

## IQAC Meeting

Ref No: IMR/IQAC-Meeting/July 2023

Date: 15 /07/ 2023

To,

Members,

IQAC

Respected Sir,

A meeting of the Internal Quality Assurance Cell of Khandesh College Education Society's Institute of Management and Research, Jalgaon is to be conducted on Thursday, 28/07/2023. Please attend the meeting.

Venue: Director Cabin, KCES's IMR, Jalgaon

Time: 4 p.m.

### AGENDA

Sr. No	<u>Particulars</u>
1	To read and confirm the minutes of the IQAC meeting and Action Taken Report dated 28 <sup>th</sup> June 2023.
2	To ensure preparedness for NEP 2020
3	To strengthen industry collaboration
4	Review suggestions by the green audit agency for the AY 2022-23.
5	To discuss various feedback from stakeholders, its analysis, and actions to be taken.

6	To strengthen student-curricular, co-curricular, extra-curricular, and sports activities.
7	Discussion on reform of Internal Examination.
8	To form various committees for the academic year 2023-24.
9	Review of admission for AY 2023-24.
10	Any other academic matter with the permission of the chair.

Dr. Tanuja Mahajan  
IQAC coordinator

Prof. Shilpa Bendale  
Director



# KCES'S INSTITUTE OF MANAGEMENT AND RESEARCH, JALGAON

## Internal Quality Assurance Cell

### Minutes of the Meeting

Meeting Date: 28/07/23

<b>Sr. No</b>	<b><u>Particulars</u></b>	<b><u>Resolution</u></b>
1	To read and confirm the minutes of the IQAC meeting and Action Taken Report dated 28th June 2023.	The minutes of the IQAC meeting held on 28 <sup>th</sup> June 2023 were read and confirmed by all members.
2	To read and confirm the Action Taken Report dated 28th June 2023.	The committee reviewed the action taken on the decisions made during the last meeting.
2	To ensure preparedness for NEP 2020	The members discussed the various aspects of the National Education Policy (NEP) 2020 and the steps to be taken to ensure that the institute aligns with its guidelines. It was resolved that one of the key steps for the successful implementation of NEP 2020 is to register students for the Academic Bank of Credits under the Knowledge and KBCNMU.
3	To strengthen industry collaboration	The committee discussed strategies to enhance collaboration with the industry, including more industry-driven projects, guest lectures, and internships. The importance of strengthening collaboration with industry partners was emphasized. It was suggested that the institute should proactively engage with industries to provide real-world exposure to students.
4	To Review suggestions by the green audit agency for the AY 2022-23	The suggestions provided by the Green Audit Agency were reviewed. The focus areas include waste management and energy efficiency.
5	To discuss various feedback from stakeholders, its analysis, and actions to be taken.	Various feedback received from stakeholders, including students, parents, faculty, and alumni, were analyzed. Key areas of concern were highlighted, and potential actions were discussed.
6	To strengthen student-curricular, co-curricular,	The need to enhance student activities and sports was discussed. Members suggested organizing more co-

	extra-curricular, and sports activities.	curricular and extracurricular events to promote holistic development.
7	Discussion on reform of Internal Examination.	A discussion on the reform of internal examination practices took place. The aim is to make assessments more comprehensive and reflective of the learning outcomes.
8	To form various committees for the academic year 2023-24.	Committees for the academic year 2023-24 were proposed, and members were assigned to lead and participate in specific committees as per their expertise.
9	Review of admission for AY 2023-24.	The admission process for the academic year 2023-24 was reviewed, and it was noted that necessary measures have been taken to ensure that all the admissions are filled as per intake capacity.
10	To approve the Academic Calendar for A.Y. 2023-24.	IQAC coordinator Dr Tanuja Mahajan presented the proposed Academic Calendar for the academic year 2023-24. The calendar included details such as the start and end dates of semesters, holidays, examination schedules, and any other significant academic events.
10	Any other academic matter with the permission of the chair.	Members were given the opportunity to raise any other academic matters. No additional matters were discussed.

Mrs. Tanuja Fegade  
IQAC Coordinator



Prof. Dr. Shilpa Bendale  
Director & IQAC Chairman

KCES'S INSTITUTE OF MANAGEMENT AND RESEARCH, JALGAON

Internal Quality Assurance Cell

Action Taken

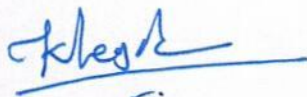
Meeting Date: 28/07/23

Sr. No	<u>Particulars</u>	<u>Action Taken</u>
1	To read and confirm the minutes of the IQAC meeting and Action Taken Report dated 28th June 2023.	The minutes of the previous meeting were read and confirmed by all members. The Action Taken Report was reviewed, and it was noted that most of the action items have been completed.
2	To ensure preparedness for NEP 2020	<ul style="list-style-type: none"><li>• The members discussed the various aspects of the National Education Policy (NEP) 2020 and the steps to be taken to ensure that the institute aligns with its guidelines. It was resolved that one of the key steps for the successful implementation of NEP 2020 is to register students for the Academic Bank of Credits under the Knowledge and KBCNMU.</li><li>• Dr. Sandip Ghodke was appointed as the Nodal Officer for this purpose. He will be responsible for coordinating the registration process, ensuring the proper recording of credits, and facilitating any related communication with the KBC NMU.</li></ul>
3	To strengthen industry collaboration	<p>The importance of strengthening collaboration with industry partners was emphasized. It was suggested that the institute should proactively engage with industries to provide real-world exposure to students.</p> <p>The following workshops are conducted under various MOU's</p> <ol style="list-style-type: none"><li>1. Infosys 15 days workshop 5<sup>th</sup> September to 23<sup>rd</sup> September</li><li>2. IMB. One-day workshop</li><li>3. One-day workshop by JITO</li></ol>

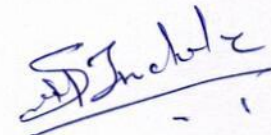
		<p>The following MOUs are signed with Industry for training and placement during this AY 2023:</p> <ol style="list-style-type: none"> <li>1. Dhister Tech Technology</li> <li>2 IBM</li> <li>3 JITO</li> <li>4.ExcelR</li> </ol>
4	To Review suggestions by the green audit agency for the AY 2022-23	A Green Audit has been conducted for A.Y. 2022-2023. The Green Audit Agency's suggestions for the academic year 2022-23 were reviewed. It was noted that several recommendations have been implemented, and the remaining will be considered in the upcoming year.
5	To discuss various feedback from stakeholders, its analysis, and actions to be taken.	The feedback from various stakeholders, including students, faculty, and parents, was discussed. The analysis revealed areas for improvement, and a plan will be developed to address these concerns.
6	To strengthen student-curricular, co-curricular, extra-curricular, and sports activities.	<p>The need to enhance student activities and sports was discussed. Members suggested organizing more co-curricular and extracurricular events to promote holistic development.</p> <p>The following activities are conducted:</p> <p>Certificate programs</p> <ol style="list-style-type: none"> <li>1 Certificate course on PHP,</li> <li>2. Java and</li> <li>3.C++</li> <li>4. Certificate course in Jorman</li> </ol> <p>Training workshop</p> <ol style="list-style-type: none"> <li>1. Besant technologies</li> <li>2. Heuristic Park</li> <li>3. Gravity Software</li> <li>4. Skill edge</li> </ol>

		<p>5. IIM Makeinturn Workshop</p> <p>Placement Activities:</p> <ol style="list-style-type: none"> <li>1. Gravity software</li> <li>2. Sacranics</li> <li>3. SPPU Tech</li> <li>4. HDFC Bank</li> <li>5. EASF small finance bank</li> <li>6. UJJivan small finance bank</li> <li>7. SK translate</li> <li>8. Merrico</li> </ol> <p>Co-curricular activities:</p> <ul style="list-style-type: none"> <li>• Induction program for first-year students of all courses.</li> <li>• Bridge course for first-year students of all courses.</li> <li>• Yoga Session</li> <li>• Stress Management lecture</li> <li>• Blood Donation camp</li> <li>• Tree plantation</li> <li>• CO-PO mapping workshop</li> <li>• Arthved event for Finance students</li> <li>• Entrepreneurship day</li> </ul>
7	Discussion on reform of Internal Examination.	It was decided to explore options for improving the examination system and assess its alignment with revised guidelines
8	To form various committees for the academic year 2023-24.	<p>Committees for the academic year 2023-24 were proposed, and members were assigned to lead and participate in specific committees as per their expertise. The following functional and statutory committees have been formed:</p> <ol style="list-style-type: none"> <li>1. IQAC</li> <li>2. Library</li> <li>3. Academic Planning Committee</li> <li>4. Training and Placement committee</li> <li>5. Industry Institute Interaction Committee</li> <li>6. Research Committee / Research cell</li> <li>7. Sports Committee</li> <li>8. Cultural &amp; Extension Activities Committee</li> </ol>

		<p>9. Web-development &amp; ERP Committee  10. Discipline Committee  11. Discipline Committee  12. Grievance Redressal  13. Internal Complaint Committee  14 Anti-Ragging  15. SC/ST/OBC Committee</p>
9	Review of admission for AY 2023-24.	The admission process for the academic year 2023-24 was reviewed, and it was noted that necessary measures have been taken to ensure that all the admissions are filled as per intake capacity.
10	To approve the Academic Calendar for A.Y. 2023-24.	<p>IQAC coordinator Dr Tanuja Mahajan presented the proposed Academic Calendar for the academic year 2023-24. The calendar included details such as the start and end dates of semesters, holidays, examination schedules, and any other significant academic events.</p> <ul style="list-style-type: none"> <li>Attendees discussed the proposed calendar, seeking clarification on specific dates and events.</li> <li>Several suggestions and modifications were proposed during the discussion, including requests for adjusting the examination dates, scheduling additional faculty development programs, and accommodating religious or cultural holidays.</li> </ul>
10	Any other academic matter with the permission of the chair.	Members were given the opportunity to raise any other academic matters. No additional matters were discussed.



Mrs. Tanuja Fegade  
IQAC Coordinator

Prof. Dr. Shilpa Bendale  
Director & IQAC Chairman



# IQAC Meeting

Ref No: IMR/IQAC-Meeting/November 2023

Date: 25 /10/ 2023

To,

Members  
IQAC

Respected Sir,


A meeting of the Internal Quality Assurance Cell of Khandesh College Education Society's Institute of Management and Research, Jalgaon is to be conducted on Thursday, 02/11/2023. Please attend the meeting.

Venue: Director Cabin, KCES's IMR, Jalgaon

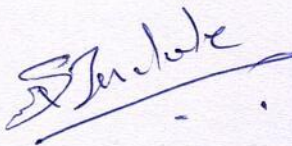
Time: 4 p.m.

## AGENDA

Sr. No	<u>Particulars</u>
1	To review the minutes of the IQAC meeting and Action Taken Report dated 28 <sup>th</sup> July 2023.
2	Presentation on submission of AQAR 2022-23.
4	To appraise the members regarding the revised NAAC Guidelines and Standard Operating Procedure and plan for further actions.
5	To discuss the actions to be taken after the result analysis.
6	To review the plan of action for activities like: a) Bridge-course/remedial/value-added/certificate courses b) E-content development by faculty c) Activities conducted under MoU d) IPR workshop e) Classroom and Campus Maintenance f) Alumni meet g) Review of student welfare activities h) Organization of FDP i) Organization of International Conference
7	Discuss the NBA accreditation process for MBA and MCA programs for the next A.Y. 2024-25.
8	Discussion on Research Publications, Consultancy, and Research Projects.
9	Any other academic matter with the permission of the chair.

  
Dr. Tanuja Mahajan  
IQAC coordinator



  
Prof. Shilpa Bendale  
Director

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

**Minutes of Meeting - November 2, 2023**

A meeting of Internal Quality Assurance Cell (IQAC) was conducted on Thursday, the 2nd of November 2023 at 4 P.M. in room no 6 at KCES's Institute of Management & Research. The meeting was chaired by the Hon. President of the KCE Society **Shri Nandudada Bendale**.

The following members attended the meeting:

Shri D.T. Patil Treasurer, KCE Society

Prof. Shilpa.K.Bendale, Director

Dr. Tanuja Fegade, Dean Academics

Mr. Yogesh Patil, Industrialist

Mr. Chandan Narkhede, Industrialist

Mr. Saral Chopda, Alumni

Dr. Parag Narkhede, MBA Coordinator

Prof. Uday Chatur, MCA Coordinator

Mr. Puneet Sharma, TPO

Dr. Varsha Patkhak, Teacher member

Dr. Anupama Chaudhari, Teacher member

Dr. Mamata Dahad, Teacher member

Dr. Nishant Ghuge, Teacher member

Dr. Swapnil Kate, Teacher member

Prof. Deepali Kirange, Teacher member

Sr. No	<u>Particulars</u>	<u>Discussion</u>
1	To review the minutes of the IQAC meeting and Action Taken Report dated 28 <sup>th</sup> July 2023.	<p>Dr. Tanuja Fegade, the IQAC Coordinator, welcomed all attendees to the meeting.</p> <p>The minutes from the previous meeting, dated 28/7/2023, were reviewed and confirmed by the attendees.</p> <p>The IQAC coordinator presented the Action Taken Report (ATR), highlighting the decisions made during the prior session and the actions taken thereafter.</p>
2	Review and Approval of Annual Quality Assurance Report (AQAR) for 2022-23 Submission.	<p>The IQAC coordinator informed the gathering that the Annual Quality Assurance Report (AQAR) for the academic year 2022-23 has been prepared.</p> <p>The AQAR document was placed in front of the IQAC committee for approval for submission.</p> <p>Discussion followed regarding the content, accuracy, and completeness of the AQAR, ensuring that it aligns with the guidelines and requirements.</p> <p>After a comprehensive review and discussion, the IQAC committee approved the AQAR for submission.</p> <p>It was noted that the AQAR would be submitted according to the designated timeline and process.</p>
3	To discuss the actions to be taken after the result analysis.	<p>During the meeting, the course coordinators provided an overview of the result analysis from the previous semester, including the overall pass percentage, distribution of students across different divisions, and their positions among the university's top performers.</p>
4	<p>To review the plan of action for activities like:</p> <p>a) Bridge-course/remedial/value-added/certificate courses</p>	<p>It was proposed to implement bridge courses, remedial classes, value-added courses, and</p>

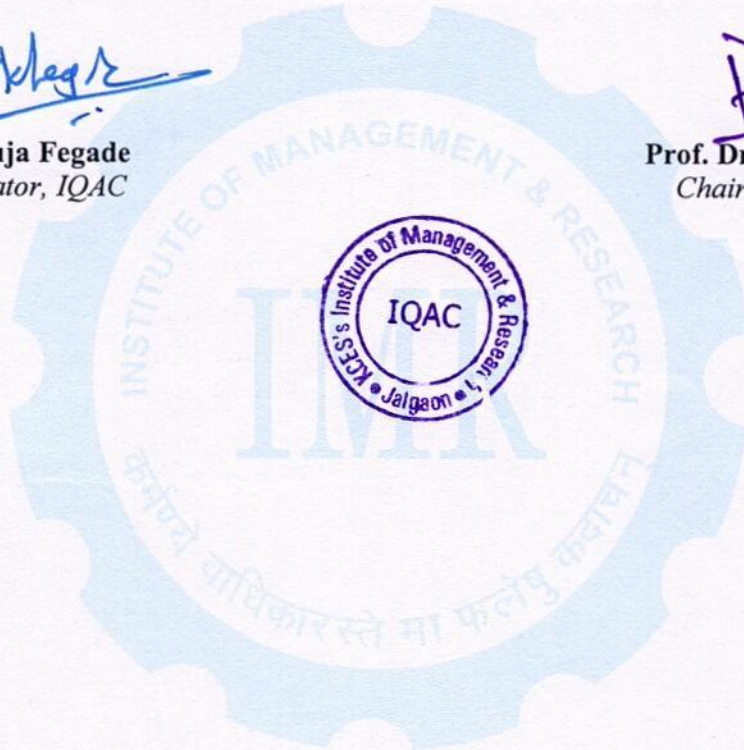
		<p>certificate courses to address identified academic gaps and enhance student learning outcomes.</p> <p>a) The committee deliberated on the implementation of certificate courses to address topics not covered in the existing syllabus. Emphasizing alignment with the National Education Policy (NEP), the President stressed the importance of structuring these courses appropriately. It was agreed upon that details of these certificate courses would be included in the prospectus, providing clarity to students regarding the additional learning opportunities available. Discussion ensued regarding the specific topics to be covered in these certificate courses and their relevance to industry trends and student interests.</p>
	<p>b) E-content development by faculty and Organization of FDP</p>	<p>The committee discussed strategies to encourage and support faculty members in creating high-quality e-content, including multimedia presentations, lecture videos, online quizzes, and interactive modules.</p> <p>It was agreed upon to provide training and resources for faculty members interested in e-content development, including workshops, tutorials, and access to relevant software and equipment.</p>
	<p>c) Activities conducted under MoU</p>	<p>Discussions took place regarding the functionality of Memorandum of Understanding (MoUs) signed by the institute. The President advised the committee to create a comprehensive list of MoUs and the various activities undertaken in collaboration with each organization. The responsibility for compiling this list was assigned to Mr. Puneet Sharma, Training and Placement Officer (TPO), and Dr. Varsha Pathak. Attendees provided additional insights</p>

		and suggestions for effectively evaluating the functionality and impact of the MoUs..
	d) IPR workshop	It was decided to conduct an Awareness Programme on Intellectual Property Rights, and Dr. Varsha Pathak was assigned the task of organizing it.
	e) Alumni meet	The organization of a mega Alumni meet was discussed. There was a preference for organizing it along the successful lines of the previous event in Pune, this time preferably in Mumbai. Additionally, considering the promising industrial prospects in Nashik, Aurangabad, and Nagpur, the President suggested organizing conferences or seminars in these cities to engage with alumni and industry professionals. The committee discussed potential dates, venues, and themes for both the mega Alumni meet and the conferences/seminars in Nashik, Aurangabad, and Nagpur.
	f) Organization of International Conference	Discussions were held regarding the planning of an AICTE-sponsored international conference scheduled for February. Additionally, the possibility of publishing the conference proceedings as a book with an ISBN number was also considered.
5	Discussion on Research Publications, Consultancy, and Research Projects.	Research activities were reviewed, with the President advocating for increased teacher engagement in research publications, research projects, and consultancy practices, as long as these activities do not disrupt their regular duties.
6	Any other academic matter with the permission of the chair.	Any other points for discussion were invited from the attendees.  The meeting concluded with a summary of the key points discussed and a reminder of the deadline for AQAR submission.

		With no further agenda items to address, the meeting concluded with a vote of thanks from IQAC Coordinator, and the meeting was adjourned.
7	Any other academic matter with the permission of the chair.	<p>Any other points for discussion were invited from the attendees.</p> <p>The meeting concluded with a summary of the key points discussed.</p> <p>With no further agenda items to address, the meeting concluded with a vote of thanks from IQAC Coordinator, and the meeting was adjourned.</p>

**Dr. Tanuja Fegade**  
Coordinator, IQAC

**Prof. Dr. B.V. Pawar**  
Chairman, IQAC



# KCES's Institute of Management & Research, Jalgaon

Internal Quality Assurance Cell

Action taken report of Meeting - November 2, 2023

Sr. No	Agenda of the IQAC Meeting	Action Taken
1	Organization of International Conference	<ul style="list-style-type: none"><li>• The International Conference on Innovation, Automation, and Future Trends in Business (INCON-2024) is scheduled to take place on the 15th and 16th of March 2024 in collaboration with AICTE, New Delhi.</li><li>• With over 75 papers submitted, the conference has gathered significant interest.</li><li>• Multiple committees, composed of faculty members, have been established to supervise the planning and execution process.</li><li>• Invitations have been dispatched to distinguished speakers and participants.</li><li>• To maintain momentum and ensure a successful outcome, regular progress-monitoring meetings are being held.</li></ul>
2	Organizing workshop on Intellectual Property Rights	<ul style="list-style-type: none"><li>• On January 30, 2024, a seminar titled "Grassroot Innovation and IPR" was effectively conducted.</li><li>• Mr. Ravindra Shastri, a proficient expert in the domain, delivered an extensive session emphasizing the significance of intellectual property rights in nurturing grassroots innovation.</li><li>• The seminar offered valuable insights into safeguarding intellectual property and its pivotal role in stimulating innovation at the grassroots level.</li></ul>
3	Organization and participation of FDP	<ul style="list-style-type: none"><li>• Eighteen faculty members participated in a five-day online Faculty Development Program focused on Outcome-Based Education, hosted by GOMSGURU Academy.</li><li>• It has been decided that in the upcoming semester, separate in-house faculty development programs will be organized for the Management and Computer departments, in accordance with the directives provided by Director Prof. B.V. Pawar.</li></ul>
4	Enhancing Research Publications, Consultancy, and Research Projects.	<ul style="list-style-type: none"><li>• Director Prof. B. V. Pawar has convened a meeting for both departments, during which all faculty members were assigned the task of publishing at least one paper in a reputable journal within an academic year, with a preference for UGC CARE or Scopus-indexed journals.</li><li>• Some faculty members have already achieved this target by publishing papers in UGC CARE and Scopus-indexed journals, while others have papers in the publication process.</li><li>• Director Prof. Dr. B.V. Pawar led a meeting for all Ph.D. faculty members and research guides, instructing them to prepare research proposals for submission to various funding agencies once the application process opens.</li></ul>



5	Functionality of MOU and Activities conducted under MOU	<ul style="list-style-type: none"> <li>The Memoranda of Understanding (MOUs) that have been established thus far have undergone a review process, resulting in the compilation of a list of operational MOUs. The activities carried out under these MOUs are outlined below:</li> </ul> <table border="1" data-bbox="536 378 1437 1413"> <thead> <tr> <th>Sr. No.</th> <th>Name of MoU Firm</th> <th>Date of MoU</th> <th>Functional</th> <th>Activities</th> <th>Outcome</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Dhister Pvt. Ltd. Ish Infotech</td> <td>29.08.2023</td> <td>Yes</td> <td>Placement Activity</td> <td>07 Students Placed</td> </tr> <tr> <td>2</td> <td>ExcelR</td> <td>01.11.2023</td> <td>Yes</td> <td>Training Activities</td> <td>03 Online training program</td> </tr> <tr> <td>3</td> <td>IBM</td> <td>26.09.2023</td> <td>Yes</td> <td>Employability Skill Training</td> <td>Two on campus training programs for MBA &amp; MCA</td> </tr> <tr> <td>4</td> <td>JITO</td> <td>20.08.2023</td> <td>Yes</td> <td>Entrepreneurship Development</td> <td>One expert guidance seminar</td> </tr> <tr> <td>5</td> <td>Absolute Softwares</td> <td>21.02.2024</td> <td>Yes</td> <td>Launch activity</td> <td>Launching of discounted courses &amp; 5 Recruitment for Internship</td> </tr> </tbody> </table>	Sr. No.	Name of MoU Firm	Date of MoU	Functional	Activities	Outcome	1	Dhister Pvt. Ltd. Ish Infotech	29.08.2023	Yes	Placement Activity	07 Students Placed	2	ExcelR	01.11.2023	Yes	Training Activities	03 Online training program	3	IBM	26.09.2023	Yes	Employability Skill Training	Two on campus training programs for MBA & MCA	4	JITO	20.08.2023	Yes	Entrepreneurship Development	One expert guidance seminar	5	Absolute Softwares	21.02.2024	Yes	Launch activity	Launching of discounted courses & 5 Recruitment for Internship
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6	E- Content Development by Faculty members	<ul style="list-style-type: none"> <li>Several faculty members have initiated blogs to disseminate their content.</li> <li>Additionally, certain faculty members have uploaded their video lectures to the YouTube channel.</li> <li>Furthermore, online quizzes have been developed by some faculty members and integrated into classroom activities.</li> </ul>																																				
7	Student Development Activities	The Management and Computer departments have organized the following student development activities:																																				

**Management Department:**

Sr no.	Date	EVENT
1	03-Nov-23	Business Quiz
2	06-Nov-23	50 ka Funda – Business Plan Competition
3	20-Nov-23 & 21-Nov-23	Workshop on “ E- Business” in association with Make Intern
4	12 & 13 Jan 2024	Workshop on Financial Modelling by Mr. Suhas Worlikar, Senior Faculty, BSE Ltd.
5	30 Jan 2024	MindKraft- University level competition of Quiz and Case Study presentation
5	01-Feb-2024	Live streaming of Interim Budget
6	08- Feb-2024 to 16-Feb- 2024	Industrial visit/Srinagar tour

**Computer Department:**


Sr no.	Date	EVENT
1	01 to 03 Nov 2023	Hands on workshop on Node JS
2	15 Jan 2024	Live Webcast of Skill India Competition by AICTE for FY and SY IMCA students
3	20 Jan 2024	Seminar on “Grass root Innovation and IPR” by Mr. Ravindra Shastri
4	13 Feb 2024	Seminar on “App containerization & deployment to Cloud”
5	15 & 16 Feb. 2024	Two Days workshop on Career Guidance
6	26 Feb. 2024	Interaction with Industry personnel.
7	28 & 29 Feb. 2024	IT Festa

**Institute Level**

Sr no.	Date	EVENT
1	21-Feb-24 to 24-Feb-24	Pre-CET Preparatory Workshop
2	05, 06 & 07 Feb 2024	Synergy – Annual Gathering
3		Institute Level Avishkar

  
Dr. Tanuja Fegade  
Coordinator, IQAC



  
Prof. Dr. B.V. Pawar  
Chairman, IQAC

**IQAC Meeting**

Ref No: IMR/IQAC-Meeting/February/ 2024

Date: 27 /02/ 2024

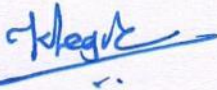
To,

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Dear Sir/Madam,

We cordially invite you to the upcoming meeting of the Internal Quality Assurance Cell (IQAC) at the Khandesh College Education Society's Institute of Management and Research, Jalgaon. The meeting is scheduled on Saturday, 02/03/2024, at 5.00 p. m. in Hall No. 6. Your presence and valuable insights will be highly appreciated.

Looking forward to your participation.



Dr. Tanuja Fegade  
IQAC Coordinator



Prof. B. V. Pawar  
Director and Chairman IQAC

## AGENDA

**Date: Saturday, 02/03/2024**

**Time: 5.00 pm**

**Venue: Hall No. 6.**

**On Chair: Hon. Shri N. G. Bendale Sir**

1. Review and discussion on the minutes of the previous IQAC meeting held on 2nd November 2023.
2. Presentation of the Action Taken Report on the decisions made during the previous meeting.
3. Discussion on Autonomy granted to the Institute from the Academic Year 2024-25 by UGC, New Delhi.
4. Discussion on the requirements for obtaining NBA accreditation for the MCA program.
5. Planning and coordination for the International Conference scheduled on 15th and 16th March 2024.
6. Discussion on paper publications, patents, and research proposals to be submitted by faculty members.
7. Planning and preparation for the academic audit to be conducted for the Academic Year 2023-24.
8. Planning for the feedback process, analysis and actions taken based on the feedback.
9. Organization and planning of an alumni meet for the Academic Year 2023-24.
10. Reviewing previous processes and strategies for the admission process for the Academic Year 2024-25.
11. Any other academic matters with the permission of the chair.



## Internal Quality Assurance Committee

### Minutes of the meeting

A meeting of Internal Quality Assurance Cell (IQAC) was conducted on 2<sup>nd</sup> March 2024 in room no 6 at KCES' Management & Research, Jalgaon

The meeting was chaired by the **Hon. President of the KCE Society Shri Nandkumar G. Bendale.**

#### The following members attended the meeting:

Shri D.T. Patil Treasurer, KCE Society

Prof. B. V Pawar, Director, IQAC chairman

Dr. Tanuja Fegade, Dean Academics

Dr. Parag Narkhede, MBA Coordinator

Prof. Uday Chatur, MCA Coordinator

Mr. Puneet Sharma, TPO

Dr. Varsha Patkhak, Teacher member

Dr. Anupama Chaudhari, Teacher member

Dr. Mamata Dahad, Teacher member

Dr. Nishant Ghuge, Teacher member

Dr. Swapnil Kate, Teacher member

Prof. Deepali Kirange, Teacher member

Sr. No	<u>Particulars</u>	<u>Discussion</u>
1	Review and discussion on the minutes of the meeting and action taken report of previous IQAC meeting held on 2nd November 2023.	<ul style="list-style-type: none"><li>• Dr. Tanuja Fegade, the IQAC Coordinator, welcomed all attendees to the meeting.</li><li>• The minutes of the previous meeting, dated 02/11/2023, were reviewed and confirmed by the attendees.</li></ul>

		<ul style="list-style-type: none"> <li>The IQAC coordinator presented the Action Taken Report (ATR), highlighting the decisions made during the prior session and the actions taken thereafter.</li> </ul>
2	Discussion on Autonomy granted to the Institute from the Academic Year 2024-25 by UGC, New Delhi.	<ul style="list-style-type: none"> <li>Shree Nandakumar G. Bendale , Chairman KCE Society briefly discussed the recent grant of autonomy to KCE'S IMR by the UGC and its implications for the institute.</li> <li>He outlined the main points of discussion which included academic freedom, curriculum development, financial requirement, and maintaining compliance with UGC guidelines.</li> <li>Prof. B. V. Pawar presented an overview of what autonomy means for the institute: <ul style="list-style-type: none"> <li>Greater flexibility in curriculum design and implementation.</li> <li>Ability to introduce new courses, departments, and research facilities without KBCNMU's prior approval.</li> <li>Freedom to set fees and generate resources.</li> </ul> </li> <li>He also highlighted the responsibilities that come with autonomy, such as maintaining standards of education and ensuring financial sustainability.</li> <li>Dr. Tanuja Fegade summarized the points discussed and the decisions taken:</li> </ul>

		<ul style="list-style-type: none"> <li>o Formation of a Governing Body, Academic Council, finance committee, BOS and other statutory and non-statutory committees as per norms of UGC.</li> </ul>
4	<p>Discussion on the requirements for obtaining NBA accreditation for the MCA program.</p>	<p>Dr. Tanuja provided a brief on NBA accreditation, highlighting its importance in enhancing the quality and effectiveness of education in technical programs. The NBA's role in ensuring institutions meet specific standards of quality was discussed.</p> <p>The committee reviewed the eligibility criteria laid out by the NBA, which includes:</p> <ul style="list-style-type: none"> <li>• Institutional operational history of at least two years.</li> <li>• Compliance with the predefined program curriculum and faculty standards.</li> <li>• Adequate infrastructure and learning resources.</li> <li>• Submission of the Self-Assessment Report (SAR).</li> </ul> <p>It was decided to form various committees to handle different aspects of the accreditation process.</p>

5	Planning and coordination for the International Conference scheduled on 15th and 16th March 2024.	<p>Extensive discussions were held regarding the organization and coordination of the upcoming International conference scheduled on the 15th and 16th of March 2024.</p> <p>The Convener of the conference Dr. Varsha Pathak provided a comprehensive update on its progress, including the number of papers received and the formation of various teams and their respective responsibilities. Furthermore, it was confirmed by the Director of the institute that Prof. Hemanth Kumar, former VC of Mysore University, has agreed to serve as the keynote speaker for the event. Dr. B V Pawar presented the draft budget, highlighting key allocations for catering, speakers, technology, and marketing. Members were asked to review and suggest any adjustments if necessary.</p>
6	Discussion on paper publications, patents, and research proposals to be submitted by faculty members.	<p>Dr. Tanuja Fegade presented a summary of the current status of publications, patents, and submitted research proposals from the past year. Prof, B. V. Pawar initiated a discussion on strategies to increase the number of quality papers published by faculty members. Suggestions included:</p> <ul style="list-style-type: none"> <li>• Organizing regular writing workshops.</li> <li>• Allocating specific time and resources for research activities.</li> </ul> <p>Research committee head Prof. Varsha Pathak discussed the importance of patents and the current challenges faced by faculty in patent filing. Proposed measures to improve patent filing included:</p>



		<ul style="list-style-type: none"> <li>○ Offering workshops on intellectual property rights and patent filing processes.</li> <li>○ Providing legal and technical assistance to faculty for patent drafting and filing.</li> </ul>
7.	Planning and preparation for the academic audit to be conducted for the Academic Year 2023-24.	<p>The committee discussed objectives for the upcoming academic audit. It was agreed that the audit should focus on:</p> <ul style="list-style-type: none"> <li>• Curriculum effectiveness and alignment with educational standards.</li> <li>• Faculty qualifications, performance, and development programs.</li> <li>• Student support activities and outcomes.</li> <li>• Research output and its integration into teaching.</li> </ul> <p>Dr. Tanuja Fegade emphasized the importance of thorough documentation of courses, faculty qualifications, student feedback, and governance policies. A plan was set up to compile all necessary documents well before the audit dates. It was decided to conduct external academic audit in the Month of June 2024-25.</p>
8.	Planning for the feedback process, analysis and actions taken based on the feedback.	<p>The committee discussed various methods for collecting feedback including through ERP feedback system, Google form, and suggestion boxes. IQAC coordinator proposed use of ERP feedback system platform to streamline the process.</p>

9.	Organization and planning of an alumni meet for the Academic Year 2023-24.	The committee discussed potential dates, venues, and themes for the Alumni meet.
10.	Reviewing previous processes and strategies for the admission process for the Academic Year 2024-25.	<p>Program coordinators presented a detailed report on the previous year's admission processes, including data on applicant numbers, acceptance rates, and enrolment figures.</p> <p>The committee discussed and proposed several changes for the next admission process, including:</p> <ul style="list-style-type: none"> <li>• Increasing staff during peak application periods to improve processing times.</li> <li>• Expanding digital marketing campaigns to target underrepresented regions.</li> <li>• Enhancing communications through what's app messages and one to one calling.</li> </ul>
11.	Any other academic matters with the permission of the chair.	<ul style="list-style-type: none"> <li>• Any other points for discussion were invited from the attendees.</li> <li>• The meeting concluded with a summary of the key points discussed.</li> <li>• With no further agenda items to address, the meeting concluded with a vote of thanks from IQAC Coordinator.</li> </ul>

**Dr. Tanuja Fegade**  
Coordinator, IQAC



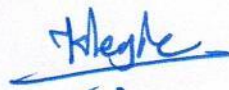
**Prof. Dr. B.V. Pawar**  
Chairman, IQAC

## Internal Quality Assurance Committee


### Action taken report of the meeting held on 02 March 2024

Sr. No	Decisions Taken in the IQAC Meeting	Action Taken
1	Discussion on Autonomy granted to the Institute from the Academic Year 2024-25 by UGC, New Delhi.	<ul style="list-style-type: none"> <li>• The Governing Body, Finance Committee, Academic Council, Board of Studies, and various other committees have been constituted in accordance with the prescribed norms.</li> <li>• The curriculum for all academic programs has been designed and approved by the Board of Studies. It will be presented for approval in the upcoming Academic Council meeting scheduled on August 31, 2024.</li> <li>• The development of the Exam Centre is currently underway. Rules and regulations, the format of answer sheets, and other related preparations have been made. These will be reviewed and approved in the Examination Committee meeting scheduled on August 28, 2024.</li> </ul>
2	Discussion on the requirements for obtaining NBA accreditation.	<ul style="list-style-type: none"> <li>• <b>NBA Accreditation Preparation for MBA Program:</b> The second-cycle NBA accreditation for the MBA program is scheduled for the academic year 2025-26. To ensure thorough preparation, a review meeting was held on August 23, 2024, during which the criteria-wise distribution of responsibilities was completed.</li> <li>• <b>MCA Program Prequalification:</b> The prequalification requirements for the MCA program have been reviewed, and preparations are underway in accordance with the established norms.</li> </ul>
3	Planning and coordination for the International Conference scheduled on 15th and 16th March 2024.	The International Conference on Innovation, Automation and Future trends in Business in association with AICTE, new Delhi, was organized on 15th and 16th March 2024. Total 84 Research Papers were presented in the conference.
4	Discussion on paper publications, patents, and research proposals to be submitted by faculty members.	A total of 34 research papers have been published in reputed peer-reviewed and UGC CARE-listed journals. Additionally, 3 faculty members have obtained patents for their research work.

4	Planning and preparation for the academic audit to be conducted for the Academic Year 2023-24.	<p><b>Internal Academic Audit:</b> Conducted as planned in the Month of July 2024, the audit involved reviewing the following documents, with remarks provided for improvement:</p> <ul style="list-style-type: none"> <li>• Curriculum effectiveness and alignment with educational standards</li> <li>• Faculty qualifications, performance, and development programs</li> <li>• Student support activities and their outcomes</li> <li>• Research output and its integration into teaching</li> </ul>
5	Planning for the feedback process, analysis and actions taken based on the feedback.	<ul style="list-style-type: none"> <li>• <b>Feedback Collection System:</b> In the previous meeting, it was decided that feedback from all stakeholders including students, parents, alumni, employers, and teachers would be collected via the ERP system.</li> <li>• The IQAC Committee revised the feedback forms, which have been submitted to the ERP department. The link for collecting feedback has been distributed to stakeholders.</li> </ul>
6	Reviewing previous processes and strategies for the admission process for the Academic Year 2024-25.	<ul style="list-style-type: none"> <li>• Additional temporary staff members were recruited during the peak application periods. Improved processing times for applications, resulting in a more efficient admission process and reduced waiting times for applicants.</li> <li>• Implemented WhatsApp messaging and one-to-one calling for direct communication with prospective students and applicants. Enhanced engagement and timely communication with applicants, which helped address queries quickly and increased satisfaction.</li> <li>• Utilized multiple channels such as the institution's website, social media, and newspapers to advertise all programs as per the DTE's schedule.</li> </ul>

  
**Dr. Tanuja Fegade**  
 Coordinator, IQAC



  
**Prof. Dr. B.V. Pawar**  
 Chairman, IQAC