



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

CIRCULAR

Date: 7th March 2022

Sub: IQAC meeting

Dear All

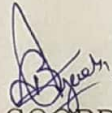
All of you are aware that due to pandemic the entire education was affected and now revival has started.

The rules have totally been relaxed by the government and physical attendance of staff as well as students is being allowed. Under the circumstances, we need to restart the activities as per the guidelines issued by Govt/UGC/University.

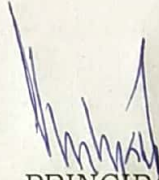
Accordingly IQAC meeting is called on 9th March 2022.

The agenda of the meeting :

- 1 Registration of our institute at NAAC portal
- 2 Online submission of IIQA at NAAC portal
- 3 Review of entire documentation related with NAAC
- 4 Verification of templates as per new requirements
- 5 Academic calendar for Academic year 2022-23
- 6 Any other point with the permission of chairman


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INTERNAL QUALITY ASSURANCE CELL

Minutes of the meeting held on 9th March. 2022

The Agenda of the meeting is

- 1 Registration of our institute at NAAC portal
- 2 On line submission of IIQA at NAAC portal
- 3 Review of entire documentation related with NAAC
- 4 Verification of templates as per new requirements
- 5 Academic calendar for Academic year 2022-23
- 6 Any other point with the permission of chairman

1 Present:

Sr.No	Name of the members	Present/ Absent
1	Dr. S P Vaidya	
2	Mr Snehal Nivrutti Tribhuwan	
3	Ms Bhavna Ashok Tayade	
4	Mr Milind Uttamrao Morey	
5	Ms Varsha Baliram Gore	
6	Mr Vishanu Somwanshi	
7	Ms Mangalsing Pardesi	
8	Mr Ajay Jadhav	
9	Ms Akshada Todmal	
10	Ms Varsha Bagade	

Dr. Vaidya informed the members about completing institute registration activity at NAAC portal.



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It is decided to fill up IIQA by April 2022. Mr Morey sir confirmed about his preparedness of documentation required for filling IIQA.

All chapter owners are being asked to check the templates required as per amended requirements of NAAC.

It is decided to review the SSR in a common meeting at conference hall.

Ms. Tayade is being asked to prepare academic calendar for 2022-23 for remaining period of the academic year.


Mr S N Tribhuwan is asked to update the college website. Additional tab may be provided for uploading all relevant documents of NAAC.

Mr Morey is asked to take infrastructure related photos. While capturing the photos he is also asked to ensure that GEO tag button is on.

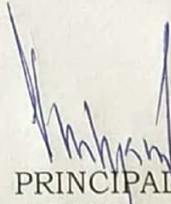
Mr Somavanshi is being asked to reorganize the stacking of the books so that retrieval becomes user friendly. He also asked to prepare subject wise and course wise list of books and keep the said list for students. With this list the students shall be able to demand books with accession number and the person sitting at library will be able to retrieve book immediately. Notice to this effect may be displayed.

Mr Ajay Jadhav and Ms. Akshada Todmal being new joiners were informed about the NAAC process and were allotted one chapter each for completing documentation part related to their allotted chapter.

With relaxation of rules wrt COVID, regular meetings of IQAC shall be planned.


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CIRCULAR

Date: 25 June 2022

Sub: IQAC meeting

Dear All

This is to inform you that on **27th June 2022**(Monday) a meeting is scheduled with respect to NAAC implementation at 02.00pm in the office of the Principal. Under the circumstances, we need to restart the activities as per the guidelines issued by Govt/UGC/University.

The agenda of the meeting :

- 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 Snehal Nivrutti Tribhuwan	
Ms Bhavna Ashok Tayade	
Mr Milind Uttamrao Morey	
Ms Varsha Baliram Gore	
Ms Varsha Bagade	
Ms Akshada Todmal	
Mr Ajay Jadhav	
Ms Utpatti Mahajan	
Mr Vishnu Somwanshi (Librarian)	

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INTERNAL QUALITY ASSURANCE CELL

Minutes of the meeting held on 27th June. 2022(Monday)

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	Mr Snehal Nivrutti Tribhuwan	
3	Ms Bhavna Ashok Tayade	
4	Mr Milind Uttamrao Morey	
5	Ms Varsha Baliram Gore	
6	Mr Ajay Jadhav	
7	Ms Akshada Todmal	
8	Ms Varsha Bagade	
9	Mr Vishanu Somwanshi	

Alumni association data of previous years is now ready.

Student's feedback report is obtained and the analysis of the same is attached here with for the information of all.



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Ms Tayade mam filled NAAC final draft of SSR on the NAAC portal on date 22th June 2022.

Certain queries were received about SSR the same have been answered within granted time limits.

The member of IQAC were informed that next step in the process of NAAC is prequalifying the SSR and data verification and validation process. Once we receive queries the same shall be answered within time limits.


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CIRCULAR

Date: 8th August 2022

Sub: IQAC meeting

Dear All

This is to inform you that on **10th August 2022**(Wednesday) a meeting is scheduled with respect to NAAC implementation at 02.00pm in the office of the Principal. Under the circumstances, we need to restart the activities as per the guidelines issued by Govt/UGC/University.

The agenda of the meeting :

- 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 Snehal Nivrutti Tribhuwan	
Ms Bhavna Ashok Tayade	
Mr Milind Uttamrao Morey	
Ms Varsha Baliram Gore	
Ms Varsha Bagade	
Ms Akshada Todmal	
Mr Ajay Jadhav	
Ms Utpatti Mahajan	
Mr Vishnu Somwanshi (Librarian)	

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INTERNAL QUALITY ASSURANCE CELL

Minutes of the meeting held on 10th August, 2022(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	Mr Snehal Nivrutti Tribhuwan	
3	Ms Bhavna Ashok Tayade	
4	Mr Milind Uttamrao Morey	
5	Ms Varsha Baliram Gore	
6	Mr Ajay Jadhav	
7	Ms Akshada Todmal	
8	Ms Varsha Bagade	
9	Ms Utpatti Mahajan	
10	Mr Vishanu Somwanshi	

Ms. Tayade is being asked to prepare academic calendar for 2022-23 for remaining period of the academic year.

Ms Akshada Todmal is asked to update the college website. Additional tab may be provided for uploading all relevant documents of the cultural events.



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While analyzing the feedback, it is noted that students are interested in extracurricular activities. Earlier the NSS camp was going to Tisgaon, now the NSS camp has been moved to Valadgaon. The activities like NSS has received good response from the students.

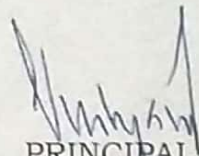
All teaching staff is complete the criterion file and course file work as per the requirements.

SSR has been uploaded and waiting for preapproved from NAAC compliance for DVV (Data Validation and Verification).

Mr. Bawane sir and his team from Shiur college 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 preparation.


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