



Ref: IMERT/IQAC/ 2022-23/1

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

To,  
All the Members of IQAC  
Marathwada Mitra Mandal's IMERT  
Pune-411052

**MEETING NOTICE**

Respected Sir/Ma'am,

**Subject:** Regarding Internal Quality Assurance Cell (IQAC) Meeting dated 01<sup>st</sup> August 2022


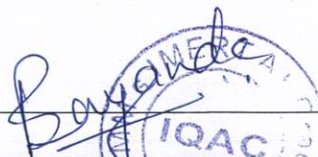

All IQAC members are cordially invited to attend the First Internal Quality Assurance Cell (IQAC) Meeting for the AY 2022-23 being convened at 11.00 AM on 01<sup>st</sup> August 2022.

**Venue:** Manthan Boardroom, Sixth Floor, MM's IMERT, Pune-411052

**Agenda:**

1. To review minutes of previous IQAC Meeting and subsequent action taken.
2. To apprise about academic planning for A.Y. 2022-2023 and faculty work allocation.
3. To evaluate current library resources and identify the areas of improvement
4. To discuss about upgradation of digital and physical infrastructure.
5. Discussion on IQAC Initiatives viz.
  - a) MOU with Cambridge University Press and Assessment India Pvt. Ltd.
  - b) Introduction of Summer Internship Progress Report Tracking System
6. To propose and decide IKS, Extension and Outreach activities for the students as a part of Co-curricular and Extra-Curricular Activities
7. Any other points with the permission of the chair

Thank You.

 Dr. Mangalgouri Patil IQAC Member Prepared By	 Dr. Pranav Kayande IQAC Coordinator Reviewed By	 Dr. Shubhangee Ramaswamy I/C Director Approved By
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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 at Manthan (Board room) 6<sup>th</sup> floor, IMERT, Karvenagar.

The following members were present for the meeting:

Sr. No.	Name of the Member	Designation
1	Hon.Prin. B.G. Jadhav	Management Representative
2	Dr.Shubhangee Ramaswamy	IQAC-Chairperson
3	Mr. Abhishek Pandey	Industry Representative
4	Ms. Shilpa Budukh	Local Society/ Trust Representative
5	Prof. Vivekanand Gaikwad	Alumni Representative
6	Dr. Jitendra Bhandari	Teaching Representative
7	Dr. Mangalgouri Patil	Teaching Representative
8	Mrs. Kavita Dhamal	Senior Administrative Officer/ Registrar
9	Mr. Hrushikesh Waikar	Student Representative
10	Dr. Pranav Kayande	IQAC Coordinator

Dr. Shubhangee Ramaswamy welcomed all the present members.

The agenda wise deliberations took place during the meeting and identification of areas of concerns were noted by the IQAC Coordinator on the mentioned agendas. Following were the details of agenda wise discussion and action taken unanimously.





**Agenda 1: To read and confirm the minutes of the previous IQAC meeting dated 2<sup>nd</sup> May 2022**

**Discussions:** Minutes of the IQAC meeting held on 2<sup>nd</sup> May 2022 were read and confirmed by the IQAC coordinator Dr. Pranav Kayande in the presence of all the present members.

**Resolutions:** The Minutes of Meeting were confirmed and action taken report was reviewed.

**Proposed By:** Dr. Pranav Kayande

**Seconded By:** Dr. Shubhangee Ramaswamy

**Agenda 2: To Apprise about Academic Planning for A.Y. 2022-23 and faculty work allocation.**

**Discussions:** Dr. Jitendra Bhandari provided an update on the institute's Academic Calendar for the upcoming academic year, noting the ongoing efforts by government and university authorities to establish a regular schedule amidst the challenges posed by the Covid-19 pandemic. Dr. Shubhangee Ramaswamy informed that the continuation of ad-hoc faculty members for the upcoming academic year and involve them in the Academic Planning Process. Dr. Pranav Kayande suggested issuing work allocation letters to faculty members.

**Resolution:** Hon. Shri B.G. Jadhav emphasized a student-centric approach in planning the academic calendar, urging the inclusion of staff development initiatives and activities related to the Indian Knowledge System. Sir also advised to complete the work allocation according to activities planned.

**Proposed By:** Dr. Jitendra Bhandari

**Seconded By:** All Present Members

**This Resolution was passed unanimously.**

**Agenda 3: To evaluate current library resources and identify the areas of improvement**

**Discussion:** Dr. Pranav Kayande emphasized the importance of providing newly admitted students with access to supplementary reference materials beyond the curriculum, enabling them to stay updated on current trends and practices in management. Dr. Shubhangee Ramaswamy suggested that the library committee members should identify the high-quality national and international journals. She also mentioned that librarian should visit various libraries to get update about their resources.

**Resolution:** The IQAC members engaged in extensive discussions on this matter and reached to a conclusion that the library should enhance its resources by subscribing to both print and digital editions.

**Proposed By:** Dr. Shubhangee Ramaswamy

**Seconded By:** Dr. Pranav Kayande

**This Resolution was passed unanimously**



**Agenda 4: To discuss about upgradation of digital and physical infrastructure.**

**Discussion:** Dr. Shubhangee Ramaswamy highlighted the necessity of upgrading both digital and physical infrastructure. She also provided an update on the ongoing repair and maintenance of computers and reminded the team about the upcoming renewal of Microsoft licenses. Hon. Shri B.G. Jadhav emphasized the importance of completing the upgrade of the seminar hall before the induction program

**Resolution:** Hon. Shri B.G. Jadhav Sir advised to upgrade the seminar hall before the induction program. Sir also advised to complete the pending license renewals and purchases related to printing and stationary items as per the requirements.

**Proposed By:** Dr. Shubhangee Ramaswamy

**Seconded By:** Hon. Shri B.G. Jadhav

**This Resolution was passed unanimously**

**Agenda 5: Discussion on IQAC Initiatives:**

- Collaboration with Cambridge University Press and Assessment India Pvt. Ltd.
- Implementation of Summer Internship Progress Report (SIP) Monitoring Tracking System.

**Discussion:** Dr. Shubhangee Ramaswamy provided an update on the ongoing negotiations for the MoU with Cambridge University Press and Assessment India Pvt. Ltd. She emphasized the potential benefits of this collaboration in enhancing students' English communication skills. Dr. Pranav Kayande introduced the Summer Internship Progress Report Card aimed at monitoring students' progress during the internships. He highlighted the mandatory 8-week internship after the second-semester examination and the utility of the progress report card for mentors to track their mentees' progress.

**Resolution:** Hon. Prin. B. G. Jadhav Sir appreciated the initiative of partnering with Cambridge University Press and Assessment India Pvt. Ltd. Mr. Abhishek Pandey acknowledged the simplicity of the tracking system and its potential to provide transparent assessment of students' progress during internships.

**Proposed By:** Dr. Pranav Kayande

**Seconded By:** Mr. Abhishek Pandey

**This Resolution was passed unanimously.**

**Agenda 6: To propose and decide IKS, Extension and Outreach activities for the students as a part of Co-curricular and Extra-Curricular Activities**

**Discussion:** Hon. Prin. B.G. Jadhav Sir encouraged student participation in national and international events to boost their confidence. Dr. Mangalgouri Patil shared updates on the institute's involvement in initiatives like Unnat Bharat Abhiyan and upcoming programs with SEBI for commodity derivative awareness. Additionally, plans were discussed for student visits to Neeyamo Enterprises and participation in the genesis program. She outlined the institute's arrangements for celebrating World Mental Health Day, workshops on skill development, yoga, and the Har Ghar Tiranga Campaign. Dr. Shubhangee Ramaswamy highlighted plans to celebrate cultural festivals like; Ganesh Chaturthi, Navaratri, Dusshera, and Diwali as a part of Indian Knowledge System initiatives.



**Resolution:** Mrs. Shilpa Budukh praised students' engagement in extension and outreach activities and recommended the institute to continue organizing such events regularly to raise awareness about societal issues.

**Proposed By:** Dr. Mangalgouri Patil

**Seconded By:** Ms. Shilpa Budukh

**This Resolution was passed unanimously.**

**Agenda 7: Any Other Points with the permission of Chair**

No additional matters were raised by any members. The meeting concluded with an agreement from all members, prompted by the Chairman, to convene regularly for informal discussions regarding the status of completed work. IQAC Coordinator Dr. Pranav Kayande proposed the vote of thanks and the meeting was adjourned till the next meeting.

 <b>Dr. Mangalgouri Patil</b> IQAC Member	 <b>Dr. Pranav Kayande</b> IQAC Coordinator	 <b>Dr. Shubhangee Ramaswamy</b> I/C Director
<b>Prepared By</b>	<b>Reviewed By</b>	<b>Approved By</b>



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AY: 2022-23

**ACTION TAKEN REPORT**

Sr. No.	Agenda	Action Taken/ Outcomes
1	<b>To Apprise about Academic Planning for A.Y. 2022-23 and faculty work allocation.</b>	<p>Academic Calendar was Finalized in the Month of November 2022.</p> <p>Staff Development Program on MS Excel was organized in the month of October 2022.</p> <p>Work Allocation for Academic Year 2022-23 was Completed.</p>
2	<b>To evaluate current library resources and identify the areas of improvement.</b>	<p>Subscription of Harvard Business Review journal (print and online) in the Month of September 2022</p> <p>Subscription of Business Today magazine in the Month of September 2022</p>
3	<b>Upgradation of Physical and Digital Infrastructure</b>	<p>Approval request for purchase, repair and maintenance of computer peripherals and HDMI cable for seminar hall of IMERT in the Month of September 2022</p> <p>Activities related to institute website modification were started.</p> <p>Renewal of Microsoft Licenses for academic year 2022-23 in the Month of October 2022.</p> <p>Regarding approval for purchase of Ink Cartridges and master roll for University Examination question paper-Copy printer was submitted in the Month of August 2022</p> <p>Request for approval of purchasing identity card consumables 2022-23 was submitted in the Month of November 2022</p> <p>Upgradation of Seminar Hall in the Month of November 2022</p>
4	<b>Discussion on IQAC Initiatives viz.</b> <b>a. MOU with Cambridge University Press and Assessment India Pvt. Ltd.</b> <b>b. Introduction of</b>	<p>MOU with Cambridge University Press and Assessment in the month of October 2022</p> <p>The Summer Internship Cards were upgraded in the Month of July 2022 and to be utilised to track the</p>



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	<p><b>Summer Internship Progress Report (SIP) Monitoring Card</b></p>	<p>Progress of Summer Internship Project for the current batch.</p>
<p align="center">5</p>	<p><b>To propose and decide IKS, Extension and Outreach activities for the students as a part of Co-curricular and Extra-Curricular Activities</b></p>	<p>In the Month of November 2022 Students Participation in Economic Times National Level Event at Mumbai and Summer Internship Competition</p> <p>Industrial Visit to Esbee in the Month of October 2022</p> <p>Celebration of Har Ghar Tiranga Campaign' under the aegis of Azadi Ka Amrit Mahotsav in the Month of August 2022</p> <p>One day workshop on Employability Skill Development for MBA I and &amp; II in the Month of November 2022</p> <p>Students and Staff Members Participated in Unnat Bharat Abhiyan (UBA) and Commodity Derivative Awareness Program at Baramati in Association with SEBI</p> <p>Program was arranged in the month of October 2022 on World Mental Health Day</p> <p>Yoga Awareness activity in association with Decathlon was arranged in the Month of September 2022</p> <p>NGO Visit to 'Late Babanrao A. Paigude Pratisthan's Sevadham' in the Month of August 2022</p> <p>Ganesh Atharva Shirsh Pathan in association with MMCOE in the Month of September 2022</p> <p>Celebration of Dasara and Diwali Festival in the Month of October 2022</p> <p>IIC Event of 5G services launch by Hon. Prime Minister of India in the Month of October 2022</p> <p>Visit to Neeyamo and participation in Genesis Program in the Month of August 2022</p>

<p align="center"> <b>Dr. Mangalgouri Patil</b> IQAC Member</p>	<p align="center"> <b>Dr. Pranav Kayande</b> IQAC Coordinator</p>	<p align="center"> <b>Dr. Shubhangee Ramaswamy</b> I/C Director</p>
<p align="center"><b>Prepared By</b></p>	<p align="center"><b>Reviewed By</b></p>	<p align="center"><b>Approved By</b></p>



MARATHWADA MITRAMANDAL'S

# INSTITUTE OF MANAGEMENT EDUCATION RESEARCH & TRAINING

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## Attendance of Internal Quality Assurance Cell (IQAC) Meeting

Date: 1<sup>st</sup> August 2022

Timing: 11:00 am

Venue: Manthan (Board room) 6<sup>th</sup> floor, IMERT, Karvenagar, Pune

### Attendance

Sr. No.	Name of the Member	Designation	Signature
1	Prin. B.G. Jadhav	Management Representative	
2	Dr. Shubhangee Ramaswamy	Chairperson, I/C Director	
3	Mr. Abhishek Pandey	Nominee Industry Representative	
4	Ms. Shilpa Buduk	Nominee Local Society	
5	Prof. Vivekanand Gaikwad	Nominee Alumni Representative	
6	Dr. Jitendra Bhandari	Teaching Representative	
7	Dr. Mangalgouri Patil	Teaching Representative	
8	Mrs. Kavita Dhamal	Senior Administrative Officer	
9	Ms. Gauri Patil	Student Representative	ABSENT
10	Mr. Hrushikesh Waikar	Student Representative	
11	Dr. Pranav Kayande	IQAC Coordinator	