

ASHOKA EDUCATION FOUNDATION - NASHIK

MINUTES OF MEETING

ACE/REC/13a REV00 DT 15.01.2022

Date: 25/01/2023

Time: 03.00pm – 04.00pm

Venue: Room No. 42

Members Attended:

Attendees	Principal - Dr. Asha Thoke <i>Ash</i>
	IQAC Coordinator –Mrs. Priya Kapadne <i>P.Kapadne</i>
	IQAC Asst. Coordinator- Mrs. Bhagyashree Kulkarni <i>B.Kulkarni</i>
	Staff Members- Dr. Rekha Patil, Mrs.Smita Borade, Mrs. Shweta Varade, Mr. Pravinkumar Jadhav, Mrs. Kavita Palve, Mrs. Priyanka Morwal, Mr. Naresh Sawant, Mrs. Prachi Chavan, Mrs. Sheetal Aher, Mrs. Maksud Shaikh, Mrs.Pooja Gaikwad, Mr.Adnan Sayyed, Mrs.Vishakha Kamod, Mrs. Smita Kulkarni, Mr. Laxman Rajput Mr.Akshay Avhad

Sr. No.	Agenda Point	Action / Decision	Responsibility
1	IQAC 2022-23	1.IQAC committee, IQAC Calendar and POA were discussed with ACE staff 2.Circular related to the IQAC Accreditation was shown and discuss its seriousness with staff members. 3.Take suggestions from them. 4.Asked them to worked in IQAC room as all five years' data, year wise segregated so as per their criteria requirement they can utilize data from there.	ACE staff
2	Criteria wise folder preparation	All criteria heads need to prepare year wise folder for their criteria and maintain record in it	ACE staff
3	Update daily NAAC Status	Every criteria in charge needs to update daily report of their work	ACE staff

P.Kapadne



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ACE/REC/13a REV00 DT 15.01.2022

Date: 06/02/2023

Time: 03.30 pm – 04.30 pm

Venue: Room No. 42

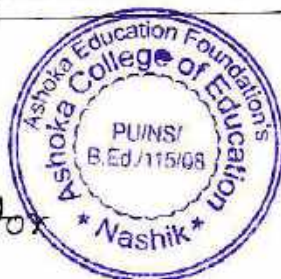
Members Attended:

Attendees	Principal - Dr. Asha Thoke <i>AST</i>
	IQAC Coordinator - Mrs. Priya Kapadne <i>P.Kapadne</i>
	IQAC Asst. Coordinator- Mrs. Bhagyashree Kulkarni <i>B.Kulkarni</i>
	Staff Members- Mrs. Smita Borade, Mrs. Sheetal Aher

NAAC Criteria I (Teaching Learning and Evaluation)

Sr. No.	Agenda Point	Action / Decision	Responsibility
1	1.1 Curriculum Planning (25)	<ol style="list-style-type: none"> 1. SSR was presented by Mrs. Smita Borade. 2. Criteria incharge along with member need to read SSR intensively to remove irrelevant information from it 3. Data needs to identify and verify for all the metrics. 4. SOP, DVV needs to take into consideration while preparing and presenting SSR. 5. Self-assessment form needs to prepare, circulate and collect information through it. Mrs. Priya Kapadne will share google form related to it. 6. Prospectus for the last completed academic year needs to generate on priority basis. 7. Next presentation will be on 14th Feb, 2023 with all corrections and suggestions 8. Data compilation status needs to gear up. 9. Distribution of work and coordination between team mates was good. 	NAAC Criteria 1 st Team

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IQAC Co-ordinator



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


ACE/REC/13a REV00 DT 15.01.2022

Date: 07/02/2023

Time: 03.00 pm – 04.30 pm

Venue: Room No. 42

Members Attended:


Attendees	
	Principal - Dr. Asha Thoke 
	IQAC Coordinator - Mrs. Priya Kapadne 
	IQAC Asst. Coordinator - Mrs. Bhagyashree Kulkarni 
	Staff Members- Mr. Pravinkumar Jadhav, Mrs. Priyanka Morwal, Mrs. Manjusha Bhor and Mr. Adnan Sayyed

NAAC Criteria II (Teaching Learning and Evaluation)

Sr. No.	Agenda Point	Action / Decision	Responsibility
1	2.1: Student Enrollment and Profile (15 marks)	1. In this Key Indicator, metrics 2.1.1, 2.1.2, 2.1.3 are quantitative. Data compilation has done as per the requirement.	NAAC 2 nd Criteria Team
2	2.2: Honoring Student Diversity (30 Marks)	1. SSR was presented by Mrs. Priyanka Morwal. Few suggestions were given as- 2. Data needs to identify and verify for all the metrics. 3. SOP, DVV also needs to take into consideration while preparing and presenting criteria. 4. Self-assessment form needs to prepare 5. Relevant documents and reports highlighting the activities to address the student diversities should be updates with seal and signature of Principal, even photographs need to have proper caption and date 6. Next presentation will be on 14 th Feb, 2023 with all corrections and suggestions	


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		7. Data compilation status was very systematic. 8. Distribution of work and coordination between team mates was in harmony	
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J. P. Acharya
IQAC Co-ordinator



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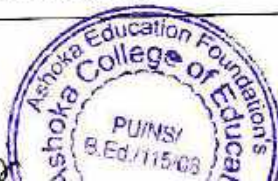
Date: 08/02/2023
Time: 03.00 pm – 04.00 pm
Venue: Room No. 42
Members Attended:

Attendees	
	Principal - Dr. Asha Thoke <i>AS</i>
	IQAC Coordinator –Mrs. Priya Kapadne <i>Priya Kapadne</i>
	Staff Members- Dr. Rekha Patil, Mrs. Vishakha Kamod

NAAC Criteria III Research and Outreach Activities (100)

Sr. No.	Agenda Point	Action / Decision	Responsibility
1	Observations	<ol style="list-style-type: none"> 1. SSR was presented by Dr. Rekha Patil 2. In this Criteria only 1 qualitative metrics and 13 Quantitative metrics are there 3. Data compilation needs to start on urgent basis. 4. SOP, DVV needs to take into consideration while preparing and presenting SSR. 5. Distribution of work and coordination between team mates was in harmony 	
2	3.1 Resource Mobilisation for Research (30)	<ol style="list-style-type: none"> 1. Data related to Seed money for doctoral studies/research projects, granting study leave for research field work needs to take from Ms. Sushma Madam & Mr. Sachin Sir 2. In 3.1.3 two points are little bit confusing for that needs to verify the things with the help of respective faculty of AICESR 	Team of NAAC Criteria 3
3	3.2 Research Publications(15)	<ol style="list-style-type: none"> 1. Notice needs to issue to all the faculty members to submit their research work (Papers, publication, certificates etc.) in hard and soft copy by Saturday. 2. Collected Data needs to identify and verify 	Team of NAAC Criteria 3

Priya Kapadne
IQAC Coordinator



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		as per the metrics. 3. Data needs to compile in proper formats with all specifications like national, international level etc.	
4	3.3 Outreach Activities (30)	1. Report of each outreach activity organized should be along with video/photographs with seal and signature of the Principal	Team of NAAC Criteria 3
5	3.4 Collaboration and Linkages (25)	1. Collaboration with Baha'i academy, Heartfulness needs to add 2. New collaboration needs to initiate.	
6	POA	1. Next presentation will be on 18 th Feb, 2023 with all corrections and compilation of data	

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JGAC Co-ordinator



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ACE/REC/13a REV00 DT 15.01.2022

Date: 09/02/2023

Time: 02.30 pm – 03.30 pm

Venue: Room No. 42

Members Attended:

Attendees	
	Principal - Dr. Asha Thoke 
	IQAC Coordinator –Mrs. Priya Kapadne 
	Staff Members- Mrs. Shweta Varade, Mrs. Kavita Palve

NAAC Criteria III Research and Outreach Activities (100)

Sr. No.	Agenda Point	Action / Decision	Responsibility
1	Observations	<ol style="list-style-type: none"> 1. SSR was presented by Mrs. Shweta Varade 2. Criteria incharge and member needs to revise the whole criteria its DVV, Qualitative and Quantitative metrics 3. Data compilation needs to start on urgent basis. 4. SOP, DVV needs to take into consideration while preparing and presenting SSR. 5. Report on each capability building and skill enhancement initiative adopted needs to be maintain with seal & signature of the Principal 6. Sample feedback sheets from the students participating in each of the initiative should be there. 7. Photographs with date and caption for each initiative needs to compile. 8. Distribution of work and coordination between team mates was in harmony 9. Next presentation will be on 15th Feb, 2023 with all corrections and compilation of data 	Team of NAAC Criteria 3


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		7. Data compilation status was very systematic. 8. Distribution of work and coordination between team mates was in harmony	
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MINUTES OF MEETING

ACE/REC/13a REV00 DT 15.01.2022

Date: 10/02/2023

Time: 02.30 pm – 03.30 pm

Venue: Room No. 42

Members Attended:

Attendees	
	Principal - Dr. Asha Thoke <i>AS</i>
	IQAC Coordinator –Mrs. Priya Kapadne <i>P.Kapadne</i>
	Staff Members- Mr. Akshay Avhad Mr. Laxman Rajput Mr. Maksud Shaikh

NAAC Criteria IV - Infrastructure and Learning Resources (100)

Sr. No.	Agenda Point	Action / Decision	Responsibility
1	Observations	<ol style="list-style-type: none"> SSR was presented by Mr. Akshay Avhad and Mr. Laxman Rajput Total 4 indicators are there in this criteria among them 5 qualitative and 10 quantitative metrics are there. Data collection and compilation status was very satisfactory Distribution of work and coordination between team mates was in harmony SOP, DVV needs to take into consideration while preparing and presenting SSR. 	
2	4.1 Physical Facilities (30)	<ol style="list-style-type: none"> Income Expenditure chart was shown but need to attach authentic proof such as Income expenditure statements highlighting the expenditure on infrastructure augmentation with seal and signature of CA and the Principal is must. Mail regarding this was already send to Mr. Sachin Sir. Needs to take continuous follow up from him. Geo tag Photographs of . campus are 	Criteria 4 Team members

P.Kapadne
IQAC-co-ordinator



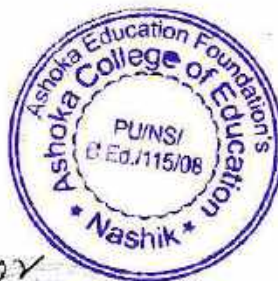
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		there needs to have Geo tag Photographs of Chandsi campus with date and caption for each initiative.	
3	4.2 Library as a Learning Resource (30)	<p>1. Records about annual expenditure of 2017-18 and 2018-19 for purchase of books, journals and e-resources were missing needs to take continuous follow up of purchase dept.</p> <p>2. For detailing of the Metrics 4.2.6 'Efforts are made to make available National Policies and other documents on education in the library suitable to the three streams of teacher education' needs to take help of AICESR</p>	Criteria 4 Team members
4	4.3 ICT Infrastructure (25)	<p>1. In 4.3.2 Purchase receipts of computers or relevant pages (DC) of the Stock Register is missing.</p> <p>2. Facilities for e-content development such as Studio / Live studio, Content distribution system, Lecture Capturing System (LCS) etc are not available in the institution needs to discuss this point with higher authority.</p>	Criteria 4 Team members
5	4.4 Maintenance of Campus and Infrastructure (15)	<p>1. Data needs to collect related to the metrics 4.4.2 Systems and procedures for maintaining and utilizing physical, academic and support facilities</p>	
6	POA	1. Next presentation will be on 17 th Feb, 2023 with all compilation of data	

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ACE/REC/13a REV00 DT 15.01.2022

Date: 10/02/2023

Time: 02.30 pm – 03.30 pm

Venue: Room No. 42

Members Attended:

Attendees	
	Principal - Dr. Asha Thoke <i>ASr</i>
	IQAC Coordinator - Mrs. Priya Kapadne <i>P.Kapadne</i>
	Staff Members-
	Mrs. Bhagyashree Kulkarni <i>B.Kulkarni</i>
	Mrs. Prachi Chavan
	Ms. Pooja Gaikwad

NAAC Criteria VI - governance, Leadership and Management (120)

Sr. No.	Agenda Point	Action / Decision	Responsibility
1	Observations	<ol style="list-style-type: none"> SSR was presented by Mrs. Bhagyashree Kulkarni and Mrs. Prachi Chavan Total 5 indicators are there in this criteria among them 15 qualitative and 7 quantitative metrics are there. Data collection and compilation status was very satisfactory Distribution of work and coordination between team mates was in harmony SOP, DVV were taken into consideration while preparing and presenting SSR. 	
2	6.1 Institutional Vision and Leadership (15)	<ol style="list-style-type: none"> Institution and ACE Vision and Mission and SWOT analysis is ready Future plan is in process. Relevant documents to indicate decentralization and participative management needs to provide. ISO tab added in college website 	Criteria 4 Team members

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IQAC Co-ordinator



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3	6.2 Strategy Development and Deployment (25)	1. Implementation of e-governance 2. For detailing of the Metrics 4.2.6 'Efforts are made to make available National Policies and other documents on education in the library suitable to the three streams of teacher education' needs to take help of AICESR	Criteria 4 Team members
4	6.3 Faculty Empowerment Strategies (30)	1. In 4.3.2 Purchase receipts of computers or relevant pages (DC) of the Stock Register is missing. 2. Facilities for e-content development such as Studio / Live studio, Content distribution system, Lecture Capturing System (LCS) etc are not available in the institution needs to discuss this point with higher authority.	Criteria 4 Team members
5	6.4 Financial Management and Resource Mobilization (20)		
6	6.5 Internal Quality Assurance System (30)	1. Data needs to collect related to the metrics 4.4.2 Systems and procedures for maintaining and utilizing physical, academic and support facilities	
7	POA	1. Next presentation will be on 17 th Feb, 2023 with all compilation of data	

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Rev:00 MR/R/13

ACE/REC/13a REV0015.01.2022

Date: 11.03.2023

Time: 03.30 pm to 04.00 pm

Venue: Principal Cabin

Attendees	Dr. Asha Thoke
	Mrs. Vishakha Kamod

Sr. No.	Agenda Point	Action / Decision	Responsibility	Target date
1	A Great Teacher Respects Student	The topic is preponed due to • One day Trip of ACE Students	Ms. Vishakha Kamod	15 Feb. 2023


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