



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, Matarana Pratap Chowk, Bajaj Nagar, MIDC Waluj, A'bad Ph. (0240)2552100. Email- hitechmgmtes@gmail.com web- www.hitechmgmtes.edu.in

CIRCULAR

Date : 30/07/2019

To,

All Teaching Staff members

This is to inform you that on **31/07/2019**, (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 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	
Ms Varsha Bagade	
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

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INTERNAL QUALITY ASSURANCE CELL

Minutes of the meeting held on 31st July. 2019 (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	Dr. S P Vaidya		
2	Ms Shivani Deshpande		
3	Mr Sayed Munawar Yusuf		
4	Mr Snehal Nivrutti Tribhuwan		
5	Ms Puja Chudiwal		
6	Ms Bhavna Ashok Tayade		
7	Mr Milind Uttamrao Morey		
8	Ms Varsha Baliram Gore		
9	Ms Varsha Bagade		
10	Mr Vishanu Somwanshi		

- 1 Dr Vaidya informed the members that he has located the TCC college from Baramati, which shall be working as Mentor for NAAC preparations. The said college is an autonomous body and as per the UGC guidelines they are authorized to give consultation in this respect.
- 2 The team from said college shall be visiting us to check our preparedness for submitting self study report to NAAC.
- 3 The college website is being created and the same can be located at www.hitechmgmtcs.com


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- 4 Mr Tribhuwan, Mr Sayed and Ms Bhavana Tayade have been assigned to upload the necessary photo's and other related material on the college site.
- 5 It is also suggested by the principal to make the college site attractive.
- 6 Dr. Vaidya asked the respective HoD to obtain student feedback report as the academic year 2018-19 is closed.
- 7 Dr vaidya asked the HoD's to create Alumni association of all passed out students and plan for their meet once in a year. During the said meet we can gather their feedback on our teaching, and overall impression they have about the college. Further the students who got employment on the basis of graduate degree, should address the new students about the course utility in practical life.
- 8 Dr Vaidya informed the librarian that one of college of our Sanstha is being closed. He asked to visit the said college library and prepare the list of relevant books which can be used/ referred by our students.

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CIRCULAR

Date : 25/11/2019

To,

All Teaching Staff members

This is to inform you that on **27/11/2019**, (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 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	
Ms Varsha Bagade	
Mr Vishnu Somwanshi (Librarian)	

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INTERNAL QUALITY ASSURANCE CELL

Minutes of the meeting held on 27th November. 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	
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	Ms Varsha Bagade	Present
10	Mr Vishanu Somwanshi	Present

- 1 Mr Munawar Sayed, Mr Snehal Tribhuwan and Ms Bhavana Tayade informed that related information is being uploaded on the college website. It was requested by them that all should visit the site and suggest for the additions/ deletions. Further it is also noted that certain specific tab's are to be provided with respect to the NAAC. The same shall be provided once the documentation part is complete.
- 2 The site is equipped with minimum requirements.
- 3 Student's feedback report is obtained and the analysis of the same is attached herewith for the information of all.


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- 4 While analyzing the feedback, it is noted that students are interested in extracurricular activities. The activities like NSS has received good response from the students.
- 5 Alumni association data of previous years is now ready and all concerned have been contacted through their last updated mobile numbers. We may arrange small get together of the alumni for overall betterment of present students. A form for membership is developed and we are asking the students to fill the same. This will be followed for all outgoing students.
- 6 Mr Somawanshi informed that he could locate certain books relevant to our subjects and the process of receiving the books shall be completed within months time.
- 7 Dr. Vaidya informed that team from TCC college Baramati shall be visiting our place in the month of January 2020. In the meanwhile Mr Sayed is being asked to remain in touch with the TCC college team.

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CIRCULAR

Date : 13/02/2020

To,

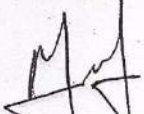
All Teaching Staff members

This is to inform you that on **15/02/2020**, (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

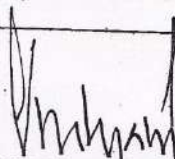
- 1 Review of previous meeting.
- 2 Progress made by other staff members with respect of NAAC.
- 3 Any other point with the permission of the chairman.

All teaching staff is requested to attend the same.


Mr Sayed Munawar Yusuf	
Mr Snehal Nivrutti Tribhuwan	
Ms Bhavna Ashok Tayade	
Mr Milind Uttamrao Morey	
Ms Varsha Baliram Gore	
Ms Varsha Bagade	
Mr Vishnu Somwanshi (Librarian)	


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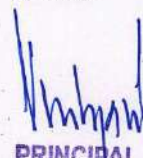
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INTERNAL QUALITY ASSURANCE CELL

Minutes of the meeting held on 15th February . 2020 (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	Dr. S P Vaidya	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	Ms Varsha Bagade	Present
10	Mr Vishanu Somwanshi	Present

- 1 The team from TCC college Baramati visited our college. During the discussions lot many inputs received from the Team. The visit was quite encouraging as members of the team were satisfied with infrastructure, documentation writing.
- 2 The team suggested that certain presentation related -like painting of the building, display of photo's of great personalities, etc needs to be done.
- 3 Dr Vaidya requested all the members to expedite the documentation work, proper filing of records, photo's of various events, and other student related data at the earliest possible.


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- 4 The IQAC suggested one more visit of the team, either we call them at our place or we plan a visit to Baramati TCC college, to get the exact feel of the requirements.
- 5 Dr Vaidya informed that once pre final draft of SSR is ready, we can start the registration process with NAAC. The steps include Registration of Institute on NAAC portal, after registration we shall get the log in id and Password, uploading the IIQA along with requisite fees, once accepted, uploading final SSR on the specified portal. Hence, final draft copy should be ready with us before uploading IIQA.

IIQA COORDINATOR

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CIRCULAR

Date: 25th March 2020

Sub: Postponing the IQAC meetings

All IQAC members are hereby informed that due to pandemic situations and taking in to consideration the lockdown declared by the Government of India, the IQAC meetings are postponed till further instructions in the matter.

All concerned are requested to take note of this

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