



B.G.P.S'  
**HI-TECH COLLEGE OF MANAGEMENT &  
COMPUTER SCIENCE**

B.C.A, B.B.A & B.C.S

(Affiliated to Dr. B.A.M. University, Aurangabad.)

Gat no. F-119, Malarama Pratap Chouk, Bajaj Nagar, MIDC Waluj, A'bad Ph. (0240)2552106. Email- hitechmgmtcs@gmail.com web- www.hitechmgmtcs.edu.in

**INTERNAL QUALITY ASSURANCE CELL**

The first meeting of IQAC was scheduled on 3<sup>rd</sup> May 2016 (Monday) to discuss the following agenda.

- 1 Creating an IQAC for Hi-Tech College.
- 2 Appointing the IQAC coordinator
- 3 Principal's address about NAAC process
- 4 Appointing IQAC members
- 5 Any other point with the permission of the chairman.

**Present :**

Sr.No	Name of the members	Present/ Absent
1	Mr V R Shirale	
2	Mr Pawan S Kamble	
3	Mr Sayed Munawar Yusuf	
4	Mr Snehal Nivrutti Tribhuwan	
5	Ms Sonam Chandrakant Sonje	
6	Ms Bhavna Ashok Tayade	
7	Mr Milind Uttamrao Morey	
8	Ms Shital Madhukar Nikam	
9	Ms Varsha Baliram Gore	

Following points were discussed during the meeting:

1. Mr Shirale sir informed the importance of implementing the NAAC process at our college. He informed further about NAAC Process. It is noted that with the increase of various private colleges, there is a concern about the quality of the education and relevance of the higher education. To address these concerns the National policy on Education (NPE 1986) and the Program of Actions (PoA 1992) spell out strategic plans for the policies and advocated the establishment of National Accreditation Agency. Consequently the National Assessment and

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Accreditation council was established in 1994 with its head quarter at Bangalore. The basic purpose of this council is "making quality assurance an integral part of the functioning of Higher education Institutions.

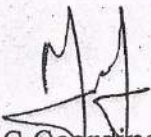
2. It is stressed that for improving quality of education, and overall growth of students, implementation of NAAC process is necessary.
3. Mr Shirale sir, further proposed to constitute Internal Quality Assurance Cell to implement, monitor the NAAC related activities.
4. Mr Munawar Sayed sir is appointed as IQAC coordinator. Further, the following team members have been specified to work in collaboration for implementing the entire system.
5. IQAC committee members are :

Chairman – designated Principal shall be chairman of IQA Cell.

IQAC coordinator : Mr Munawar Sayed  
Members : Mr Milind Morey  
Ms. Bhavana Tayade  
Ms Varsha Gore  
Mr Snehal Tribhuwan

6. It is decided that the committee shall meet regularly at the intervals of four months. Over and above these the committee may meet on the approval of the chairman.
7. Mr Munawar Sayed is assigned the work of procuring relevant study material about NAAC process.


The next meeting is scheduled on 01/09/2016 (Thursday)

  
IQAC Coordinator


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Chairman/ Principal  
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**INTERNAL QUALITY ASSURANCE CELL**

**Minutes of the meeting held on 1st Sept 2016 (Thursday)**

- 1 Review of previous meeting.
- 2 Detail information sharing by IQAC coordinator
- 3 Any other point with the permission of the chairman

**Present :**

Sr.No	Name of the members	Present/ Absent
1	Mr V R Shirale	
2	Mr Pawan S Kamble	
3	Mr Sayed Munawar Yusuf	
4	Mr Snehal Nivrutti Tribhuwan	
5	Ms Sonam Chandrakant Sonje	
6	Ms Bhavna Ashok Tayade	
7	Mr Milind Uttamrao Morey	
8	Ms Shital Madhukar Nikam	
9	Ms Varsha Baliram Gore	

Following points were discussed during the meeting:

- 1 IQAC Coordinator informed the members that he has collected some information about the NAAC. The process of assessment is as per following :
- 2 Registration of our institute at NAAC portal
- 3 Submitting online Institutional Information for Quality Assurance with requisite fees
- 4 After receiving approval for IQA submitting online Self Study Report
- 5 The SSR consists of Executive summary, Institutional Profile and Chapter 4.1 to 4.7 requires information about Curricular Aspects, Teaching -Learning and Evaluation, Research, Innovations and

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Extension, Infrastructure and Learning Resources, Student Support and Progression, Governance, Leadership and Management, Institutional Values and Best Practices.

- 6 The information asked needs detailing of each point. To understand the requirements training from expert is necessary.
- 7 It is decided to check the training provider in Aurangabad. The possibility of checking the faculty of our own engineering college, as they are in the process of implementation.
- 8 Mr Munawar Sayed shared the website details of NAAC for reading the relevant chapters for better understanding.

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CHAIRMAN/ PRINCIPAL  
**PRINCIPAL**

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**CIRCULAR**

Date : 30/08/2016

To,

All Teaching Staff members

This is to inform you that **on 1<sup>st</sup> Sept 2016**, (Thursday) a meeting is scheduled with respect to NAAC implementation at 02.00pm in the office of the Principal  
The Agenda of the meeting is

- 1 Review of previous meeting.
- 2 Detail information sharing by IQAC coordinator
- 3 Any other point with the permission of the chairman.

All teaching staff is requested to attend the same.

Mr Pawan S Kamble	
Mr Sayed Munawar Yusuf	
Mr Snehal Nivrutti Tribhuwan	
Ms Sonam Chandrakant Sonje	
Ms Bhavna Ashok Tayade	
Mr Milind Uttamrao Morey	
Ms Shital Madhukar Nikam	
Ms Varsha Baliram Gore	

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5. Mr Shirale asked Mr Sayed to check as to whether we can get copy of SSR filed by any other college/ Institute of our type.
6. Mr Shirale also informed that at NAAC site the institutions which are assessed by the NAAC team, their respective SSR are available on the site and those documents can be used as reference document.
7. All HoD requested for Internet facility on their PC is required. Without internet facility its quite difficult to search any relevant document.
8. Mr Shirale approved the request and assured that the said facility shall be provided.

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**INTERNAL QUALITY ASSURANCE CELL**

Minutes of the meeting held on **2<sup>nd</sup> Dec 2016** (Thursday)

Points for discussions:

- 1 Review of previous meeting.
- 2 Update from IQAC coordinator
- 3 Progress made by other staff members
- 4 Any other point with the permission of the chairman

**Present :**

Sr.No	Name of the members	Present/ Absent
1	Mr V R Shirale	
2	Mr Pawan S Kamble	
3	Mr Sayed Munawar Yusuf	
4	Mr Snehal Nivrutti Tribhuwan	
5	Ms Sonam Chandrakant Sonje	
6	Ms Bhavna Ashok Tayade	
7	Mr Milind Uttamrao Morey	
8	Ms Shital Madhukar Nikam	
9	Ms Varsha Baliram Gore	

1. Mr Sayed informed that he had circulated the website details to all concerned and he was hopeful that all staff members must have visited the site.
2. Mr Morey informed that he logged in the site and tried to understand the requirements, however, he found it little difficult to understand as what exactly one has to do.
3. Similar response was received from Ms Gore, Ms Tayade and Mr Tribhuwan .
4. It was suggested by all to get a copy of SSR of any other college for better understanding about the writing of the SSR.

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## CIRCULAR

Date : 30/11/2016

To,

All Teaching Staff members

This is to inform you that on **2<sup>nd</sup> Dec 2016**, (Thursday) a meeting is scheduled with respect to NAAC implementation at 02.00pm in the office of the Principal  
The Agenda of the meeting is

- 1 Review of previous meeting.
- 2 Update from IQAC coordinator
- 3 Progress made by other staff members
- 4 Any other point with the permission of the chairman.

All teaching staff is requested to attend the same.

Mr Pawan S Kamble	
Mr Sayed Munawar Yusuf	
Mr Snehal Nivrutti Tribhuwan	
Ms Sonam Chandrakant Sonje	
Ms Bhavna Ashok Tayade	
Mr Milind Uttamrao Morey	
Ms Shital Madhukar Nikam	
Ms Varsha Baliram Gore	

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**CIRCULAR**

Date : 24/03/2017

To,

All Teaching Staff members

This is to inform you that on **26<sup>th</sup> March 2017**, (Saturday ) a meeting is scheduled with respect to NAAC implementation at 02.00pm in the office of the Principal The Agenda of the meeting is

- 1 Review of previous meeting.
- 2 Update from IQAC coordinator
- 3 Progress made by other staff members
- 4 Any other point with the permission of the chairman.

All teaching staff is requested to attend the same.

Mr Pawan S Kamble	
Mr Sayed Munawar Yusuf	
Mr Snehal Nivrutti Tribhuwan	
Ms Sonam Chandrakant Sonje	
Ms Bhavna Ashok Tayade	
Mr Milind Uttamrao Morey	
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**INTERNAL QUALITY ASSURANCE CELL**

**Minutes of the meeting held on 26th Mar 2017 (Thursday)**

Points for discussions:

- 1 Review of previous meeting.
- 2 Update from IQAC coordinator
- 3 Progress made by other staff members
- 4 Any other point with the permission of the chairman

**Present :**

Sr.No	Name of the members	Present/ Absent
1	Mr V R Shirale	
2	Mr Pawan S Kamble	
3	Mr Sayed Munawar Yusuf	
4	Mr Snehal Nivrutti Tribhuwan	
5	Ms Sonam Chandrakant Sonje	
6	Ms Bhavna Ashok Tayade	
7	Mr Milind Uttamrao Morey	
8	Ms Shital Madhukar Nikam	
9	Ms Varsha Baliram Gore	

- 1 Computer with internet connection provided to all HoD.
- 2 IQAC coordinator informed the members that the reading and understanding may continue, at the same time certain documentation needs immediate attention, which will come up as records in due course.
- 3 IQAC coordinator asked the HoD to prepare course file for each subject and maintain records as per following :
  - 1 Name of the Subject
  - 2 Syllabus as declared by the University

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- 3 Exam pattern
  - 4 Teaching Plan
  - 5 Study material
  - 6 Previous years University Exam question papers
  - 7 Course outcome
  - 8 List of the students appearing for this subject/ attendance records
  - 9 Internal test papers
  - 10 Hard copy of uploaded internal marks to University portal/  
Submitted to Exam department of the University.
  - 11 Extra classes conducted for students after completion of syllabus.
  - 12 Preparing list of Subject related study material on Internet.
- 4 The principal asked all the members to prepare academic calendar based on the university calendar. For academic year 2016-17, it can be prepared on post facto basis and from academic year 2017-18, the said calendar be prepared well in advance, before commencement of new academic year.
- 5 The principal asked specifically to NSS coordinator Mr Tribhuwan to ensure that he maintains all proofs/records of the activity and to other staff to ensure maintenance of relevant records for various events which are organized for students. He further asked to take feedback report from all outgoing students in the prescribed format.

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- 4 The principal asked Mr Morey to carryout survey of all computers available in the premises regarding working conditions, internet connectivity. This information will lead to making an effective computer lab. Further Mr Morey was also asked to collect information about overall infrastructure available with us and addition/ deletion required which also a requirement of NAAC.
- 5 Ms Bhavana Tayade and Ms Varsha Gore were asked to check all courses academic calendar, teaching plan and execution of the same.
- 6 The Principal advised all members to complete the documentation work as it is necessary for our college to get the NAAC certification.

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