

Date: 19.07.2019

Time-3.30PM

Venue: IQAC Meeting Room

Next Meeting Proposed- December,2019

Minutes of IQAC Meeting held on 19th July 2019 at IQAC Meeting Room

Agenda Of The Meeting

- Discussion regarding the NAAC Results and
- Academic Year 2019-2020 (ODD Semester) Planning activities and finalization of academic calendar.
- Restructuring and nominating Alumni Representative

Dr. Milind Marathe, The Chairman, IQAC welcomed all the attendees. All members gave their brief introduction and exhibited their willingness to contribute towards achievement of IQAC's objectives. The composition and attendance of IQAC is enclosed herewith.

Roles and Responsibility of IQAC

The chairperson, IQAC explained the roles and responsibilities of the IQAC. He nominated Dr. Rajendra Sabnis as the IQAC coordinator. He then asked IQAC Coordinator to convene the further proceedings of the meeting.

Nomination of Alumni Representative

It was decided in that Mr. Kiran Bhai Patel would be the nominee from Alumni and his membership term shall be for two years.

Following points were discussed during the meeting-

1. The Director announced the NAAC 1st Cycle Assessment Result of our college which was published in 15th July, 2019 and thank members of Alumni Association & Parent- Teacher Association for their active participation in NAAC Peer Team meeting. The NAAC Coordinator & Coordinator, IQAC thank all the members for their dedication & sincere effort. Further the result was discussed and presented by the IQAC Co-ordinator. The weak areas were stressed upon and future course of action is decided to improve.
2. **Identifying Students' Learning Ability**
Dr. Rajendra Sabnis , Dean MBA suggested that different set of activities should be planned for slow and advanced learners. For that reason the learning ability of students should be evaluated at the time of their admissions in the institute.
3. For smooth functioning of the Academic Year, the Academic Calendar along with the timetables are to be prepared by Dr Vandana Mohanty. The Annual teaching

Plan should be prepared by respective faculties as per the Subjects and Specializations allotted to them.

4. The Preparation for Induction/Orientation of the new batch of the MBA Students should be designed and planned as per the the dates given by the University Guidelines. Dr Mohanty is given the responsibility of preparing the same.

5. Value Added Courses of 30 Hours should be implemented in each semester. The Members suggested Digital Marketing and Financial Analytics to be implemented from October,2019. Prof Sarang Dani is the co-ordinator for value added courses. Apart from value added courses the students should be encouraged for enrolling themselves in various courses by NPTEL.

6. Course file structure

The existing course files structure was observed. It was discussed that the course file's structure needs to be updated. In that view Dr. Rajendra Sabnis IQAC Coordinator proposed a course file structure to be maintained by all courses. All members shared their viewpoints on the course plan and with some modifications the structure was unanimously approved.

7. Result of 2017-2019 Batch was analyzed and recorded.

8. Arranging Industrial Visits of 2 Companies.

9. Celebration of Independence Day 2019,Flag Hosting and Road Safety awareness.

10. Preparation for ISO Audit- 2020. The internal audit and reviewing of existing formats are to be done by Mr Sarang Dani and Mr Vinayaka Limaya.

The IQAC Coordinator proposed that the next meeting of IQAC will be held in December and informed that the date for the same will be conveyed in due course of time.

The meeting was concluded with vote of thanks to the chair.



Dr Rajendra Sabnis
Coordinator, IQAC



Dr Milind Marathe
Director & Chairperson, IQAC
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