

JSPM's
Jayawant Institute of Management Studies
Tathawade, Pune-33
Internal Quality Assurance Cell
Minutes of Meetings

Date: 08/08/2022

Meeting No: 11

Agenda

- 1. Review of minutes of Previous IQAC meeting**
- 2. Review of activities Carried out in A.Y.2021-22**
- 3. To appoint new Coordination of the IQAC and student representative.**
- 4. Planning for activities in AY 2022-23 Sem I**
- 5. Planning for Resources and Infrastructure requirement for Computer lab**
- 6. To discuss about Proposing of different Training sessions**
- 7. Planning for AQAR Submission of A.Y.2021-22**
- 8. Any other point with permission from the chair.**

Director Dr. Bipin Bankar opened the meeting with welcoming and introducing the new members.

Agenda 1: Review of minutes of 10th IQAC Meeting and subsequent action taken

Resolution 1: The 10th IQAC meeting was conducted on 12th February 2021 at 1:00 p.m. The minutes of the meeting were readout with a formal discussion with all IQAC members. These minutes of the meeting were approved by the IQAC members.

Agenda 2: Activities carried out in A.Y.2020-21 by both Departments

Resolution: The various activities carried out by the departments were summarized and put before the committee members. The activities included - Honours and recognition received by teachers, Workshops/Seminars Conducted on IPR and Industry-Academia Innovative practices, Awards for Innovation won by Institution/Teachers/Research scholars/Students, Number of extension and outreach programmes conducted , Innovative teaching-Learning Techniques, Sports and cultural activities / competitions organised. It is discussed to give focus on similar activities in AY 2021-22.

Agenda 3: To appoint new Coordination of the IQAC and student representative.

Resolution: Director Dr. Bipin Bankar talked about the appointment of the new Coordinator of the

IQAC as the previous coordinator has left the institute. So he proposed to appoint Dr Anisha Mahindrakar, from Department of MBA, as the coordinator of the IQAC. The proposal was accepted unanimously. Also appointments of new student representatives were made.

Agenda 4: Planning for activities in AY 2022-23 Sem I

Resolution: It is discussed that on the grounds of activities conducted in AY 2021-22, similar activities can be planned in AY 2022-23 Sem I. Apart from this, the focus is also required on Industry-Institute Interaction, Internship, Industry Projects and Placements. The activities currently are on-going and the progress is satisfactory. The review would be taken at regular intervals.

Agenda 5: Proposal of introducing Training sessions

Resolution: It is discussed that number of student is training programs for capability enhancement and career counselling. Psychomotor skill training could be done up-to the level of demonstration through skill videos.

Agenda 6: AQAR Submission of A.Y.2020-21 and scope for Improvement


Resolution: Currently, the criterions in charges for NAAC are collecting the data for AQAR. This collecting and gathering of data will probably be completed till the last week of October. After compilation of data, analysis will be done.

Agenda 7: Any other point with permission from the chair.


Resolution:

- (a) Initiating activities for NBA accreditation process In view of starting NBA accreditation process. All faculty members are looking to fulfil the criterion to qualify the NBA Pre-Qualifier

Date of next meeting was decided as 13/02/2023. IQAC Coordinator, proposed the formal vote of thanks.


Dr Anisha Mahindrakar
IQAC




Dr Bipin Bankar
Director


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Action Taken Report

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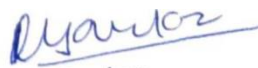
Meeting Date: 08/08/2023

Venue: Board Room

Sr.No	Resolution	Action Taken	Outcome
1	Review of activities Carried out in A.Y.2021-22	IQAC collected the action plan of various departments, clubs, cells etc and departments presented activities conducted during the last academic year.	Smooth conduction of academic, extra and co-curricular activities were done throughout the year.
2	Planning for activities in AY 2022-23 Sem I	Departments to submit Activity Planner, Programme specific activities along with budget	Departments to submit Activity Planner, Programme specific activities along with budget
3	Planning for Resources and Infrastructure requirement for Computer lab	New computer and hardware were bought to update the computer lab	Student learning was supported with ITC.
4	To discuss about Proposing of different Training sessions	During the current academic year, multiple training were organized on capacity enhancement and career counselling	Different training session were conducted through VIVOSA, Nandi Foundation, Capgemini etc
5	Planning for AQAR Submission of A.Y.2021-22	Submission of AQAR for A.Y.2021-22	AQAR was submitted


Dr Anisha Mahindrakar
IQAC




Dr Bipin Bankar
Director

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Date: 13/02/2023

Meeting No: 12

Agenda

1. Activities carried out in A.Y.2021-22 by all Departments
2. Review of On-going Activities A.Y.2022-23
3. Discussion on Bridging Gap of Industry-Institute
4. Faculty/Staff Training 2022-23
5. Strengthening of library and requirements of new reference books.
6. Any other point with permission from the chair.

Director Dr. Bipin Bankar opened the meeting with welcoming all members. IQAC Coordinator, Dr Anisha Mahindrakar briefed members with the initiatives proposed by IQAC and coordinated discussion on various topics as per agenda of the meeting.

Agenda 1: Review of minutes of Previous IQAC Meeting and subsequent action taken

Resolution: The Previous IQAC meeting was conducted on 08/08/2022. The minutes of the meeting were read out with a formal discussion with all IQAC members. These minutes of the meeting were approved by the IQAC members.

Agenda 2: Review of On-going activities and Planning for activities in AY 2022-23 Sem II

Resolution: The various activities carried out by the departments were summarized and was put before the committee members the activities included - different Workshop seminars, expert lectures, and industrial Visits were conducted during the first semester. Number of extension activities and outreach program conducted. Review of Innovative teaching – learning Techniques.

Agenda 3: Discussion on Bridging Gap of Industry-Institute

Resolution: It is discussed that we need to initiate further measures for bridging the gap between Industry and the Institute. Training and placement officer is visiting different companies for Liaisoning 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.

Agenda 4: Faculty/Staff Training 2022-23

Resolution: To provide training to regular faculty members during the month of June 2023 on the topics Mapping of Course Outcomes with Program Outcomes, Guidelines on Research Paper Writing and Publication and Moodle LMS Orientation. It was also decided to provide training to Administrative staff before March 2023.

Agenda 5: Strengthening of library and requirements of new reference books.

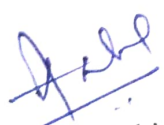
Resolution: Dr Sudarshan Pawar, HOD MBA suggested providing additional reference books and journals in the library. Further, he also suggested paying special attention for maintenance of library membership.

Agenda 6: Any other point with permission from the chair.

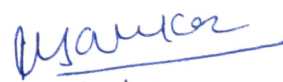
Resolution:

i) It is discussed by 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.

The next meeting of the IQAC will be held at an early convenient date. IQAC Coordinator, proposed the formal vote of thanks.


Dr Anisha Mahindrakar
IQAC




Dr Bipin Bankar
Director


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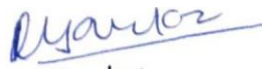
Meeting Date: 13/02/2023

Venue: Board Room

Sr.No	Resolution	Action Taken	Outcome
1	Review of activities carried on in AY 2021-22	IQAC collected the action plan of various departments, clubs, cells etc and departments presented activities conducted during the last academic year.	Smooth conduction of academic, extra and co-curricular activities were done throughout the year.
2	Planning for activities to be conducted in AY 2022-23	Departments to submit Activity Planner, Programme specific activities along with budget	Departments to submit Activity Planner, Programme specific activities along with budget
3	Sessions for Teaching faculty and Non-teaching staff	It was decided that under IQAC various FDP for teaching members will be conducted. Also training session will be conducted for Non-teaching staff.	IQAC has conducted 4 FDP and training session for teaching members and 3 training session for Non-teaching staff


Dr Anisha Mahindrakar
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Minutes of Meetings

Date: 17/08/2023

Meeting No: 13

Agenda

- 1. Review of minutes of Previous IQAC meeting**
- 2. To discuss and approve the academic calendar prepared for the academic year 2023-24**
- 3. To discuss about Conduct of Internal Examination.**
- 4. To discuss AQAR criteria wise distribution and action plan**
- 5. To discuss about Proposing of different Training sessions**
- 6. To Plan for Induction program for First year students "Parichay".**

Director Dr. Bipin Bankar opened the meeting with welcoming and introducing the new members.

Agenda 1: To read and confirm the minutes of the previous meeting

Resolution 1: The minutes of the previous meeting were read by the IQAC co-ordinator and it was confirmed.

Agenda 2: To discuss and approve the academic calendar prepared for the academic year 2023- 24

Resolution 2: The academic calendar of both the department were prepared and presented .The Academic Calendar was approved by all the members.

Agenda 3: To discuss about Conduct of Internal Examination.

Resolution 3: For Internal Examinations, department shall incorporate PO's, CO's and PSO's Provision to given the overall attainment to students. Also it was suggested by Director Dr Bipin Bankar that the internal test evaluation will be done as per the rubrics created by every faculty.

Agenda 4: To discuss AQAR criteria wise distribution and action plan

Resolution 4: Criteria wise charge distribution was approved. Tentative date for data collection was finalised. Data collection was decided to start.

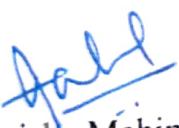
Agenda 5: Proposal of introducing Training sessions

Resolution 5: It is discussed that number of student is training programs for capability enhancement and career counselling. Guidelines for these courses was decided.


Agenda 6: To Plan for Induction program for First year students “Parichay”.

Resolution 6: The program for first year students is scheduled as the date and planning committee's program schedule is approved

Date of next meeting was discussed. IQAC Coordinator, proposed the formal vote of thanks.


Dr Anisha Mahindrakar
IQAC




Dr Bipin Bankar
Director


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Meeting No: 13

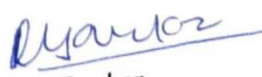
Meeting Date: 17/8/2023

Venue: Board Room

Sr.No	Resolution	Action Taken	Outcome
1	Preparation of Academic Calendar	Flexi calendar was proposed and followed the instructions of SPPU	Smooth conduction of academic activity
2	Internal Examinations	The internal examinations for were conducted. The question paper setting and evaluation was aligned with CO's and Po's Mapping. Also evaluation was done as per the rubrics from Blooms Taxonomy.	Faculty adopted revised blooms taxonomy for lesson plans and internal assessments question paper setting.
3	AQAR criteria wise distribution	It was decided that criteria wise work should be distributed among all the faculty members.	Criteria wise work distribution was made.
4	Students Induction Programme	The Members discussed about the Parichay programme and decided to be conducted for first year student.	It was decided that the extra and co-curricular activities coordinators will conduct the induction program.
5	Training sessions for Students	During the current academic year, multiple training were organized on capacity enhancement and career counselling	Different training session were conducted through VIVOSA, Nandi Foundation, Capgemini etc,


Dr Anisha Mahindrakar
IQAC




Dr Bipin Bankar
Director