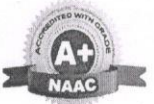




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S. No. 18, Plot No. 5/3, CTS No. 205, Behind Vandevi Temple, Karvenagar,
Pune – 411052



AY: 2020-21

NOTICE OF THE IQAC MEETING

Date: 29/12/2020

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

Day & Date: Wednesday, 30/12/2020

Time: 11.00 am


Venue: Manthan

Agenda:


1. Revision in the composition of IQAC
2. Academic & Administrative Audit (2019-20)
3. Programs in the new semester as an initiative of IQAC
4. Review of National Conference Preparation
5. Organizing FDP by PGRC
6. Preparation for new semester
7. AOB

Thanking you,

Yours sincerely


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

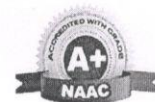

Dr. Rupendra Gaikwad
IQAC coordinator,
IMERT

 Dr. Rupendra Gaikwad Prepared by	 Reviewed/Recommended by	 Dr. Jitendra Bhandari Approved by
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Pune - 411052



AY: 2020-21

Day & Date: Wednesday, 30/12/2020

Time: 11.00 am

Attendance for the meeting

Sr. No.	Name	Designation	Signature
1	Dr. Jitendra Bhandari	Chairman	
2	Dr. Pranav Kayande	Teaching Representative	
3	Dr. Vinod Mohite	Teaching Representative	Absent
4	Mr. Vivekanand Gaikwad	Teaching Representative	
5	Mr. Praful Sarangdhar	Teaching Representative	
6	Ms. Pranjal Jadhav	Teaching Representative	
7	Mr. Manik Nikam	Admin Staff Representative	ABSENT
8	Dr. Rupendra Gaikwad	IQAC Coordinator	

Minutes of the meeting

Agenda #1: Revision in the composition of IQAC

Resolution/Discussion/Suggestion: With reference to the resignation and relieving of Dr. Uttam Sapate, a senior teaching representative, Dr. Rupendra Gaikwad suggested few changes in the composition of the IQAC of IMERT. The suggestions were as follows:

Sr. No.	Name	Designation
1	Dr. Jitendra Bhandari	Chairman
2	Prin. B. G. Jadhav	Management Representative
3	Dr. Milind Jagtap	Industry Representative
4	Mr. Shravan Biyani	Employer Representative
5	Mr. Vinay Chhajed	Alumni Representative

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





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6	Ms. Priti Raskar	Entrepreneur Representative
7	Dr. S. M. Deshpande	Local Society Representative
8	Dr. Pranav Kayande	Teaching Representative
9	Dr. Vinod Mohite	Teaching Representative
10	Mr. Vivekanand Gaikwad	Teaching Representative
11	Mr. Praful Sarangdhar	Teaching Representative
12	Ms. Pranjal Jadhav	Teaching Representative
13	Mr. Manik Nikam	Admin Staff Representative
14	Ms. Bhagyashri Katre	Student Representative
15	Dr. Rupendra Gaikwad	IQAC Coordinator

The newly nominated representatives were welcomed by all unanimously.

Proposed by: Dr. Rupendra Gaikwad

Seconded by: All members

Agenda #2: Academic & Administrative Audit (2019-20)

Resolution/Discussion/Suggestion: With reference to the IQAC meeting held on 29.10.2020, it was decided to conduct the AAA in three tiers. But as per the instructions received from the honourable management, external audit has been decided to be conducted on 16th January 2021. In order to check the preparedness, we will also conduct an internal audit on 12th January 2021. The experts will be decided and invited later on. Further it was also decided to conduct a staff meeting tomorrow and a mail to be sent to all staff to declare the dates of AAA.

Proposed by: Dr. Jitendra Bhandari

Seconded by: Dr. Pranav Kayande

Agenda #3: Programs in the new semester as an initiative of IQAC

Resolution/Discussion/Suggestion: As an initiative of IQAC, we need to plan few programmes in the new semester, which is going to start from January 2021. As a part of it, two programmes were discussed as follows:

1. A webinar on "How to write high quality research papers and publish it in high rated UGC CARE listed journals" – By Dr. M. Gurusamy
2. A webinar in academic collaboration with NAAC. Such webinars can be organized without financial support from NAAC.

It was decided that Dr. Gaikwad will send emails to both.

Proposed by: Dr. Rupendra Gaikwad

Seconded by: Dr. Jitendra Bhandari

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



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Agenda #4: Review of National Conference Preparation

Resolution/Discussion/Suggestion: Dr. Pranav Kayande briefed the meeting about the progress happening on the front of national conference. He informed that he has identified the UGC-CARE listed journal and the editor of it. He is in the talks with him. As soon as the further steps are taken and/or finalized, he will inform the IQAC team.

Proposed by: Dr. Pranav Kayande

Seconded by: Praful Sarangdhar

Agenda #5: Organizing FDP by PGRC

Resolution/Discussion/Suggestion: It was discussed and proposed that the PGRC should take initiative to organize a national level FDP on the online platform. The subject of FDP shall be around research methodology or research paper writing, etc.

Proposed by: Dr. Pranav Kayande

Seconded by: Dr. Rupendra Gaikwad

Agenda #6: Preparation for new semester

Resolution/Discussion/Suggestion: In order to prepare for the new semester it was decided unanimously to send a message to all the faculty members through HOD regarding preparation of teaching plans and time table.

Proposed by: Mr. Vivekanand Gaikwad

Seconded by: Mr. Praful Sarangdhar

Agenda #7: AOB

1. Restructuring CAB of IMERT:

Resolution/Discussion/Suggestion: On the backdrop of IQAC restructuring, it was also proposed to restructure our CAB. All the members agreed to it.

Proposed by: Dr. Pranav Kayande

Seconded by: Ms. Pranjal Jadhav

2. Restructuring FDP committee:

Resolution/Discussion/Suggestion: It was discussed and agreed that the FDP committee shall be restructured due to exit of Dr. Sapate from the committee and the institute. Other two members Dr. Rupendra Gaikwad and Ms. Pranjal Jadhav will decide it in a separate meeting of FDP committee.

Proposed by: Ms. Pranjal Jadhav




Seconded by: Dr. Rupendra Gaikwad

3. Redistribution of mentees of Dr. Sapate:

Resolution/Discussion/Suggestion: It was also discussed and agreed that the mentees of Dr. Sapate need to be redistributed. The redistribution will be done in due course of time.

Proposed by: Ms. Pranjal Jadhav

Seconded by: Mr. Vivekanand Gaikwad

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