

KCES's Institute of Management and Research, Jalgaon

Internal Quality Assurance Cell

Minutes of the Meeting

Time: 03.30 Pm

Date: 10/07/2020

IQAC organized its first meeting for the academic year 2020-21 on 10/07/2020 at 3.30pm in the IQAC meeting room of the Institute. The meeting was chaired by the Director Prof. Dr. Shilpa Kiran Bendale. This was the first meeting after re-constitution of Internal Quality Assurance Cell, co-ordinator of IQAC Ms. Tanuja Fegade greeted the all the members of the IQAC. The Following agenda items 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 held on 18/04/2020                        | The coordinator of IQAC Mrs. Tanuja Fegade read the minutes of the last meeting. The same were 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 welcome New Members of the IQAC Committee  | All the newly included members were welcomed by the Coordinator.  |
| 4.     | To conduct review of the online classes and academic activities in the ongoing covid 19 Phase | Dr. Vishal Sandanshive and Dr. Mamata Dahad presented the status of online classes and lectures being conducted for department of management and Mrs. Tanuja Fegade and Mr. Uday Chatur presented review of the online classes conducted for the department of computer applications. Members appreciated the efforts taken by teachers for conducting the online classes successfully. |
| 5.     | Discussion on the Academic Calendar   | Dr. Mamata Dahad submitted the draft Academic calendar for academic year 20-21. It was discussed that due to covid 19 there will be delay in starting 1 <sup>st</sup> year.   |
| 6.     | To Plan International Conference  | It was decided that International conference shall be organised in the month of October. Dr. Shubhada Kulkarni and Dr. Varsha Pathak were given responsibility of organising this conference.   |
| 7.     | To conduct review of NBA accreditation of MBA Program   | Dr. Parag Narkhede informed that self-assessment report for NBA Accreditation of MBA program was submitted and also informed about the suggested dates of the NBA visit.  |





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| 8.  | Organisation of Webinars and Workshops             | The Report of Webinar and Workshops organised during the lockdown phase was kept in front of the committee. The Members appreciated the activity and it was decided that more number of webinars and workshops shall be organised in online mode. |
| 9.  | Approve the committees for the year 2020-21        | The Director Prof. Shilpa Bendale briefed that the same committees of the last academic year 2019-20 has been carried forwarded in the year 2020-21 and the notification has already been issued.   |
| 10. | Any other matters with the permission of the chair | The meeting concluded with vote of thanks offered by Dr. Vishal Sandanshive to all themembers who attended and graced the IQAC meeting.   |



Mrs. Tanuja Fegade  
IQAC Coordinator





Prof. Dr. Shilpa Bendale  
Director & IQAC Chairman

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

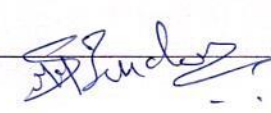
**Action Taken Report**

Following activities are successfully carried out in compliance with the resolutions made in the first IQAC meeting held on 10/07/2020 in the academic year 2020-21.

| Sr no | Decisions taken in the IQAC Meeting          | Action Taken   |
|-------|--|--|
| 1     | To Plan International Conference             | International Conference is planned in association with AICTE and will be conducted on 28 <sup>th</sup> October  |
| 2     | Organise Webinars and Workshops for students | Following webinars & workshops were organised<br><br>1) Webinar of career opportunities after 12 <sup>th</sup> on 31 July 2020.<br><br>2) Webinar on Commodity Derivatives Market in association with NCDEX NICR on 12 September 2020.<br><br>3) Workshop on Personality Development in association with department of life long learning , KBCNMU, Jalgaon on 08 October 2020.<br><br>4) Workshop on Rural Entrepreneurship in association with MGNCRE, Department of higher education, ministry of HRD, Govt of India. On 10 October 2020. |
| 3     | Academic calendar finalization.              | Academic calendar is finalized for all the programs.   |
| 4     | Academic and Administrative Audit            | AAA is conducted on 18 <sup>th</sup> July 2020 and report is submitted to IQAC.  |

  
Mrs. Tanuja Fegade  
IQAC Coordinator



  
Prof. Dr. Shilpa Bendale  
Director & IQAC Chairman



**KCES's Institute of Management and Research, Jalgaon**

**Internal Quality Assurance Cell**

**Minutes of the Meeting**

**Time: 03.30 Pm**

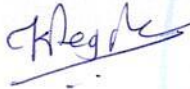
**Date: 14/10/2020**

IQAC organized its Second meeting for the academic year 2020-21 on 14/10/2020 at 3.30pm in the IQAC meeting room of the Institute. The meeting was chaired by the Director Prof. Dr. Shilpa Kiran Bendale. Co-ordinator of IQAC Ms. Tanuja Fegade greeted the all the members of the IQAC. The Following agenda items 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 held on 10/07/2020 | The coordinator of IQAC Mrs. Tanuja Fegade read the minutes of the last meeting The same were 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.     | Review of the Online Classes conducted in covid 19 phase               | Dr. Shubhada Kulkarni and Mrs Tanuja Fegade gave the review of online classes being conducted for Management and computer department respectively. It was observed that lectures of UG Programs has been regularly started in online mode.  |
| 4.     | Review of International Conference                                     | Mrs. Varsha Pathak briefed that the International Conference is scheduled on 28 <sup>th</sup> October 2021. The Conference will be conducted in online mode. The names of guest and keynote speakers were also discussed.   |
| 5.     | Planning of Academic Audit   | It was decided that the Academic Audit shall be conducted for the last semester. The responsibility to plan the academic audit was given to Dr. Shubhada Kulkarni.  |
| 6.     | Organization of FDP  | It was decided a FDP shall be planned on How to publish quality research papers. It was decided to invite Dr. Kavita Suryawanshi, HOD, MCA Department, DY Patil Institute of Computers applications and Management, Akurdi, Pune as a speaker for this FDP. Mrs. Tanuja Fegade took the responsibility of organising the FDP. |
| 7      | Organization of Webinars and Workshops.                                | It was discussed that more number of Webinar and online workshops shall be organised for students in  |



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|    |  | online mode.  |
| 8  | Discussion on Alumni Meet & Parents Meet           | It was decided that Alumni Meet and Parents Meet shall be organised in the coming days in online mode. Mr. Uday Chatur was given responsibility to organise Alumni Meet whereas all course coordinators are given responsibility to organise parents meet |
| 9  | Review of Admission Process                        | The review of admission process was conducted. The admission process for UG programs are completed whereas the admission process for PG programs are delayed due to COVID 19. The admission process is expected to be completed by December January.      |
| 10 | Any other matters with the permission of the chair | The meeting concluded with vote of thanks offered by Mrs. Tanuja Fegade to all themembers who attended and graced the IQAC  |



Mrs. Tanuja Fegade  
IQAC Coordinator  
Chairman




Prof. Dr. Shilpa Bendale  
Director & IQAC




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


**Action Taken Report**

Following activities are successfully carried out in compliance with the resolutions made in the IQAC meeting held on 14/10/2020 in the academic year 2020-21

| Sr no | Decisions taken in the IQAC Meeting  | Action Taken  |
|-------|--|---|
| 1     | To Organise International Conference   | International Conference was organised on 28 October 2020   |
| 2     | To Plan Academic Audit   | Academic Audit was conducted in the month of October 2020   |
| 3     | To Organise Faculty Development Program on How to publish quality research papers. | Faculty Development Program on How to publish quality research papers was organised on 26 October 2020. Dr. Kavita Suryawanshi, HOD, MCA Department, DY Patil Institute of Computers applications and Management, Akurdi, Pune was invited as a speaker for this FDP. |
| 4     | To Organise Webinars and Workshops   | Webinars were organised on the following topics<br>Cyber crime and security on 12 Dec 2020<br>Awareness of Capital Market on 05 Jan 2021<br>National Youth Day on 12 Jan 2021   |
| 5     | To Organise Alumni Meet  | The Alumni meet was organised on 16/01/2021 .   |

  
Mrs. Tanuja Fegade  
IQAC Coordinator



  
Prof. Dr. Shilpa Bendale  
Director & IQAC Chairman

**KCES's Institute of Management and Research, Jalgaon**

**Internal Quality Assurance Cell**

**Minutes of the Meeting**

**Time: 03.00 Pm**

**Date: 16/01/2021**

IQAC organized its third meeting for the academic year 2020-21 on 16/01/2021 at 3.00pm in the IQAC meeting room of the Institute. The meeting was chaired by the Director Prof. Dr. Shilpa Kiran Bendale. Co-ordinator of IQAC Mrs. Tanuja Fegade greeted the all the members of the IQAC. The Following agenda items 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 held on 14/10/2020                                      | The coordinator of IQAC Mrs. Tanuja Fegade read the minutes of the last meeting. The same were confirmed.  |
| 2.     | To Present the action taken report of the last meeting  | Mrs. Tanuja Fegade presented the action taken report of the last meeting   |
| 3.     | Review of the admission process for PG Programs   | Dr. Vishal Sandanshive and Mrs. Tanuja Fegade presented the details of the Admissions of the PG Programs. It was reported that round 1 of both MCA and MBA were completed with satisfactory admissions.  |
| 4.     | Planning of Induction for PG Programs   | Dr. Vishal Sandanshive and Mrs. Tanuja Fegade presented the planning for the Induction of both MBA and MCA program.  |
| 5.     | Discussion on Result analysis of Covid 19 affected even Sem of 2019-20 examination held in Nov./ Dec . 2020 | Prof Uday Chatur presented the status of result analysis for all the courses. The result of all the courses was excellent and very much satisfactory. The committee appreciated Miss. Amtullah Ali Asgar who is the prospective Gold medalist in University. The plan for effective learning and teaching for the next academic semester was also discussed. |
| 6.     | Review of Placement Activities  | Placement coordinator Mr Punit Sharma elaborated upon the placement activities conducted so far and presented the future course of action  |
| 7      | To Plan Feedback of all stakeholders  | As part of our regular activity, it was decided that Feedback shall be collected from all stakeholders. The responsibility to coordinate the feedback collection and analysis was given to Dr. Mamata Dahad and Mrs. Dipali Kirange  |





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| 8  | Organisation of Administrative Training Program | It was decided that administrative training program on "Work Culture" shall be organised for the administrative and non teaching staff of the Institute. The Responsibility to arrange this was given to Prof. Dr.Shubhada Kulkarni.                                       |
| 9  | To conduct academic and administrative audit .  | It was decided to conduct academic audit in the month of January 2021.   |
| 10 | Any other matters with the permission of chair. | Director Dr. Shilpa Bendale suggested that Tree Plantation shall be conducted by the Institute on occasion of world environment day on 05 <sup>th</sup> June. All the members agreed and student representative Mr. Pranil Chaudhari was given responsibility of the same. |



Mrs. Tanuja Fegade  
IQAC Coordinator



Prof. Dr. Shilpa Bendale  
Director & IQAC Chairman





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**Internal Quality Assurance Cell**

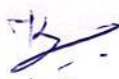
**Action Taken Report**

Following activities are successfully carried out in compliance with the resolutions made in the IQAC meeting held on 16/01/2021 .


| Sr no | Decisions taken in the IQAC Meeting  | Action Taken  |
|-------|--|---|
| 1     | To Organise Induction for PG Programs  | 04 Day Induction was organised for students of MBA program from 04 to 08 Feb 2021 and for students of MCA program from 17 Feb 2021 to 20 Feb 2021   |
| 2     | Training shall be organised for students before facing the Interview                 | It was made a compulsory practice to organise training sessions before placement interviews.  |
| 3     | Prepare SOP (Standard operating procedures) with respect to key areas of functioning | Standard operating processes were defined and prepared for academic audit (Internal and external) and feedback of stake holders, effective teaching and learning in classroom, curriculum benchmarking, sharing of talent tools of teachers and expert, student Mentoring, student value enhancement, Institutional social responsibility, Life skill and soft skill , student's cultural sport club and forums . |
| 4     | Organise Outreach and Extension activities   | Students distributed free ration kits to auto rickshaw drivers on 23 may 2021 .   |
| 5     | Organise Webinars and Workshops  | The Following Webinars and workshops were organised<br>1) Webinar on How to face an Interview on 13 <sup>th</sup> Feb 2021<br>2) Workshop on Effective communication skills for digital era on 24 <sup>th</sup> march<br>3) Online legal awareness camp in joint association with KCES:s Maniyar Law college<br>4) Webinar on effective use of Open source E  |



|   |   | Resource for Management  |
|---|---|--|
| 6 | Organize IT Festa and Techzeon in Online mode | National Level Event IT FESTA and University Level Event Techzeon were organised on 26 <sup>th</sup> and 27 <sup>th</sup> February respectively. |
| 7 | Academic audit                                | Internal Academic Audit is conducted.  |

  
 Mrs. Tanuja Fegade  
 IQAC Coordinator



  
 Prof. Dr. Shilpa Bendale  
 Director & IQAC Chairman





**KCES's Institute of Management and Research, Jalgaon**

**Internal Quality Assurance Cell**

**Minutes of the Meeting**

**Time: 03.00 Pm**

**Date: 25/05/2021**

IQAC organized its fourth meeting for the academic year 2020-21 on 25/05/2021 at 3.00pm in the IQAC meeting room of the Institute. The meeting was chaired by the Director Prof. Dr. Shilpa Kiran Bendale. Co-ordinator of IQAC Ms. Tanuja Fegade greeted the all the members of the IQAC. The Following agenda items 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 held on 16/01/2021 | The coordinator of IQAC Mrs. Tanuja Fegade read the minutes of the last meeting. The same were confirmed.  |
| 2.     | To Present the action taken report of the last meeting                 | Mrs. Tanuja Fegade presented the action taken report of the last meeting   |
| 3.     | Review of the Completion of Syllabus                                   | Dr. Vishal Sandanshive and Mrs. Tanuja Fegade presented the syllabus completion status report of the both Management and Computer department. Director Dr. Shilpa Kiran Bendale appreciated the efforts taken by the all the faculty members in the second covid wave for teaching learning through online mode. |
| 4.     | Review NBA Accreditation of the MBA Program                            | Dr. Parag Narkhede presented the report on the progress of NBA accreditation. It was decided that the NBA SAR should be updated with the latest data as there is a delay in the visit of committee due to covid 19.  |
| 5.     | Present AQAR for the academic year 2019-20                             | Prof Tanuja Fegade presented the AQAR report for the academic year 2019-20. It was unanimously agreed by all the members of the IQAC and it was decided to submit it to the NAAC   |
| 6.     | Review of Placement Activities   | Placement coordinator Mr Punit Sharma elaborated upon the placement activities conducted so far and also presented the future course of action.  |
| 7      | Plan Feedback of all stakeholders                                      | As part of the regular activity, It was decided to collect feedback from all stakeholders. The responsibility to coordinate collection of feedback was given to Dr. Mamata Dahad and Mrs. Deepali Kirange.   |
| 8      | Organization of Administrative Training                                | It was decided to organize a workshop for non- teaching staff on, "Communication and etiquettes". Prof.  |



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|    | Program   | Dr.Shubhada Kulkarni was given responsibility to conduct this feedback.   |
| 9  | To conduct academic and administrative audit    | It is decided to conduct internal audit of current semester.  |
| 10 | Any other matters with the permission of chair. | Director Dr. Shilpa Bendale suggested to organise the tree plantation on occasion of world environment day on 05 <sup>th</sup> June 2022. Mr Pranil Chaudhari, Student representative was given responsibility to coordinate the event. |



Mrs. Tanuja Fegade  
IQAC Coordinator




Prof. Shilpa Bendale  
Director & IQAC Chairman



**KCES's Institute of Management and Research, Jalgaon**

**Internal Quality Assurance Cell**

**Action Taken Report**

Following activities are successfully carried out in compliance with the resolutions made in the Fourth IQAC meeting held on 25/05/2021 in the academic year 2020-21

| Sr no | Decisions taken in the IQAC Meeting             | Action Taken   |
|-------|---|--|
| 1     | To Update the NBA SAR                           | NBA SAR is updated with the latest data  |
| 2     | Submit AQAR 2019-20                             | AQAR for the academic year 2019-20 is submitted  |
| 3     | Collection and Analysis of Feedback             | Feedback is collected from all stakeholders, It is analysed and action taken report is prepared.   |
| 4     | Organisation of Administrative Training Program | Administrative Training Program on " Communication and Etiquettes" is organised on 09 <sup>th</sup> June 2021. Mr. Devdutta Gokhale from Gokhale's Advance Training Institute (GATI) Conducted the session |
| 5     | Tree Plantation                                 | Tree Plantation was done on occasion of world environment day on 05 <sup>th</sup> June 2021.   |
| 6     | Academic and administrative audit               | Internal academic audit was conducted on 13/07/2021.   |



Mrs. Tanuja Fegade  
IQAC Coordinator  
Chairman



Prof. Dr. Shilpa Bendale  
Director & IQAC