Shri Sai Sarvangin Vikas Pratishthan's

SAI COLLEGE OF COMPUTER EDUCATION

Natural Sugar Campus, Ranjani Tq-Kallam Dist-Osmanabad 413528

Phone No.02473-265549 Website: - www.saicollege.net.in Cell:-9850690070 Email:-sai.education39@gmail.com

Date: 24th July 2017

NOTICE

The First Internal Quality Assurance Cell meeting of our College is being scheduled on 26th July. 2017 at 4:00PM in the Principal office of the College.

Agenda

1. To confirm the constitution of the IQAC cell at the College.
2. To allocate the criteria's for effective organizing of the work.
3. To prepare the College for the First cycle of the NAAC
4. Any other discussion with the permission of the chairman.

IQAC Coordinator

IQAC Coordinator
Sai College Computer Education
Ranjani Tq.Kallamb Dist.Osmanabad

SAI COLLEGE OF COMPUTER EDUCATION
College Code
730
RANJANI

I/C Principal

I/C Principal
Sai College of Computer Education
Ranjani Tq.Kallamb Dist.Osmanabad

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Minutes of the Meeting

Meeting No. 1.	Date: 26th July. 2017	Time 4:00 pm
Present Members: 13	Dept./Committee: IQAC	

The first meeting of the internal quality assurance cell for the Academic year 2017-18 was held on 26th July. 2017, at 4:00 pm in the Principal office at Sai College .The meeting was chaired by I/C Principal Mr.J.C Gawali. The following Agenda Items were discussed during the meeting and it was unanimously resolved to implement the same.

Agenda	Resolutions
1. To confirm the constitution of the IQAC cell at the College.	The I/C Principal announced the Constitution of IQAC in the College. It was further proposed that Mr.N.M.Chaus would act as coordinator of IQAC and also announced members for IQAC
2. To Allocate the criteria's for effective organizing of the work.	It was resolved unanimously to assign the seven criteria's for effective working to the members of IQAC. The criteria's are assigned Criteria I - Mr.M.K. Sable Criteria II - Mr.S.S.Panchal Criteria III - Miss.S.U.Bharajakar Criteria IV - Mr.S.D.Kupkar Criteria V - Miss.A.T Kolhe Criteria VI – Miss. S.N. Kshirsagar Criteria VII - Miss. R.R Panchal

3.To prepare the College for the NAAC First cycle.	I/C Principal of the College shared the circular by NAAC and explained that SAI COLLEGE would undergo the process of NAAC for the first cycle.
	It was decided and resolved that the College has to prepare for the First cycle of NAAC under the guidance of Mentor College and Manual Framework of NAAC updated timely.
4. Any other discussion with the permission of the chairman.	The chairperson Mr.J.C Gawali guided the IQAC team and explained the importance of Quality initiatives for effective performance for the College.

The meeting was adjourned after the vote of thanks to the chair.

IQAC Coordinator
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Date: 26th July. 2017

NOTICE

The Internal Quality Assurance Cell meeting is scheduled on 28th July. 2017 at 4:00PM in the I/C Principal's office of the College.

Agenda

1. To read and confirm minutes of the last meeting.
2. To Prepare a Departmental Calendar for the academic year 2017-18
3. To prepare a blueprint for departmental orientation.
4. The syllabus design for bridge courses.
5. To prepare plan for Continuous Internal Evaluation
6. To Form ICC committee.
7. Any other discussion with the permission of the chairman.

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Minutes of the Meeting

Meeting No2. Date 28th July 2017 Time 4:00 pm
Present Members: 13 Dept/Committee: IQAC

The Second meeting of the internal quality assurance cell for the Academic year 2017-18 was held on 28th July ,2017, at 4:00 pm in the I/C Principal's office at SAI COLLEGE. The meeting was chaired by I/C Principal Mr.J.C Gawali. The following Agenda Items were discussed during the meeting and it was unanimously resolved to implement the same.

Agenda	Resolutions
1.To read and confirm minutes of the last meetings.	Minutes of the previous meeting were confirmed.
2.To Prepare a Departmental Calendar.	It was decided to prepare the departmental calendar by the Department BCA and BSc.(CS) for keeping harmony in the working of two departments. It was also resolved that the departmental calendar should be prepared in line with the Academic calendar prescribed by Dr. Babasaheb Ambedkar Marathwada University.
3. To prepare blueprint departmental orientation.	After the discussion it was resolved that every Department should prepare course outcomes, as well as program outcomes in detail and share this with the students.
4. Thesyllabus design for bridge courses.	After the discussion, each department needs to design a bridge course and submit a syllabus copy to the I/C Principal.

5. To prepare plan for Continuous Internal Evaluation	It was resolved that a separate meeting needs to be conducted with the Internal exam committee to design a continuous Internal Evaluation system keeping in view the upcoming semester exam for October /Nov. 2017. IQAC should insist on the continuous internal evaluation for getting better results for the semester.
6. To form an Internal Complaint Committee.	After the discussion it was resolved that the Internal Complaint Committee should be constituted as per rules.
7. Any other discussion with the permission of the chairman.	The chairperson Mr. J.C. Gawali guided the IQAC team and explained the importance of Quality initiatives to enhance quality.

The meeting was adjourned after the vote of thanks to the chair.

IQAC Coordinator

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Date: 16th Aug. 2017

NOTICE

All the Faculty members are hereby informed to attend for the IQAC meeting scheduled on 18th Aug. 2017 at 4:00 pm in the I/C Principal's office of the College.

Agenda

1. To read and confirm minutes of the last meeting
2. To discuss the Manual Framework of NAAC
3. To attend the workshops organized by the Parent College.
4. To opt for quality MoU's.
5. To discuss and design Perspective plan for the period of 2017-22.
6. To start skill development courses under MSSDS.
7. Any other discussion with the permission of the chairman.

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IQAC Coordinator

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Minutes of the Meeting

Meeting No.3. Date 18th Aug. 2017 Time 4:00 pm
Present Members: 13 Dept/Committee: IQAC

The third meeting of the internal quality assurance cell for the Academic year 2017-18 was held on 18th Aug., 2017, at 4:00 pm in the IQAC office at Sai College. The meeting was chaired by I/C Principal Mr.J.C. Gawali. The following Agenda Items were discussed during the meeting and it was unanimously resolved to implement the same.

Agenda	Resolutions
1.To read and confirm minutes of the last meetings.	Minutes of the previous meeting were confirmed.
2.To discuss the Manual Framework of NAAC	The IQAC coordinator explained and gave information to all the criteria heads about the Manual Framework of NAAC. It was resolved that every criteria head needed to study the manual Carefully.
3. To attend the workshops organized by Parent College	It was resolved that the IQAC team would attend the workshops for getting proper insights into the NAAC accreditation process.
4. To opt for quality MoU's.	It was discussed and resolved that quality MoU's should be created which could offer employable skills and update knowledge.
5. To discuss and design Perspective plan for the period of 2017-22.	The rough sketch of perspective plan 2017-2022 was prepared under the guidance of the Chair and after discussion it was resolved to present it before CDC for approval.
6. To start skill development courses under MSSDS.	It Is decided to start hardware, Networking, TALLY and Electrician and soft skill courses.
7. Any other discussion with the permission of the chairman.	To apply for the NIRF-2017 and prepare the documents as per the parameters

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Date:-11th Feb2017

NOTICE

All the IQAC members are hereby informed that the meeting is scheduled to be held on 12th Feb.2017 in the IQAC office at 4:00 pm. The brief agenda of the meeting is as follows:-

Agenda

1. To read and confirm minutes of the last meetings.
2. To discuss and design Feedback systems for all stakeholders.
3. To take follow up of AISHE report submission, MIS submission and Academic audit
4. Any other discussion with the permission of the chairman.

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Date:-12th Feb2017

Minutes of the Meeting

Meeting No Date 12th Feb, 2017 Time 4:00 pm

Present Members: 14 Dept/Committee: IQAC

The meeting of the internal quality assurance cell for the Academic year 2017-18 was held on 12th Feb., 2017, at 4:00 pm in the I/C Principal's office at Sai College.The meeting was chaired by I/C Principal Mr.J.C. Gawali. The following Agenda Items were discussed during the meeting and it was unanimously resolved to implement the same.

Agenda	Resolutions
1.To read and confirm minutes of the last meetings.	Minutes of the previous meeting were confirmed.
2. To discuss and design Feedback systems for all stakeholders.	After the discussion it was resolved that a feedback system should be developed for all stakeholders.
3.To take follow up of AISHE report submission, MIS submission and Academic audit	After discussion it was decided to take follow up and all program coordinators are instructed to take initiative to fill the information and complete the report asper the schedule mentioned.
4. Any other discussion with the permission of the chairman.	It was guided and suggested by the I/C Principal and IQAC coordinator that all program coordinators need to collect syllabus completion reports from all the teachers and submit them to IQAC.

The meeting was adjourned after the vote of thanks to the chair.

IQAC Coordinator

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