



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.)

Gate no. P-119, Maharana Pratap Chowk, Bajaj Nagar, MIDC Waluj, A'bad Ph. (0240)2552100. Email- hitechmgmtcs@gmail.com web- www.hitechmgmtcs.edu.in

CIRCULAR

Date : 01/06/2017

To,

All Teaching Staff members

This is to inform you that on **03/06/2017**, (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 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	

IQAC COORDINATOR

IQAC CO-ORDINATOR
Hi-Tech College of Management
& Computer Science, Bajaj Nagar,
Waluj, Aurangabad - 431136

IQAC CO-ORDINATOR
Hi-Tech College of Management
& Computer Science, Bajaj Nagar,
Waluj, Aurangabad - 431136



CHAIRMAN/PRINCIPAL
PRINCIPAL

Hi-Tech College of Management
& Computer Science, Bajaj Nagar,
Aurangabad - 431136.

PRINCIPAL
Hi-Tech College of Management
& Computer Science, Bajaj Nagar
Aurangabad - 431136.



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.)

Gut no. F-119, Maharana Pratap Chowk, Bajaj Nagar, MIDC Waluj, A'bad Ph. (0240)2552100. Email- hitechmgmtcs@gmail.com web- www.hitechmgmtcs.edu.in

INTERNAL QUALITY ASSURANCE CELL

Minutes of the meeting held on 3rd Jun 2017 (Thursday)

Points for discussions:

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

Present :

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

- 1 While informing the progress made by the staff, Mr Morey informed that he has made some progress in the matter of preparing course files. The other members also informed that they are in preparation of course file. It was assured by all that the said work shall be completed by next meeting.
- 2 Ms Bhavna Tayade informed that she has prepared the academic calendar on post facto basis for the academic year 2016-17, and also for running academic year 2017-18. The base for preparing academic calendar was taken from University academic calendar of the respective years.
- 3 The IQAC coordinator suggested that instead of each one working on the all chapters of NAAC requirements, each staff member be allotted one point of NAAC and he should work on the said chapter only. Further, he advised that all chapters are interrelated and whenever

[Signature]
IQAC CO-ORDINATOR
 Hi-Tech College of Management
 & Computer Science, Bajaj Nagar,
 Waluj, Aurangabad - 431136



[Signature]
PRINCIPAL
 Hi-Tech College of Management
 & Computer Science, Bajaj Nagar
 Aurangabad - 431136.



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.)

Gut no. P-119, Maharana Pratap Chowk, Bajaj Nagar, MIDC Waluj, A'bad Ph. (0240)2552100. Email- hitechmgates@gmail.com web- www.hitechmgates.edu.in

anyone requires help for completing his chapter; the said may be extended to him.

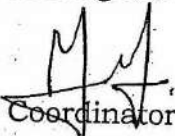
Accordingly following work distribution was made :

The Principal took up the responsibility of working on introductory note, Criterion wise summary, SWOC


Criterion	Particular	Responsibility
2	Profile of the Institution	Mr Munawar Sayed
3	Extended profile	-do-
4.1	Curricular Aspects	Mr Pawan Kamble
4.2	Teaching-Learning and Evaluation	Ms Varsha Gore
4.3	Research, Innovation & Extension	Ms Bhavana Tayade
4.4	Infrastructure and Learning Resources	Mr Milin Morey
4.5	Student Support and Progression	Ms Sonam Sonje
4.6	Governance, Leadership and Management	Mr Snehal Tribhuwan
4.7	Institutional Values and Social responsibility	Ms Sheetal Nikam

- The chairman said that the entire NAAC work is a team work and every one would be required to extend and take help from each other. No individual person can complete this work.
- The chairman asked IQAC coordinator to call librarian in this meeting.

Next meeting to be scheduled in the month of Aug/Sept 2017


IQAC Coordinator


IQAC CO-ORDINATOR
Hi-Tech College of Management
& Computer Science, Bajaj Nagar,
Waluj, Aurangabad - 431136


IQAC CO-ORDINATOR
Hi-Tech College of Management
& Computer Science, Bajaj Nagar,
Waluj, Aurangabad - 431136




Chairman / Principal
PRINCIPAL

Hi-Tech College of Management
& Computer Science, Bajaj Nagar,
Aurangabad - 431136.


PRINCIPAL
Hi-Tech College of Management
& Computer Science, Bajaj Nagar
Aurangabad - 431136.



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.)

Gut no. P-119, Maharana Pratap Chowk, Bajaj Nagar, MIDC Waluj, A'bad Ph. (0240)2552100. Email- hitechmgmtcs@gmail.com web- www.hitechmgmtcs.edu.in

INTERNAL QUALITY ASSURANCE CELL

Minutes of the meeting held on 4th Sept 2017 (Monday)

Points for discussions:

- 1 Review of previous meeting.
- 2 Progress made by other staff members
- 3 Student feedback of outgoing students
- 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	
10	Mr Vishanu Somwanshi	

- 1 The IQAC coordinator informed that as decided in previous meeting he has circulated the standard requirements of each chapter to all process owners.
- 2 Mr Vishnu Somwanshi (Librarian) is present today and is being asked to remain present in all future meetings.
- 3 Ms Tayade informed that about 60% of final year students of the academic year 2016-17 had responded to the feedback survey. In general on the parameters like infrastructure, other facilities the students responded as Very good. There is a concern about

IQAC CO-ORDINATOR
Hi-Tech College of Management
& Computer Science, Bajaj Nagar,
Waluj, Aurangabad - 431136



PRINCIPAL
Hi-Tech College of Management
& Computer Science, Bajaj Nagar
Aurangabad - 431136.



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.)

Gate no. P-119, Malsarana Pratap Chowk, Bajaj Nagar, MIDC Waluj, A'bad Ph. (0240)2552100. Email- hitechmgmtcs@gmail.com web- www.hitechmgmtcs.edu.in

usefulness of study material and extracurricular activities, on which we need to initiate actions.

- 4 The chairman asked NSS coordinator to look into the matter as what additions we can do so that students participate in extracurricular activities. He asked all teaching members to review the study material and check what more can be done.
- 5 The chairman asked the Librarian prepare a system for identification of books, its retrieval, and subscription for International/National journals. He further advised to him about raising specific requirements of the books required. A Library committee be formed under the chairmanship of Principal and all HoD to be the members of the said committee. This should be implemented at the earliest possible.
- 6 The chairman after understanding the difficulties faced by all process owner, suggested that chapter wise discussions have to be made, wherein detail requirements should be communicated in a specific manner. He further stressed as to communicate "this is required in this format". The IQAC coordinator accepted the suggestion.

IQAC COORDINATOR

IQAC CO-ORDINATOR
Hi-Tech College of Management
& Computer Science, Bajaj Nagar,
Waluj, Aurangabad - 431136

CHAIRMAN/ PRINCIPAL
PRINCIPAL

Hi-Tech College of Management
& Computer Science, Bajaj Nagar,
Aurangabad - 431136.

IQAC CO-ORDINATOR
Hi-Tech College of Management
& Computer Science, Bajaj Nagar,
Waluj, Aurangabad - 431136



PRINCIPAL

Hi-Tech College of Management
& Computer Science, Bajaj Nagar
Aurangabad - 431136.



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.)

Gut no. P-119, Matarana Pratap Chowk, Bajaj Nagar, MIDC Waluj, A'bad Ph. (0240)2552100. Email- hitechmgntcs@gmail.com web- www.hitechmgntcs.edu.in

CIRCULAR

Date : 02/09/2017

To,

All Teaching Staff members

This is to inform you that on **04/09/2017**, (Monday) 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 Progress made by other staff members
- 3 Analysis and proposed actions on student's feedback
- 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	
Mr Vishnu Somwanshi (Librarian)	

IQAC COORDINATOR

IQAC CO-ORDINATOR

**Hi-Tech College of Management
& Computer Science, Bajaj Nagar,
Waluj, Aurangabad - 431136**

CHAIRMAN/PRINCIPAL
PRINCIPAL

**Hi-Tech College of Management
& Computer Science, Bajaj Nagar,
Aurangabad - 431136.**

IQAC CO-ORDINATOR

**Hi-Tech College of Management
& Computer Science, Bajaj Nagar,
Waluj, Aurangabad - 431136**



PRINCIPAL

**Hi-Tech College of Management
& Computer Science, Bajaj Nagar
Aurangabad - 431136.**



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. P-119, Maharashtra Pratsap Chouk, Bajaj Nagar, MIDC Waluj, A'bad Ph. (0240)2552100. Email- hitechmgates@gmail.com web- www.hitechmgates.edu.in

INTERNAL QUALITY ASSURANCE CELL

Minutes of the meeting held on 2nd Dec 2017 (Saturday)

Points for discussions:

- 1 Review of previous meeting.
- 2 Progress made by other staff members with respect of NAAC
- 3 IQAC coordinators report on chapter wise clarification
- 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	
10	Mr Vishanu Somwanshi	

- 1 The IQAC coordinator informed that chapter wise details communicated to each chapter owner. The requisite data required is also informed to the concerned.
- 2 The Librarian informed that information about formation of library committee is given to all concerned and proposed to conduct meeting in the month of January 2018, as per the convenience of the Principal.
- 3 The NSS coordinator informed that this year our students participated in the extracurricular activities arranged by the University. This year it was participation only.

IQAC CO-ORDINATOR
Hi-Tech College of Management
& Computer Science, Bajaj Nagar,
Waluj, Aurangabad - 431135



PRINCIPAL
Hi-Tech College of Management
& Computer Science, Bajaj Nagar
Aurangabad - 431136.



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.)

Gut no. P-119, Maharana Pratap Chowk, Bajaj Nagar, MIDC Waluj, A'bad Ph. (0240)2552100. Email- hitechmgmtcs@gmail.com web- www.hitechmgmtcs.edu.in

CIRCULAR

Date : 28/02/2018

To,

All Teaching Staff members

This is to inform you that on **01/03/2018**, (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 Progress made by other staff members with respect of NAAC
- 3 Collection of student's feedback report
- 4 Any other point with the permission of the chairman.

All teaching staff is requested to attend the same.

Ms. Shivani Deshpande	
Mr Sayed Munawar Yusuf	
Mr Snehal Nivrutti Tribhuwan	
Ms Puja Chudiwal	
Ms Bhavna Ashok Tayade	
Mr Milind Uttamrao Morey	
Ms Varsha Baliram Gore	
Mr Vishnu Somwanshi (Librarian)	

IQAC COORDINATOR

IQAC CO-ORDINATOR
Hi-Tech College of Management
& Computer Science, Bajaj Nagar,
Waluj, Aurangabad - 431136.

CHAIRMAN/PRINCIPAL
PRINCIPAL

Hi-Tech College of Management
& Computer Science, Bajaj Nagar,
Aurangabad - 431136.

IQAC CO-ORDINATOR
Hi-Tech College of Management
& Computer Science, Bajaj Nagar,
Waluj, Aurangabad - 431136



PRINCIPAL
Hi-Tech College of Management
& Computer Science, Bajaj Nagar
Aurangabad - 431136.



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.)

Gut no. P-119, Maharana Pratap Chowk, Bajaj Nagar, MIDC Waluj, A'bad Ph. (0240)2552196. Email- hitechmgntcs@gmail.com web- www.hitechmgntcs.edu.in

INTERNAL QUALITY ASSURANCE CELL

Minutes of the meeting held on 1st Mar 2018 (Thursday)

The Agenda of the meeting is

- 1 Review of previous meeting.
- 2 Progress made by other staff members with respect of NAAC
- 3 Collection of student's feedback report
- 4 Any other point with the permission of the chairman.

Present:

Sr.No	Name of the members	Present/ Absent
1	Mr Bhalerao	
2	Ms Shivani Deshpande	
3	Mr Sayed Munawar Yusuf	
4	Mr Snehal Nivrutti Tribhuwan	
5	Ms Pūja Chudiwal	
6	Ms Bhavna Ashok Tayade	
7	Mr Milind Uttamrao Morey	
8	Ms Varsha Baliram Gore	
9	Mr Vishanu Somwanshi	

- 1 Ms Tayade informed that she has circulated the student feedback form amongst all final year students and asked to submit the same by 15th March 2018.(Academic year 17-18)
- 2 Mr Morey informed that he has completed the survey of overall infrastructure available with the college and data prepared.
- 3 Mr Somwanshi informed that first meeting of library committee was held in the month of Jan2018. The suggestions made by the committee are being recorded and working towards the same is in progress.

IQAC CO-ORDINATOR
Hi-Tech College of Management
& Computer Science, Bajaj Nagar,
Waluj, Aurangabad - 431136



PRINCIPAL
Hi-Tech College of Management
& Computer Science, Bajaj Nagar
Aurangabad - 431136.



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.)

Gut no. P-119, Maharana Pratap Chowk, Bajaj Nagar, MIDC Waluj, A'bad Ph. (0240)2552100. Email- hitechmgmtcs@gmail.com web- www.hitechmgmtcs.edu.in


- 4 Ms Tayade and Ms Gore informed that they have reviewed the teaching plan and its execution and found the same to be satisfactory.
- 5 The IQAC coordinator informed the changes in the committee. He informed that Principal Mr Shirale, Mr Pawan Kamble, Ms Sonje and Ms Nikam have left the job. Mr Bhalerao, Ms Shivani Deshpande and Ms Puja Chudiwal have joined our college. Mr Bhalerao has joined as Principal.
- 6 The IQAC coordinator appraised the new members about the NAAC activity which is in progress. The chapter ownership which was allotted to Mr Kamble, Ms Sonje, and Ms Nikam were handed over to Ms Shivani Deshpande and Ms Puja Chudiwal proportionately.
- 7 Since the team has changed, review of NAAC documentation shall be taken in next meeting.


IQAC COORDINATOR

IQAC CO-ORDINATOR
Hi-Tech College of Management
& Computer Science, Bajaj Nagar,
Waluj, Aurangabad - 431136


CHAIRMAN/ PRINCIPAL
PRINCIPAL

Hi-Tech College of Management
& Computer Science, Bajaj Nagar,
Aurangabad - 431136.


IQAC CO-ORDINATOR
Hi-Tech College of Management
& Computer Science, Bajaj Nagar,
Waluj, Aurangabad - 431136




PRINCIPAL
Hi-Tech College of Management
& Computer Science, Bajaj Nagar
Aurangabad - 431136.