

**INSTITUTE OF SCIENCE POONA'S
INSTITUTE OF BUSINESS MANAGEMENT & RESEARCH
WAKAD PUNE-57**

INTERNAL QUALITY ASSURANCE CELL

NOTICE

Date: 10/08/2018

This is to inform to all the members of the Internal Quality Assurance Cell that the meeting of the committee has been scheduled on **Monday, 13th August 2018 at 11.30 a.m.** under the chairmanship of Mr. V.R.Tamhakar.

Venue: IBMR Board Room 4th Floor

AGENDA

To read and rectify/confirm the minutes of the previous meeting held on **05th May, 2018.**

To read and approve action taken reports of last meeting

1. To discuss about NAAC Peer Team visit.
2. To appoint new student member representative.
3. To discuss about proposal under QIP.
4. To felicitate Dr Renuka Vanarse for getting PhD.
5. To finalize the proposals of Minor Research Projects to be sent to the BCUD, SPPU, Pune.
6. To discuss about campaigning for admission of MBA for academic year 2019-20.
7. Any other matter with permission of the chair.

Kindly attend the meeting on the date and time specified above.



Dada P.
Prof. Dada Patil
Member Secretary

INSTITUTE OF SCIENCE POONA'S
INSTITUTE OF BUSINESS MANAGEMENT & RESEARCH
WAKAD PUNE-57

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

The minutes of the meeting held on 05/05/2018, Saturday were read and confirmed.

Agenda 1: To discuss about NAAC Peer Team visit.

Minutes:

Dr. Roopali Kudare Director formally welcomed all the members and congratulated for successful completion of NAAC peer team visit on 7th & 8th Oct 2018.

Prof Dada Patil IQAC coordinator has given brief information about the visit and appreciated the efforts of NAAC steering committee.

Dr Madhura Joshi and Mr Prasad Joshi trustee member appreciated the efforts of every member involved in the process

Agenda 2: To appoint new student member representative.

Minutes:

It was informed to committee members that the student representative Miss Mayuri Belge passed out MBA and new member to be appointed in place of her name Miss.Apoorva Wakode was suggested by the class co-coordinator.

Agenda 3: To discuss about proposal under QIP.

Minutes:

It was discussed in the meeting that the proposal for state level workshop and national level seminar need to be prepared for submission at Savitribai Phule Pune University under Quality Improvement Program. Various topics were discussed and also members suggested name of resources persons which was noted down by IQAC coordinator.



Agenda 4: To felicitate Dr Renuka Vanarse for getting PhD.

Minutes:

All the members congratulated Dr Renuka Vanarse for achieving PhD in Business Management from Nagpur University. Dr Roopali Kudare felicitated her with a bouquet and a book as a token of love.

Agenda 5: To finalize the proposals of Minor Research Projects to be sent to the BCUD, SPPU, Pune.

Minutes:

Academic Research Coordinator (ARC) discussed the need and the nature of proposals of Minor Research Projects to be submitted to BCUD, SPPU, Pune. This was followed by a discussion to decide on the departments to prepare proposals. Guidelines for research projects were also given.

Agenda 6: To discuss about campaigning for admission of MBA for academic year 2019-20.

Minutes:

Various strategies were discussed like conducting career counseling lectures for final year students of UG colleges, participating in exhibitions, visiting coaching institutes and training institutes.

Agenda 7: Any other matter with permission of the chair.

Minutes:

It was suggested that for the effective functioning IQAC should work as a brain of Institution for that action plan of various activities for quality enhancement should be prepared.

Suggested by Dr Renuka Vanarse

Seconded by Dr Roopali Kudare

As there were no further points to discuss the meeting ended with vote of thanks to the chair.
The next meeting is scheduled on 17th November 2018 subject to change.



INSTITUTE OF SCIENCE POONA'S
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WAKAD PUNE-57

INTERNAL QUALITY ASSURANCE CELL

NOTICE

Date: 12/11/2018

This is to inform to all the members of the Internal Quality Assurance Cell that the meeting of the committee has been scheduled on **Monday, 17th November 2018 at 11.30 a.m.** under the chairmanship of Mr. V.R.Tamhnakar.

Venue: IBMR Board Room 4th Floor

AGENDA

To read and rectify/confirm the minutes of the previous meeting held on **13th August, 2018.**

To read and approve action taken reports of last meeting.

1. To discuss about NAAC grade.
2. To discuss about activities conducted from August to November 2018.
3. To decide the activities of Placement cell.
4. To decide the FDP's for teaching staff.
5. To discuss about participation of faculty members in workshop and seminars.
6. To discuss about status of campaigning for admission of MBA for academic year 2019-20.
7. Any other matter with permission of the chair.

Kindly attend the meeting on the date and time specified above.



Dada Patil
Prof. Dada Patil
Member Secretary

**INSTITUTE OF SCIENCE POONA'S
INSTITUTE OF BUSINESS MANAGEMENT & RESEARCH
WAKAD PUNE-57**

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

The minutes of the meeting held on 13/08/2018, Monday were read and confirmed.

Agenda 1: To discuss about NAAC Grade.

Minutes:

Prof Dada Patil IQAC coordinator formally welcomed all the members and congratulated all the members for getting NAAC "B Grade."

The scoring in various criteria's was discussed. It was suggested by the director the area like research, MoU, curriculum aspects and best practices of Institute should be improved and to work on.

Suggested by: Dr. Roopali Kudare

Seconded By: Dr. Madhura Joshi

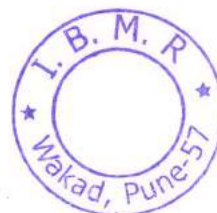
Dr Madhura Joshi and Mr Prasad Joshi trustee member appreciated the efforts of every member involved in the NAAC process.

Agenda 2: To discuss about activities conducted from August to November 2018.

Minutes:

IQAC coordinator Prof Dada Patil informed members about activities conducted in the institute.

Sr no	Date	Activities Conducted
1	15/08/2018	22 nd Independence Day celebration
	20/08/2018	Sadbhavana Diwas to celebrate Rajiv Ghandhi Jayati
11	19/08/2019	Mall Visit
2	06/09/2018	Eco Friendly Clay Ganpati Making Workshop
3	08/09/2018	One day workshop on personality development "Unleash the Unstoppable"



4	26/09/2018	Blood Donation and health check-up Camp
5	26/09/2018	State Level intercollegiate Elocution Competition
6	26/09/2018	State Level Intercollegiate Poster and Collage competition (Under Gender Equity)
7	24/09/2018 to 02/10/2018	Various programs to celebrate Gandhi Jayanti- Swatch Bharat Abhiyan.
8	05/10/2018	Guest Lecture by industry expert on Basics of Marketing-Mr. Kishor Joshi
9	11/10/2018	Guest Lecture by industry expert on "Six- Sigma- Career opportunities
10	25/10/2018	Guest Lecture by industry expert- On how to file Patent and Copyright
11	31/10/2018	National Unity Day
12	29/10/2018 to 03/11/2018	Vigilance Week
13	15/10/2008	Vachan Prerana Divas

Activity reports provided.

Agenda 3: To decide the activities of Placement cell.

Minutes:

Dr. Roopali Kudare and C.A. Vilas Potdar suggested some name of companies for industrial visit of MBA students. (BHEL, Rucha Engineering Pvt Ltd, Mahindra & Mahindra).

It was decided to organize Alumni Meet- "Snehandh" in the month of December. For the said Alumni Meet Committee members were identified and work was distributed among them.

The coordinator ship of "Snehandh" was given to Prof. Ashok Kumbhar.

Agenda 4: To decide the FDP's for teaching staff.

Minutes:

It was suggested by the members that the institute should organize FDP for teaching and non teaching staff in the institute. Members also suggested topics and research person for the FDP.

It was then decided to conduct 2 FDP program for faculty and non- teaching 13/12/2018 and 19/12/2018 dates were finalized.



Agenda 5: To discuss about participation of faculty members in workshop and seminars.

Minutes:

Prof. Rohini Nikam presented a report on participation of faculties in various seminar, workshop and FDP from August to November.

Sr no	Date	Details	Name of Faculty
1	19/08/2018	FDP –State level FDP on HR accounting and HR analytics	Prof. Rohini Niakm
2	04/10/2018	One Day Workshop on “ Surgical Strike Day”	Dr. Sampada Gupchup
3	12/08/2018 TO 13/08/2018	Two Days State Level Seminar on “ Innovation and Disruption Strategies in Digital Marketing”	Dr. Sampada Gupchup
4	28/09/2018 TO 29/08/2018	Two Days Sate level FDP on “ Research Methodology”	Prof. Chhaya Vanjare and Prof. Rohini Niakm
5	20/10/2018 TO 19/10/2018	State Level Seminar on Competitive Advantage through service differentiation.	Prof. Chhaya Vanjare, Prof. Smita Kshirsagar
6	27/10/2018	State Level FDP on Research Paper Writing and Skill Devwelopment	Dr. Renuka Vanarse and Prof. Smita Wagh

Activity reports provided.

Agenda 6: To discuss about status of campaigning for admission of MBA for academic year 2019-20.



Minutes:

Prof Ashok Kumbhar informed about campaigning activities for admission 2019-20.

Sr no	Date	Details	Name of Faculty
1	29/10/2018	Career Counseling for under graduate students in Pune.	Dr Renuka Vanasre & Prof Rohini Nikam
2	30/10/2018 & 31/10/2018	Career Counseling for under graduate students in PCMC	Dr Smita Kshirsagar & Prof Chhaya Vanjare
3	1/11/2018 02/11/2018	Career Counseling for under graduate students in kothrud.	Dr Renuka Vanasre

Agenda 7: Any other matter with permission of the chair.

Minutes:

- 1) Development & Maintenance of database.
- 2) As documentation is an important role of IQAC the members suggested the mail id should be created and the same circulated to all members of staff so that they could forward reports achievements etc. and save the data.

As there were no further points to discuss the meeting ended with vote of thanks to the chair.

The next meeting is scheduled on 28th February 2019 subject to change.



INSTITUTE OF SCIENCE POONA'S
INSTITUTE OF BUSINESS MANAGEMENT & RESEARCH
WAKAD PUNE-57

INTERNAL QUALITY ASSURANCE CELL

NOTICE

Date: 09/08/2019

This is to inform to all the members of the Internal Quality Assurance Cell that the meeting of the committee has been scheduled on **Monday, 19th August 2018 at 12.00 noon** under the chairmanship of Mr. Prasad Joshi.

Venue: IBMR Board Room 4th Floor

AGENDA

To read and rectify/confirm the minutes of the previous meeting held on **19th August, 2019.**

To read and approve action taken reports of last meeting.

1. To review of activities from May to August 2019.
2. To discuss about admission status.
3. To plan for compensatory Lecture.
4. To decide about recording of lectures.
5. Any other matter with permission of the chair.

Kindly attend the meeting on the date and time specified above.



Dada P.
Prof. Dada Patil
Member Secretary

**INSTITUTE OF SCIENCE POONA'S
INSTITUTE OF BUSINESS MANAGEMENT & RESEARCH
WAKAD PUNE-57**

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

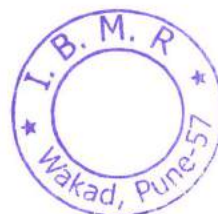
The minutes of the meeting held on 01/10/2018, Monday were read and confirmed.

Agenda 1: To review of activities from May to August 2019.

Minutes:

IQAC coordinator Prof Dada Patil informed members about activities conducted in the institute.

Sr no	Date	Activities Conducted
1	07/07/2019	Presentation by Dr. Renuka Vanarase on FDP on Revised Syllabus (OB and HR)
2	08/07/19	Presentation by Dr. Sampada Guchup FDP on Revised Syllabus OBE MKT
3	08/07/19	Presentation by Prof. Chhaya Vanjare FDP on Revised Syllabus OBE MKT Course Basket
4	11/07/19	Presentation by Prof. Smita Wagh FDP on Revised Syllabus – Generic Institute Level
5	24/07/19	Presentation by Prof. Rohini Nikam on “National Education Policy”
6	24/07/19	Subject Presentation by Faculty members.
7	09/08/2019	Kranti Diwas
8	20/08/2019	Sadbhavna Diwas
9	24/08/2019	Eco Friendly Making of Ganesh Murthi
10	29/08/2019	Fit India Movement
11	24/09/2019	One Day Workshop on Psychology of Managers



12	05/10/2019	Induction Program for MBA I students
13	11/09/2019 to 02/10/2019	Swachhata Hi Seva Campaign
14	19/08/2019	Psychometric Test
15	30/09/2019	Blood Donation Camp
16	01/10/2019	One Day Workshop on Identifying Personal Capabilities & Self Development
17	16/10/2019	Vote Awareness
18	15/10/2019	Vachan Prerna Din
19	18/10/2019	Diwali Exhibition- ALG Activity- Make Money Activity

Agenda 2: To discuss about admission status.

Minutes:

It was informed by Director of Technical Education that admission process has been postponed due to stay order by Supreme Court so further admission will start after new notification by DTE.

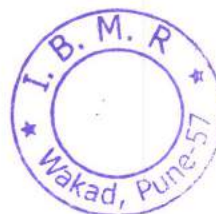
Agenda 3: To plan for compensatory Lecture.

Minutes:

It was suggested by committee member that as there is loss of time due to delayed admission procedure so there should be a plan for extra lecture to cover the syllabus coordinators instructed to prepare the plan accordingly. It was also suggested to shorten the Diwali holidays.

Agenda 4: To decide about recording of lectures

Minutes:



To develop the ICT use it was suggested that the faculty should record lectures as per revised syllabus and methodology. Faculties are suggested to take mock lectures as per new revised syllabus. It was informed by IQAC coordinator faculty members are registered for MOOC courses. And also applied for refresher courses of university.

Agenda 5: Any other matter with permission of the chair.

It was discussed there is need to repair and replace some of the electronic devices like printer, desktop computer, Xerox machine etc. instructed to Dr Omkar Gadre to take necessary action.

As there were no further points to discuss the meeting ended with vote of thanks to the chair.



INSTITUTE OF SCIENCE POONA'S
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INTERNAL QUALITY ASSURANCE CELL

NOTICE

Date: 20/02/2019

This is to inform to all the members of the Internal Quality Assurance Cell that the meeting of the committee has been scheduled on **Monday, 28th February 2019 at 2.00 p.m.** under the chairmanship of Mr. V.R.Tamharkar.

Venue: IBMR Board Room 4th Floor

AGENDA

To read and rectify/confirm the minutes of the previous meeting held on **17th NOVEMBER, 2019.**

To read and approve action taken reports of last meeting.

1. To discuss about MBA examination.
2. To discuss about activities conducted from November 2018 to February 2019.
3. To inform about Alumni Association Registered under Society and Alumni Meet.
4. To inform about industrial visit.
5. To inform about FDP conducted in the institute and research paper publication.
6. Any other matter with permission of the chair.

Kindly attend the meeting on the date and time specified above.



Dada P.
Prof. Dada Patil
Member Secretary

INSTITUTE OF SCIENCE POONA'S
INSTITUTE OF BUSINESS MANAGEMENT & RESEARCH
WAKAD PUNE-57

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

The minutes of the meeting held on 13/08/2018, Monday were read and confirmed.

Agenda 1: To discuss about MBA examination.

Minutes:

Prof Dada Patil College Examiner Officer informed about the coming examination within the period of time i.e. online examination followed by internal and external examination. The appointment related to examination has been done and informed to the concern members. He also informed about the appointment of faculty as external senior supervisor in various colleges.

Agenda 2: To discuss about activities conducted from August to November 2018.

Minutes:

IQAC coordinator Prof Dada Patil informed members about activities conducted

Sr no	Date	Activities Conducted
1	30/11/2018	Campaigning Saydhari Junior College on Career Guidance by Rohini Nikam.
2	07/12/2018	Campaigning at Talegaon at Career Jatra by Rohini Nikam & Dada Patil..
3	13/12/2018	FDP on behavioral aspect of organization.
4	19/12/2018	FDP on investor awareness.
5	22/12/2018	Alumni Meet
6	23/01/2019	Industrial visit at Rucha Engineering PVT Limited.
7	01/02/2019 to 08/02/2019	Phoenix Annual Gathering- Sports Competition, Cultural event and knowledge expo.
8	23/01/2019 to	A three day workshop on girls personality development under



	25/01/2019		BOD.
9	12/02/2019 13/02/2019	to	Two day workshop on Disaster Management by NDRF
10	15/02/2019 16/02/2019	to	National Level Seminar on emerging trend in Financial Services and Corporate Finance.
11	22/02/2019 23/02/2019	to	Revised methodology of Accretion of NAAC by Dr Renuka Vanarse and Prof Dada Patil
12	13/02/2019		Budget Analysis by CA Manohar Kale
13	25/02/2019		OMT- Anandi Gopal movie
14	27/02/2019		Marathi Bhasha Gaurav Din
15	29/01/2019		Life Broadcast of Pariksha Pe Charcha by Narendra Modi
16	06/12/2018 07/12/2018	&	Career Counseling at Panchgani by Dr Renuka Vanarse, Prof Rohini Nikam and Prof Dada Patil

Activity reports provided.

Agenda 3: To inform about Alumni Association Registered under Society and Alumni Meet.

Minutes:

Prof Dada Patil informed that Alumni Association has been registered under the name "Sneha Bandhan". And we have received the certificate on 18/12/2018.

Agenda 4: To inform about industrial visit.

Minutes:

Dr Renuka Vanarse presented a report on Industrial Visit which was conducted on 23/01/2019 at Rucha Engineering PVT Limited, Aurangabad.

Agenda 5: To inform about FDP conducted in the institute, faculty participation and research paper publication.



Minutes:

Prof. Rohini Nikam presented a report on participation of faculties in various seminar, workshop and FDP from August to November.

Sr no	Date	Details	Name of Faculty
1	30/11/2018	One Day workshop on library readiness	Prof Mahindra Kamble
2	14/12/2018 to 15/12/2018	Two days State level workshop Case writing at DYPIMS	Prof Rohini Nikam
3	05/01/2019 to 06/01/2019	State level workshop on e content development	Prof Smita Wagh and Dr Renuka Vanarse.
4	12/01/2019	Local Level workshop on Learn to meditate	Dr Sampada Guochup
5	18/01/2019 to 19/01/2019	State level Seminar on Digital Marketing	Prof Sampada Gupchup & Prof Ashok Kumbhar
6	24/10/2008	Invited as resources person at Balaji College	Dr Roopali Kudare
7	25/12/2018	Invited as resources person at NSS camp .Topic "Female Feticide and law"	Prof Rohini Nikam
8	28/02/2019	Participation and Paper Presentation in International conference at VIT University	Prof Rohini Nikam, Dr Renuka Vanarse, Prof Smita Wagh

Activity reports provided.

Agenda 6: Any other matter with permission of the chair.

Minutes: Dr. Roopali Kudare informed about the revised syllabus of MBA from academic year 2019-20.



This is suggested to all the faculty members to study the revised syllabus in detail. Dr Madhura Joshi suggested that every faculty must enroll for FDP related to revised syllabus in coming months.

Dr Omkar Gadre informed about creation of email id for data management and information sharing.

As there were no further points to discuss the meeting ended with vote of thanks to the chair.

The next meeting is scheduled on 21st May 2019 subject to change.



INSTITUTE OF SCIENCE POONA'S
INSTITUTE OF BUSINESS MANAGEMENT & RESEARCH
WAKAD PUNE-57

INTERNAL QUALITY ASSURANCE CELL

NOTICE

Date: 15/05/2019

This is to inform to all the members of the Internal Quality Assurance Cell that the meeting of the committee has been scheduled on **Wednesday, 15th May 2019 at 12.00 p.m.** under the chairmanship of Mr. V.R.Tamharkar.

Venue: IBMR Board Room 4th Floor

AGENDA

To read and rectify/confirm the minutes of the previous meeting held on **21st MAY, 2019.**

To read and approve action taken reports of last meeting.

1. To discuss about MBA examination.
2. To discuss about activities conducted from March 2018 to May 2019.
3. To discussed the academic calendar for 2019-20
4. To discuss the research related issues.
5. To discuss the plan for preparation of AQAR 2018-19.
6. Any other matter with permission of the chair.

Kindly attend the meeting on the date and time specified above.



Dada P.
Prof. Dada Patil
Member Secretary

**INSTITUTE OF SCIENCE POONA'S
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WAKAD PUNE-57**

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

The minutes of the meeting held on 13/08/2018, Monday were read and confirmed.

Agenda 1: To discuss about MBA examination.

Minutes:

Prof Dada Patil College Examiner Officer informed about the coming examination within the period of time i.e. online examination followed by internal and external examination. The appointment related to examination has been done and informed to the concern members. He also informed about the appointment of faculty as external senior supervisor in various colleges.

Agenda 2: To discuss about activities conducted from August to November 2018.

Minutes:

IQAC coordinator Prof Dada Patil informed members about activities conducted

Sr no	Date	Activities Conducted
1	20/04/2019	Placement Drive at Flextronics Hinjewadi.
2	03/04/2019	Placement SIP drive at Absolute Reports Pvt Ltd
3	17/04/2019	Placement SIP drive The Money Roller
4	24/04/2019	Placement SIP drive at GSA Engineering services
5	13/04/2019	Farewell Party- MBA II (2017-2019)
6	15/04/2019	Placement Drive at Apna Ghar Life Spaces LLP
7	11/04/2019	Placement Drive at Prime Value



Faculty Participation Detail

Date	Activity Name	Faculty Name
09/03/2019	Aspire Proposal Presentation at SPPU	Dr Smita Wagh and Prof Rohini Nikam
15/03/2019	Workshop on Moodle at AISSMS	Dr Smita Wagh and Dr Renuka Vanarse
16/03/2019	Aspire Proposal Presentation at SPPU	Prof Dada Patil
05/04/2019	Workshop on advance excel at SIMCA	Dr Smita Wagh and Prof Mahindra Kamble
20/05/2019	MBA new Syllabus orientation at SPPU	Prof Rohini Nikam
13/05/2019 to 15/05/2019	AICTE FDP	Prof Chhaya Vanjare and Dr Smita Wagh

Activity reports provided.

Agenda 3: To discussed the academic calendar for 2019-20

Minutes:

The draft of the academic calendar was discussed in the meeting. The committee suggested inclusion planning regarding various workshops and training such as IPR, AQAR, Gender issues etc. In addition to this, probable dates of various meeting also need to be included. Resolution: Hence, the final version will be presented in the next meeting for approval.

Agenda 4: To discuss the research related issues.

Minutes:

To discuss the research related issues such as industrial collaboration and repair of instruments The list of possible industries for collaboration was provided for the academic year 2019-20. The names of industries were discussed and approved by the committee unanimously.

This issue was recurrently appearing since last 3 meetings and hence urgent action is requested in this regard.



Agenda 5: To discuss the plan for preparation of AQAR 2018-19

Minutes:

To discuss the plan for preparation of AQAR 2018-19 Resolution: It was decided that the detailed revised format of AQAR will be circulated amongst the members and heads of departments. An awareness session will be organized regarding the revised format of AQAR. Also Prof Dada Patil IQAC coordinator informed that AQAR will be started after completion of one year from date of issue of NAAC certificate.

Agenda 6: Any other matter with permission of the chair.

Minutes:

The feedback system based on 'Google Form' was explained by Dr Roopali Kudare and it was unanimously approved by the committee unanimously. The feedback form will be collected by respective department at the in the month of May and November.

Any other relevant issues with the permission of Chairman IQAC Since, there are no any additional issues for the said meeting; the meeting was concluded by IQAC Coordinator Prof Dada Patil with summary and vote of thanks. Resolution: Next meeting will be conducted in the 3rd week of August 2019.

