

Date: 28<sup>th</sup> Feb 2019  
 MRM No.: 02/2019  
 Date / Time of MRM: 28<sup>th</sup> Feb 2019 / 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.	Mrs. Vandana Sharma
7.	Prof. Harsha Patil	8.	Dr. Sarita Dhawale
9.	Mrs. Manisha Bhamare.	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.	Mr. Parmeshwar	18.	Prof. Archana Gatkal
19.	Mrs. Smita Borade	20.	Dr. Shipla Bhalgat
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-2) conducted recently.
3. Following Faculties were felicitated for acquiring their Doctoral Degree- Dr. Santosh Rukari, Dr. Parmeshwar Biradar, Dr. Mrs. Monali Kakade.
4. Presentations were screened in the sequence, as follows: 28<sup>th</sup> Feb 2019 :
  - MR Presentation: Dr. Wasudeo Bhende, Mr. Yogesh Joshi.
  - Ashoka Center for Business and Computer Studies: Mrs. Harsha Patil, Dr. Sarita Dhawale.
  - Ashoka International Center for Educational Studies and Research: Mrs. Sarita Varma, Mrs. Samruddhi Chepe.
  - Purchase and Stores: Mr. Aher. & Mr. Joy
  - QAG- Mr. Yogesh Joshi.
  - Central Processes- Mrs. Smita Borade, Mrs. Sarita Varma, Mr. Parmeshwar Biradar, Dr. Santosh Rukari.
  - Ashoka Business School: Mrs. Vandana Sharma, Ms. Manisha Bhamre..
  - Ashoka College of Education : Dr. Santosh Rukari., Mrs. Asha Thoke
  - HR Dept: Mr. Yogesh Joshi.
5. Hon. Chairman Mr. Ashokji Katariya expressed his views during the presentation as well as at the closing note.
6. Dr. W. N. Bhende expressed vote of thanks.

Points discussed in the Management Review Meeting-

A) For MR-HE/Director:

Sr No.	Particulars	Points of discussion for compliance
1	International Exchange Program	All faculty members should be involved as Mentors for students and also participants in this activity.
2	R and D Cell	Overall structure of R and D cell should be thought over along with identification of adequate resources (manpower, infrastructure etc) requirement.
3	Presentation in MRM	It should be in the format to indicate objective, target, actual outcome, gap if any, root cause for gap and POA for expected result.

B) For Unit Heads:

Sr No.	Particulars	Points of discussion for compliance
1	Resource Utilisation	Optimum utilisation of the resources should be confirmed at each Unit.
2	Unit Ranking in reporting mechanism	Every Unit should maintain desired category through overall performance in reporting mechanism.
3	Result analysis	Result analysis should be graded (O/A/B/C/D/E) to identify the students who require remedial teaching (D and E grade); and students who can be given accelerated teaching (Elite club-O gade).
4	Attendance of students	The policy in place should be followed in letter and spirit to ensure attendance of students. Attendance of working students should be appropriated to confirm expected excellence through monitored mechanism of tests and evaluation.
5	Observation of Discipline and addressing Complaints and Grievances	<b>Discipline on the campus should be maintained comprehensively and with utmost priority.</b> Mechanism should be transparent to note and resolve the complaints and grievances irrespective of nature, volume etc.
6	Class observation Mechanism	Class conduction should be observed to confirm Interactive mechanism. Third party observation and assessment can be practiced

		to confirm quality of class environment.
7	At ACE—Institution of Gold Medal for BA BEd	<b>Institution of Gold Medal for first ranker at AEF should be processed.</b>  Possibility should be explored for students to go for teaching assignment at higher classes (9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup> ).

C) For QAG Head:

Sr. No.	Particulars	Points of discussion for compliance
1	QMS Profile	For new employees the orientation of QMS (ISO -2015 version) should be clubbed with induction program. <b>On periodic basis comprehensive training program should be organized for new entrants to make them understand new version of QMS.</b> <b>QMS profile, processes and reports should be reviewed to make inclusive of NAAC requirements</b>
2	Staff Academy	<b>Research by faculty, students, group of faculty and students etc should be monitored to confirm continual progression through Staff Academy platform.</b>
3	FDP	<b>Mechanism to monitor training effectiveness should be the imperative part of planning FDP</b>
4	AISC Projects	<b>Students identified for projects under AISC should be facilitated through Mentorship mechanism.</b>  <b>Appropriate resource and budgetary provision should be earmarked, to establish EDP cell at respective Units.</b>

QAG Head

