

NOTICE OF THE IQAC MEETING

Date: 10/05/2021

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

Day & Date: Saturday, 29/05/2021

Time: 2.00 pm

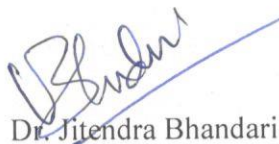
Venue: 5th floor classroom

Agenda:




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

Thanking you,

Yours sincerely


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

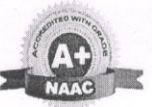

Dr. Rupendra Gaikwad
IQAC coordinator,
IMERT

 Dr. Rupendra Gaikwad Prepared by	 Reviewed/Recommended by	 Dr. Jitendra Bhandari Approved by
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Since 1994

**Marathwada Mitra Mandal's
INSTITUTE OF MANAGEMENT EDUCATION RESEARCH AND TRAINING
(IMERT), Pune**
S. No. 18, Plot No. 5/3, CT5 No. 205, Behind Vandevi Temple, Karvenagar,
Pune – 411052



AY: 2020-21

Day & Date: Saturday, 29/05/2021

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

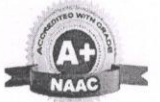
Agenda #1: e-content development letter from SPPU

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	Approved by



Agenda #2: 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 #3: 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
Seconded by: All members

Agenda #4: 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.

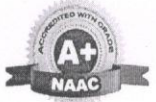
Proposed by: Dr. Rupendra Gaikwad
Seconded by: Dr. Jitendra Bhandari

 Dr. Rupendra Gaikwad Prepared by	 Reviewed/Recommended by	 Dr. Jitendra Bhandari Approved by
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AY: 2020-21

Agenda #5: 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 #6: 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 #7: 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.

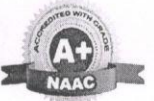
Proposed by: Dr. Milind Jagtap (in absentia)
Seconded by: Dr. Jitendra Bhandari

- 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

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



- 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

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