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: 16/11/2024

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:	**22nd November 2024**
Day:	**Friday**
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 take review of Academic performance for the first half year
3. To Analysis Departmental wise performance and Achievements .
4. To take review of Academic Budget for the A.Y. Departmental wise.
5. To take review of academic activities to be conducted during the first half.
6. To review CCE Internal examination.
7. To take review of Feedback from various stakeholders.
8. To do planning for the second half year.
9. To discuss any other issue/ subject mentioned by any member of committee.
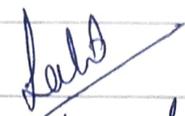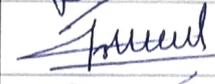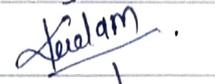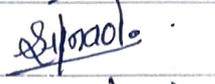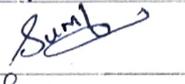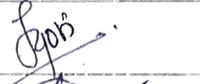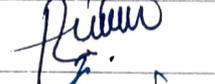
You are kindly requested to attend the same.

Thanking you,
Yours sincerely,

Asst. Prof. Sarita Goyal
IQAC Coordinator

Dr. Lalitkumar Kanore
Principal

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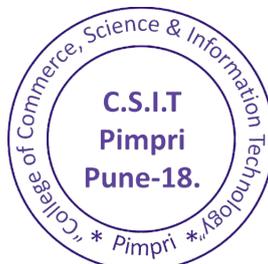
IQAC Committee

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		
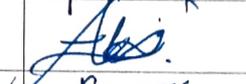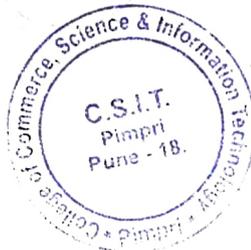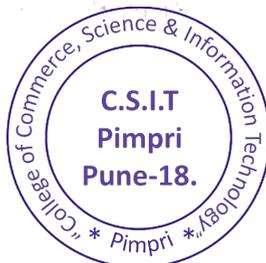
Dr. Lalit Kanore
Principal

Principal
College of Commerce, Science &
Information Technology
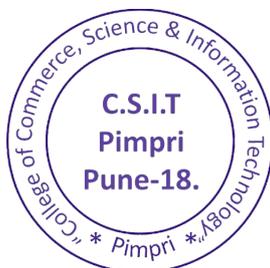S. No. 29/1/2A, Pune-Mumbai Highway,
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C.S.I.T
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IQAC - Minutes of Meeting

Date: **22ᵗʰ November, 2024**
Time: **11:00 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
11	**To be nominated** Employer Nominee	Member
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.

Prof. Sarita Goyal IQAC Co-ordinator welcomed all the members of the IQAC Committee and presented the minutes of meeting held on 8th June, 2024 for review and confirmation. After reviewing the minutes and addressing all clarifications, the minutes of the previous meeting were confirmed by the members of the IQAC. Further, she also informed the meeting regarding the preparation and submission of the Annual Quality Assurance Report (AQAR) for academic year 2023-24.

Item 2: To take review of Academic performance for first half year.

The Principal, Dr. Lalit Kanore, Initiated the discussion by reviewing the academic performance of students for the first half of the academic year 2024-25. The following points were discussed:

Student Performance Overview:

Provide a brief overview of overall student performance, including examination results, class participation and requested a detailed update on the attainment levels for all courses. HODs reported that an Excel sheet has been prepared capturing all parameters of Continuous Comprehensive Evaluation (CCE). They clarified that while the data is ready, the final attainment levels cannot yet be determined as they are awaiting results from the external examination.

The Principal, Dr. Lalit Kanore, suggested calculating the attainment levels based on the available CCE data to gain interim insights into student performance. Additionally, the Principal advised analyzing the results for each CCE parameter separately to identify specific trends, strengths, and areas requiring improvement.

Resolution

After thorough discussion, the following resolutions were made:

1. Departments will calculate attainment levels using the available CCE data for each course.
2. A detailed analysis will be conducted to assess performance on each CCE parameter individually.

Action Plan:

Final attainment levels will be recalculated after the external examination results are available.

Item 3: To Analysis Departmental wise performance and achievements.

The Head of each department discussed its performance and achievements. The Commerce and Management departments informed about the MOUs and activities conducted with TNS and Bajaj Finserv. The Science department shared details about its collaboration with NIIT. Several faculty members attended FDP programs, and research papers were published in UGC Care-listed journals.

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Ms. Trupti Kadam, presented a list of proposed co-curricular achievements for the first half of the year

Cultural Events: Music, dance, drama performances.

Sports Activities: Inter-departmental sports competitions, outdoor games.

Workshops/Skill Development Programs: On topics such as leadership, teamwork, public speaking.

> Proposed by – Asst.Prof. Trupti Kadam
>
> Seconded by: Asst.Prof.. Rushi Durge

Item 4: To take review of Academic Budget for the A.Y. Departmental wise.

A review of the academic budget for the academic year was conducted on a departmental basis. Each department presented their budget allocations and expenditures and additional requirements were discussed to ensure effective utilization of resources. The meeting concluded with the recognition that while some departments performed well within their budget, others will need to adjust their spending for the remaining academic year.

Item 5: To take review of academic activities to be conducted during the first half.

Ms. Trupti Kadam, the Cultural Coordinator, presented an overview of the activities conducted during the first half of the year. These activities included:
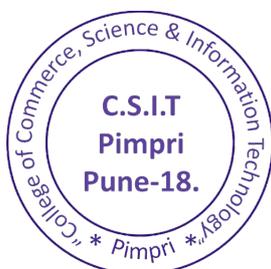
- FDP on CO-PO Mapping in collaboration with the IQAC Cell.
- Workshop on NEP 2020 and Cyber Law under the NEP syllabus.
- Seminar on Employability Skills, Career Guidance, etc.

> Proposed by: Asst.Prof. Trupti Kadam
>
> Seconded by: Asst.Prof. Sarika Shinde

Item 6: To review CCE Internal examination

"Prof. Sarika Shinde, (CEO) informed that the CCE internal examination framework (CCE1, CCE2, and CCE3) based on Blooms Taxonomy has been successfully conducted."

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Item 7: To take review of Feedback from various stakeholders

The Principal of CSIT briefed the feedback received from students and stakeholders regarding improvements in academic quality and infrastructure for the academic year 2024-25. It was resolved that students are increasingly focused on pursuing higher education. Additionally, stakeholders and teachers are fostering better interaction throughout the year to promote students' career advancement. .The agenda was reviewed and approved by all participants.

Item 8: To Planning for second half year:

The purpose of the meeting was to plan for the **second half of the year**, review progress made so far, discuss challenges and establish key priorities and action steps. It was informed to all members that the SY and TY classes for all courses will commence from 20th December 2024. Prof. Sarika Shinde (CEO) shared the tentative date of CCE's to be conducted for AICTE courses.

16th December to 21st December: 1st Internal

14th January to 19th January: 2nd Online.

A discussion was held on offering Add-On Value-Added Certificate Courses to students. It was decided to offer two courses per semester for the 2024-25 batch. The specific Add-On Courses will be decided by the respective Departmental Heads.

- ➢ The Department of **BBA, BBA-IB and BCOM** has opted for two add-on courses: **Basic MS Office and MS Excel.**
- ➢ The Department of **BSC(CS)/IT and BBA (CA)** has opted for two add-on courses : **AWS-1 & Effective Communication Skill-1**
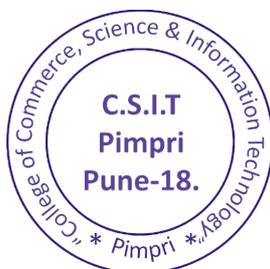
Proposed by: Asst.Prof. Sarita Goyal

Seconded by: Dr. Lalit Kanore

Item 9: To discuss any other issue/ subject mentioned by any member of committee.

The Principal instructed IQAC co-ordinator to start preparing for AQAR documentation process and set deadline to submit AQAR by the end of December 2024. 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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