



Since 1994



AY: 2022-23

Date: 16<sup>th</sup> July 2022

**INTERNAL QUALITY ASSURANCE CELL(IQAC)**

**Minutes of the Meeting (MoM)**

**Date of Meeting:** 1<sup>st</sup> August 2022

**Venue:** Manthan (Board room), 6th floor, IMERT, Karvenagar.

**Time:** 11.00 am.

Meeting of IQAC committee members were called to discuss on following agenda.

**Agenda No.1:** To read and confirm agenda of previous meeting.

**Agenda No.2:** Review of Internal Concurrent Evaluation status of Even semester (MBA Sem. II and IV).

**Agenda No. 3:** To review the status and plan for AQAR compliance.

**Agenda No. 4:** To initiate academic planning for MBA I and III semesters.

**Agenda No.5:** To discuss plan of action for Fit India movement.

**Agenda No.6:** To discuss on the implementation of value-added courses for students.

Dr.Pranav Kayande IQAC Coordinator	Dr. Shubhangee Ramaswamy In-charge Director
Prepared by	Approved by



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**INSTITUTE OF MANAGEMENT EDUCATION RESEARCH AND TRAINING**  
**(IMERT), Pune**

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**Minutes of the Internal Quality Assurance Cell (IQAC) Meeting**

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 1<sup>st</sup> August 2022 at 11.00 AM in Manthan (Board room) 6th floor, IMERT, Karvenagar.

The following members were present for the meeting:

Sr. No.	Name of the Member	Designation
1	Prin. B.G. Jadhav	Management Representative
2	Dr.Shubhangee Ramaswamy	Chairperson
3	Mr. Abhishek Pandey	Industry Representative
4	Ms. Shilpa Buduk	Local Society/ Trust Representative
5	Dr. Milind Jagtap	Alumni Representative
6	Dr. Jitendra Bhandari	Teaching Representative
7	Dr. Mangalgouri Patil	Teaching Representative
8	Ms. Kavita Dhamal	Senior Administrative Officer/ Registrar
9	Mr. Rushikesh Patil	Student Representative
10	Mr. Ashish Choudhary	Student Representative
11	Dr. Pranav Kayande	IQAC Coordinator

**Discussion and Resolution:** In detail discussion and identification of areas of concern were done by the IQAC Committee meeting on above mentioned agendas. Following were the details of decisions taken unanimously.

**Agenda No.1:** To read and confirm the Minutes of Meeting (MoM) from a previous meeting,

**Resolution no.1:**

During the IQAC meeting held on May 2nd, 2022, Dr. Pranav Kayande read and confirmed the Minutes of Meeting (MoM). He provided comprehensive updates, sharing key highlights and initiatives undertaken by IMERT. He briefed the members about the initiation of MS Office training, which was conducted by IIT Kanpur. This training was



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specifically aimed at the First Year MBA students. He informed the attendees about the successful execution of the EduBridge:Nextdigm Placements training program focused on Finance. This training was coordinated by Dr. Mangalgouri Patil and took place on May 28th, 2022. Starting from June 6th, 2022, IMERT adopted Calyxpod for the purpose of Training and Placement Officer (TPO) Automation, streamlining various processes related to placements and career services. Dr. Pranav Kayande highlighted the significance of guest sessions conducted at IMERT. Ms. Dhanashree Ghare, a Counselor, delivered a session on Mental Health, and Ms. Supriya Deokate, a Health Expert, discussed Good Health Habits. Both sessions were held on May 19th, 2022.

Proposed by : Dr Pranav Kayande  
Seconded by: Dr Mangalgouri Patil  
**This resolution was unanimously.**

**Agenda No.2:**

Review of Internal Concurrent Evaluation the status of Even semester (MBA Sem. II and IV).

**Resolution no.2:**

Dr. Jitendra Bhandari provided an informative overview of the academic status concerning teaching, learning, and evaluation for MBA Semesters II and IV. He also informed the members about the successful execution of Concurrent Internal Evaluations (CIE) as per the initial semester plan. These evaluations were carried out by all subject teachers in accordance with their respective teaching plans. Additionally, he emphasized the upcoming task for faculty members to prepare for the uploading of final internal marks based on these CIE outcomes onto the Savitribai Phule Pune University portal.

Proposed by :Dr Jitendra Bhandari  
Seconded by: Dr Shubhangee Ramaswamy  
**This resolution was unanimously.**

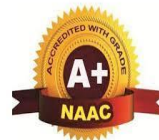
**Agenda No. 3:** To review the current status and formulate a plan for ensuring compliance with the Annual Quality Assurance Report (AQAR).



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**Resolution no.3:**

Dr. Pranav Kayande conveyed to all members that IMERT had successfully submitted the AQAR for the year 2020-21 in June 2022. He also provided an update on the progress of preparations for ensuring compliance with AQAR for the year 2021-22.

Proposed by: Dr. Pranav Kayande  
Seconded by: Dr Mangalgouri Patil  
**This resolution was unanimously.**

**Agenda No. 4:**

To develop a comprehensive academic planning framework for MBA Semesters I and III

**Resolution no.4:**

Dr. Shubhangee Ramaswamy suggested that all faculty members should submit their teaching plans to Dr. Jitendra Bhandari within the next week, following the subjects assigned to them. Further the MBA-I Year Coordinator and MBA II Year DLFs were asked to collaborate, finalize, and create the timetable for MBA Semesters I and III, encompassing all the specializations offered by IMERT.

Proposed by: Dr Shubhangee Ramaswamy  
Seconded by: Dr Jitendra Bhandari  
**This resolution was unanimously.**

**Agenda No.5:**

To plan a action for the implementation of the Fit India movement.

**Resolution no.5:**

Shri Bhausahab Jadhav encouraged both staff members and students to actively engage in and contribute to a range of fitness-related initiatives mandated by the Government of India as part of the Fit India movement.

Proposed by: Shri Bhausahab Jadhav  
Seconded by: Dr Shubhangee Ramaswamy  
**This resolution was unanimously.**



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**Agenda No.6:**

To discuss on the implementation of value-added courses for students.

**Resolution no.6:**

Dr. Shubhangee Ramaswamy notified all the members that IMERT will be establishing a significant partnership with Cambridge University Press & Assessment India Pvt Ltd. This collaboration is intended to bolster students' communication skills and English language proficiency, aligning with the objective of preparing them effectively for industry requirements.

Proposed by: Dr Shubhangee Ramaswamy

Seconded by: Dr Milind Jagtap

**This resolution was unanimously.**

Dr.Pranav Kayande IQAC Coordinator	Dr Shubhangee Ramaswamy In-charge Director
Prepared by	Approved by



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**INTERNAL QUALITY ASSURANCE CELL(IQAC)**

**Date of Meeting:** 1<sup>st</sup> August 2022

**Venue:** Manthan (Board room), 6th floor, IMERT, Karvenagar.

**Time:** 11.00 am.

**Attendance**

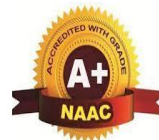
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## **Action Taken Report**

On the decision taken during IQAC meeting held on 1<sup>st</sup> August 2022, the following actions were taken:

Sr.No.	Decision	Action Taken
1	To upload final internal marks based upon the CIE on the Savitribai Phule Pune University portal.	Finalized marks by respective subjects teachers of MBA sem II and IV were uploaded on Savitribai Phule Pune University portal within stipulated time frame.
2	To prepare the Teaching Plan and Time Table for MBA I and MBA III semesters	Teaching Plan and Time Table were prepared and shared with the students before the commencement of MBA I and MBA III semesters in the month of November 2022.
3	To organise and participate into the various fitness related initiatives.	Yoga Session sponsored by Decathlon was organized on 17 <sup>th</sup> September 2022.
4	To collaborate with the Cambridge University Press & Assessment India Pvt Ltd.	IMERT signed MOU with Cambridge University Press & Assessment India Pvt Ltd on 29 <sup>th</sup> September 2022.

Dr.Pranav Kayande IQAC Coordinator	Dr Shubhangee Ramaswamy In-charge Director
Prepared by	Approved by