Audyogik Shikshan Mandal's

College of Commerce, Science & Information Technology

(ID.No. PU/PN/SC/160/2001)

(Affiliated to Savitribai Phule Pune University & Recognized by Govt. of Maharashtra)

S. No. 29/1+2A, Behind Sterling Honda, Pune-Mumbai Highway, Pimpri, Pune-411018

E-mail ID: csit@asmedu.org   Website: www.csitedu.org   Tel:(020) 66351700

Date: 20/05/2024

To,
Committee Member,
IQAC,
ASM's College of Commerce, Science and Information Technology
Pimpri, Pune-18.

Subject: Notification & Agenda of IQAC meeting.

Dear Sir/ Madam,
You are requested to attend the meeting of Internal Quality Assurance Cell (IQAC).
The details of the meeting are as follows:

Date:	**8th June 2024**
Day:	**Saturday**
Time:	**12.00 p.m.**
Venue:	**Mini Auditorium ASM's CSIT**

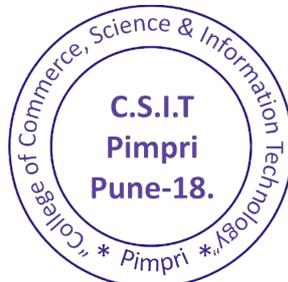The agenda for the meeting is as follows:
1. To read and confirm the minutes of last IQAC Meeting.
2. To approve the Academic calendar (2024-25).
3. To review and approve plan of Induction Programme.
4. To Finalize Academic Budget for the A.Y. Departmental wise.
5. To finalize academic activities to be conducted during the first half.
6. To finalize Co- curricular activities to be conducted for the first half.
7. To discuss and approve CCE for the First half.
8. To discuss any other issue/ subject mentioned by any member of committee.

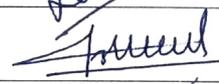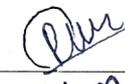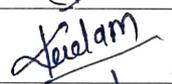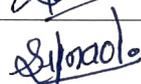You are kindly requested to attend the same.

Thanking you,
Yours sincerely,

Asst. Prof. Sarita Goyal   **Dr. Lalitkumar Kanore**
IQAC Coordinator   Principal
                                      College of Commerce, Science &
                                      Information Technology
                                      S. No. 29/1+2A, Pune-Mumbai Highway,
                                      Pimpri, Pune - 411 018.

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ASM **B+ NAAC**

IQAC Committee

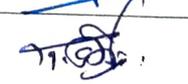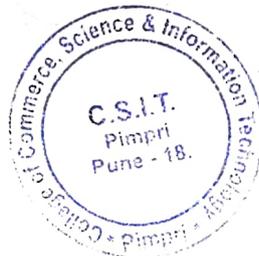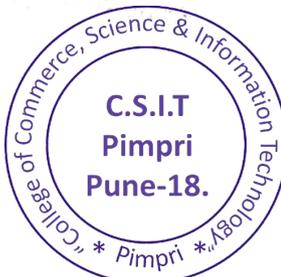| Sr. No.	Name	Designation	Signature
1	**Dr. Lalit J. Kanore,** Principal, CSIT	Chairman	
2	**Dr. S. J. Bokephode,** Director ASM's IPS	Management Representative	
3	**Mrs. Priya Janjalkar** CEO	Member	
4	**Mrs. Trupti Kadam** Teacher Representative	Member	
5	**Dr. C. D Sonawane** Teacher Representative	Member	
6	**Mrs. Sumi Chandran** HOD (Special Invitee)	Member	
9	**Mrs. Jyoti Tope** HOD (Special Invitee)	Member	
10	**Mr. Shreekant Mahajan** HOD (Special Invitee)	Member	
11	**Mr. Babasheb Chandekar** Administrative Officer	Member	
12	**Mr.Amar Gaikawad** Administrative Officer	Member	
13	**Mr. Akshay Barge** Local Society Member	Member	
14	**Ms. Soumya Shinde** Student Nominee	Member	
15	**Mr.Vaibha Aher** Alumni	Member	
16	**To be nominated** Employer Nominee	Member	
17	**Mr. Sanket Gadge** Industrialists	Member	
18	**Mr. Sachin Shinde** Stakeholders Nominee	Member	
19	**Mrs. Sarita Goyal** IQAC co-ordinator	Member Secretary	
20	Mr. Rushi Durge		
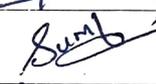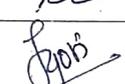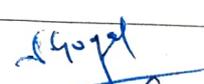
Dr. Lalit Kanore
Principal

Principal
College of Commerce, Science &
Information Technology
S. No. 29/1/2A, Pune-Mumbai Highway,
Pimpri, Pune - 411 018.

C.S.I.T
Pimpri
Pune-18.

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IQAC - Minutes of Meeting

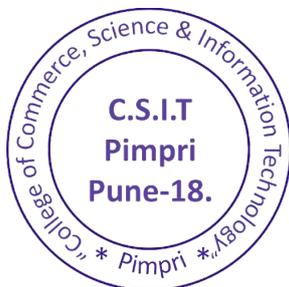Date: **8ᵗʰ June, 2024**
Time: **02:00 PM**
Venue: **Mini Auditorium ASM's CSIT**

Following Members were present for the meeting.

Sr. No.	Name	Designation
1	**Dr. Lalit J. Kanore**, Principal, CSIT	Chairman
2	**Dr. S. J. Bokephode,** Director ASM's IPS	Management Representative
3	**Mrs. Priya Janjalkar** CEO	Member
4	**Mrs. Trupti Kadam** Teacher Representative	Member
5	**Dr. C. D Sonawane** Teacher Representative	Member
6	**Mr. Babasheb Chandekar** Administrative Officer	Member
7	**Mr. Amar Gaikawad** Administrative Officer	Member
8	**Mr. Akshay Barge** Local Society Member	Member
9	**Ms. Soumya Shinde** Student Nominee	Member
10	**Mr.Vaibha Aher** Alumni	Member
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12	**Mr. Sanket Gadge** Industrialists	Member
13	**Mr. Sachin Shinde** Stakeholders Nominee	Member
14	**Mrs. Sarita Goyal** IQAC co-ordinator	Member Secretary

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Item 1: To read and confirm the minutes of last IQAC Meeting.

Member Secretary presented draft of minute's previous meeting and the same was confirmed unanimously by all committee members.

Item 2: To approve the Academic calendar (2024-25).

 HOD of all courses presented the draft of the Academic Calendar for the academic year 2024-25.

Academic Calendar included important dates such as the start and end

Of semesters, examination periods, holidays and other key academic events. The academic calendar

has not been finalized yet.

Item 3: To review and approve plan of Induction Programme.

Induction program for all Non AICTE courses proposed by HOD on 25th, 26th and 27th July 2024. The same of approved unanimously by all committee members.

Proposed by - Dr. C D Sonawane

Seconded by: Asst.Prof. Shreekant Mahajan

 The resolution passed unanimously.

Item 4: To Finalize Academic Budget for the A.Y. Departmental wise.
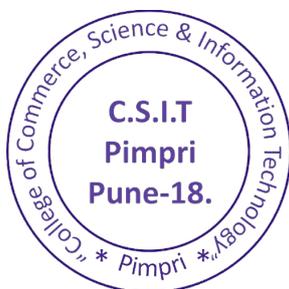
Each Head of Department presented their respective budget proposals, outlining the financial requirements for their departments for the academic year. Detailed discussion held on Department wise budget and corrections suggested in the Budget by Principal Sir and all HOD's are instructed to submit corrected budget by 20th June 2024.

Item 5: To finalize academic activities to be conducted during the first half.

    Detailed discussion held on finalizing the academic activities scheduled for the first half of   the year. HOD,s informed all members that the classes of SY and TY of all courses are commencing from 24th June 2024. Prof. Sarika Shinde (CEO) presented the proposed dates 19th August to 24th August and 17th September to 21st September of CCE for all courses.

Proposed by: Asst.Prof. Sarika Shinde

Seconded by: Asst.Prof. Priya Janjalkar

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Department wise Workshops and seminars also planned.

1. One Day Workshop on "Open Source AI Tools" will be conducted on 31st August 2024.

    Proposed by: - Dr. C D Sonawane

    Seconded by: Asst.Prof. Rushi Durge

2. One Day Workshop on "Latest Trends in IT in Management" will be conducted on 2nd September 2024.

    Proposed by: Asst.Prof. Trupti Kadam

    Seconded by: Asst.Prof. Sumi Chandran

    The plan was approved unanimously.

Item 6: To finalize Co- curricular activities to be conducted for the first half.

Detailed discussion held on co-curricular activities scheduled for the first half of the year.

Item 7: To discuss and approve CCE for the First half.

Discussion held on the Continuous and Comprehensive Evaluation (CCE) for the first half of the academic year. Asst.Prof. Sarika shinde presented the proposed evaluation framework of CCE1, CCE2 and CCE3. CCE1 includes Offline test, MCQ Test based on CO1, CO2 and CO3, CCE 2 includes Assignments based on CO3, CO4 and CCE3 based on CO5, CO6. . Respective HOD and Subject teacher given freedom to conduct CCE3.

Item 8: To discuss any other issue/ subject mentioned by any member of committee.

Detailed discussion held on for the target attainment level to be set for the A.Y. 2024-25. It was unanimously decided to set target attainment level 2. Discussion held on Add on value Added Certificate Courses to be offered to the students. 2 courses per semester was decided for 2024-25 batch. Add on Course will be decided by respective Departmental Head.

    Proposed by: Asst.Prof. Sarita Goyal
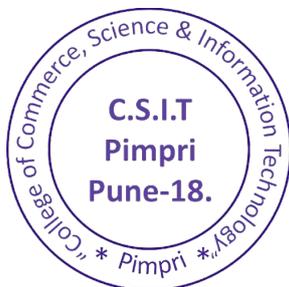
    Seconded by: Dr. Lalit Kanore

Discussion held on Add on value Added Certificate Courses to be offered to the students. 2 courses per semester was decided for 2024-25 batch. Add on Course will be decided by respective Departmental Head.

    Proposed by: Asst.Prof. Shreekant Mahajan

    Seconded by: Asst.Prof. Rushi Durge

As there was no other item to discuss, the meeting was adjourned. Member secretary proposed vote of thanks.

IQAC Co-ordinator.

Principal

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Pimpri, Pune - 411 018.