

**MINUTES OF MANAGEMENT REVIEW MEETING**

Rev:00 MR/R/03

**Date:** 9<sup>th</sup> March 2018  
**MRM No.:** 01/2018  
**Date / Time of MRM:** 9<sup>th</sup> March 2018 / Time: 9.00 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 (Attended Partly)	4.	Dr, Ajay kumar Ingale
5.	Mr. Yogesh Joshi.	6.	Ms. Preeti Sonar
7.	Mrs. Harsha Patil	8.	Mrs. Sarita Dhawale
9.	Mrs. Manisha Bhamre	10.	Mrs. Asha Thoke
11.	Mrs. Samruddhi Chepe	12.	Mr. Joy Merrina
13.	Mr. Shashikant Shimpi	14.	Mr. Rajesh Savdekar
15.	Mr. Chanrashekhar Aher	16.	Mrs. Sushama Manjarekar.
16.	Unit wise faculty members at the time slot of presentation of respective unit.		

- The meeting was conducted and presided over by Hon Chairman, Mr. Ashokji Katariya.
- Dr. W. N. Bhende, MR, gave introductory remarks, and apprised the participants of the present status in reference to internal audit (IQA-1) conducted recently.
- Presentations were screened in the sequence, as follows:
- 9<sup>TH</sup> March 2018 :
  - MR Presentation:** Dr. Wasudeo Bhende, Mr. Yogesh Joshi.
  - 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. Joy, Mr. Aher.
  - QAG:** Mr Yogesh Joshi.
  - Ashoka Business School:** Mrs. Manisha Bhamare, Dr,Gaundare.
  - Ashoka Center for Business and Computer Studies:**Dr.Ghatule,(Partly by-Dr. Sarita Dhawale, Mrs.Harsha Patil.)
  - HR Dept:** Mr. Yogesh Joshi.
- Hon. Chairman Mr. Ashokji Katariya expressed his views during the presentation as well as at the closing note.
- Dr. W. N. Bhende expressed vote of thanks.

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

Sl. No.	Responsibility
<b>A</b>	<b><u>Management Representative/Administrator/Director:</u></b>
1.	<p><b>EPDP program-</b></p> <ol style="list-style-type: none"> <li>1. Training activity for educators in different Schools to be commissioned.</li> <li>2. Program can be conducted at our premise.</li> <li>3. It can be conducted at the different locations as per relevant orders.</li> <li>4. April and May should be used for maximum programs.</li> </ol>
2.	<p><b>Green India Drive-</b></p> <p>-Observers from one unit to other unit should evaluate the execution of the concept and status of maintenance of the plants with due gradation.</p>
3.	<p><b>TaleRang Training</b></p> <ol style="list-style-type: none"> <li>1. Basic SWOT analysis and follow up mentoring sessions should be planned at all Institutions.</li> <li>2. Possibility can be explored for taking the program further for training students for internship and placement.</li> </ol>
4.	<p><b>Employability skills -</b></p> <p>Interaction of placed students with final year students to be coordinated. Status of placement drive to be discussed separately for employed and balance student</p>
5.	<p><b>Faculty approvals.-</b></p> <p>-Existing staff to be motivated to get qualified for approval.</p>
6.	<p><b>Research Activities:</b></p> <ol style="list-style-type: none"> <li>1. To promote non-Ph.D. faculty to do research leading to Ph.D. degree.</li> <li>2. Ph.D. degree holders to do Post-Doctoral study and Research Paper presentation.</li> <li>3. Recognition and Awards to be given to the faculties for doing research related activities.</li> </ol>
7.	<p><b>Sports activity-</b></p> <ol style="list-style-type: none"> <li>1. Sports activities to be planned at all Units of HE.</li> <li>2. Funds allocated by District Sports authority and University to be explored and utilised.</li> </ol>
8.	<p><b>Promotion and admission-</b></p> <p>Plan to be prepared and executed for ensuring admissions in all Units.</p>
9.	<p><b>Concession for wards of Faculties:</b> The policy for fee concession for wards of Faculties of Higher Education admitted in any branch of AUS, should be proposed on line of the policy in place for faculties of AUS.</p>
10.	<p><b>Composite Campus for HE.-</b>The search for land should be continued on priority to</p>

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	accommodate all Institutions of Higher Education. The time line may be three years from now (2020-21)
<b>B</b>	<b>ACE/AICESR/ACBCS/ABS----Unit Heads/Coordinators/Librarian:</b>
<b>1.</b>	<b>Quality policy</b> -Arrangement should be made to facilitate all students and faculties, to understand the Quality Policy in letter and spirit.
<b>2.</b>	<b>Alumni association-</b> <ol style="list-style-type: none"> <li>Every Unit should have functional association of Alumni.</li> <li>It should ensure the quality participation of past students to conduct activities of Alumni Association.</li> <li>Alumni Association should be registered with the office of the charity commissioner.</li> </ol>
<b>3.</b>	<b>Exchange Program-</b> <ol style="list-style-type: none"> <li>The exchange program should be effectively planned for Students and Educators.</li> <li>The association with Local/Regional/National/International bodies should be planned and entered in to agreement for mutual benefit.</li> </ol>
<b>4.</b>	<b>Mentorship-</b> <ol style="list-style-type: none"> <li>Mentors should focus on long term goals of mentees.</li> <li>Mechanism may be explored to assign Good Teachers to have exclusive mentorship portfolio.</li> <li>The connectivity with external experts, if required should be facilitated by the Mentor.</li> </ol>
<b>5.</b>	<b>Great Teacher Activity-</b> Evaluation should be done by inter unit observers.
<b>6.</b>	<b>Prominent students -</b> -Students always should have the higher targets for gold medal than earlier year toppers.
<b>7.</b>	<b>Feedback-</b> -Uniform quality issue – students should be given concession for their replacement uniform purchase. -Faculty feedback should be shown transparently as it is without manipulation.
<b>8.</b>	<b>E-Library:</b> The staff and students should be facilitated to get Connected to different platforms and make use of e resources.
<b>9.</b>	<b>E-bulletin :</b> Every Unit brings out monthly e-bulletin. It should be uploaded on respective website. Further it can be circulated to Chairman, ABL director board, Other unit heads, University and other relevant bodies.
<b>10.</b>	<b>Books in Library:</b> Optimum number of books should be made available in Library, as per norms of affiliating and regulatory bodies.
<b>11.</b>	<b>Practical based training</b> –(ACE/AICESR) -Various labs like History, Mathematics labs to be set up.
<b>12.</b>	<b>New Course addition</b> –(AICESR) Short term courses like diploma, Montessori , etc. courses to be started in education units.

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<b>13.</b>	<b><u>NAAACACCREDITATION</u></b> Micro planning of NAAAC accreditation should be done with prescribed time frame.
<b>14.</b>	<b><u>RESULT ANALYSIS-</u></b> Students results analysis mechanism: <ul style="list-style-type: none"> <li>a. Paper writing skills, English speaking and writing skills to be improved.</li> <li>b. University Model Answer papers to be provided.</li> <li>c. During study leave remedial for weaker and extra coaching for brighter students be given.</li> </ul>
<b><u>QAG head.</u></b>	
<b>QMS NEW VERSION ISO 9001-2015-</b> -With all changes considered, the new version with due approval to be implemented at the earliest.	
<b>FDP effectiveness -</b> -Training effectiveness to be given through Separate presentation.	
<b>IQA/MRM -</b> -Schedule of IQA/MRM should be executed as per approved cycle. -OFI observed for clause no. 7.5 in IQA-1, are in different Units. It needs to be addressed with proper training.	
<b>QAG activities.-</b> -There are many activities coordinated under QAG umbrella. It was suggested to plan schedule throughout the year to be compatible with Unit wise Calendar. Independent presentation can be planned.	

**Prepared By:**  
**QAG coordinator.**