

**MINUTES OF MANAGEMENT REVIEW MEETING**

Rev:00 MR/R/03

**Date:** 9<sup>th</sup> May , 2018  
**MRM No.:** 02/2018  
**Date / Time of MRM:** 9<sup>th</sup> MAY 2018 / **Time:** 9.30am 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.Gujarati .  | 4.      | Dr, Ajay kumar Ingale   |
| 5.      | Dr.Archana Ghatule   | 6.      | Mr.Yogesh Joshi.        |
| 7.      | Mrs. Harsha Patil  | 8.      | Ms. Preeti Sonar        |
| 9.      | Mrs. Manisha Bhamre  | 10.     | Mrs. Sarita Dhawale     |
| 11.     | Mrs. Samruddhi Chepe   | 12.     | Mrs. Asha Thoke         |
| 13.     | Mr. Shashikant Shimpi  | 14.     | Mr. Santosh Rukari      |
| 15.     | Mr. Chanrashekhar Aher   | 16.     | Mr.Yogesh Sudke(Partly) |
| 17.     | Dr.Gaundare Vikas  | 18.     | Mrs.Archana Gatkal      |
|         | Unit wise faculty members at the time slot of presentation of respective unit. |         |                         |

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. Presentations were screened in the sequence, as follows:
4. 9<sup>TH</sup> MAY 2018 :
  - QAG: Mr .Yogesh Joshi.
  - MR Presentation: Dr. Wasudeo Bhende, Mr. Yogesh Joshi.
  - Ashoka Center for Business and Computer Studies: Dr.Ghatule, Dr. Sarita Dhawale.
  - Ashoka College of Education : Dr.Ajaykumar Ingale, Mrs. Asha Thoke
  - Ashoka International Center for Educational Studies and Research: Mrs. Preeti Sonar, Mrs. Samruddhi Chepe.
  - Purchase and Stores:Mr. Aher.
  - Ashoka Business School: Mrs. Manisha Bhamare, Dr,Gaundare.
  - 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.

**MINUTES OF MANAGEMENT REVIEW MEETING**

Rev:00 MR/R/03

**Points discussed in the Management Review Meeting-**

| Sl. No.   | Particulars.                     | Points of discussion with the responsibility.  |
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| <b>A</b>  | <b>Activity:</b>                 | <u>Management Representative/Administrator/Director:</u>   |
| <b>1</b>  | <b>MRM structure-</b>            | <p><u>Annual Plans-</u><br/>           -long term plan of 5 years to be prepared with annual targets for better structural and focused improvement of each QAG activity ,with individual responsibility up to monthly basis level.<br/>           Along with internal committees, external expert's involvements can be increased.<br/> <u>-MRM structure</u> The structure should be in the form of screening data based on plan, target, status (achievements/deviation), challenges and further POA.<br/>           -Detailed screening of respective Units should be done Unit wise and put in the form of checklist for perusal in MRM.</p> |
| <b>2.</b> | <b>Green India Drive-</b>        | <p><u>Green India activity-</u><br/>           -New separate ground for plantation will be allocated at available campus. The potted plants be screened for regular plantation in soil.<br/>           -for next year students/faculty to be motivated to do the plantation at Chandsi campus.<br/>           -The -Plant selection should be done for long living big trees.</p>  |
| <b>3.</b> | <b><u>New activity</u></b>       | <p><b>TaleRang Training</b><br/>           -Possibility can be explored for taking the program further for training students for internship and placement.<br/>           -Possibly the activity can be embedded in the programs of IIPC.(Institute-Industry Partnership Cell)</p>   |
| <b>4.</b> | <b>Faculty approvals.-</b>       | <p>-Number of approved faculty should be increased.<br/>           -Existing staff to be motivated to get qualified for approval.</p>  |
| <b>5.</b> | <b>Research Activities:</b>      | <p>-Staff Academy mechanism should be strengthened to promote<br/>           -Research environment to be developed for faculties.<br/>           -Recognition and Awards to be given to the faculties for doing research related activities.</p>   |
| <b>6.</b> | <b>Composite Campus for HE.-</b> | <p>-<br/>           The search for land should be continued on priority to accommodate all Institutions of Higher Education.<br/>           -The time line may be three years from now ( 2020-21)</p>  |

**MINUTES OF MANAGEMENT REVIEW MEETING**

Rev:00 MR/R/03

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| <b>B</b> |                               | <b>ACE/AICESR/ACBCS/ABS----Unit Heads/Coordinators/Librarian:</b>  |
| 1.       | <b>EPDP program-</b>          | <p><b>Video recordings-</b><br/>         -to be recorded for reference of faculties under EPDP activities.<br/>         -Video Recording should be done for:</p> <ol style="list-style-type: none"> <li>1. The session of the trainer for each module.</li> <li>2. Question-Answer part of the session.</li> <li>3. Feedback of trainee.</li> </ol>  |
| 2.       | <b>Exchange Program-</b>      | <p>-The exchange program should be effectively planned for Students and Educators.<br/>         -The association with Local/Regional/National/International bodies should be planned and entered in to agreement for mutual benefit.</p>   |
| 3.       | <b>Mentorship-</b>            | <p>Mentors should focus on long term goals of mentees.<br/>         Result of mentorship should be validated through interaction by some authority.</p>  |
| 4.       | <b>E-Bulletin:</b>            | <p>-E Bulletin-should be forwarded to authorities at universities.<br/>         -It should be checked by Unit Head and then Uploaded on website.<br/>         -Sent to all concerned with all Institutions of AEF, ABL etc.<br/>         Feedback mechanism should be developed to know our status and make due changes for establishing better quality.</p>   |
| 5.       | <b>Computer Lab for ACE-</b>  | <p>Initiate proper discussion and connect with AUS, to get apt time sharing for using Computer Laboratory.</p>   |
| 6.       | <b>Grading of Faculty-</b>    | <p>-Mechanism of grading should be based on Goals; targets and achievements.</p>   |
| 7.       | <b>Employment in Schools-</b> | <p>-The students of B.Ed section should be counselled to have goals corresponding to teaching higher classes.<br/>         -Students in First year should be identified for subject specialization and groomed to be good Teachers in that subject.<br/>         -Schools should be surveyed to know the teachers required in specific subject and establish customized connect.<br/>         -The facilitation should be based on good start of salary/package.</p> |

**MINUTES OF MANAGEMENT REVIEW MEETING**

Rev:00 MR/R/03

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| 8.  | <b>Placement Abroad-</b>                      | For students of B.Ed Colleges the possibilities should be explored to get Teaching assignment in different countries.   |
| 9.  | <b>Canteen Facility-</b>                      | <p>-Initiate discussion with canteen I/C to have time of functioning and variety of eatables/tea as per requirement of students and staff.</p> <p>-Few more food items can be added as per student's requirements in menu list.</p>   |
| 10. | <b>Public Relations-</b>                      | Achievements of the Unit should be published in newspapers, on regular basis.   |
| 11. | <b>Educational Research by Students-</b>      | <p><b>Educational Research cell</b> -to facilitate students to get informed about international developments at educational level.</p> <p>-Subject content enrichment should be identified by students.</p> <p>-Requirement/identification should be globally competitive and futuristic.</p>   |
| 12. | <b><u>Prioritization of the activity-</u></b> | All the activities should be planned in advance. Any additional activity should be confirmed based on the merit and effective time management without compromising the quality of the output result.  |
| 13. | <b><u>Result Analysis:</u></b>                | <ol style="list-style-type: none"> <li>1. Result Analysis should be the regular and periodic (possibly monthly) process, referring to all formats of examination.</li> <li>2. The results should be used for categorization of students and processing through apt mechanism to confirm continual enhancement in results.</li> <li>3. Selected students should be groomed to secure higher ranks/medals.</li> <li>4. Management official should be involved in the process of analysis.</li> </ol>  |
| 14. | <b><u>Sports activity -</u></b>               | <p><b>Sports-</b> Get the students involved first in sports then identify the prominent students for next level participation.</p> <p>-For ABS, explore the possibility of using the ground behind the College building for outdoor sports facility.</p> <p>-For AICESR and ACE explore the possibility to get ground on sharing basis.</p> <p>-For ACBCS, the POA for optimum utilization of ground should be prepared and executed.</p> <p>-Facility of sports should be given to all for enhancing physical fitness and selected students should be facilitated to get prepared for competitions.</p> <p>-Funds allocated by District Sports authority and University to be explored and utilised.</p> |

**MINUTES OF MANAGEMENT REVIEW MEETING**

Rev:00 MR/R/03

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| 15.             | <b>Students developments</b>                                | -students of high calibre to be identified and groomed to score higher ranks at university level.  |
| 16.             | <b>Great Teacher Activity-</b>                              | -Evaluation should be done by inter unit observers.  |
| 17.             | <b>Students Satisfaction Index-</b>                         | -Students Satisfaction level should be judged and further counselled to raise the satisfaction level based on logical parameters.<br>-The connectivity with external experts, if required should be facilitated by the Mentor.<br>-should be measured after counselling the students about the expectation from faculties. ,Students should be made aware of expectation level for faculties.                      |
| <b>QAG head</b> |   | <b>QAG ACTIVITIES.</b>   |
| 1               | <b>QAG activities.</b>                                      | <b>Five Years Plan of Action:</b> <ol style="list-style-type: none"> <li>1. Identify the committees' process wise to prepare the POA of five years, for each process under QAG.</li> <li>2. Invite external experts to be the part of the committee.</li> </ol> Define the parameters/milestones and targets for each process for completion in each year, to ascertain the continual progress.                    |
| 2               | <b>Effectiveness of Induction Program/FDP/ADP/S DP-</b>     | <b>FDP effectiveness -</b> <ul style="list-style-type: none"> <li>-The mechanism of judging effectiveness should be structured corresponding to the process comprising from training need identification (TNI) to validation of the effect of training.</li> <li>-Training effectiveness to be given through Separate presentation.</li> <li>-Students interaction for feedback should be done by QAG .</li> </ul> |
| 3               | <b>Employability/ Entrepreneurship Skills Enhancement -</b> | <ul style="list-style-type: none"> <li>-Prepare the training calendar based on training need identification in each Unit.</li> <li>-Conduct training accordingly and confirm the status of the student to be proper to face any interview/to become entrepreneur.</li> </ul>   |
| 4               | <b>QMS confirmation.-</b>                                   | Establish the mechanism of periodic (possibly monthly) Inspection schedule through proper checklist.   |

**MINUTES OF MANAGEMENT REVIEW MEETING**

Rev:00 MR/R/03

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| <b>5</b> | <b>ERP</b>                     | To make it fully functional at the earliest. Immediate POA should be executed for closure of following modules:<br>SIS ; Log book ; Examination ; Salary Disbursement. |
| <b>6</b> | <b>Training Certification-</b> | To finish the process of evaluation and certification by 30 <sup>th</sup> May 2018.  |
| <b>7</b> | <b>SDP in vacation period:</b> | To finalize and implement the schedule of SDP by 30 th May 2018.   |

**Prepared By:**  
**Mr.Yogesh Joshi.**  
**QAG coordinator.**