

**MINUTES OF MANAGEMENT REVIEW MEETING**

Rev:00 MR/R/03

Date: 28<sup>th</sup> August, 2018  
 MRM No.: 03/2018  
 Date / Time of MRM: 28<sup>th</sup> Aug 2018 / Time: 9.00am to 1.30 pm.  
 Venue: 2<sup>nd</sup> Floor Conference Room, AEF, Wadala.  
 Participants:

| Sr. No. | Name                                                                       | Sr. No. | Name                  |
|---------|----------------------------------------------------------------------------|---------|-----------------------|
| 1.      | Mr. Ashokji Katariya                                                       | 2.      | Dr. W. N. Bhende      |
| 3.      | Dr. D.M. Gujarati.                                                         | 4.      | Dr. Ajay kumar Ingale |
| 5.      | Mr.Yogesh Joshi.                                                           | 6.      | Prof. Priti Sonar     |
| 7.      | Prof. Harsha Patil                                                         | 8.      | Dr. Sarita Dhawale    |
| 9.      | Prof. Vaibhav Bhalerao                                                     | 10.     | Prof. Santosh Rukari  |
| 11.     | Prof. Samruddhi Chepe                                                      | 12.     | Prof. Asha Thoke      |
| 13.     | Mr. Shashikant Shimpi                                                      | 14.     | Prof.Sarita Varma     |
| 15.     | Mr. Chanrashekhar Aher                                                     | 16.     | Mr. Joy Merina        |
| 17.     | Dr. Manisha Shirsath                                                       | 18.     | Prof. Archana Gatkhal |
|         | Unit wise Academic Coordinators, Librarian, Admin Officers, H.R. officers. |         |                       |

1. The meeting was conducted and presided over by Hon Chairman, Mr. Ashokji Katariya.
2. Dr. W. N. Bhende, MR, gave introductory remarks, and apprised the participants of the present status in reference to internal audit (IQA-3) conducted recently.
3. Presentations were screened in the sequence, as follows: 28<sup>th</sup> August 2018 :
  - MR Presentation: Dr. Wasudeo Bhende, Mr. Yogesh Joshi.
  - Ashoka Center for Business and Computer Studies: Prof. Harsha Patil , Dr. Sarita Dhawale.
  - Ashoka International Center for Educational Studies and Research: Prof. Priti Sonar, Prof. Samruddhi Chepe.
  - Purchase and Stores: Mr. Aher. & Mr. Joy
  - QAG-Mr. Yogesh Joshi.
  - Ashoka Business School: Prof. Hetal Bhide, Prof. Vaibhav Bhalerao.
  - Ashoka College of Education : Dr.Ajaykumar Ingale, Prof. Asha Thoke
  - HR Dept: Mr. Yogesh Joshi.
4. Hon. Chairman Mr. Ashokji Katariya expressed his views during the presentation as well as at the closing note.
5. Dr. W. N. Bhende expressed vote of thanks.

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Points discussed in the Management Review Meeting-

| Sr. No.  | Particulars.                                             | Points of discussion with the responsibility.                                                                                                                                                                                                                                                                          | Target Date for Completion |
|----------|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <b>A</b> | <b>Management Representative/Administrator/Director:</b> |                                                                                                                                                                                                                                                                                                                        |                            |
| 1.       | Infra-structure for units-                               | Possibility of shifting the AICESR to ASHOKA global Academy, Chandsi to be checked.                                                                                                                                                                                                                                    | January, 2019              |
| 2.       | e-Meeting                                                | <ul style="list-style-type: none"> <li>In line with weekly e-meeting, the e-connect with the other organization's/faculties for exchange or lectures to be organized.</li> <li>For effective exchange of interaction and presentation the Video Conferencing mechanism to be proposed for commissioning.</li> </ul>    | October, 2018              |
| 3.       | Class Observations                                       | Director, Principals, Vice Principals, Course Coordinators should periodically observe the classes and guide the faculties for the training needs identified. To confirm effective Teaching-Learning mechanism as per our plans, inter Unit class observations also may be planned                                     | September, 2018            |
| 4.       | R & D cell                                               | Under Resource adequacy provision for R & D cell; Classroom observation; Great Teacher Characteristic mechanism etc for confirming enhanced QMS, the proposal and POA should be prepared.                                                                                                                              | September, 2018            |
| 5.       | Great teacher Characteristics-                           | Revised mechanism of evaluating GTC- (Great teacher characterises) to be implemented.                                                                                                                                                                                                                                  | September, 2018            |
| 6.       | AISC                                                     | AISC -100 projects is the target till next July-The projects should be: related to their field and innovative. Ranking can be given. Give relevant tips to students. Support to the given with objective of commercialization of the project. All faculties should participate to motivate maximum number of students. | November, 2018             |
| 7.       | Talerang                                                 | Motivate all students for registration. Personality development has to be the pivot of activities. First year students to be trained by our senior students who aimed to nurture under this activity.                                                                                                                  | Immediately                |
| 8.       | Faculty Qualification (Faculty Approval)                 | For all faculties it is mandatory to get qualified through NET/SET by year end. By Interaction individually the time frame to be set. Should confirm plans to have 100% approved staff. Detailed list to be provided to Hon,ble Chairman sir.                                                                          | April 2019                 |

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| 9.       | Syllabus completion                                       | By completing the syllabus well within time, the remedial and accelerated classes to be organized.                                                                                                                                                                                                                                                                                                                                                                                   | September, 2018 |
| 10.      | Result Analysis/<br>Elite Group of<br>Students from units | The topic wise analysis should be done and relative plan should be in place for the students in elite group to score more.                                                                                                                                                                                                                                                                                                                                                           | September, 2018 |
| 11.      | Staff Academy                                             | Faculty to do Ph. D. ultimately is for their professional development and this is to be confirmed in Staff Academy with provision of due support, guidance and training wherever required.                                                                                                                                                                                                                                                                                           | October, 2018   |
| 12.      | Faculty Exchange                                          | Exchange program of faculty /Students need to be discussed again and POA to be decided.                                                                                                                                                                                                                                                                                                                                                                                              | September, 2018 |
| 13.      | AFS                                                       | Participation for AFS International Exchange program to be initiated through “Global Competency Certificate”. It should be enhanced through motivation to faculties/students.                                                                                                                                                                                                                                                                                                        | September, 2018 |
|          |                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |
| <b>B</b> | <b>ACBCS</b>                                              | <ul style="list-style-type: none"> <li>Result of BCA/B.Sc. to be improved. Do micro analysis and achieve maximum results, with target- possibly beyond 90% .</li> </ul>                                                                                                                                                                                                                                                                                                              | November, 2018  |
|          |                                                           | <ul style="list-style-type: none"> <li>Before exam to have remedial classes conducted effectively to reach the target.</li> </ul>                                                                                                                                                                                                                                                                                                                                                    | September, 2018 |
|          |                                                           | <ul style="list-style-type: none"> <li>Mechanism of Use of Buses can be reviewed to explore possibility of providing Bus service as per requirement on chargeable basis.</li> </ul>                                                                                                                                                                                                                                                                                                  | September, 2018 |
|          |                                                           | <ul style="list-style-type: none"> <li>To adjust the requirement of extra sports inputs to students after 3.00 pm, Bus service should be adjusted to accommodate other students through remedial classes, projects, accelerated classes etc.</li> <li>Student Council activity to be framed on the basis of VYAKTITV activity at ABS.</li> <li>To have presentable and fresh look of the Infrastructure the coloring of building to be planned before visit of NAAC team.</li> </ul> | September, 2018 |
|          |                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |
| <b>C</b> | <b>AICESR</b>                                             | <ul style="list-style-type: none"> <li>Profile of EPDP activity should be enhanced.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                       | September, 2018 |
|          |                                                           | <ul style="list-style-type: none"> <li>To concentrate on international placements.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                        | September, 2018 |
|          |                                                           | <ul style="list-style-type: none"> <li>Quality of placement to be increased/elevated.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                     | March, 2018     |
|          |                                                           | <ul style="list-style-type: none"> <li>For the 1<sup>st</sup> year students, need to connect with AUS and have interaction for 2yrs</li> </ul>                                                                                                                                                                                                                                                                                                                                       | September, 2018 |

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|          |                                                                      | and also make remarkable change in teaching skill & knowledge.<br>• Develop mechanism to identify promising students in the first year and groom for two years in coordination with AUS.                                                                                                                                                                                                                                |                                                                     |
|          |                                                                      | • For research activities and competitions teacher and student together should be involved.                                                                                                                                                                                                                                                                                                                             | November, 2018                                                      |
|          |                                                                      | • To make university topper. To achieve Gold Medal at University.                                                                                                                                                                                                                                                                                                                                                       | December, 2018                                                      |
|          |                                                                      | • We have to work on sports activity to have maximum student participation.                                                                                                                                                                                                                                                                                                                                             | September, 2018                                                     |
|          |                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                     |
| <b>D</b> | <b>ABS</b>                                                           | • Quality should be improved for SIP/Placement                                                                                                                                                                                                                                                                                                                                                                          | September, 2018                                                     |
|          |                                                                      | • Have standard formats for the monthly reports mechanism, GT characteristics, Mentorship etc, and timely connect with Management.                                                                                                                                                                                                                                                                                      | September, 2018                                                     |
|          |                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                     |
| <b>E</b> | <b>ACE</b>                                                           | ACE - Process for instituting Gold Medal for B.A.B.Ed.at SPPU to be initiated immediately.                                                                                                                                                                                                                                                                                                                              | September, 2018                                                     |
|          |                                                                      | The percentage of marks of the topper student should be considered as the benchmark and POA should be made for higher marks later.                                                                                                                                                                                                                                                                                      | September 2018                                                      |
|          |                                                                      | ATEEP Activity to be continued. Teaching/Observation skills of school teachers to be done as per planned schedule.                                                                                                                                                                                                                                                                                                      | September, 2018                                                     |
|          |                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                     |
| <b>F</b> | <b>QAG Head</b>                                                      | <ul style="list-style-type: none"> <li>QAG ACTIVITIES. - QAG process-With respect to employability we need to find out external requirements from Recruiters and then have to do TNA. To have a discussion on the parameters and work out relevant POA.</li> <li>Additional Team members for QAG should be identified in reference to Resource Adequacy Provision, for effective execution of QAG processes.</li> </ul> | October, 2018                                                       |
|          |                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                     |
| <b>G</b> | <b>Hon'ble Chairman Sir's Remarks</b><br>(Applicable for all Units)- | <ol style="list-style-type: none"> <li>Land to be identified for Tree plantation Drive.</li> <li>Faculty 100% qualified and approved by year end.</li> <li>Research activities in collaboration with students to be encouraged.</li> <li>Research should be application based and leading to innovation.</li> </ol>                                                                                                     | For Immediate consideration by all Unit Heads to prepare respective |

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|  |  | <ul style="list-style-type: none"><li>5. Students should be thinkers and they should not be facilitated to learn.</li><li>6. Practical way of thinking through case studies to be developed.</li><li>7. Alumni to be called for discussion and sharing the professional experiences.</li><li>8. Placement should be qualitative.</li><li>9. Major Thrust Areas-Case Study/ Research/Environment</li><li>10. Personality Development of the students to be the priority.</li><li>11. E-bulletin Quality to be continually observed for further improvement.</li><li>12. Focus should be on Elite /Remedial club activities.</li><li>13. Achievements of staff and students should be visible at National and higher level.</li><li>14. For HR required stacking arrangement/cupboards should be procured.</li></ul> | POA and discuss with Management. |
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Prepared by

Yogesh Joshi  
QAG Head.

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