



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

CIRCULAR

Date : 28/06/2018

To,

All Teaching Staff members

This is to inform you that on **29/06/2018**, (Friday) 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 Analysis 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

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.

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INTERNAL QUALITY ASSURANCE CELL

Minutes of the meeting held on 29th June 2018 (Friday)

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	Present
2	Ms Shivani Deshpande	Present
3	Mr Sayed Munawar Yusuf	Present
4	Mr Snehal Nivrutti Tribhuwan	Present
5	Ms Puja Chudiwal	Present
6	Ms Bhavna Ashok Tayade	Present
7	Mr Milind Uttamrao Morey	Present
8	Ms Varsha Baliram Gore	Present
9	Mr Vishanu Somwanshi	Present

- 1 Ms Tayade informed that she has collected student's feedback forms from majority of the students and overall the feedback is satisfactory.
- 2 Ms Shivani Deshpande as being new joiner requested the committee to organize training on the subject matter. As writing of the documents related to parameter is becoming difficult. The IQAC coordinator agreed to arrange the training sessions.
- 3 The teaching staff is advised to update the course file as per the requirements.


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- 4 The Chairman asked the committee members to expedite the document writing work as the management is asking for submitting the application to NAAC for assessment.
- 5 The Chairman asked the IQAC coordinator to initiate actions and give momentum to the process.

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CIRCULAR

Date : 26/11/2018

To,

All Teaching Staff members

This is to inform you that on **28/11/2018**, (Wednesday) 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 Analysis 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

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Wafaj, Aurangabad - 431136

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CHAIRMAN/PRINCIPAL
PRINCIPAL

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INTERNAL QUALITY ASSURANCE CELL

Minutes of the meeting held on 28th Nov 2018 (Wednesday)

The Agenda of the meeting is


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

Present:


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

The IQAC informed that the Principal has left the job and new Principal is likely to join in the month of Dec 2018.


In the mean while the NAAC related work may be continued by each individual as being assigned.


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CIRCULAR

Date : 31/01/2019

To,

All Teaching Staff members

This is to inform you that on **02/02/2019**, (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 with respect of NAAC
- 3 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)	

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INTERNAL QUALITY ASSURANCE CELL

Minutes of the meeting held on 2nd Feb. 2019 (Saturday)


The Agenda of the meeting is

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


Present:

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

- 1 IQAC Coordinator informed all the members about the joining of new principal Dr. S P Vaidya at our college. Dr. Vaidya is a PhD holder (HR Management) from Dr BAM University and has about 37 years of industrial experience in HR & Gen Admin.
- 2 Dr. Vaidya informed the importance of applying for NAAC certification. Further he informed that UGC is planning to allow only those institutions which are certified by the NAAC. Hence it is a question of survival of all concerned.
- 3 IQAC coordinator informed that he had arranged various training programs on NAAC, however, very slow progress is seen in document writing.


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- 4 The chairman suggested that we should find any agency which can guide us in writing the document.
- 5 The chairman suggested that in our own campus engineering college is being certified by the NAAC, and we can request the principal of the said college to help us. Accordingly IQAC coordinator was advised to initiate actions for arranging such review by the principal of Engineering college.
- 6 The chairman asked the faculty members to obtain official result statistics from the university.
- 7 The chairman asked the librarian inform about the availability of previous university exam question papers.
- 8 The chairman informed the members that after going through the requirements of NAAC, team work is essential and no single person can work on this system. It was assured by the chairman that all requisite resources shall be provided by the management. All members were requested to list out the requirements.

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PRINCIPAL

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CIRCULAR

Date : 08/04/2019

To,

All Teaching Staff members

This is to inform you that on **09/04/2019**, (Tuesday) 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 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)	

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INTERNAL QUALITY ASSURANCE CELL

Minutes of the meeting held on 9th April. 2019 (Tuesday)


The Agenda of the meeting is

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

Present:

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

- 1 Mr Sayed informed that he could take up the matter with the Principal of Engineering college and he was kind enough to consider our request of reviewing our overall work related to NAAC. The same was arranged and lot of inputs we got from Dr. Undirwade's review.
- 2 Mr Sayed informed that he has obtained the result statistics from university and the same is being given to respective HoD fro BBA, BCA & BCS.
- 3 Mr Somawanshi informed that he is maintaining the file for old university question papers and the same is available for the reference of the students.


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- 4 Dr. Vaidya informed the members that he is in dialogue with experts and he suggested that we should engage such agency for expediting the work of NAAC.
- 5 Dr, Vaidya asked all the chapter owners to review their prepared files for its completeness. It was suggested that a meeting with chapter owner, IQAC coordinator and the principal be arranged to ensure progress is done in desired direction.
- 6 Dr. Vaidya confirmed from all that academic calendar, in line with university and teaching plan for each subject is available with all teaching faculty (for academic year 19-20).
- 7 Dr Vaidya enquired about the college website which was created and what's the status of the same. It was informed that the site is non operational.
- 8 Since for all NAAC purposes all documents have to be uploaded on the college website, it was decided to renew/ create college website on priority basis.

IQAC Coordinator

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Chairman/ Principal

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IQAC CO-ORDINATOR
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