in charge and cultural head shall make a detail plan by 15th of January 2023.

Agenda 06 : To plan about the Alumni meet.

It was decided that as per regular practice of college an alumni meet will be held in 1st week of February 2023. All program coordinators shall be involved in its execution.

Agenda 07 : To plan for academic audit for A Y 2021-22.

IQAC committee shall plan for academic audit in April month. Accordingly work shall be given to faculties by IQAC to prepare accurate data records.

Agenda 08: To arrange Industrial visits.

Industrial visits in charge Asst. Prof. Shilpa Sant shall finalize the industrial visits for various programs in 2nd term.

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#1:

It was decided Exam department that students seat no list will be shared immediately to all subject faculties instantly after receiving from university. And all faculties shall fill the marks entries two days prior to last date of marks submission on SPPU portal.

Resolution No# 02 : It was decided to conduct remedial classes between 2nd January to 10 January 2024. And faculties shall share a prior notice to students .

Resolution No# 03 : All program wise academic calendar , time table, course allocation shall be submitted by 31-01-2023. Further faculties requirements for pending subjects shall be given .

Resolution No# 04: It was unanimously decided to conduct sports and cultural activities between 2nd to 06 February 2023

Resolution No# 04 :

It was decided that as per regular practice of college an alumni meet will be held in on 4th February 2023. All program coordinators shall be involved in its execution.

Resolution No# 05: It was decided CMA Monika Kulkarni and Deepak Singh shall fill the academic audit details on university portal by before 31st December 2022. And further they should take appropriate actions for committee visit and academic audit preparation.

Resolution # 06: Industrial visits shall be conducted between December 2022 to March 2023. And its venue and time shall be finalised by 10th January 2023.



Asst.Prof. Monika Kulkarni
IQAC Co-ordinator

Dr. Abbas Lokhandwala
(Principal –SCMIRT)