

Date: - 08/07/2019

**Minutes of IQAC Meeting**

Meeting Date : 08/07/2019

Time : 10 am onwards

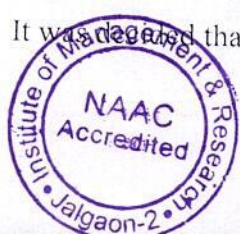
Venue : IQAC Room

Following members were present in the meeting


Sr no	Name of the member
1	Prof. Shilpa K. Bendale
2	Mr. Suresh Chirmade
3	Dr. Vishal Sandanshive
4	Dr. Varsha Pathak
5	Dr. Mamata Dahad
6	Mr. Uday Chatur
7	Mr. Dhanpal Waghulde
8	Mr. Murlidhar Waykole
9	Mr. Punit Sharma
10	CA. Smita Bandukwala
11	Mr. Mayuresh Talele
12	Mr. Pawan Sonar
13	Mr. Yogesh Sarode
14	Mr. Sudip Rane
15	Mrs. Tanuja Fegade

Following points were discussed in the meeting


1. IQAC Coordinator Mrs. Tanuja Fegade extended warm welcome to all the members
2. The Minutes of the previous meeting and its action taken report were presented by Mrs. Tanuja Fegade and confirmed by all the members.
3. Result Analysis of the last semester was presented by Mr. Vishal Sandanshive & Mrs Tanuja Fegade. It was observed that the performance is satisfactory
4. It was decided that Performance appraisal of all the faculty members shall be carried out in this month.
5. Dr. Parag Narkhede presented the information about the progress of NBA Accreditation.
6. It was decided to organize faculty development program on teaching pedagogy and responsibility is given to Dr. Shubhada Kulkarni.
7. It was decided that Academic Audit shall be conducted in the month of August.



8. Admission Process review of all programs are presented by Mr. Vishal Sandanshive & Mr. Uday Chatur for both Management & Computer Department.
9. It was decided that MOU's shall be signed with industry and academic bodies for development of students and faculty members and responsibility was given to Dr. Varsha Pathak.
10. Following certificate courses were decided along with university syllabus :
- C++
  - Tally and MS Excel
  - Programming in PHP
  - Digital Marketing
11. Various activities to be conducted for the academic year 2019-20 were discussed. Director Dr. Shilpa Bendale suggested the organization of guest lectures under inspirational series. Seminar on IPR and HR Conclave activities are planned.
- Following Institute policies were updated:
- Faculty development policy: Maximum faculties should register for Swayam and NPTEL courses and appear for examination for which registration fees will be reimbursed by institute.
  - Research Policy: For paper publication in scopus or web of science journal Rs 2000 will be provided as incentive.
12. The meeting concluded with vote of thanks offered by Ms. Mamata Dahad .

  
**Mrs. Tanuja Fegade**  
Coordinator, IQAC



  
**Prof. Dr. Shilpa Kiran Bendale**  
Chairman, IQAC

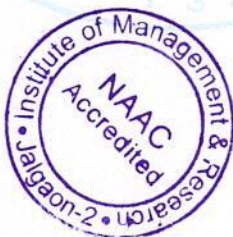
## Internal Quality Assurance Cell

### Action taken report of meeting held on 08 July 2019

Sr. No	Decision Taken in the IQAC Meeting	Action Taken
1	Conduct Performance Appraisal	Performance Appraisal was conducted.
2	Organize FDP on Teaching Pedagogy	02 Days FDP was organized on teaching pedagogy on 22 & 23rd July 2019
3	Conduct Academic Audit	Academic Audit was conducted on 20/08/2019. Prof. A.P. Sarode, Vice principal, MJ College was appointed as External Auditor.
4	Sign MOU's with Industry and Academic Bodies	MOU was signed with School of Management Studies, KBCNMU, Jalgaon and Maharashtra Centre for Entrepreneurship Development on 03-08-2019 & 15-08-2019 respectively.
5	Organize Activities under Inspirational series, Organize seminar on IPR and organize HR Conclave	Activities organized : Seminar on IPR : 19/07/2019 HR Conclave : 31/08/2019 02 Special lectures under inspirational series : 09/09/2019 & 30/09/2019
6	Revision of Institute Policies	Faculty development policy and Research policy was updated on 15/07/2019



Mrs. Tanuja Fegade  
Coordinator, IQAC



Prof. Dr. Shilpa Kiran Bendale  
Chairman, IQAC

### Minutes of IQAC Meeting

Meeting Date : 04/10/2019

Time : 10 am onwards

Venue : IQAC Room

Following members were present in the meeting

Sr no	Name of the member
1	Prof. Shilpa K. Bendale
2	Dr. Vishal Sandanshive
3	Dr. Varsha Pathak
4	Dr. Mamata Dahad
5	Mr. Uday Chatur
6	Dr. Nishant Ghuge
7	Mr. Dhanpal Waghulde
8	Mr. Pramod Ghogare
9	Mr. Murlidhar Waykole
10	Mr. Punit Sharma
11	CA. Smita Bandukwala
12	Mr. Mayuresh Talele
13	Mr. Pawan Sonar
14	Mr. Yogesh Sarode
15	Mr. Sudip Rane
16	Mrs. Tanuja Fegade

Following points were discussed in the meeting

1. IQAC Coordinator Mrs. Tanuja Fegade extended warm welcome to all the members.
2. The Minutes of the previous meeting held on 08 July 2019 and its Action Taken report were read and presented by IQAC coordinator Mrs. Tanuja Fegade
3. Industrial Visit is planned for MBA program and its responsibility was assigned to MBA Coordinator Dr. Vishal Sandanshive.
4. Dr. Varsha Pathak presented the review of Research Activities being carried in the year. She also highlighted about the participation of students in Avishkar which is University level competition. Mr. Sudip Rane suggested that In-house Avishkar competition should be organized before the University level Avishkar so that the performance of the students will enhance by expert's suggestions and guidelines given by faculties of Institute. The suggestion was unanimously approved by all the members.
5. Dr. Parag Narkhede presented the progress report of NBA Accreditation for MBA Program and it was decided to submit pre-qualifier.



6. The upcoming university examination schedule was discussed. Review was conducted on completion of syllabus for all the courses and decided to conduct remedial classes for weak students.
7. Mentoring process of all the courses were discussed and report is presented by computer and management department heads.
8. Training and Placement officer Mr. Punit sharma presented review of the placement activities conducted so far and also planned the future activities for the upcoming months.
9. Consultancy provided by faculty members are appreciated by Director of the Institute Prof. Shilpa Bendale.
10. The meeting concluded with vote of thanks offered by Dr. Nishant Ghuge.



Mrs. Tanuja Fegade  
Coordinator, IQAC



Prof. Dr. Shilpa Kiran Bendale  
Chairman, IQAC

## Internal Quality Assurance Cell

### Action taken report of meeting held on 04 October 2019

Sr. No	Decision Taken in the IQAC Meeting	Action Taken
1	Industrial Visit	Industrial Visit to Winley Polymers Pvt Ltd and Soham Polymats was organized on 14 <sup>th</sup> October 2019
2	In-house Avishkar Event	In-house Avishkar was organized on 15 <sup>th</sup> October 2019



Mrs. Tanuja Fegade  
Coordinator, IQAC



Prof. Dr. Shilpa Kiran Bendale  
Chairman, IQAC

### Minutes of IQAC Meeting

Meeting Date : 21/01/2020

Time : 03 to 05 pm

Venue : IQAC Room

Following members were present in the meeting

Sr no	Name of the member
1	Prof. Shilpa K. Bendale
2	Mr. Suresh Chirmade
3	Dr. Vishal Sandanshive
4	Dr. Varsha Pathak
5	Dr. Mamata Dahad
6	Mr. Uday Chatur
7	Dr. Nishant Ghuge
8	Mr. Dhanpal Waghulde
9	Mr. Pramod Ghogare
10	Mr. Murlidhar Waykole
11	Mr. Punit Sharma
12	CA. Smita Bandukwala
13	Mr. Mayuresh Talele
14	Mr. Yogesh Sarode
15	Mr. Sudip Rane
16	Mrs. Tanuja Fegade

Following points were discussed in the meeting

1. IQAC Coordinator Mrs. Tanuja Fegade extended warm welcome to all the members.
2. The Minutes of the previous meeting held on 04 October 2019 and its Action Taken report were presented by IQAC coordinator Mrs. Tanuja Fegade and confirmed by all the members.
3. AQAR to be submitted for the academic year 2018-19 was presented by IQAC coordinator and unanimously approved by all the members of the IQAC.
4. Vision and mission statements for the department of management were discussed and decided to revise. Committee was formed for this purpose which consist of members:

Director, Dr. Shilpa Bendale, Prof. Shubhada Kulkarni, Dr. Parag Narkhede, Mr. Anil Kumar Marthi, Mr. Harish Milwani, Mr. Sudip Rane & Mr. Rohit Mishra.

5. Result analysis of all the programs were presented by Mr. Uday Chatur and necessary actions were decided.
6. Activities conducted in the last semester and the upcoming activities were discussed.
7. Decided to organize program on Intellectual property rights and box cricket tournament in upcoming days. Also Organization of flagship events of Institute IT Festa, Techzeon and Managers day were discussed and finalized.
8. PO's and CO's for the MCA Program were discussed and decided to reframe. This responsibility is given to Dr. Varsha Pathak.
9. It was decided to conduct green audit for the Institute and responsibility is given to Mr. Yogesh Patil.
10. It was decided to conduct feedback from all stake holders: Students, Parents, Alumni, and Employers and analyzed it for the necessary action. Also decided to conduct student satisfaction survey for the current academic year. Responsibilities are given to Mrs. Mamata Dahad , Mrs. Deepali Kirange and Mr. Swapnil Kate .
11. NBA Accreditation progress for MBA program was presented by NBA coordinator Dr Parag Narkhede and decided to submit pre-qualifier and self-assessment report (SAR).
12. Training and placement activities were discussed and planned.
13. The meeting concluded with vote of thanks offered by Ms. Mamata Dahad.



Mrs. Tanuja Fegade  
Coordinator, IQAC




Prof. Dr. Shilpa Kiran Bendale  
Chairman, IQAC

## Internal Quality Assurance Cell

### Action taken report of meeting held on 21 January 2020

Sr. No	Decision Taken in the IQAC Meeting	Action Taken
1	Submission of AQAR Report for AY 2018-19	AQAR for AY 2018-19 was submitted on 01-02-2020
2	Vision & Mission Revision for Department of Management	Vision mission statements were revised on 06-02-2020.
3.	Reframing of PO's and CO's of MCA Program	PO's & CO's were Reframed for MCA program
4	Conducting Green Audit	Green Audit was conducted on 30 <sup>th</sup> January 2020.
5	Collection of Feedback from stake holders	Feedback was collected and analyzed.
6	Submission of Pre-qualifier of NBA accreditation of MBA program.	Pre-qualifier submitted on 23-01-2020.
7	Submission of SAR ( Self-Assessment Report) for accreditation of MBA Program	SAR submitted on 23-03-2020

  
Mrs. Tanuja Fegade  
Coordinator, IQAC



  
Prof. Dr. Shilpa Kiran Bendale  
Chairman, IQAC

### Minutes of IQAC Meeting

Meeting Date : 18/04/2020

Time : 03 pm

Venue : Online meeting

Following members were present in the meeting

Sr no	Name of the member
1	Prof. Shilpa K. Bendale
2	Mr. Suresh Chirmade
3	Dr. Vishal Sandanshive
4	Dr. Varsha Pathak
5	Dr. Mamata Dahad
6	Mr. Uday Chatur
7	Dr. Nishant Ghuge
8	Mr. Dhanpal Waghulde
9	Mr. Pramod Ghogare
10	Mr. Murlidhar Waykole
11	Mr. Punit Sharma
12	CA. Smita Bandukwala
13	Mr. Mayuresh Talele
14	Mr. Pawan Sonar
15	Mr. Yogesh Sarode
16	Mr. Sudip Rane
17	Mrs. Tanuja Fegade

Following points were discussed in the meeting

1. IQAC Coordinator Mrs. Tanuja Fegade extended warm welcome to all the members
2. The Minutes of the previous meeting and its Action Taken Report were presented by Mrs. Tanuja Fegade and confirmed by all the members
3. Discussed about the syllabus completion of current semester of all the program and suggest the necessary action. It was discussed that for online lectures MS teams and Zoom platforms should be used.
4. It was decided to conduct assignments and home test through ERP /google forms /MS team for all the programs.
5. Revised vision and mission statement of MBA program were presented by concern committee and unanimously approved.



6. It was discussed that due to pandemic situation webinar on various subject should be organized by course coordinator so that student will help to understand and learn online easily.
7. It was decided that online FDP shall be arranged to help faculty members for adopting new teaching pedagogies for online learning. Responsibility was given to Prof. Shubhada Kulkarni and Dr. Varsha Pathak.
8. It was decided to organise Administrative Training program for the non-teaching staffs. Responsibility was given to Mr. S.N. Khan.
9. Ms. Mamata Dahad presented the analysis report of feedback form collected from stake holders and decided the necessary actions according to feedback.
10. Dr. Parag Narkhede briefed that the SAR has been submitted for NBA accreditation of MBA Program.
11. It was decided to create awareness amongst the students through online Quiz based on Covid -19.
12. The meeting concluded with vote of thanks offered by Dr. Nishant Ghuge.



**Mrs. Tanuja Fegade**  
Coordinator, IQAC



**Prof. Dr. Shilpa Kiran Bendale**  
Chairman, IQAC

## Internal Quality Assurance Cell

### Action taken report of meeting held on 18 April 2020

Sr. No	Decision Taken in the IQAC Meeting	Action Taken
1	Assignments and Home test shall be given to students through ERP/MS team / Google Form .	Assignments and Home test were given to students through ERP to facilitate their learning process in covid 19 lockdown phase
2	Webinars shall be arranged for students	05 webinars were organized on different topics like startups and entrepreneurship, survival to revival, placement preparation etc.
3.	FDP shall be organized on online teaching pedagogies	2 Day Faculty Development program on "Pedagogy in Management and computer science education in post covid era" was organized on 12 & 13 June 2020
4	Administrative training program shall be organized for Non-teaching staff	2 days Online Workshop on "MS Office and Social Media Security" was organized for Non-teaching staff on 02 & 03 June 2020
5	Covid 19 Awareness Quiz Shall be conducted	Conducted online Covid 19 awareness quiz during the covid-19 situation. .

  
Mrs. Tanuja Fegade  
Coordinator, IQAC



  
Prof. Dr. Shilpa Kiran Bendale  
Chairman, IQAC