



International Institute of Management Science

Internal Quality Assurance Cell (IQAC)

Date: 29.07.2023

Notice

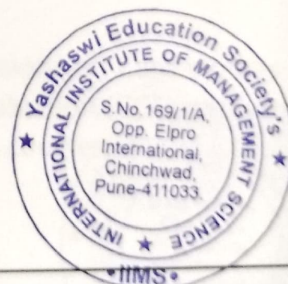
All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that, IQAC meeting to be held on, 03rd August, 2023 at 11.30 am at the Institute's Campus. Presence of all members of IQAC is solicited.

Agenda of the Meeting:

Sr.No	Agenda
	Review of last Minutes of Meeting and Action Taken Report.
1.	Academic performance of previous semester
2.	To discuss the Curricular Aspects of the Academic programs and suggest improvements
3.	Value Added Courses designed and imparted at department level.
4.	To apprise members about various activities/ events
5.	Guest talk from course relevant Industry experts'
6.	Improving the quality of continuous assessment exam question papers
7.	Preparations for NIRF, ARIIA, Times Higher Education and QS Rankings
8.	Awards and Appreciation for quality publications
9.	Data submission for AQAR 2022-23 and DVV
10.	Discussion on Bridging Gap of Industry-Institute
11.	AAA Audit and ISO Internal Audit
12.	Review on the feedback mechanism-Discussion on Feedback collected analysed and Probable action to be Taken
13.	Re Constitution Of IQAC for Academic Year 2023-2024
14.	Any Other Item with the Permission of the Chair.

Copy to-

1. All Members of the IQAC Committee
2. Copy to Mr Makrand Kulkarni, Management Trustee, Yashaswi Education Society.
3. Copy to Dr. Bharat Kasar, Director, Camp Education Society's Institute of Management.
4. Copy to Mr Narendra Patil, Head Hr, Kalyani Maxion Wheels Ltd, Pune
5. Copy to Mr Mangesh Kulkarni, Vice President-Organization Transformation, Kirloskar Brothers Limited
6. Copy to Ashish Waghe, Senior Manager HR, Kalyani Maxion Wheels Ltd, Pune
7. Copy to Mr Ganesh Kalshetty, HRBP, L&T Infotech.
8. IIMS, Office
9. Institute Website



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Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting –03rd August, 2023

Date: 03.08.2023

Time-11.30PM

Venue: Computer Lab, IIMS

The Chairperson welcomed all the members to the IQAC meeting and expressed gratitude for their presence and emphasized the collaborative nature of the IQAC and the significance of working together to achieve common goals. The IQAC Coordinator presented a summary of the minutes of the previous meeting and the action taken report. Members were invited to provide feedback, corrections, and updates on the status of assigned tasks. The Chairperson ensured that all concerns and queries were addressed before proceeding to the next agenda item.

Agenda-1: Academic performance of previous semester

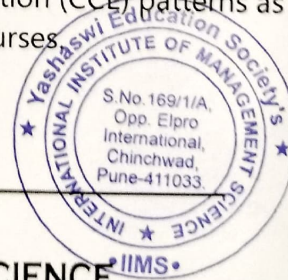
The academic session concluded on July 24 for 2nd-semester students and August 25 will be for 4th-semester students. All examinations and assessments were conducted smoothly. Additionally, an industrial visit to Coca Cola was organized for MBA 2nd-year students. The visit aimed to bridge the gap between theoretical knowledge and real-world applications, enhancing students' understanding of the industry. Students were scheduled to commence their Summer Internship Program (SIP) from August 1, 2023. The SIP is designed to provide students with hands-on experience, allowing them to apply theoretical concepts in a professional setting. The SIP Callender was presented before the committee. The previous semester academic files were presented. The committee verified and accepted the closure of Previous Semester.

Agenda-2: To discuss the Curricular Aspects of the Academic programs for the newly inducted batch of MBA and MCA Students and suggest improvements

The Academic Calendar for both MBA and MCA programs was presented by the respective HODs. Key milestones, examination schedules, and semester timelines were discussed. The inclusion of value-added courses in the academic calendar was reviewed. Committee members discussed the relevance of these courses and their alignment with industry requirements. It was suggested to periodically assess and update the content of these courses to ensure their continued relevance. The Responsibility allocation was presented before the committee. The Subject allocation was read out in the meeting. The visiting faculties for MBA and MCA programs were presented by the Dr Vandana Mohanty. Mr. Mangesh Kulkarni suggested to diversify the pool of visiting faculties to provide students with a well-rounded perspective. Dr Vandana Mohanty have recommended including to methodologies in the leaching-learning process.

- To use course material from NPTEL. And encourage students to enroll and complete the Mool courses.
- Conduct of Assignments, tutorials, Classroom tests and Group discussions on Case studies. The Academic Coordinator presented the Continuous Comprehensive Evaluation (CCE) patterns as decided by the Heads of Departments (HODs) for the MBA and MCA courses

Components of CCE:



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- Assignments
 - Quizzes
 - Mid-term examinations
 - Group projects
 - Class participation
 - Group Presentations
 - End term exams
- Conduct of remedial /backlog classes and special classes for slow learners to improve the learning skills of the student.
 - Depute of students to conferences, seminars, and workshops which in turn helps the students to acquire paper presentation /preparation, communication, and event participation skills.
 - To teach Content beyond the syllabus.

The Academic Calendar for both the courses was presented before the committee and was unanimously accepted by the members. Classes of the new batch is scheduled to be commenced from 17th October. The Bridge and Orientation program for both MBA and MCA Programme start from 17th August,2023. Responsibility for organizing Induction Program was assigned to MS. Yugandhara Patil.

Agenda-3: Value Added Courses designed and imparted at department level.

The committee emphasized the need for incorporating essential soft skills and technical skills into the curriculum. Dr Mundhe, Chairperson IQAC presented the approved list of Value-added courses from SPPU. Along with the list the proposed value-added courses for MCA department was also presented. The courses were well received by the committee and Suggestions were made to foster an interdisciplinary approach by encouraging collaboration between the business and technology departments.

Agenda-4: To apprise members about various activities/ event.

Resolution: Responsibility Allocation for various activities/events was presented before the committee. The document outlined the roles and responsibilities assigned to each member for the successful execution of planned activities. The document also contained the activities and events planned for the academic year. Members were encouraged to diligently follow the outlined responsibilities and contribute to the success of the planned activities/events. Clear communication channels were emphasized to ensure coordination and collaboration among committee members. It is to be discussed with the student representatives that placement activities need to be further enhanced by arranging activities for skill development, personality development, resume writing, interview skills, etc. They also suggested including more industry related projects in their final year for MCA students.

Proposed By: Dr Shivaji Mundhe

Seconded By: Mr. Makrand Kulkarni

Resolution passed unanimously.

Agenda 5: Guest talk from course relevant Industry experts'

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Resolution: It is discussed that we need to initiate further measures for bridging the gap between Industry and the Institute. Faculties are visiting different companies for Liaisoning and for exploring the possibilities of activities such as Internship, Industry Projects, Guest /Expert Lecture, Placements, etc. Also, further efforts are required for Identification of Industry for MoUs / Consultancy /Collaborative work.

Proposed By: Dr Pushpraj Wagh

Seconded By: Mr. Mangesh Kulakarni

Resolution passed unanimously.

Agenda 6: Improving the quality of continuous assessment exam question papers.

Resolution: Discussion ensued on the benefits of this practice in promoting transparency, consistency, and improving assessment standards. The committee agreed to implement this proposal. Emphasis was placed on ensuring that question papers align with Course Program Outcomes (CO-PO) and meet the required standards. The resolution included the incorporation of practical and application-based questions to assess a comprehensive understanding of the subject matter.

Proposed By: Dr Vandana Mohanty

Seconded By: Mr. Bharat Kasar

Resolution passed unanimously.

Agenda 7: Preparations for NIRF, ARIIA, IIC Rankings.

Resolution: The relevance of these rankings for institutional visibility, credibility, and attracting potential students and collaborations was highlighted. It was emphasized that data should be compiled and verified in a systematic and thorough manner. Committee members discussed aligning institutional activities and achievements with the specified criteria for each ranking and ensuring that all necessary documentation adheres to the standards set by each ranking authority. Committee members were presented with a timeline outlining key milestones and deadlines for data submission.

Proposed By: Dr Vandana Mohanty

Seconded By: Mr. Narendra Patil

Resolution passed unanimously.

Agenda 8: Awards and Appreciation for quality publications

Resolution: Committee members discussed the criteria for evaluating publications, including impact factor, relevance, and quality of journals. Proposal and discussion on various types of awards that can be instituted, such as "Best Research Paper," "Outstanding Publication of the Year," "etc needs to be initiated. The suggestion was accepted by all the committee members.

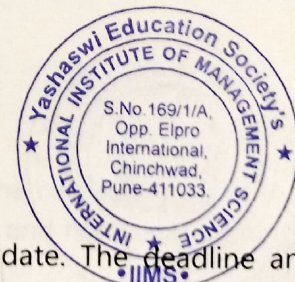
Proposed By: Dr Vandana Mohanty

Seconded By: Mr Mangesh Kulkarni

Resolution passed unanimously.

Agenda 9: Data submission for AQAR 2022-23.

Resolution: All data for AQAR 2022-23 must be submitted by the due date. The deadline and specific



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requirements for each data set were reviewed. Responsibilities for data collection and submission were assigned. Dr Shivaji Mundhe informed the committee about filling up the IIQA in the next academic session.

Agenda 10: Discussion on Bridging Gap of Industry-Institute

Resolution: The committee members suggested the faculties to explore internship and project opportunities for students to gain practical industry experience and also discussed potential mentorship programs where industry professionals guide students on real-world projects. Dr Mohanty informed the committee members that we have started industry mentorship for MCA Students the same model can be replicated specialization wise for MBA students.

Proposed By: Dr Vandana Mohanty

Seconded By: Mr. Bharat Kasar

Resolution passed unanimously.

Agenda 11: Scheduling AAA Audit and ISO Internal Audit

Dr Shivaji Mundhe outlined the primary purpose to schedule the AAA audit and ISO Internal Audit for the end of the semester and discuss the necessary preparations. Dr Vandana Mohanty proposed the following timeline for the audit:

Preparation Phase: September-October 2023

Preliminary Review: November 2023

Audit Period: December 2023.

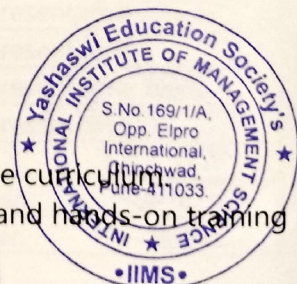
The timeline was discussed and approved unanimously.

Agenda 12: Review on the feedback mechanism

The importance of establishing a robust feedback mechanism from students regarding the curriculum, teaching methods, and overall learning experience was discussed. It was agreed to implement regular surveys or focus group discussions to gather student feedback. Dr Sachin Misal informed the committee that regular feedback are being collected and analysed at the end of semester. The reports are submitted to the Director for further improvement. The feedback collected from various stakeholders, including students, alumni, and industry partners, highlights areas of strength and areas requiring improvement within the curriculum. The curriculum generally meets basic employability requirements, but improvements are needed to ensure all graduates meet industry expectations. While feedback revealed that the stakeholders find the current syllabus useful for employment, a notable portion do not, indicating a need for more job-specific training and application. There is a need for continuous updating of elective courses to align with technological advancements

The committee members suggested the following measures-

- Integrate more job-specific training and practical applications into the curriculum.
- Partner with industry professionals to design and deliver workshops and hands-on training sessions.
- Introduce more self-paced learning modules and resources.



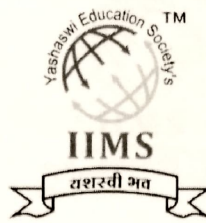
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- Encourage the use of online platforms and libraries that promote self-directed learning.
- Expand support services such as career counselling, mentoring programs, and extracurricular activities that promote holistic development.

The feedback collected provides valuable insights into the areas of the curriculum that require enhancement. By taking the suggested actions, the institution can ensure that its graduates are well-prepared to meet industry expectations and succeed in their careers. Continuous improvement and responsiveness to feedback are essential for maintaining the relevance and effectiveness of the curriculum.

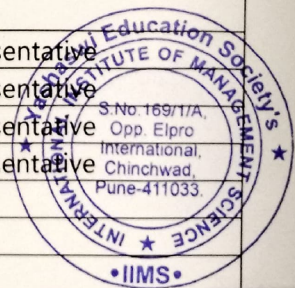
Agenda 13: Re Constitution of IQAC for Academic Year 2023-2024

Dr Mundhe explained that reconstituting the IQAC ensures that the team remains dynamic, brings in fresh perspectives, and continues to align with institutional goals for quality assurance and enhancement. Dr. Mundhe asked for any objections or suggestions regarding the proposed membership. All members present unanimously agreed to be part of the IQAC for the academic year 2023-2024. No objections or additional nominations were raised.

Resolution: The reconstitution of the IQAC for the academic year 2023-2024 was unanimously approved with the proposed members.

Composition of IQAC 2023-2024

Sr. No	Name of the member	Designation
	➤ Chairperson	
1	Dr. Shivaji D. Mundhe	Director, IIMS
	➤ Members from Management	
2.	Mr Makarand Kulkarni	Treasurer, Yashaswi
	➤ Co-ordinator of IQAC	
3.	Dr. Vandana Mohanty	Asst. Professor
	➤ Nominee from Local Societies, Students and Alumni	
4	Dr. Bharat Kasar	Local society member
5	Ms K Abhinja	Student representative
6	Mr. Mr. Ganesh Kalshetty	Alumni Representative
	➤ Nominee from Industrialist and Stake Holders	
7	Mr Narendra Patil	Industry Representative
8	Mr Mangesh Kulkarni	Industry Representative
9	Ms. Jayashree Sapkal	Stakeholders
10	Mr Ashish Waghe	Stakeholders
	➤ Teacher Representatives	
11	Dr. Pushparaj Wagh	Teacher Representative
12	Dr Sachin Misal	Teacher Representative
13	Mr Nishant Pachpor	Teacher Representative
14	Dr Ashwini Bramhe	Teacher Representative
	➤ Administrative Officers	
14	Mr. Mahendra Kamble	Head Librarian
15	Mrs Aditi Chiplunkar	Admin Officer.



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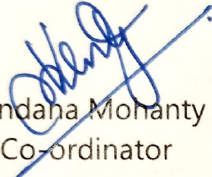
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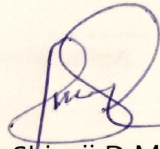
Agenda 14: Any Other Item with the Permission of the Chair.

Director Dr Shivaji Mundhe informed the committee members about the new batch orientation classes starting from 17th August, 2023. The farewell for the pass out batch was organised on the last week of August. And the induction ceremony for the new batch was scheduled on the first week of September. With no other item to discuss the meeting was concluded.

The meeting ended with the vote of Thanks from the IQAC Chair.


Dr Vandana Mohanty
IQAC Co-ordinator

IQAC Coordinator
Yashaswi Education Society
International Institute of Management Science
Opp. Elpro International, S. No.169/1/A,
Chinchwad, Pune. 33


Dr Shivaji D Mundhe
Director

Dr. Shivaji D. Mundhe
Director
Yashaswi Education Society
International Institute of Management Science
Chinchwad, Pune. 33



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Attendance

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting -03rd August, 2023

Date: 03.08.2023

Time-11.30PM

Venue: Computer Lab, IIMS

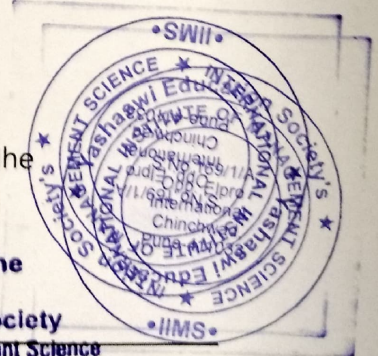
Sr. No	Name of the member	Designation	Signature
	➤ Chairperson		
1	Dr. Shivaji D. Mundhe	Director, IIMS	
	➤ Members from Management		
2.	Mr Makarand Kulkarni	Treasurer, Yashaswi	
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10	Mr Ashish Waghe	Stakeholders	
	➤ Teacher Representatives		
11	Dr. Pushparaj Wagh	Teacher Representative	
12	Dr Sachin Misal	Teacher Representative	
13	Mr Nishant Pachpor	Teacher Representative	
14	Dr Ashwini Bramhe	Teacher Representative	
	➤ Administrative Officers		
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Dr Vandana Mohanty
IQAC Co-ordinator

Dr Shivaji D Mundhe
Director

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