

Date: 25 /08/ 2022

KCES's Institute of Management and Research, Jalgaon
Internal Quality Assurance Cell

Notice

All the members of the Internal Quality Assurance Cell are hereby informed that a meeting of the IQAC will be held on 6th September 2022 at 10 .00 a. m. in room no 6.
You are therefore requested to make it convenient to attend the meeting.



Mrs. Tanuja Fegade
Coordinator, IQAC



Prof. Shilpa Kiran Bendale
Chairman, IQAC

- ❖ The following is the agenda of the meeting:
- 1) To Read and Confirm the minutes of the last meeting
 - 2) To Present the Action Taken Report of the previous meeting.
 - 3) To Discuss the recommendations given by the NAAC peer team.
 - 4) To approve the Academic Calendar for A.Y. 2022-23.
 - 5) To discuss various feedback and its analysis received from stakeholders and actions to be taken.
 - 6) To plan the activities for the current semester.
 - 7) To discuss workload, teaching-learning pedagogy, and bridge courses for the students.
 - 8) To Review Result Analysis.
 - 9) To review the admission process for all programs.
 - 10) To plan the Certificate courses.
 - 11) To form various committees for the academic year 2022-23.
 - 12) Any other academic matter with the permission of the chair.

KCES's Institute of Management and Research, Jalgaon

Internal Quality Assurance Cell

Minutes of the Meeting

Time: 10.00 am.

Date: 7/09/2022

IQAC organized IQAC's first meeting for the academic year 2022-23 on 06/09/2022 at 10.00 am. The meeting was chaired by the Director Prof. Dr. Shilpa Kiran Bendale. The Following agenda were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks.

Sr No.	AGENDA	Resolution/Minutes
1.	To Read and confirm the minutes of the last meeting on 25 th May 2021.	The coordinator of IQAC Mrs. Tanuja Fegade read the minutes of the last meeting The same was confirmed.
2.	To Present the action taken report of the last meeting	The coordinator of IQAC Mrs. Tanuja Fegade presented the action taken report of the last meeting
3	To prepare the Academic Calendar for A.Y. 2022-23.	The Academic Calendar prepared by the Academic planning committee was presented by the chairman of the academic planning committee Mrs. Tanuja Fegade and finalized in the meeting.
4	To Discuss the recommendations given by the NAAC peer team	Discussed the recommendations and accordingly, an action plan was framed for implementation.
5	To plan activities for the current semester	Various activities like IT-Festa, Managers Day, Entrepreneur Day etc are discussed and planned
6	To discuss various feedback and its analysis received from stakeholders and actions to be taken.	Discussed the analysis report of the feedback and corrective actions required.
6	To discuss workload distribution, teaching-learning pedagogy, and bridge courses for the students.	Discussed workload distribution and teaching learning pedagogy which should be included session plan. Bridge courses for new students were planned.
7	To Review Result Analysis.	Coordinators represented result analysis for the previous semester and discussed the performance of students.

		Suggested some actions for improvement.
11	To review the admission process for all programs.	The status of admissions of various programs is reviewed and the planning of the MBA and MCA admission process for the academic year 2022-23 is discussed.
12	To Plan Certificate Programs	After discussion of the gap identified in the curriculum of the syllabus provided by KBC NMU, Jalgaon certification programs are decided for each program of the Institute.
13	To form various committees for the academic year 2021-22.	Various academic and statutory committees are reformed.

Tanuja Fegade

Mrs. Tanuja Fegade
IQAC Coordinator



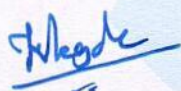
Shilpa Bendale

Prof. Dr. Shilpa Bendale
Director & IQAC Chairman

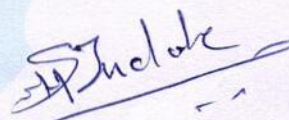
Internal Quality Assurance Cell

Action taken report of the meeting held on 6th September 2022

Sr. No	Decisions Taken in the IQAC Meeting	Action Taken
1	Preparation of Academic Calendar for A.Y. 2021-22	The finalized academic calendar for the A. Y 2022-23 by IQAC committee.
2	Planning of Activities	The following activities are conducted: 1. Seminar on leadership with Rotary International 2. Smart Digital Sakhi 3. Patriotic song competition 4. Poster competition
3	Result Analysis for the previous semester	The result analysis of all programs for the previous year is submitted.
4	Certificate Programs	Certificate course in web programming using HTML/CSS from 30 th Jan 2022 to 13 th Feb 2021.
5	Form various committees for the academic year 2022-23	All Statutory committees and academic committees are formed for the academic year 2021-22.



Mrs. Tanuja Fegade
Coordinator, IQAC



Prof. Dr. Shilpa Kiran Bendale
Chairman, IQAC

Date: 10 /11/ 2022

Internal Quality Assurance Cell

Notice

All the members of the Internal Quality Assurance Cell are hereby informed to attend an IQAC meeting on 19th November 2022 at 10.00 a. m. in the IQAC Room.



Mrs. Tanuja Fegade
Coordinator, IQAC



Prof. Shilpa Kiran Bendale
Chairman, IQAC

❖ Agenda:

- 1) To Read and Confirm the minutes of the last meeting
- 2) To Present the Action Taken Report of the previous meeting.
- 3) To welcome new members of the committee restructured.
- 4) To plan for the Faculty Development Program.
- 5) To discuss the organization of the NAAC-sponsored seminar/work shop.
- 6) To discuss the sports activities for students
- 7) To organize Industrial visits for various programs.
- 8) To organize curricular, co-curricular, and extra-curricular activities.
- 9) To plan extension activities and outreach program
- 10) To plan a seminar on IPR.
- 11) To plan Induction Program for MBA and MCA
- 12) To discuss remedial classes for weak students
- 13) To plan for an International Conference.
- 14) To discuss the autonomy of the Institute.
- 15) Any other matter with the permission of the chair.

KCES's Institute of Management and Research, Jalgaon

Internal Quality Assurance Cell

Minutes of the Meeting

Time: 10.00 am.

Date:

IQAC organized its second meeting for the academic year 2022-23 on 19/11/2022 at 10.00 am. The meeting was chaired by the Director Prof. Dr. Shilpa Kiran Bendale. The Following agenda were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks.

Sr No.	AGENDA	Resolution/Minutes
1.	To Read and confirm the minutes of the last meeting on 06/09/2022	The coordinator of IQAC Dr. Tanuja Fegade read the minutes of the last meeting. The same was confirmed.
2.	To Present the action taken report of the last meeting	The coordinator of IQAC Dr. Tanuja Fegade presented the action taken report of the last meeting
3	To welcome new members of the committee restructured	IQAC Chairman Dr. Shilpa Bendale welcomed the new members to the IQAC. The Members were briefed about the functions of IQAC.
4	To plan for the Faculty Development Program.	Dr. Anupama Chaudhari Suggested a few topics for the FDP i.e. i) Society 5.0 ii) Research in Emerging areas of Management iii) Higher Education and Teaching Learning Management It was decided that this year's FDP shall be organized on Higher Education and Teaching Learning Management. Industry Expert Mr. Yogesh Patil Suggested that there should be Industry Exposure provided to the faculty members in the upcoming FDP's
5	To discuss the organization of the NAAC-sponsored seminar/workshop.	Dr. Nishant Ghuge presented the proposal which is to be submitted to NAAC for Sponsorship to the seminar. The 2-day seminar will be organized on topic "Quality enhancement of higher education institutions in India: Challenges ahead" on 11 th and 12 th April 2023. All the members accepted the proposal and confirmed the same to be sent to NAAC.

6	To discuss the sports activities for students	The committee discussed the various sports activities to be conducted in the upcoming session.
7	To organize Industrial visits for various programs.	It was decided that an Industrial visit shall be planned for the students of various programs. Training and Placement coordinator Mr. Punit Sharma was given the responsibility to plan Industrial Visits for all programs.
8	To organize curricular, co-curricular, and extra-curricular activities.	MBA Coordinator Dr. Parag Narkhede said that a Quiz competition and Case Study Presentation competition will be organized for MBA Students. Along with that Few Guest Lectures will also be organized for students. MCA Coordinator Mr. Uday Chatur proposed that the National Level Flagship Event IT Festa will be organized for Students of a computer program. Industry Expert Mr. Yogesh Patil Suggested organizing a few workshops on AI and Cyber security for computer students whereas Alumni Mr. Saral Chopda Suggested organizing sessions on student grooming and resume writing. Local Community Representative CA Priti Mandore Suggested organizing sessions on Entrepreneurship. The proposals were accepted unanimously.
9	To plan extension activities and outreach program	Dr. Shilpa Bendale briefed the members that the NSS unit has been started in the Institute recently. The Extension activities will be carried out by this NSS unit and the Rotaract Club of the Institute.
12	To plan a seminar on IPR.	It was decided to organize a session on IPR. The responsibility was assigned to Dr. Varsha Pathak.
13	To plan Induction Program for MBA and MCA	MBA Coordinator Dr.Parag Narkhede Presented the schedule of 6 days Induction Program for MBA first-year students. MCA Coordinator Mr. Uday Chatur presented the schedule of 3 days Induction program for MCA Students.
14	To plan for an International Conference.	It was decided to organize International Conference. The theme for this year's conference was decided as "Innovation, Automation and Future trends in business". The responsibility to organize the conference was assigned to Dr. Varsha Pathak.
16	To discuss the autonomy of the Institute.	IQAC Chairman and Director Dr. Shilpa Bendale briefed members about the proposal of autonomy to be submitted to North Maharashtra University. Responsibility to prepare this proposal was assigned to Dr. Tanuja Fegade

17.	Any other matter with the permission of the chair.	It was decided that the proposal for a Research grant from KCE Society shall be forwarded to College Development Committee It was decided to conduct an Academic and Administrative Audit and Green Audit through NMU.
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Mrs. Tanuja Fegade
IQAC Coordinator





Prof. Dr. Shilpa Bendale
Director & IQAC Chairman



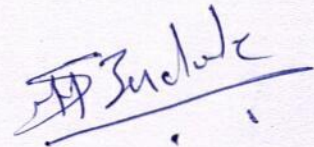
Internal Quality Assurance Cell

Action taken report of the meeting held on 19th November 2022

Sr No.	Resolution	Action Taken
1.	To plan for the Faculty Development Program.	An 8-day Faculty Development Program (FDP) on "Higher Education and Teaching Learning Management" was organized from 10th February 2023 to 17th February 2023. Dr. Anupama Chaudhari organized this event.
2.	To organize Industrial visits for various programs.	An industrial visit to Supreme Industries Ltd., Gadegaon, was organized for MBA students on 28th January 2024. Training and Placement officer Mr. Punit Sharma organized this event.
3.	To plan extension activities and outreach programs.	A cleanliness drive was organized on 24th December 2022, coordinated by Dr. Shama Saraf, with MBA students participating actively in this activity.
4.	To plan Induction Program for MBA and MCA.	Induction programs were successfully conducted from 24th-26th Nov 2022 for MCA and 21st-26th Nov 2022 for MBA student
5.	To plan for an International Conference.	The 3rd International Conference (INCON) on "Innovation, Automation, and Future Trends in Business" is planned for 25th March 2023, with Dr. Parag Narkhede as the convener.



Mrs. Tanuja Fegade
Coordinator, IQAC



Prof. Dr. Shilpa Kiran Bendale
Chairman, IQAC

Date: 03/03 2023

Internal Quality Assurance Cell

Notice

All the members of the Internal Quality Assurance Cell are hereby requested to attend an IQAC meeting on 11th March 2023 at 03.00 p. m. in the Director's cabin.

Mrs. Tanuja Fegade
Coordinator, IQAC



Prof. Shilpa Kiran Bendale
Chairman, IQAC

❖ Agenda:

- 1) To Read and Confirm the minutes of the last meeting
- 2) To Present the Action Taken Report of the previous meeting.
- 3) Discussion on International conference scheduled on 25th March 2023
- 4) Organize Industrial visits for various programs.
- 5) Organize curricular, co-curricular, and extra-curricular activities.
- 6) Conduct an internal academic audit.
- 7) Review of placement activities and placement for all programs.
- 8) To discuss the sports activities.
- 9) To discuss admission policies for the next academic year 2023-24.
- 10) To discuss the analysis of various feedback collected and their action taken report.
- 11) Any other matter with the permission of the chair.

KCES's Institute of Management and Research, Jalgaon

Internal Quality Assurance Cell

Minutes of the Meeting

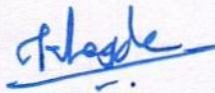
Time: 10.00 am.

Date: 11/03/2023

IQAC organized IQAC's first meeting for the academic year 2022-23 on 11/03/2023 at 03.00 pm. The meeting was chaired by the Director Prof. Dr. Shilpa Kiran Bendale. The Following agenda were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks.

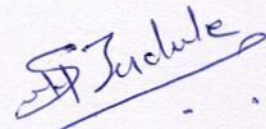
Sr No.	AGENDA	Resolution/Minutes
1.	To Read and confirm the minutes of the last meeting on 06 Sept 2022	The coordinator of IQAC Mrs. Tanuja Fegade read the minutes of the last meeting. The same was confirmed.
2.	To Present the action taken report of the last meeting	The coordinator of IQAC Mrs. Tanuja Fegade presented the action taken report of the last meeting
3	To discuss on organization of International Conference scheduled on 25 th March 2023	Dr Parag Narkhede introduced the upcoming international conference scheduled for 25 th March 2023 on the theme of "Innovation, Automation, and Future Trends in Business." The following points were discussed: The conference objectives and expected outcomes. Keynote speakers and invited guests. Conference registration and logistics. Budget allocation
4	Organize Industrial visits for various programs.	Training and Placement Coordinator, Mr. Punit Sharma, presented the report on industrial visits for MBA students. One industrial visit has been conducted in the current academic year to Supreme Industries Ltd., Jalgaon, and few more industrial visits are scheduled in the upcoming months. It was unanimously agreed that these visits are crucial for providing students with practical exposure to real-world industry scenarios. The committee recommends finalizing the visit schedule and ensuring all necessary permissions are obtained to facilitate these educational experiences.
5	Organize curricular, co-curricular, and extra-curricular activities.	Dr. Tanuja Fegade and Dr. Mamata Dahad shared plans for curricular, co-curricular, and extra-curricular activities for the upcoming academic year for both Computer and Management Departments.

6	Conduct an internal academic audit.	IQAC Coordinator Dr. Tanuja Fegade informed the committee about the upcoming internal academic audit which will be conducted in the month of May and June. It was emphasized that this audit would help identify areas for improvement and maintain the quality of education.
7	Review of placement activities and placement for all programs.	Mr. Punit Sharma presented the placement statistics and activities for all programs. The committee recommended exploring additional industry tie-ups to enhance placement opportunities.
8	To discuss the sports activities.	Physical Director Ms. Nilima Patil provided an overview of the sports activities conducted since the last meeting. It was noted that participation and enthusiasm among students have been encouraging. The committee discussed the need to encourage participation in intercollegiate competitions.
9	To discuss admission policies for the next academic year 2023-24.	Planning of Admission Process to be started in the Month of June was conducted. The respective program coordinators were asked to form admission committees for conducting counselling and admission activities of their respective programs.
10	To discuss the analysis of various feedback collected and their action taken report.	Dr. Mamata Dahad presented the analysis of feedback collected from students and stakeholders. It was noted that several constructive suggestions have been received. The committee discussed the ways to implement this suggestions.
11	Any other matter with the permission of the chair.	The meeting concluded with a vote of thanks by IQAC Coordinator Dr. Tanuja Fegade.



Mrs. Tanuja Fegade
IQAC Coordinator





Prof. Dr. Shilpa Bendale
Director & IQAC Chairman

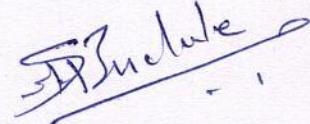
Internal Quality Assurance Cell

Action taken report of the meeting held on 11 March 2023

Sr. No	Decisions Taken in the IQAC Meeting	Action Taken
1	Organization of International conference	The already planned International Conference on Innovation, Automation and Future trends in business was successfully organized on 25 th March. 40 Research papers were presented in both management and computer tracks.
2	Organize Industrial Visits	The following Industrial visits were organized for students of Management Department 1) Hitachi Estemo Pvt ltd, Jalgaon - 06 th May 2023 2) Atul Fasteners, Chandigarh - 15 th April 2023
3	Organize curricular, co-curricular, and extra-curricular activities.	The following activities were organized as discussed in the meeting 1) Manager's Day - University level competition - 06 th April 2023 2) Udyog Prarambh- Entrepreneurship development activity - 20 th April 2023 3) Session on Gender Equality and Inclusion - 23 April 2023
4	Conduct internal academic audits.	The Internal Academic Audit for various programs was conducted from 07 th June to 15 June 2023
5	Formation of Admission Committees	Admission committees were formed for the programs of both management and computer department.



Mrs. Tanuja Fegade
Coordinator, IQAC



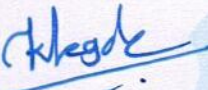
Prof. Dr. Shilpa Kiran Bendale
Chairman, IQAC

Date: 22/06/ 2023

Internal Quality Assurance Cell

Notice

All the members of the Internal Quality Assurance Cell are hereby requested to attend an IQAC meeting on 28th June 2023 at 03.00 p. m. in the Director's cabin.


Mrs. Tanuja Fegade
Coordinator, IQAC





Prof. Shilpa Kiran Bendale
Chairman, IQAC

❖ **Agenda:**

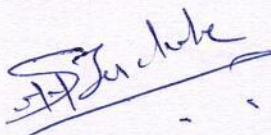
- 1) To Read and Confirm the minutes of the last meeting
- 2) To Present the Action Taken Report of the previous meeting.
- 3) To present the AQAR 2021-22 to be submitted.
- 4) Discussion on academic and administrative audit reports.
- 5) To discuss the autonomy proposal of the Institute.
- 6) To discuss teaching-learning pedagogy for next year.
- 7) Conduct a Green audit.
- 8) Review of placement activities and placement for all programs.
- 9) To discuss admission policies for the next academic year 2023-24.
- 10) Any other matter with the permission of the chair.

Minutes of the meeting

1. The minutes of the previous meeting were read out and confirmed. The action taken report of the previous meeting was also confirmed.
2. The AQAR report of A.Y. 2021-22 was presented in front of committee. Committee approved the report. The IQAC coordinator informed that a new format of the AQAR would apply and for this a training session would be organized for all the criteria in charge.
3. Audit reports of both the management and computer department were discussed elaborately and the areas of improvement were identified. Both the HOD's were asked to ensure an excellent teaching and learning process to attain the attributes of Vision and Mission of the department and institution. The Chairperson of IQAC reminded here, to take follow up of external academic-administrative audit and then it was decided to work on feedback of the audit so as to improve overall academic and administrative work.
4. The IQAC coordinator declared that submission of the application for autonomy. Action plan of the autonomy process was discussed. Proposal for simultaneous autonomy was presented in front of committee and approved by the committee.
5. It was decided that all activities pertaining to academics have to be fixed with quantity and quality with a fixed time schedule. It was discussed that the academic activities should include parameters of NBA and NAAC accreditation. Relevant certificate courses were also discussed upon.
6. The number of students placed through campus drive in the academic year 2022-23 was presented by the placement officer. He informed that placement-willing students were given good placements. The training and placement cell's efforts were appreciated by the members. Industry interactions can help further improvements in the future and hence were to be increased. It was recommended to identify companies for student internships.
7. It was felt by all that faculty members should attend webinars and FDPs to enhance knowledge and also to conduct webinars for the students through co-curricular and extracurricular forums. The faculty members and the students were asked to register for NPTEL courses.
8. . It was decided to conduct an energy audit to reduce the consumption of electrical energy and a Green Audit for eco-friendly measures
9. The admission process was discussed at length. It was decided to send the faculty members for promotion in various colleges. After the availability of the data base of the students, it was decided to call them on one as to one basis.

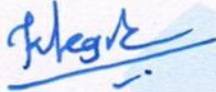

Mrs. Tanuja Fegade
Coordinator, IQAC




Prof. Shilpa Kiran Bendale
Chairman, IQAC

Action Taken Report

1. The report for Green Audit for eco-friendly measures was completed and submitted.
2. Complete information was provided on institute website about courses, faculties, placements, etc. Schedules, follow-up and call reminders were enforced as a measure to strengthen admission process.
3. Certificate course on PHP was finalized for BCA students on 21-08-2023.
4. In order to increase the employability skills of the students training programs were finalized with Infosys for the MBA (22nd May - 7th June) & MCA (5th - 23rd Sep) students.



Mrs. Tanuja Fegade
Coordinator, IQAC



Prof. Shilpa Kiran Bendale
Chairman, IQAC