

Date: - 25/07/2018

Minutes of the Meeting

The Following members were present in the IQAC meeting held on 20 July 2018

Prof. Shilpa K. Bendale	Chairman, IQAC
Dr. Vishal Sandanshive	Member
Ms. Mamata Dahad	Member
Mr. Nishant Ghuge	Member
Mr. Dhanpal Waghulde	Member
Dr. Varsha Pathak	Member
Prof. Uday Chatur	Member
Mrs. Shweta Fegade	Member
Mr. Pramod Ghogare	Member
Mr. Punit Sharma,	Member
Dr. Meenakshi Waykole	Member
Mr. Murlidhar R. Waykole	Member
Mr. Mayuresh Talele	Member
Mr. Yogesh Sarode	Member
Mrs. Tanuja K. Fegade	IQAC Coordinator


Following points were discussed in the meeting

1. IQAC Coordinator Prof. Tanuja Fegade extended warm welcome to all the members
2. The Minutes of the previous meeting were read by Prof. Tanuja Fegade and confirmed by all the members
3. Review of Progress of Preparation for NAAC Peer team visit was done.
4. Discussion on submission of Proposal for starting new programs BBA and BCA was done. It was unanimously decided that institute shall submit the proposal to start new courses to university. The responsibility was given to administrative officer Mr. Murlidhar Waykole.
5. Discussion on starting new certificate courses in the coming academic year was done. It was decided that four new certificate programs shall be conducted in this academic year. The responsibility of framing curriculum for these programs was given to following faculty members
 - a) Tally and Advance Excel - Mr. Amol Pande

- b) Digital Marketing - Mr. Anilkumar Marthi
 - c) C++ - Mr. Yogesh chaudhari
 - d) PHP - Mr. Dhanpal Waghulde
6. It was decided that Institute shall prepare for the NBA Accreditation of MBA Program.
 7. It was decided that in order to improve the quality of teaching and learning, a FDP on teaching pedagogy using case study method shall be arranged
 8. Discussion of submission of proposal to start a research lab was done. Dr. Varsha Pathak was given responsibility to prepare the proposal
 9. It was decided that MOU shall be made with a software development company to train our MCA and IMCA Students for software development
 10. Dr. Varsha Pathak proposed that "Internal Avishkar"- a poster presentation competition shall be organized under incubation center to help students in the process of ideation. All the members of IQAC accepted the proposal.
 11. Placement coordinator Mr. Punit Sharma presented the report of placements and upcoming placement activities were discussed.
 12. The meeting concluded with vote of thanks offered by Ms. Mamata Dahad to all the members who attended and graced the IQAC meeting



Mrs. Tanuja Fegade
Coordinator, IQAC



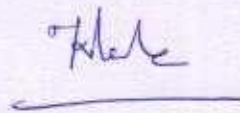
Prof. Shilpa Kiran Bendale
Chairman, IQAC

DIRECTOR
Institute of Management &
Research, Jalgaon-425002

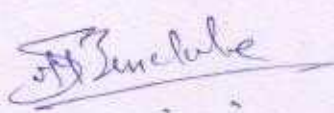
Internal Quality Assurance Cell

Action Taken Report of meeting held on 20 July 2018

Sr. No	Decision Taken in the IQAC Meeting	Action Taken
1	To Prepare and submit Proposal for starting new courses BBA and BCA	The Proposal to start new courses BBA and BCA was submitted to University on 28/09/2018
2	To frame curriculum and start new certificate courses	Curriculum was framed and the following four certificate Courses were decided to be conducted in the academic year 2018-19 1) Tally and Advance Excel 2) Digital Marketing 3) C++ 4) PHP
3	Institute shall prepare for NBA Accreditation of MBA Program	Faculty members of MBA Program were allocated with different NBA criterions.
4	FDP on teaching pedagogy using case study method shall be organized	FDP on teaching pedagogy using case study method was organized on 01-09-2018
6	Proposal to start a Research Lab shall be submitted to University	Proposal to start a Research Lab was submitted to university on 01/11/2018
7	MOU shall be made with a software development company to train our MCA and IMCA Students for software development	MOU was made with Excellent software, Jalgaon to train our MCA and IMCA Students for software development on 28/10/2018
8	It was decided that "Internal Avishkar"- a poster presentation competition shall be organized under incubation center to help students in the process of ideation.	"Internal Avishkar"- a poster presentation competition was organized on 11/09/2018


Mrs. Tanuja Fegade
Coordinator, IQAC




Prof. Shilpa Kiran Bendale
Chairman, IQAC

DIRECTOR
Institute of Management &
Research, Jalgaon-425002

Date: 04 -11-2018

Minutes of the Meeting

The Following members were present in the IQAC meeting held on 02 Nov 2018.

Prof. Shilpa K. Bendale	Chairman, IQAC
Dr. Vishal Sandanshive	Member
Ms. Mamata Dahad	Member
Mr. Nishant Ghuge	Member
Mr. Dhanpal Waghulde	Member
Dr. Varsha Pathak	Member
Prof. Uday Chatur	Member
Mrs. Shweta Fegade	Member
Mr. Pramod Ghogare	Member
Mr. Punit Sharma,	Member
Dr. Meenakshi Waykole	Member
Mr. Murlidhar R. Waykole	Member
Mr. Mayuresh Talele	Member
Mr. Yogesh Sarode	Member
Mrs. Tanuja K. Fegade	IQAC Coordinator

Following points were discussed in the meeting

1. IQAC Coordinator Ms. Tanuja Fegade extended warm welcome to all the members
2. The Minutes of the previous meeting (20 Jul 2018) read by Mrs. Tanuja Fegade and confirmed by all the members.
3. Academic Administrative Audit was scheduled. Dr. Parag Narkhede was appointed as Chairman of Internal Academic Administrative Audit Committee. Prof. Dr. S. M. Kulkarni, Mr. S. N. Khan are the members of committee. Director of the institute instructed to submit the report of internal committee before next academic session.
4. Review regarding research publications were taken. IQAC Committee approved to organization the national conference. Prof. Dr. S. M. Kulkarni appointed as Coordinator for National Conference.
5. Code of Conduct for students and faculty members was discussed in the meeting.
6. Activities conducted by Industry Institute Interaction cell was reviewed. IQAC Committee encouraged to strengthen the activities of cell.
7. For next semester co-curricular and extra-curricular activities were discussed and planned.

8. In order to improve the teaching-learning process, it was decided to organize FDP for management and computer faculty members.
9. The meeting concluded with vote of thanks offered by Mr. Pramod Ghogare to all the members who attended and graced the IQAC meeting.



Mrs. Tanuja Fegade
Coordinator, IQAC



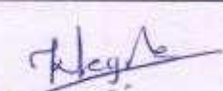
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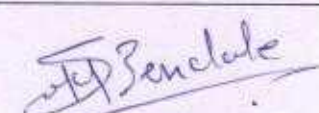
Internal Quality Assurance Cell

Action taken report of meeting held on 02 Nov 2018

Sr.	Decisions taken in the IQAC meeting	Action Taken
1	Academic and Administrative Audit (Internal)	As per the instructions by IQAC committee, Dr. Parag Narkhede conducted Academic and Administrative Audit (Internal) and submitted committee's report to the Director on 20/12/2018.
2	Research publications, organize national conference and FDP.	1. FDP was scheduled in the month February 2019. 2. National Conference was scheduled in the month of February 2019. 3. Faculty members participated in various National and International conference and also published research paper in reputed journals. List of all publications is available with Research cell.
3	Co-curricular and Extra-curricular activities	Academic calendar was prepared by IQAC Committee for Semester period from Jan 2019 to Jun 2019. Synergy, Kridavedh, IT Festa, Managers day and so on activities were planned. All courses time table and subject allocation prepared by respective course coordinators and submitted to Director.
4	Activities under Industry Institute Interaction Cell	Members of the Industry Institute Interaction Cell was conducted industrial survey for SMEs. MBA students were involved in the survey. For co-curricular activities distinguished industrialists were invited as Chief Guest.


Mrs. Tanuja Fegade
Coordinator, IQAC




Prof. Shilpa Kiran Bendale
Chairman, IQAC

DIRECTOR
Institute of Management & Research, Jalgaon-425002

Date: 17-03-2019

Minutes of the Meeting

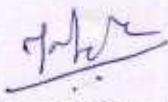
The Following members were present in the IQAC meeting held on 15 March 2019.

Prof. Shilpa K. Bendale	Chairman, IQAC
Dr. Vishal Sandanshive	Member
Ms. Mamata Dahad	Member
Mr. Nishant Ghuge	Member
Mr. Dhanpal Waghulde	Member
Dr. Varsha Pathak	Member
Prof. Uday Chatur	Member
Mrs. Shweta Fegade	Member
Mr. Pramod Ghogare	Member
Mr. Punit Sharma,	Member
Dr. Meenakshi Waykole	Member
Mr. Murlidhar R. Waykole	Member
Mr. Mayuresh Talele	Member
Mr. Yogesh Sarode	Member
Mrs. Tanuja K. Fegade	IQAC Coordinator

Following points were discussed in the meeting

1. IQAC Coordinator Prof. Tanuja Fegade extended warm welcome to all the members
2. The Minutes of the previous meeting (02/11/2018) were read and confirmed by all the members.
3. Academic calendar for the year 2019-20 was discussed.
4. Decision regarding organizing ERP training to all faculty members & non-teaching were taken. Mr. Yogesh Chaudhari and Mr. Dhanpal Waghulde appointed to conduct the training.
5. Instructions given to the respective course coordinators to take the feedback of students and other stakeholders.
6. Instructions given to Prof. S. N. Khan to take review and up-grade Wi-Fi facility and internet speed.
7. Decision regarding admission policy and new courses BBA and BCA discussed in the meeting.
8. Director Prof. Dr. Shilpa Bendale instructed all faculty members to apply for research projects and allocated projects work to students for summer vacation. .

9. Director Prof. Dr. Shilpa Bendale instructed all course coordinators to take review of April – May 2019 examination.
10. The meeting concluded with vote of thanks offered by Mr. Nishant Ghuge to all the members who attended and graced the IQAC meeting.


Mrs. Tanuja Fegade
IQAC Coordinator


Prof. Shilpa Kiran Bendale
Director, KCES's IMR, Jalgaon



DIRECTOR
Institute of Management &
Research, Jalgaon-425002

Internal Quality Assurance Cell

Action taken report of meeting held on 15 March 2019

Sr.	Decisions taken in the IQAC meeting	Action Taken
1	Preparation of academic calendar for A.Y. 2019-20	Academic Calendar for A.Y. 2019-20 was Prepared.
2	Organize ERP training	Mr. Yogesh Chaudhari and Mr. Dhanpal Waghulde conducted ERP training for faculty members and non teaching staff..
3	Take feedback of students and other stakeholders	Director Prof. Dr. Shilpa K. Bendale instructed the course coordinator to take the feedback of students and others stakeholders. Feedback of students and other stakeholders taken through ERP system.
4	Take review and up-grade Wi-Fi facility and internet speed	Prof. S. N. Khan and Mr. Punaji Patil appointed to review Wi-Fi facility and internet speed. Proposals from the internet service provider invited and forwarded to management for further decisions.
5	Decide policies regarding admission Process for the next A. Y. 2019-20	Admission committee was formed. Regular counseling and career guidance session organized for 12 th and UG students. Course coordinators were instructed to prepare admission brochure.
6	Apply for research projects from non-government sources such as industry, corporate houses and international bodies	Director Prof. Dr. Shilpa Bendale informed all the faculty members for research projects in Faculty meeting. Guidance session organized for research projects.

7	Allocate project work to students for the summer vacation	Respective course coordinators prepared the list of topics for project work. Seminar organized on SIP.
8	Discuss preparation and performance of students for the examination	For the April – May examination 2019, university guidelines for conducting the university exam was discussed in faculty meeting. Director informed all the course coordinators for timely submission of internal marks. Subject teachers arranged revision session for all classes.
9	Plan the conduction of new courses BBA, BCA, Vocational courses	Institute decided to start with new course BBA and BCA started from A. Y. 2019-20. Course structure introduced to all faculty members. Dr. Anupama Chaudhari appointed as Course Coordinator for BBA and Mr. Pramod Ghogare appointed as Course Coordinator for BCA.



Mrs. Tanuja Fegade
IQAC Coordinator




Prof. Shilpa Kiran Bendale
Director, KCES's IMR, Jalgaon

DIRECTOR
Institute of Management & Research, Jalgaon-425002

Date:-02/06/19

Minutes of the Meeting

The Following members were present in the IQAC meeting held on 01 June 2019

Prof. Shilpa K. Bendale	Chairman
Mrs. Tanuja K. Fegade	IQAC Coordinator
Dr. Meenakshi Waykole	Management Representative
Mr. Murlidhar R. Waykole	Administrative officer
Dr. Vishal Sandanshive	Member
Dr. Varsha Pathak	Member
Prof. Uday Chatur	Member
Ms. Mamata Dahad	Member
Mrs. Shweta Fegade	Member
Mr. Nishant Ghuge	Member
Mr. Dhanpal Waghulde	Member
Mr. Pramod Ghogare	Member
Mr. Punit Sharma,	Member
Mr. Yogesh Sarode	Alumni/ Industrialist
Mr. Chabiraj Rane	Employer/Industrialist
Mr. Mayuresh Talele	Student Representative
Miss. Dhanashree Bhosale	Student Representative

Following points were discussed in the meeting

1. IQAC Coordinator Prof. Tanuja Fegade extended warm welcome to all the members
2. The Minutes of the previous meeting were read by Prof. Tanuja Fegade and confirmed by all the members
3. Review of Preparation for NBA Accreditation of MBA Program was taken
4. Discussion on full automation of Library was done. It was decided that the library Soul Software shall be integrated with ERP. Mr. Dhanpal Waghulde and Mr. Yogesh Chaudhari were given this responsibility
5. It was decided to develop New Learning Management System (LMS) with ERP
6. NAAC peer team suggested institute for generating additional income from other sources. It was decided to provide computer labs of the institute for various online exams which are held on Sundays

7. Discussion on preparation of SOP for utilizing and maintaining physical facilities was done. Mrs. Shweta Fegade was given responsibility of preparation of these SOP's.
8. It was decided to make appointment of New faculty members
9. It was decided to purchase new books for both management and computer departments. Librarian Mr. Deepak Ghuge has asked to prepare list of new books to be purchased as per recommendations of faculty members
10. It was decided that the Institute policies shall be revised and updated. Dr. Shubhada Kulkarni has given responsibility to revise and update institute policies
11. Reformation of IQAC Committee was done
12. It was decided that various Statutory and Non Statutory committees for the year 2019-20 shall be formed. Mrs. Tanuja Fegade and Mr. Vishal Sandanshive were given the responsibility.
13. Placement coordinator Mr. Punit Sharma presented the report of placements and discussion on the upcoming placement activities was conducted
14. The meeting concluded with vote of thanks offered by Ms. Varsha Pathak to all the members who attended and graced the IQAC meeting



Mrs. Tanuja Fegade
Coordinator, IQAC



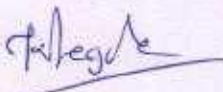
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Internal Quality Assurance Cell

Action taken report of meeting held on 1 June 2019

Sr. No	Decision Taken in the IQAC Meeting	Action Taken
1	Library Soul Software shall be integrated with ERP	Soul Software of Library was integrated with ERP
2	Develop New LMS through ERP	New LMS through ERP was developed by Mr. Yogesh chaudhari and Mr. Dhanpal Waghulde
3	Preparation of SOP for utilizing and maintaining physical facilities was done.	Mrs. Shweta Fegade Prepared the SOP for utilizing and maintaining physical facilities and they were finalized by the director of the institute
4	Appoint of New faculty members	New faculty members were appointed through Walk in Interview
5	Purchase new books for both management and computer departments.	Librarian Deepak ghuge gave purchase order for new books as per requirements from the respective subject faculty members
6	Revision and Updation of Insitute Polices	Dr. Shubhada Kulkarni Revised and updated the institute policies. The Policies were finalized by the director of the institute
4	Various Statutory and Non Statutory committees for the year 2019-20 shall be formed	Mrs. Tanuja Fegade and Mr. Vishal Sandanshive formed various statutory and Non Statutory committees for the year 2019-20 and they were finalized by the director


Mrs. Tanuja Fegade
Coordinator, IQAC




Prof. Shilpa Kiran Bendale
Chairman, IQAC

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