



### NOTICE OF THE IQAC MEETING

Date: 28/10/2020

You are hereby requested to attend the IQAC meeting as per following details and agenda:

Day & Date: Thursday, 29/10/2020

Time: 2.00 pm

Venue: 5<sup>th</sup> floor classroom

#### Agenda:

1. e-content development letter from SPPU
2. Organizing a National Conference
3. Review of online teaching & syllabus delivery
4. Distribution of NAAC Files for audit
5. AAA in December 2020
6. Date of full IQAC Meeting
7. NHRDN Membership
8. AOB

Thanking you,

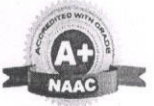
Yours sincerely

Dr. Jitendra Bhandari  
IQAC Chairman  
Director I/C, IMERT

Dr. Rupendra Gaikwad  
IQAC coordinator,  
IMERT



 Dr. Rupendra Gaikwad		
Prepared by	Reviewed/Recommended by	Approved by



Day & Date: Thursday, 29/10/2020

Time: 2.00 pm

Attendance for the meeting

Sr. No.	Name	Designation	Signature
1	Dr. Jitendra Bhandari	Chairman	
2	Dr. Uttam Sapate	Teaching Representative	Absent
3	Dr. Vinod Mohite	Teaching Representative	
4	Dr. Pranav Kayande	Teaching Representative	
5	Mr. Vivekanand Gaikwad	Teaching Representative	
6	Dr. Rupendra Gaikwad	Coordinator	

Minutes of the Meeting

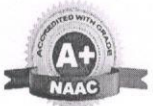
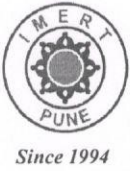
**Agenda #1:** e-content development letter from SPPU

**Resolution/Discussion/Suggestion:** The matter of the letter sent by SPPU was discussed and a decision was made unanimously about getting the clarification from the Director e-CDLIC, SPPU on the following issues:

- i) How many lectures are required to record in order to complete a course?
- ii) Is it in the form of live lectures or repository creation purpose?
- iii) The time table will be given by you or we need to follow our time table?
- iv) Is there any remuneration by SPPU for this e-content development activity?

Proposed by: Dr. Jitendra Bhandari  
Seconded by: Dr. Rupendra Gaikwad

Dr. Rupendra Gaikwad Prepared by	Reviewed/Recommended by	Dr. Jitendra Bhandari Approved by



**Agenda #2: Organizing a National Conference**

**Resolution/Discussion/Suggestion:** It was discussed and proposed that IMERT should organize a national level conference in the month of January 2021. It will be conducted in the online mode. Organizing committee will be headed by Dr. Pranav Kayande. Prof. Praful Sarangdhar will be his team member. All other faculty members will help this team in organizing the conference and make it a big success. Research papers will be called from outside contributors. IMERT faculty members will also be given a chance to write and present research papers. Good quality research papers will be published in an UGC-CARE listed journal. Other papers will be published in a proceeding.

Proposed by: Dr. Uttam Sapate  
Seconded by: Dr. Vinod Mohite

**Agenda #3: Review of online teaching & syllabus delivery**

**Resolution/Discussion/Suggestion:** The online teaching system and overall syllabus delivery system was discussed at a length in the meeting. A common problem reported by every member is "Fake attendance by students". Dr. Pranav replied that there is no solution to monitor the genuineness of attendance of online lectures. Otherwise, the entire system of online lecture delivery was implemented successfully. The mid-term feedback from students and parents was also obtained as suggested by AICTE.

Proposed by: Dr. Jitendra Bhandari  
Seconded by: Dr. Pranav Kayande

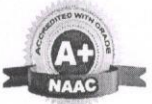
**Agenda #4: Distribution of NAAC Files for audit**

**Resolution/Discussion/Suggestion:** The distribution of NAAC Files for audit purpose has been done as per following table:

Sr. No.	Name of the Auditor	Name of the faculty
1	Dr. Vinod Mohite	1. Prof. Aparna Shastri 2. Prof. Yogesh Jadhav
2	Dr. Pranav Kayande	1. Prof. Vivek Dighe 2. Prof. Sachin Kshirsagar
3	Prof. Vivekanand Gaikwad	1. Prof. Swapnil Kharde 2. Prof. Praful Sarangdhar 3. Prof. Pranjal Jadhav

Proposed by: Dr. Rupendra Gaikwad

 <b>Dr. Rupendra Gaikwad</b> Prepared by	 Reviewed/Recommended by	 <b>Dr. Jitendra Bhandari</b> Approved by
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Seconded by: All members

**Agenda #5: AAA in December 2020**

**Resolution/Discussion/Suggestion:** Dr. Rupendra Gaikwad circulated a brief note on AAA downloaded from NAAC website. According to that note, two tiers AAA has been proposed, i.e., internal and external audit. Frequency of internal audit suggested by NAAC is yearly and by external agency after 3 to 5 years.

It was proposed to conduct AAA at three tiers for IMERT. IQAC of IMERT will conduct AAA after every semester is complete. Yearly audit will be done by MM group's committee and IQAC of IMERT will communicate to IQAC of SPPU for an audit after 3 years.

Proposed by: Dr. Rupendra Gaikwad  
Seconded by: Dr. Jitendra Bhandari

**Agenda #6: Date of full IQAC Meeting**

**Resolution/Discussion/Suggestion:** It was unanimously decided to conduct a full IQAC meeting only after AQAR submission.

Proposed by: Dr. Pranav Kayande  
Seconded by: Dr. Uttam Sapate

**Agenda #7: NHRDN Membership**

**Resolution/Discussion/Suggestion:** The communication with NHRDN was done by Prof. Vivekanand Gaikwad. He communicated to IQAC in advance. There are two options for institutional membership to it. First option is yearly membership and another option is long membership of 10 years. The agenda was discussed by the members in absentia of Prof. Vivekanand. It was unanimously suggested that IMERT should prepare a proposal with both the options and send it for sanction of the hon. management. Prof. Vivekanand is requested to prepare the proposal.

Proposed by: Prof. Vivekanand Gaikwad  
Seconded by: Dr. Pranav Kayande

**Agenda #8: Any other Business**

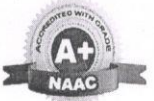
- 1) To nominate Dr. Pranav Kayande as a NBA coordinator.

**Resolution/Discussion/Suggestion:** As IMERT has decided to go for NBA accreditation and Dr. Gaikwad is already busy with AQAR and NAAC procedures, Dr. Pranav Kayande was nominated as a NBA Coordinator. Henceforth, he will navigate the entire process of NBA till the end.

 Dr. Rupendra Gaikwad	 Dr. Jitendra Bhandari
Prepared by	Approved by



**Marathwada Mitra Mandal's**  
**INSTITUTE OF MANAGEMENT EDUCATION RESEARCH AND TRAINING**  
**(IMERT), Pune**  
**S. No. 18, Plot No. 5/3, CT No. 205, Behind Vandevi Temple, Karvenagar,**  
**Pune - 411052**



AY: 2020-21

Proposed by: Dr. Milind Jagtap (in absentia)  
Seconded by: Dr. Jitendra Bhandari

- 2) To formulate Admission team for AY 2021-22.

**Resolution/Discussion/Suggestion:** It was decided to formulate an admission team for the admissions of AY 2021-22 comprising of all marketing department faculty members. This team will conceive the strategies for communication and branding of IMERT with the UG colleges. The target for this team is 100% admissions during AY 2021-22.

Proposed by: Dr. Milind Jagtap (in absentia)  
Seconded by: Dr. Rupendra Gaikwad

- 3) To form CRD team from AY 2020-21.

**Resolution/Discussion/Suggestion:** It was decided to form a CRD team comprising of all HR department faculty members from. This team will be headed by Dr. Vinod Mohite being placement coordinator. The target for this team is 100% training & placements from current AY.

Proposed by: Dr. Milind Jagtap (in absentia)  
Seconded by: Dr. Jitendra Bhandari

- 4) To make at least one research paper compulsory for each faculty member for our upcoming national conference to be held in January 2021.

**Resolution/Discussion/Suggestion:** Our national conference is going to be a big online event during pandemic. Therefore, it was suggested to make it compulsory for all of our faculty members to contribute at least one paper to it. This will increase the quantum of in-house research papers and will help in accreditation.

Proposed by: Dr. Jitendra Bhandari  
Seconded by: Dr. Pranav Kayande

- 5) To discuss 10 improvement areas suggested by NAAC peer team with Dr. Milind Jagtap.

**Resolution/Discussion/Suggestion:** The discussion among internal IQAC members has already taken place in June 2020 and the mail has been circulated to all faculty members about action taken by IMERT. All IQAC members are requested to study it well before meeting with Dr. Milind Jagtap.

Proposed by: Dr. Jitendra Bhandari  
Seconded by: Dr. Rupendra Gaikwad

 <b>Dr. Rupendra Gaikwad</b> Prepared by	 Reviewed/Recommended by	 <b>Dr. Jitendra Bhandari</b> Approved by
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