

MINUTES OF MANAGEMENT REVIEW MEETING

Rev:00 MR/R/03

Date: 23rd August 2017
MRM No.: 03/2017
Date / Time of MRM: 21st August 2017. / **Time:** 11.30 to 2.30 pm.
 22nd August 2017./ **Time:** 12.00 noon to 3.30 pm.
Venue: 2nd Floor Conference Room

Participants:

Sr. No.	Name	Sr. No.	Name
1.	Mr. Ashokji Katariya	2.	Dr. Rajendra Takale
3.	Dr. W. N. Bhende	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. Aarchana Kharote	12.	Mr. Joy Merrina
13.	Mrs. Samruddhi Chepe	14.	Mr. Rajesh Savdekar
15.	Mr. Shashikant Shimpi	16.	Mr. Chanrashekhar Aher
17.	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-3) conducted recently.
- Presentations were screened in the sequence, as follows:

21st August 2017

- 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.

22nd August 2017

- Ashoka Business School:** Mrs. Manisha Bhamare , Dr Rajendra Takale
 - Ashoka Center for Business and Computer Studies:** Dr. Sarita Dhawale , **Mrs.**Harsha Patil.
 - HR Dept:** Mr. Yogesh Joshi.
 - Ashoka Training Institute:** Mr. Rajesh Savdekar.
 - House Keeping and Maintenance :** Mr. Mahesh Chavan , Mr. Rakesh Pawar
 - IT :** Mr. Sagar Pawar
- 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.

Points discussed in the Management Review Meeting-

Sl. No.	Responsibility
01	<u>Management Representative/Administrator/Director:</u>
	<ul style="list-style-type: none"> • <u>INFRASTRUCTURE-</u> 1. AICESR: <ol style="list-style-type: none"> Temporarily this Unit should be made functional in A wing at Wadala premise. Explore possibility of Shifting to Chandasi premise. Provision of transport facility can be explored. 2. Common Place for Activities: At Wadala premise, the facility of Junction hall can be availed after mutual understanding Between AUS & HE Units. 3. At ACBCS premise: <ol style="list-style-type: none"> The possibility of using space at 4th floor should be explored. Up gradation of internet facility at ACBCS should be done to avoid repetitive disconnections and to ensure proper speed.

MINUTES OF MANAGEMENT REVIEW MEETING

Rev:00 MR/R/03

	<ul style="list-style-type: none"> c. Ground for ACBCS should be made available exclusively for sports activities. d. <u>Ventilation</u>-forced ventilation has to be more effective in classrooms. e. Partitions of classrooms are not soundproof resulting in the noise passing through walls to other rooms. f. Speed breakers at the entrance of the premises on both sides should be installed. <p>4. Independent Infrastructure for HE:</p> <ul style="list-style-type: none"> a. Explore and identify plot/s reserved for educational institutions by Municipal Corporation. b. Visit different locations to identify the land, admeasuring around 10 to 15 Acres area. <ul style="list-style-type: none"> ● <u>RECRUITMENT –</u> <ol style="list-style-type: none"> 1. To follow prescribed procedure for increasing the percentage of approved Teaching staff in all Institutions of HE. 2. To conduct special classes to help the existing staff to get through SET/NET examination <ul style="list-style-type: none"> ● <u>HR POLICY-</u> <ol style="list-style-type: none"> 1. The policy in place should be reviewed. 2. Especially the entitlement of leave in extra ordinary circumstances may be put in the policy with special consideration of employees having rendered multiple years of service at Ashoka. <ul style="list-style-type: none"> ● <u>PLANTATION DRIVE-</u> <ol style="list-style-type: none"> 1. At all Units, plan and execute the plantation in substantial number. 2. Ensure proper mechanism to confirm survival of plants. <ul style="list-style-type: none"> ● <u>QCI-</u> <ol style="list-style-type: none"> 1. In case of AICESR and ACE, the mechanism of accreditation by NAAC is replaced by QCI, hence care should be taken to fulfil due requirements. <ul style="list-style-type: none"> ● <u>MEDICAL INSURANCE OF ALL HE EMPLOYEES-</u> <ol style="list-style-type: none"> 1. The insurance facility for every employee should be confirmed. 2. The employee if is covered under some scheme independently, then he/she may be exempted from the scheme for insurance. 3. The scheme can be put up for consideration of Hon Chairman, in line with the scheme in place for AUS employees. <ul style="list-style-type: none"> ● <u>ALUMNI ASSOCIATION REGISTRATION AT ALL UNITS-</u> <ol style="list-style-type: none"> 1. Every Unit of HE has functional Alumni Association. 2. The registration of Unit specific associations should be planned, in reference to requirement for accreditation process. <ul style="list-style-type: none"> ● <u>WORK INSTRUCTION WITH CLEAR TIMELINE FOR ADMIN PROCESSES-</u> <ol style="list-style-type: none"> 1. The position specific work Instructions should be in place. 2. The execution of these instructions should collaborate with ISO processes and respective timeline. <ul style="list-style-type: none"> ● <u>EXCHANGE PROGRAM FOR STUDENTS AND STAFF-</u> <ol style="list-style-type: none"> 1. The guidelines for this program should be prepared. 2. Every Unit should be facilitated to execute the guidelines for effective exchange program.
2	ACE:
	<ul style="list-style-type: none"> ● <u>EXCHANGE PROGRAM FOR STUDENTS/FACULTIES-</u> <ol style="list-style-type: none"> 1. The program should be planned to suit relevant objectives. 2. The central guidelines should be practiced to execute the program <ul style="list-style-type: none"> ● <u>RESULT ANALYSIS-</u> <ol style="list-style-type: none"> 1. Analysis should lead to identify the scope of improvement. 2. The target should be set to enhance the number of students in the bracket of distinction. 3. The grading of students should facilitate the POA for each student to get in to the upper category. <ul style="list-style-type: none"> ● <u>NSS-</u> <ol style="list-style-type: none"> 1. Regular activities should be executed as per respective norms. 2. The change in adopted village can be considered after adoption for consecutive three years, hence respective change should be processed as per norms.

MINUTES OF MANAGEMENT REVIEW MEETING

Rev:00 MR/R/03

	<ul style="list-style-type: none"> ● <u>ACADEMIC AND ADMIN CALENDAR-</u> <ol style="list-style-type: none"> 1. The schedule of activities of the whole year should be prepared in May of every year, based on previous experience. 2. The appropriation can be made whenever the schedule is declared by the University. 3. The deadlines prescribed by the University should be effectively honoured. ● <u>QUALITY OBJECTIVE FORMAT-</u> <ol style="list-style-type: none"> 1. It should reflect the continual development. 2. The parameters can be, the Existing status- Commitment- next target (if achieved A then it should be A+.A++,A+++.) ● <u>MENTORSHIP-</u> <ol style="list-style-type: none"> 1. This program should be planned to guide students to self-explore. 2. Observation of mentor should be recorded and validated in reference to commitment by the mentee and mentor. ● <u>PHYSICAL EDUCATION DIRECTOR –</u> <ol style="list-style-type: none"> 1. The process should be followed to appoint the Physical Education Director as per University norms. 2. Till such regular appointment of Physical Education Director for ACE, the services of Mr.Nagare should be availed for sports activity.
3.	AICESR
	<ul style="list-style-type: none"> ● <u>EXCHANGE PROGRAM FOR STUDENTS/FACULTIES-</u> <ol style="list-style-type: none"> 1. The program should be planned to suit relevant objectives. 2. The central guidelines should be practiced to execute the program ● <u>NSS-</u> <ol style="list-style-type: none"> 1. Regular activities should be executed as per respective norms. 2. The selection of village for adoption should be considered with prior discussion with the Management. ● <u>OBSERVATIONS OF NAAC PEER TEAM FOR IMPROVEMENT-</u> <ol style="list-style-type: none"> 1. English communication training should be given for both year B.Ed. students. 2. Paper presentation activity should be started for all students. 3. Possibility of sending faculty for FDP organised at outstation locations should be explored. 4. Students should be involved for research, references to make them aware of Research methodology. 5. Digital indicator board /smart board to be used for classes. The purchase process to be expedited and the faculties to be trained for the same. ● <u>ACADEMIC AND ADMIN CALENDAR-</u> <ol style="list-style-type: none"> 1. The schedule of activities of the whole year should be prepared in May of every year, based on previous experience. 2. The appropriation can be made whenever the schedule is declared by the University. 3. The deadlines prescribed by the University should be effectively honoured. ● <u>MENTORSHIP-</u> <ol style="list-style-type: none"> 1. This program should be planned to guide students to self-explore. 2. Observation of mentor should be recorded and validated in reference to commitment by the mentee and mentor. ● <u>ALUMNI ASSOCIATION-</u> <ol style="list-style-type: none"> 1. It should be made effectively functional. 2. As per the centralised guidelines, the Association should be registered with the Charity Commissioner. ● <u>PLACEMENT-</u> <ol style="list-style-type: none"> 1. Target of placement should be revised based on the prevailing position of salary package. 2. The Schools of repute should be invited for recruitment drive.

MINUTES OF MANAGEMENT REVIEW MEETING

Rev:00 MR/R/03

- **TEACHERS TRAINING PROGRAM-**

1. We should establish the cell in coordination with ACE, to make Teachers Training Program functional.
2. This program should be developed to give training to the Teachers in different Schools.
3. The modules of training should be identified.
4. The complete proposal with projection of commercials should be put up for perusal of the Management.

4. ABS

- **EXCHANGE PROGRAM FOR STUDENTS/FACULTIES-**

1. The program should be planned to suit relevant objectives.
2. The central guidelines should be practiced to execute the program

- **CRISIS MANAGEMENT CELL-**

1. The cell should be made effectively functional.
2. Mock drill should be conducted periodically.

- **I3 CELL –**

1. Activities should be conducted throughout the year to establish effective connect with Industry.
2. Activities should be focussed to prepare students to be absorbed in the Industry.

- **QMS DOCUMENTATIONS-**

1. Due care needs to be taken in general for proper documentation of all processes.
2. Revisions must be authenticated by authorised signatories to avoid the use of the previous version of the document.
3. All processes & work instructions must be in line with actual activity.

- **STUDENTS ATTENDANCE-**

1. Report/target should be on realistic base.
2. Sanctioned leave or pre planned activity should be appropriately documented.

- **STUDENTS FEEDBACK-**

1. Grievance redressal mechanism should be appropriately documented.
2. Mentors should be empowered to solve the problems.

- **RESULT ANALYSIS –**

1. Analysis should lead to identify the scope of improvement.
2. First target should be to have 100 percent results in all subjects.
3. The further target should be set to enhance the number of students in the bracket of distinction.
4. The grading of students should facilitate the POA for each student to get in to the upper category.

- **GREAT TEACHER ACTIVITY**

1. It should be monitored monthly to establish continual improvements.

- **ACADEMIC AND ADMIN CALENDAR-**

1. The schedule of activities of the whole year should be prepared in May of every year, based on previous experience.
2. The appropriation can be made whenever the schedule is declared by the University.
3. The deadlines prescribed by the University should be effectively honoured.

- **MENTORSHIP-**

1. This program should be planned to guide students to self explore.
2. Observation of mentor should be recorded and validated in reference to commitment by the mentee and mentor.

MINUTES OF MANAGEMENT REVIEW MEETING

Rev:00 MR/R/03

	<ul style="list-style-type: none"> • <u>ALUMNI ASSOCIATION-</u> <ol style="list-style-type: none"> 1. <u>It should be made effectively functional.</u> 2. <u>As per the centralised guidelines, the Association should be registered with the Charity Commissioner.</u> • <u>DOCUMENT RETRIEVAL</u> <ol style="list-style-type: none"> 1. Mechanism should be in place for immediate retrieval of documents, on demand. • <u>LIBRARY QUALITY OBJECTIVES</u> <ol style="list-style-type: none"> 1. Increase in number of volumes should be based on feedback from students, faculty requirements. The revision in the current budget should be based on student's requirements. • <u>NAAC ACCREDITATION</u> <ol style="list-style-type: none"> 1. Micro planning of NAAC accreditation should be done with prescribed time frame.
--	---

5.	ACBCS
	<ul style="list-style-type: none"> • <u>CRISIS MANAGEMENT CELL-</u> <ol style="list-style-type: none"> 1. The cell should be made effectively functional. 2. Mock drill should be conducted periodically. 3. Mock drill at Ashoka Business Enclave should be done in coordination with 4th,5th,6th floor together. • <u>EXCHANGE PROGRAM FOR STUDENTS/FACULTIES-</u> <ol style="list-style-type: none"> 1. The program should be planned to suit relevant objectives. 2. The central guidelines should be practiced to execute the program • <u>NSS REGISTRATION</u> <ol style="list-style-type: none"> 1. Proper process should be followed for registration of the NSS Unit at ACBCS. • <u>ALUMNI ASSOCIATION-</u> <ol style="list-style-type: none"> 1. It should be made effectively functional. 2. As per the centralised guidelines, the Association should be registered with the Charity Commissioner. • <u>RESULT ANALYSIS –</u> <ol style="list-style-type: none"> 1. Analysis should lead to identify the scope of improvement. 2. First target should be to have 100 percent results in all subjects. 3. The further target should be set to enhance the number of students in the bracket of distinction. 4. The grading of students should facilitate the POA for each student to get in to the upper category. • <u>MENTORSHIP-</u> <ol style="list-style-type: none"> 1. This program should be planned to guide students to self-explore. 2. Observation of mentor should be recorded and validated in reference to commitment by the mentee and mentor. • <u>EMPLOYABILITY-</u> <ol style="list-style-type: none"> 1. For the students who show willingness should be provided the training & opportunity for the placements. • <u>INTERNSHIP-</u> <ol style="list-style-type: none"> 1. Theory part is mandatory hence only during the vacation the students should be sent for projects. • <u>NAAC ACCREDITATION</u> <ol style="list-style-type: none"> 1. Micro planning of NAAAC accreditation should be done with prescribed time frame.

Prepared By:
QAG coordinator.