



S. No. 18, Plot No. 5/3, CTS No. 205, Behind Vandevi Temple, Karvenagar, Pune-411052

# **IQAC MOM AY 2019-20**







S. No. 18, Plot No. 5/3, CTS No. 205, Behind Vandevi Temple, Karvenagar, Pune-411052

# List of IQAC MOM for the AY 2019-20

Sr.No	Particulars
1	IQAC Meeting Minutes dated 10/08/2019
2	IQAC Meeting Minutes dated 21/11/2019
3	IQAC Meeting Minutes dated 29/01/2020
4	IQAC Meeting Minutes dated 09/05/2020

Prepared By – Dr. Mangalgouri Patil, Associate Professor
Reviewed / Recommended By – Prof. Aparna Shastri, Assistant Professor
Approved By – Dr. Shubhangee Ramaswamy, I/C Director





Date: 2<sup>nd</sup> August 2019

#### **Notice**

You are hereby requested to attend the IQAC meeting as per the following details and Agenda.

Day & Date: Saturday, 10th August 2019

Time: 3.30 PM

Venue: Board Room

### Agenda:

- 1. To plan for next semester
- 2. To update the MBA curriculum to the 2019 pattern and conduct COPO (Course Outcomes and Program Outcomes) measurement.
- 3. To understand the NAAC (National Assessment and Accreditation Council) process.
- 4. To plan the induction program for the upcoming batch.
- 5. To plan for Extension and outreach activities

Dr. Jitendra Bhandari





# INTERNAL QUALITY ASSURANCE CELL

### **Minutes of Meeting**

Day & Date: Saturday, 10th August 2019

Time: 3.30 PM

Venue: Board Room

# Agenda:

1. To plan for next semester

2. To update the MBA curriculum to the 2019 pattern and conduct COPO (Course Outcomes and Program Outcomes) measurement.

3. To understand the NAAC (National Assessment and Accreditation Council) process.

4. To plan the induction program for the upcoming batch.

5. To plan for Extension and outreach activities

Agenda #1: To plan for next semester

**Resolutions**: The institute commits to ensuring the teaching plan, timetable, and subject basket are finalized and ready before the induction, alongside improving academic quality for the upcoming semester.

Proposed by. Dr. Rupendra Gaikwad Seconded by: All the members

**Agenda #2:** To update the MBA curriculum to the 2019 pattern and conduct COPO (Course Outcomes and Program Outcomes) measurement.

**Resolution:** The SPPU university has updated the MBA curriculum align with the 2019 pattern and conduct COPO (Course Outcomes and Program Outcomes) measurement to ensure the curriculum meets current academic standards and industry requirements, thereby enhancing the educational outcomes and career readiness of the students. Dr. Rupendra Gaikwad updated that one day FDP was conducted for Faculties about Blooms taxonomy.

Proposed by. Dr. Rupendra Gaikwad







Seconded by: All the members

Agenda #3: To understand the NAAC (National Assessment and Accreditation Council) process.

Resolution: Resolution:

Prin. B. G. Jadhav sir emphasized the importance of thoroughly understanding the NAAC process to ensure successful accreditation. In response, Dr. Jitendra Bhandari informed the committee that a session on the NAAC process and strategies for effectively facing the PEER Team visit had been conducted. This session aimed to provide comprehensive insights into the accreditation procedures, key criteria, and best practices for showcasing the institution's strengths during the evaluation.

Proposed by. Prin. B. G. Jadhav Seconded by: All the members

**Agenda #4:** To plan the induction program for the upcoming batch.

#### Resolution:

The committee discussed the need for a well-structured induction program to welcome and orient new MBA students. The induction program aims to familiarize students with the institution's culture, academic expectations, and available resources.

Prin. B. G. Jadhav sir emphasized the importance of creating an engaging and informative schedule that includes sessions on curriculum overview, faculty introductions, campus facilities, and student support services. Dr. Jitendra Bhandari suggested incorporating interactive workshops, guest lectures, and team-building activities to enhance the induction experience.

Proposed by. Dr. Jitendra Bhandari Seconded by: All the members





**Agenda #5:** To plan for extension and outreach activities.

#### Resolution:

The committee emphasized the importance of faculty involvement in extension and outreach activities to enhance community engagement and social responsibility. Faculties were informed to actively participate and contribute to various initiatives. The Institute has already conducted following activities

- 1. **Blood Donation Camp:** Organized to promote health awareness and community service.
- 2. **Institutional Social Responsibility (ISR) Activities:** Led by the Marketing Department, focusing on impactful social projects.
- 3. **Commodity Awareness Program:** Conducted in collaboration with SEBI to educate the community about financial literacy and commodity markets.

The committee resolved to encourage all departments to identify and implement additional outreach activities that align with the institution's mission and values. Regular updates on these activities will be shared in subsequent meetings to monitor progress and ensure successful execution.

Proposed by. Prof. Vivek Dighe Seconded by: All the members

r. Jitendra Bhandari





# Marathwada Mitra Mandal's Institute of Management Education Research & Training (IMERT), Pune

# Attendance of Internal Quality Assurance Cell (IQAC) Meeting

Date: 10th August 2019

Time: 3.30pm

Venue: IMERT Boardroom

Sr. No.	Name	Designation	Nomination	Signature
1	Prin. B. G. Jadhav	Executive President, MM Trust	Management Representative	Prem
2	Dr. Jitendra Bhandari	I/C Director, IMERT	Chairperson	Bludu
3	Mr. Rakesh Balkrishna Jangale	Sr. GM- HR, Reliable Autotech Pvt. Ltd	Employer Representative	Robert
4	Mr. Omkar Jeste	Sr. Manager, Sales Incentives, Red Hat India Pvt Ltd.	Industry Representative	Onkal
5	Prof. Vivek Dighe	Assistant Professor	Teaching representative	Vivelet
6	Prof. Aparna Shastri	Assistant Professor	Teaching representative	Quata_
7	Prof. Praful Sarangdhar	Assistant Professor	Teaching representative	2 Mm
8	Mr. Himmat Salunke	Sr. Administrative Officer	Non-Teaching representative	sul
9	Mr. Nikhil Kolpyakwar	MBA Student	Student Representative	NK
10	Prof. Vivekanad Gaikwad	Assistant Professor	Alumni Representative	( Jupusad
11	Dr. Rupendra Gaikwad	Associate Professor	IQAC Coordinator	Beil







Date:14th November 2019

#### **Notice**

You are hereby requested to attend the IQAC meeting as per the following details and Agenda.

Day & Date: Thursday 21 November 2019

Time :2:00 PM Venue: Manthan

# Agenda:

- 1. Enhance Industry Connections and Collaborations
- 2. Faculty Development Programs
- 3. Student Development.
- 4. Process of Permanent Affiliation
- 5. Extension and Outreach

Dr. litendra Bhandari





### INTERNAL QUALITY ASSURANCE CELL

### **Minutes of Meeting**

Day & Date: Thursday & 21 November 2019

Time :2:00 PM Venue: Manthan

### Agenda:

1. Enhance Industry Connections and Collaborations

2. Faculty Development Programs

- 3. Student Development.
- 4. Process of Permanent Affiliation
- 5. Extension and Outreach

# **Agenda 1: Enhance Industry Connections and Collaborations**

#### Resolution:

The committee discussed strategies to strengthen ties with industry partners to provide students with practical insights and real-world learning opportunities. Dr. Jitendra Bhandari highlighted the significance of enriching industry connections through various initiatives. The successful conduct of an HR Conclave brought together industry leaders, HR professionals, and academicians to discuss current trends and best practices, offering valuable networking opportunities.

Additionally, an HR Olympiad was conducted to test students' knowledge and skills in human resource management, fostering excellence among participants. Dr. Bhandari also proposed organizing regular industrial visits to provide students with firsthand experience of corporate operations, bridging the gap between academic learning and practical application.

Proposed by. Dr. Jitendra Bhandari Seconded by. Prof. Aparna shastri







# **Agenda:2 Faculty Development Programs**

#### Resolution:

Dr. Rupendra Gaikwad informed the faculties to attend the following Faculty Development Programs (FDPs) to enhance their skills in entrepreneurship, thereby encouraging and supporting student for entrepreneurship. Prof. Vivek Dighe informed that many faculties have attended the following programs:

- 1. FDP on Mentorship in Entrepreneurship Development by BYST which focused on providing effective mentorship for aspiring entrepreneurs.
- 2. FDP on High-Impact Sales was conducted for entrepreneurship learnings.
- 3. International Conference on Entrepreneurship Development were attended at Bangalore and Pune by faculties.

Proposed by. Dr. Rupendra Gaikwad Seconded by: Prof. Vivek Dighe

# Agenda 3: Student Development

#### Resolution:

Prof. Vivekanand Gaikwad proposed to enhance students' employability by way of focusing on developing their soft skills, such as communication and proficiency in MS Office. As students will soon be participating in internships, it is essential to equip them with these skills to increase their chances of receiving pre-placement offers.

Proposed by. Vivekanda Gaikwad Seconded by: Mr. Omkar Jeste







### Agenda 4: Process of Permanent Affiliation

#### Resolution:

Dr. Jitendra Bhandari emphasized the importance of initiating the process for obtaining permanent affiliation for the institute. This recognition will enhance the institute's reputation and visibility in the market.

Proposed by. Dr. Jitendra Bhandari Seconded by: Dr. Rupendra Gaikwad

# Agenda 5: Extension and Outreach

#### Resolution:

The committee resolved to increase the number of extension and outreach activities to encourage experiential learning and real-life applications. These activities are designed to promote mental and physical well-being among students.

Prof. Praful Sarangdhar updated the committee on the existing MOU with the Tribal Research and Training Institute, Government of India, which will facilitate surveys aimed at enhancing social well-being. Additionally, expanding outreach efforts will provide students with opportunities to engage in community service, develop empathy, and gain practical experience in addressing societal challenges. These initiatives will also foster collaboration with various organizations, enhancing the institute's reputation and impact.

Proposed by. Dr. Rupendra Gaikwad Seconded by: All the members

. Jitendra Bhandari







# Marathwada Mitra Mandal's Institute of Management Education Research & Training (IMERT), Pune

# Attendance of Internal Quality Assurance Cell (IQAC) Meeting

Date: 21st November 2019

Time: 2.00pm

Venue: IMERT Boardroom

Sr. No.	Name	Designation	Nomination	Signature
1	Prin. B. G. Jadhav	Executive President, MM Trust	Management Representative	Pu
2	Dr. Jitendra Bhandari	I/C Director, IMERT	Chairperson	Bludn'
3	Mr. Rakesh Balkrishna Jangale	Sr. GM- HR, Reliable Autotech Pvt. Ltd	Employer Representative	Lokah
4	Mr. Omkar Jeste	Sr. Manager, Sales Incentives, Red Hat India Pvt Ltd.	Industry Representative	Onliae
5	Prof. Vivek Dighe	Assistant Professor	Teaching representative	Vinet
6	Prof. Aparna Shastri	Assistant Professor	Teaching representative	salebeta.
7	Prof. Praful Sarangdhar	Assistant Professor	Teaching representative	Zylla.
8	Mr. Himmat Salunke	Sr. Administrative Officer	Non-Teaching representative	Sul
9	Mr. Nikhil Kolpyakwar	MBA Student	Student Representative	NK
10	Prof. Vivekanad Gaikwad	Assistant Professor	Alumni Representative	Vortandad.
11	Dr. Rupendra Gaikwad	Associate Professor	IQAC Coordinator	Dark.







Date:23rd January 2020

### **Notice**

You are hereby requested to attend the IQAC meeting as per the following details and Agenda.

Day & Date: Wednesday, 29 January 2020

Time: 11.00 am Venue: Board Room

# Agenda:

1. To read and confirm agenda of previous meeting

2. To present a summary of NAAC Peer Team Committee Report

3. Any other points

Dr. Jitendra Bhandari





### INTERNAL QUALITY ASSURANCE CELL(IQAC)

Minutes of the Meeting (MoM)

Day & Date: Wednesday, 29 January 2020

Time: 11.00 am
Venue: Board Room

### Agenda:

1. To read and confirm agenda of previous meeting

2. To present a summary of NAAC Peer Team Committee Report

Any other points

# Agenda-1 To read and confirm agenda of previous meeting

The meeting was started under the guidance of Hon. Executive President of Marathwada Mitra Mandal, Prin. B. G. Jadhav, Management Representative on IQAC. Dr. Rupendra Gaikwad, IQAC Coordinator, welcomed all the honourable members, who were present for the meeting. discussed Action taken related to IQAC meeting held on 21 November 2019.

Proposed by: Dr Rupendra Gaikwad Seconded by: Dr Jitendra Bhandari

Agenda #2: To present a summary of NAAC Peer Team Committee Report

**Resolution #1**: Dr. Rupendra Gaikwad presented the summary of NAAC Peer Team Committee Report in front of the Hon. Members. There were 10 areas of improvement suggested by the Peer Team. The action taken/planned for each area was kept for discussion in the meeting. The updates provided to the hon. Members and suggestions received from them after due discussion are as follows:

1) **Grade Sheet of NAAC**: Criterion wise GPA was shared with the members by Dr. Gaikwad. All of the members appreciated criterion wise performance, except criterion no. 3, Research, Innovation and Extension, where IMERT received 2.82 GPA. Upon knowing the final CGPA, which is 3.30 on a four-point scale, the members congratulated the team of IMERT for achievement of A+ grade. However, Prin. Jadhav Sir expressed his concern over consultancy. Prof. Praful Sarangdhar

Signed by: Shubhangee Ramaswamy Reason: Official Document Location: Pune, India Date: 08-Aug-2024 (06:03



appraised him about the consultancy received from TRTI to IMERT. He also added that consultancy is a highly specialized task that requires very high level of expertise. Nevertheless, IMERT is doing reasonably good efforts on the front of consultancy as an institution. These efforts may be enhanced in days to come.

- 2) Start-ups are suggested to encourage students for Entrepreneurship: Dr. Gaikwad gave information to all the members about entrepreneurship development initiatives at IMERT as follows:
  - a. IMERT has tied up with SPPU's Start-up and Innovation Cell. As a result, IMERT hosted a start-up and innovation competition on  $16^{th}$  December, 2019.
  - b. IMERT's Entrepreneurship Development Cell has also coordinated with Bharatiya Yuva Shakti Trust (BYST) for entrepreneurial mentoring. Conducted a mentoring programme for all ED cells of MM group. This programme was conducted on 12<sup>th</sup> and 13<sup>th</sup> December 2019.
  - c. ED Cell committee members attended two exhibitions to identify business opportunities for students. One was KISAN exhibition at Moshi, Pune and another was PLASTOVISION exhibition at Mumbai.
- 3) Language Lab can be established for enhancing language proficiency of students: Dr. Gaikwad appraised about the efforts made by IMERT to improve language proficiency of the students. A language trainer appointed in CRD conducts training sessions on English language. In addition to that, Prin. Jadhav Sir proposed to make an investment to establish a language lab at IMERT.
- 4) IQAC should be organised in accordance with the guidelines of NAAC and it should become the nerve centre for information sharing, quality assurance and advancing concrete action plans to improve academic, administrative and financial activities: Dr. Gaikwad appraised the meeting that IQAC of IMERT has been constituted as per the guidelines of NAAC since its establishment. Prin. Jadhav Sir advised that the internal members of IQAC should meet frequently to understand the suggestions given by NAAC peer team and to identify other weak areas which are beyond the 10 areas advised by peer team for quality sustenance and improvement. Prin. Jadhav Sir also expected that the IQAC should really become a nerve centre for information sharing and should play a key role in improving academic, administrative and financial activities. Objectives of IQAC may be rethought and reorganized and focus on the requirements of the institute.





5) Students should be motivated to participate in sports and cultural competitions held at state and national level: Dr. Gaikwad informed the meeting that MBA second year student, Ms. Ashwini Dhande has been selected for state level Avishkar competition in 2019-20. In order to further nurture the culture of sports among students, Mr. Omkar Jeste suggested continuing weekly sports competitions.

Proposed by: Dr Rupendra Gaikwad

Seconded by: All Members

. Jitendra Bhandari

In-charge Director

Signed by, Strubhanged Ramaswamy Reason: Official Document Location: Pune, India Date: 08-Aug-2024 (06:03 PM)



# Marathwada Mitra Mandal's Institute of Management Education Research & Training (IMERT), Pune

# Attendance of Internal Quality Assurance Cell (IQAC) Meeting

Date: 29th January 2020

Time: 11.00am

Venue: IMERT Boardroom

Sr. No.	Name	Designation	Nomination	Signature
1	Prin. B. G. Jadhav	Executive President, MM Trust	Management Representative	Pru
2	Dr. Jitendra Bhandari	I/C Director, IMERT	Chairperson	Bluder
3	Mr. Rakesh Balkrishna Jangale	Sr. GM- HR, Reliable Autotech Pvt. Ltd	Employer Representative	Laluth
4	Mr. Omkar Jeste	Sr. Manager, Sales Incentives, Red Hat India Pvt Ltd.	Industry Representative	Omhar.
5	Prof. Vivek Dighe	Assistant Professor	Teaching representative	Vivesay
6	Prof. Aparna Shastri	Assistant Professor	Teaching representative	Auaston
7	Prof. Praful Sarangdhar	Assistant Professor	Teaching representative	Zydhan
8	Mr. Himmat Salunke	Sr. Administrative Officer	Non-Teaching representative	SIL
9	Mr. Nikhil Kolpyakwar	MBA Student	Student Representative	NK
10	Prof. Vivekanad Gaikwad	Assistant Professor	Alumni Representative	Nontroad
11	Dr. Rupendra Gaikwad	Associate Professor	IQAC Coordinator	Bould.







Date:8th May 2020

# **Notice**

You are hereby requested to attend the IQAC meeting as per the following details and Agenda.

Day & Date: Saturday, 9th May 2020

Time:2:00 PM Platform: ZOOM

Meeting ID: 292 614 5804

# Agenda:

- 1. Online initiatives for teaching, learning and research
- 2. Planning for next semester
- 3. Internal Exam reforms
- 4. Effectivity in Mentorship

Kindly make available for online meeting

Drefitendra Bhandari





# INTERNAL QUALITY ASSURANCE CELL

### **Minutes of Meeting**

Date: 9th May 2020

Platform: ZOOM Mee

Meeting ID: 292 614 5804

# Attended by:

1. Dr. Jitendra Bhandari

2. Prof. Vivek Dighe

3. Prof. Praful Sarangdhar

4. Prof. Vivekanand Gaikwad

5. Prof. Aparna Shastri

6. Dr. Rupendra Gaikwad

### Agenda:

- 1. Online initiatives for teaching, learning and research
- 2. Planning for next semester
- 3. Internal Exam reforms
- 4. Effectivity in Mentorship





### Agenda #1: Online initiatives for teaching, learning and research

**Resolutions**: After a lot of deliberation on COVID-19 situation, IQAC has decided to organize online sessions on teaching, learning as well as research. As far as teaching and learning is considered, IMERT has already implemented online methodology. To implement online initiatives for research, following decisions were made unanimously:

1. FDP committee was suggested to organize the FDPs on online platforms. As a first step towards it, Prof. Aparna Shastri updated the conduct an FDP for in-house faculties on 9th May 2020 at 11 am. The topic was "Learning Management System (LMS): an introduction to Google Classroom". Upon successful conduct of in-house FDP, the same FDP will be delivered to outside faculties as well. The date was decided as 16th May 2020.

Proposed by. Prof. Vivek Dighe Seconded by. Prof. Aparna shastri

2. A webinar was proposed on the topic of "Research Paper Writing", for which Prof. Praful Sarangdhar had expressed his views and said that just before lockdown he had received a resume from one of the resource persons. But due to lockdown, all of us have decided to conduct webinar internally. So that it will be at no cost. Dr. Rupendra took responsibility to prepare a webinar on the said topic to the in-house faculty members.

Proposed by: Dr. Jitendra Bhandari Seconded by: Dr. Rupendra Gaikwad

3. For effective teaching learning in post-COVID period, a list of MOOCS of NPTEL will be suggested to the students as well as to the faculties. This will add to the online teaching and learning process.

Proposed by: Dr. Rupendra Gaikwad Seconded by: Prof. Praful Sarangdhar

4. Upon successful completion of MOOCS by students, their respective credits will be communicated to SPPU for including it into their total credits. For this purpose, procedure mentioned in the syllabus will be followed.

Proposed by: Dr. Jitendra Bhandari Seconded by: Dr. Rupendra Gaikwad





### Agenda #2: Planning for next semester

**Resolution**: It was resolved after due deliberation that out of various available LMS, Google Classroom will be used at IMERT. It will be ensured that 40% of the classes will be conducted on zoom platform.

# Agenda #3: Internal Exam reforms

**Resolution**: The point was seriously taken on the task by Dr. Rupendra Gaikwad because as per NAAC evaluation report, we have majority of the suggestions in exam department. The shortfalls of the exam department were put on the surface like, unavailability of the correct record of students, result analysis, internal evaluation parameters, etc. Prof. Vivek Dighe also insisted on the proper list of students as per PRN or specialization, etc. Prof. Vivekanand suggested to have unique ID for students right from first semester and to continue with it till the students passes out from IMERT. This suggestion was accepted unanimously. Prof. Praful Sarangdhar suggested to enlist various tasks of exam department and assign responsibility among the members of exam department.

Proposed by: Dr. Rupendra Gaikwad

Seconded by: All the members

### Agenda #4: Effectivity in Mentorship

**Resolution**: In order to bring more effectivity in mentorship program of IMERT, Dr. Rupendra Gaikwad suggested keeping the group of mentees with one mentor from first to last semester. Same group will remain even for SIP as well as Dissertation. The mentees will remain unchanged irrespective of their specializations. This will bring more accountability to mentors. Dr. Bhandari suggested to do allotment of mentees on the basis of their UG percentage and preassessment test result, which we conduct during induction program.

Proposed by: Dr. Rupendra Gaikwad

Seconded by: All the members

Jitendra Bhandari

In-charge Director



Signed by: Shubhangee Ramaswamy Reason: Official Documen Location: Pune, India Date: 08-Aug-2024 (06:41 PM)



### **Attendance Sheet**

Sr. No.	Name	Designation	Nomination	Signature	
1	Prin. B. G. Jadhav	Executive President, MM Trust	Management Representative	Absent	
2	Dr. Jitendra Bhandari	I/C Director, IMERT	Chairperson	Present	
3	Mr. Rakesh Balkrishna Jangale	Sr. GM- HR, Reliable Autotech Pvt. Ltd	Employer Representative	Absent	
4	Mr. Omkar Jeste	Sr. Manager, Sales Incentives, Red Hat India Pvt Ltd.	Industry Representative	Absent	
5 ·	Prof. Vivek Dighe	Assistant Professor	Teaching representative	Present	
6	Prof. Aparna Shastri	Assistant Professor	Teaching representative	Present	
7	Prof. Praful Sarangdhar	Assistant Professor	Teaching representative	Present	
8	Mr. Himmat Salunke	Sr. Administrative Officer	Non-Teaching representative	Absent	
9	Mr. Nikhil Kolpyakwar	MBA Student	Student Representative	Absent	
10	Prof. Vivekananda Gaikwad	Assistant Professor	Alumni Representative	Present	
11.	Dr. Rupendra Gaikwad	Associate Professor	IQAC Coordinator	Present	







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# **Quality Initiatives and Action Taken Report AY 2019-20**

Sr. No.	Initiative	Action taken		
1	NAAC Process	<ol> <li>Guidance by Dr. M. D. Lawrence on NAAC process</li> <li>Facing NAAC Peer Team visit</li> </ol>		
2	FDP	<ol> <li>FDP on CO measurement.</li> <li>FDP on mentorship in Entrepreneurship Development by BYST</li> <li>FDP On High Impact Sales</li> <li>National Level FDP on Google Classroom as LMS</li> </ol>		
3	Extension and Outreach activities	1. Training programme on "Marketing for Survival of Cooperative Banks" for Pune District Urban Cooperative Banks Association		
4	Student Development Program	<ol> <li>Induction Programme</li> <li>7th HR Conclave - 2019</li> <li>HR Olympiad</li> <li>Industrial visit to JNPT, New Mumbai</li> </ol>		
5	Entrepreneurship	<ol> <li>Faculties Attended International conference on ED at Bangalore</li> <li>Attended International exhibition on ED at Pune</li> </ol>		
6	Appraisal Form	360-degree Appraisal Form was prepared as per AICTE		

Dr. Jitendra Bhandari

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In Charge Director

