

Bharati Vidyapeeth (Deemed to be University)
Institute of Management and Entrepreneurship Development, Pune

2019-20

Minutes of the meeting
IQAC

I **Meeting held on:** 6th May 2019
Venue: Conference Hall

II **Members Present:**

Members Present:

Dr. Sachin S Vernekar – Director

Dr. Ajit More – Secretary

Ajit
Sachin

Member -

Dr. Kirti Gupta *KS*

Dr. Vinod Ingavale *Vinod*

Dr. Sonali Dharmadhikari *SD*

Dr. Yogesh Gurav *YG*

Dr. Seema Tarnekar

Dr. Rajlakshmi Wagh *Rajlakshmi*

Dr. Deepali Shahane *Deepali*

Ms Swetha Joglekar *Swetha*

III **Agenda:**

1. To collect the latest Data from January 2019 till date.
2. To collect feedback from the parents.
3. The last date for submission to be finalized.
4. Any point with the permission of the chair.

IV **Minutes:**

The members of the IQAC cell met at the above mentioned date in the Conference Hall at the stipulated Date and Time.

Bharati Vidyapeeth (Deemed to be University)
Institute of Management and Entrepreneurship Development, Pune

1. **Agenda No 1-** To collect the latest Information with respect to various activities of the institute from faculty, from January 2019 till date.

Discussion- It was discussed in the meeting that the faculty to collect and verify the various information of the events conducted till date

Resolution- A resolution was passed in the meeting that the information of various events hosted by the institute to be analyzed and documented for preparing the IQAC report.

2. **Agenda No 2- To** collect feedback from the parents.

Discussion - As per the discussion in the meeting all the Program Directors (PD's) to collect the feedback forms parents and students.

Resolution - It was resolved in the meeting that all the feedback taken from the parents and students to be collect and analyzed by the Program Directors and further Dr. PramodKadam to assist the PD's.

3. **Agenda No 3 -** Finalization of Date for submission of the necessary records.

Discussion- It was discussed that a last date to be fixed for submission of the information to the IQAC so as to do the needful.

Resolution- it was resolved in the meeting that all the information to be collected, compiled and submitted on or before 11th May, 2019 to the IQAC to do the needful.

4. **Agenda No 4 -** Any point with prior permission of the chair. Formal way of putting forth suggestion.

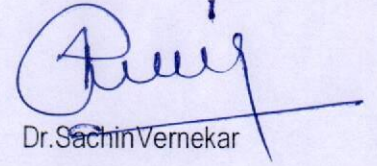
Discussion- the discussion was whether to give a documentation of the suggestion/s given by faculty. It is observed that there are certain activities which are conducted in IMED on regular basis for instance Induction etc, so if any member feels that there is scope for improvement of these activities, then there is a need to document such suggestion in Hardcopy so as to take up the point in the subsequent meeting as an agenda.

Bharati Vidyapeeth (Deemed to be University)
Institute of Management and Entrepreneurship Development, Pune

Resolution - It was resolved that any form of suggestion to be submitted to Dr. Rajlakshmi Wagh and a Carbon Copy (CC) to Dr. Ajit More. This is in order to circulate it to all the members prior to the meeting. This protocol to be followed henceforth as it was accepted unanimously by all present and in voting.

Dr. Ajit More

Secretary



Dr. Sachin Vernekar

Director

* * * * *


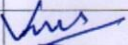

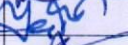



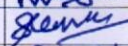
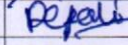
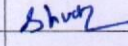
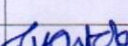
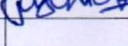
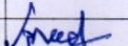
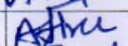
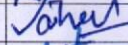
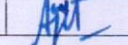
Bharati Vidyapeeth (Deemed to be University)
Institute of Management and Entrepreneurship Development, Pune

Minutes of the meeting
IQAC

I **Meeting held on:** 29th August 2019_ at 1:00 P.M_

Venue: Conference Hall

II **Members Present:**

Sr No.	Name	Designation	SIGN
1	Dr. Sachin Vernekar	Chairman	
2	Dr. Kirti Gupta	Member	
3	Dr. Anthony Rose	Member	
4	Dr. Vinod Ingawale	Member	
5	Dr. Sonali Dharmadhikari	Member	
6	Dr. Pravin Mane	Member	
7	Dr. Sachin Ayarekar	Member	
8	Mr. Yogesh Gurav	Member	
9	Dr. R. V Mahadik	Member	
10	Dr. Rajlakshmi Wagh	Member	
11	Dr. Seema Tarnekar	Member	
12	Dr. Deepali Shahane	Member	
13	Mrs. Joglekar Shweta	Member	
14	Mr. Awachat (Industry Expert)	Member	
15	Mr. Jayant Oke (Industry Expert)	Member	
16	Mr. Sanjay Tangade (Admin Office)	Member	
17	Mr. Pravin Shinde (Exam)	Member	
18	Mr. Deshmukh (Accounts)	Member	
19	Mr. Vinod Albane (student)	Member	
20	Miss. Atira Nair (Student)	Member	
21	Mr. Vaibhav Deshmukh (Alumni)	Member	
22	Dr. Ajit More	Secretary	

III **Agenda** for today's meeting is as follows:

1. Discussion on IMED Academic Calender
2. Planning for the IQAC activities for the academic session 2019-2020
3. NBA Preparation for MBA and MCA programmes.
4. Model Minutes to be decided.
5. Action Taken Report.

Bharati Vidyapeeth (Deemed to be University)
Institute of Management and Entrepreneurship Development, Pune

6. Any other subject with the permission of the chair.

IV Minutes:

The chairman welcomed all the members and the industrial experts for the IQAC first meeting of the year. He discussed the outcome of the IQAC meeting and to have best education and excellent placement. He further stated the importance of the Academic calendar and to plan for the activities for the academic session.

Dr. More, secretary, took charge of the first meeting of the IQAC for the academic session 2019. He briefed the members about IQAC and how the academic calendar is based on the suggestion of the IQAC. The agenda was briefed followed by the listing of the academic and committees of IMED. He stressed to make new bench marks and organize workshops and seminars. IMED has always acted as nodal agency for quality for other institutes.

Agenda No 1 – Discussion on IMED Academic Calendar

Discussion- The academic calendar is prepared in the month of May and is circulated to the entire faculty for their suggestions. The calendar starts with induction and a listing of activities throughout the year. 'Fit India' and 'Green Walk' were the activities which are highlight of the calendar. Various projects were planned for the subjects.

Resolution- It was resolved that the faculty to check the academic calendar and to give their suggestions, to add anything of importance to the academic growth of IMED. Further these suggestions are to be forwarded to Dr. Ajit More.

Agenda No 2- Planning for the IQAC activities for the academic session 2019-2020

Discussion – It was discussed that the members to suggest new parameters for the institute. Mr. Vinod Albane (student) suggested having typed assignments and those were to undergo plagiarism. Further Summer Internship projects to under a check as to its originality. Dr. Rajlakshmi Wagh (Faculty) suggested having an article out of such projects as it would enhance the research of the institute.

Bharati Vidyapeeth (Deemed to be University)
Institute of Management and Entrepreneurship Development, Pune

It was discussed to have enhancement of library resources and proper seating arrangements in the library.

As to the number of students the library room is occupied for class teaching, due to which general reading is hampered.

The CDC requires authentic documents for record purpose.

As per NAAC there was a requirement to analyze and measure the application based questions and the outcome of the understanding of the students.

Mr. Vaibhav Deshmukh (Alumni) was asked to initiate more activities for the alumni and to build up the alumni of IMED who could be invited every week to interact, share their ideas with the students.

Resolution – It was resolved to work upon subject wise workshops and Faculty Development Programs. Further to document the various programs and submit it on time to the IQAC and the CDC department. The AQAR being an important document which is submitted to the university and to highlight the level of quality. As to students assignments, it was decided that the concerned faculty to take viva and then allocate the marks. It was resolved that the Summer Internship Projects to undergo plagiarism check for better performance of the students.

It was resolved to streamline the library resources and the faculty has to suggest new and better e-resources. Further the faculty has to initiate the students to visit and access the e-resources available in the library. A letter to be drafted to the librarian in this respect. Further it was suggested to have room # 107A & B allocated for student access of library e-resources.

It was resolved that the faculty has to produce the FDP certificate to the CDC department and then only will their Duty Leave be sanctioned.

In order to analyze the outcome of the students the question papers need to be analyzed and proper note of the application based questions to be taken note of and further to analyze the number of students who have attempted these questions. The software has to be installed which analyzes these aspects. This will enable the institute to achieve the mission. This duty must be given to the Board of Studies and they must further discuss it and forward their suggestions to the concerned faculty. Dr. Jayant Oak (Industry)

Bharati Vidyapeeth (Deemed to be University)
Institute of Management and Entrepreneurship Development, Pune

suggested that the curriculum to be analyzed along with the question papers as such a practice is followed abroad where the students are analyzed based on such. There is a need to have an equivalence factor.

Mr. Jayant Oak (Industry) suggested that Alumni to conduct pre-placement rounds, GDPI and mock PI's for the students thereby increasing their placement opportunity.

Mr. Awachat suggested that the committee to have their outcome measured which is followed in IMED.

Agenda No 3– NBA Preparation for MBA and MCA programmes.

Discussion–the various aspects of NBA preparation was discussed and the faculty were briefed about it.

Resolution – it was resolved that Ms. Sandhya Gayakwad to send the listing of the committee member to the faculty.

Agenda No 4 - Model Minutes to be decided.

Discussion– the model minutes was discussed and a standard format was got upon by the committee members.

Resolution– It was resolved to have a standard format as to the minutes of the meeting and to circulate it to all the faculty members of various committees constituted in IMED who would incorporate it in their meetings.

Agenda No 5–Action Taken Report.

Discussion– There is a need to have an action taken report of all committee to be handed over to the IQAC. The mode of handing over such report was discussed. It was the need of the ED Cell to have a framework for guiding students.

Resolution–It was resolved that every committee member to hand over the action taken report at the commencement of every meeting to the concerned chairman and secretary of the committee. Further this to be forwarded to the IQAC for record.

Dr. Rajlakshmi Wagh (Faculty) suggested having legal experts to deliver lectures to students as to starting their own enterprise. Further to invite bank officials to deliver guest

Bharati Vidyapeeth (Deemed to be University)
Institute of Management and Entrepreneurship Development, Pune

talk to students so as to update their knowledge as to raising capital. A letter to be given to the concerned faculty to implement such.

Agenda No 6-Any other subject with the permission of the chair.

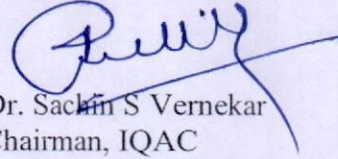
Discussion-It was discussed to have online payment of fees and online declaration of results.

Resolution-It was resolved that the exam department to fill a form from the final year student as to their plans for the future and to maintain such a record.

Dr. Ajit More, secretary delivered the vote of thanks thanking the members for sparing their valuable time for the IMED IQAC meeting.



Dr. Ajit More
Secretary, IQAC
I/C Director IMED MCA



Dr. Sachin S Vernekar
Chairman, IQAC
Director IMED, Dean
FMS BVDU

* * * * *

Bharati Vidyapeeth (Deemed to be University)
Institute of Management and Entrepreneurship Development, Pune

Minutes of the meeting of
IQAC

I Meeting held on: 06th February 2020 At: 4:45 p.m
Venue: Conference Hall

II Members Present:

Sr No.	Name	Designation	SIGN
1	Dr. Sachin Vernekar	Chairman	
2	Dr. Kirti Gupta	Member	P <i>kk</i>
3	Dr. Vinod Ingawale	Member	P <i>V. Ingawale</i>
4	Dr. Rajlakshmi Wagh	Member	P <i>R. Wagh</i>
5	Dr. Sachin Ayarekar	Member	P <i>S. Ayarekar</i>
6	Mr. Yogesh Gurav	Member	P
7	Dr. R. V Mahadik	Member	P <i>R. V Mahadik</i>
8	Dr. Sonali Dharmadhikari	Member	P <i>S. Dharmadhikari</i>
9	Dr. Seema Tarnekar	Member	P <i>S. Tarnekar</i>
10	Mrs. Joglekar Shweta	Member	P <i>Shweta</i>
11	Mr. Awachat (Industry Expert)	Member	P <i>Awachat</i>
12	Mr. Jayant Oke (Industry Expert)	Member	P <i>J. Oke</i>
13	Mr. Swapnil (Accounts)	Member	P
14	Mr. Vinod Albane (student)	Member	P <i>V. Albane</i>
15	Miss. Komal Verma (Student)	Member	P <i>K. Verma</i>
16	Mr. Vaibhav Deshmukh (Alumni)	Member	P <i>V. Deshmukh</i>
17	Dr. Ajit More	Secretary	P

III Agenda for meeting is as follows:

1. Confirmation of minutes of last meeting
2. NAAC/ NBA Guidelines and preparation
3. AQAR Preparation and planning
4. Academic Calendar event follow-up
5. Any other matter with permission of chair

Bharati Vidyapeeth (Deemed to be University)
Institute of Management and Entrepreneurship Development, Pune

IV Minutes:

Dr. Ajit More welcomed all the members and the industrial experts for the IQAC meeting of the year 2020. He stated the importance of the IQAC committee in the Academics of the university. The agenda of the meeting was briefed to the members of the committee.

1 Agenda No 1—Confirmation of minutes of last meeting

Discussion- Dr. Ajit More discussed the points resolved in the previous meeting and till date a number of activities were held in IMED. The number tolled to 60 activities in various parts of the academics of the institute. A few named were the International Yoga Day, seminars in various courses of the institute, sports day. All the events got an over whelming response.

Resolution-the minutes of the meeting was finalized.

2. Agenda No 2- NAAC / NBA Guidelines and preparation

Discussion —It was discussed that as we have received A+ grade in NAAC, we have to prepare accordingly and aim for a higher grade. The institute has incorporated 25 committees to handle various tasks of the institute. These committees have submitted various reports of the meetings held and also the necessary action taken. Dr. Kirti Gupta secretary of the NBA Committee of MBA briefed everyone about NBA. She said that it is a process which involves steaming of the academics and also the preparation of the syllabus according to the program objectives and course objectives. All the programs of the university to be accredited. The work of NBA is outcome based and every course syllabus has to be revised which will be to balance the work load of faculty and to develop the competency of the students and faculty. The evaluation to be transparent. Industries help to be taken in the preparation of the curriculum. Dr. Jayant Oak suggested that the question papers should reflect the difficulty level of the

Bharati Vidyapeeth (Deemed to be University)
Institute of Management and Entrepreneurship Development, Pune

students and review of the papers to be done from time to time. There has been an enhancement of the placements.

AICTE proposal accepted -The following faculty was applauded for the following:

1. Dr. Kirti Gupta – her project proposal of Rs 500000 was accepted by the AICTE and she is now currently working on the project.
2. Dr. Kirti Gupta – She got a grant of Rs.30000 for the conduct of DIGITAL LITERACY PROGRAMS for WOMEN from Government of MAHARASHTRA.
3. Dr. Ajit More team in collaboration with the pharmacy department got the approval for another AICTE inter disciplinary project.
4. The MCA department conducted the National Conference under the AICTE grant.

Resolution –The model minutes of the meeting were finalized and the faculty was urged to prepare the minutes of the meeting accordingly. Further it was resolved to work towards the preparation of the NBA report.

Agenda No 3 – AQAR Preparation and planning

Discussion- It was discussed that the criteria to be distributed among the member of the cell and further the work to be done at the earliest. Dr. Ajit More suggested that two more member to be included in every criteria to collect the data and after which a report to be made and to be submitted to the head office. The assigned committee to make the final compilation of the report.

Resolution – The division of work as to AQAR was distributed among the members and it was resolved that they can include more faculty for assistance. It

Bharati Vidyapeeth (Deemed to be University)
Institute of Management and Entrepreneurship Development, Pune

was further resolved that a committee to be constituted to make the final compilation of the report of AQAR.

1. **Agenda No 4** - Academic Calendar event follow-up

Discussion- The various activities conducted were listed out by the secretary of the committee. All the reports of the committee were submitted and further a compilation was made and sent to the head office. All the activities planned were efficiently executed by the institute and it amounted to good team work.

Resolution- To carry out the good work in the next academic year also.

Agenda No 5 -Dr. More asked for Suggestions from the members

Following suggestions were given -

- a. Dr. Jayant Oak suggested that the SIP to involve the faculty members who can get exposure from the industry and enhance their knowledge. He further suggested to have a skill development workshop.
- b. Dr. Jagdish Awachat suggested that e-contents to be developed.
- c. Mr. Vinod Albane (student) stated to incorporate frequent Industrial tours in the curriculum and to reschedule the Induction industrial tour at the end of first semester.
- d. Ms. Komal Verma suggested having practical sessions of EXCEL sessions.

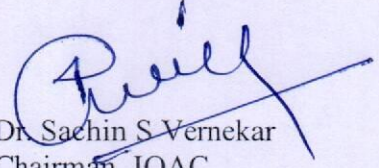
Request for Approval from Chairman - . It was suggested by the existing secretary Dr. Ajit More to appoint Dr. Rajlakshmi P Wagh as the secretary of the IQAC Committee and to execute all the duties accordingly in consultation with the chairman IQAC and Coordinator of IQAC.

BharatiVidyapeeh (Deemed to be University)
Institute of Management and Entrepreneurship Development, Pune

Dr. RajlakshmiWagh, delivered the vote of thanks thanking the external experts, alumni, students and the faculty in contributing their valuable time for the betterment of the institute.



Dr. AjitMore
Secretary, IQAC
I/C Director IMED MCA



Dr. Sachin S Vernekar
Chairman, IQAC
Director IMED Dean
FMS BVDU

* * * * *