



Since 1994

**Marathwada MitraMandal's  
INSTITUTE OF MANAGEMENT EDUCATION RESEARCH AND TRAINING  
(IMERT), Pune**

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



AY: 2022-23

Ref: IMERT/IQAC/ 2022-23/2

Date: 18<sup>th</sup> November 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 at 11.00 AM


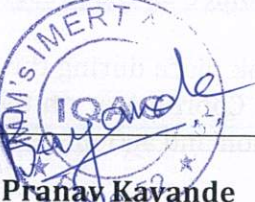

All IQAC members are cordially invited to attend the Second Internal Quality Assurance Cell (IQAC) Meeting for the AY 2022-23 being convened at 11.00 AM on 03<sup>rd</sup> December 2022.

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

**Agenda:**

1. Review of minutes of Previous IQAC Meeting and subsequent action taken.
2. To initiate call for the data for the preparation of Annual Report, AISHE, Annual Quality Assurance Report (AQAR)
3. To discuss and undertake the benchmarking of top 5 B-Schools in Pune
4. To Plan for Student-Centric Activities for Employability Enhancement.
5. Any other points with the permission of the chair.

Thank You

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



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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 3<sup>rd</sup> December 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	IQAC-Chairperson
3	Mr. Abhishek Pandey	Industry Representative
4	Ms. Shilpa Budukh	Local Society/ Trust Representative
5	Mr. Vivekanand Gaikwad	Alumni Representative
6	Dr. Jitendra Bhandari	Teaching Representative
7	Dr. Mangalgouri Patil	Teaching Representative
8	Ms. Kavita Dhamal	Senior Administrative Officer/ Registrar
9	Ms. Akshata Babshet	Student Representative
10	Mr. Dhananjay Wagh	Student Representative
11	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.



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

**Discussions:** Minutes of the IQAC meeting held on 1<sup>st</sup> August 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 initiate call for the data for the preparation of Annual Report, AISHE, Annual Quality Assurance Report (AQAR)**

**Discussions:** Dr. Pranav Kayande mentioned that the deadline for submitting the Annual Report to the trust office by the end of December 2022. He informed that the data related to admissions, results, academic planning and execution, institute approval status, student and staff achievements, participation in co-curricular and extra-curricular activities, employment status of the outgoing batch, and any additional information required by accreditation bodies.

**Resolutions:** IQAC members were assigned the task of creating a template for data collation. Dr. Shubhangee Ramaswamy emphasized the importance of efficiently managing this data for preparing reports and presentations, including AISHE and the Annual Quality Assurance Report (AQAR).

**Proposed By:** Dr. Pranav Kayande

**Seconded By:** All Present Members

**This Resolution was passed unanimously.**

**Agenda 3: To discuss and undertake the benchmarking of top 5 B-Schools in Pune.**

**Discussions:** Hon. Shri. B.G. Jadhav emphasized the transformative impact of NEP-2020 on the education sector and suggested that the IQAC should conduct external benchmarking to identify strengths, weaknesses, and areas for improvement. Dr. Shubhangee Ramaswamy noted that this approach would aid in setting achievable goals, enhancing quality, and elevating the institute's reputation and competitiveness.

**Resolutions:** It was agreed that a benchmarking process would be initiated to provide a detailed and comprehensive assessment of the performance and quality of B-schools to obtain a holistic perspective.

**Proposed By:** Dr. Shubhangee Ramaswamy.

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

**This Resolution was passed unanimously.**



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**Agenda 4: To Plan for Student-Centric Activities for Employability Enhancement.**

**Discussions:** Dr. Mangalgouri Patil shared details of the three-week student induction program scheduled from November 18th to December 7th, 2022. The program includes sessions by corporate leaders, foundation courses on management basics, and workshops on various skills like email writing, time management, and personality development. She also highlighted aspects covered in the program, including student council orientation and anti-ragging policies. Pre-assessment tests by First Naukri.com were also discussed. Dr. Pranav Kayande updated on NEP 2020-aligned initiatives such as Academic Bank of Credits ID creation and MS Office training with IIT Kanpur. Plans for CEPT and Income Tax Returns filing workshops were also mentioned.

**Resolutions:** Dr. Shubhangee Ramaswamy proposed to organise a workshop in collaboration with IIT Kanpur. Hon. Shri. B.G. Jadhav suggested establishing Academic Bank of Credit IDs for students and investigating credit transfer possibilities with the University. He also proposed subscribing to newspapers to encourage reading habits among students.

**Proposed By:** Dr. Shubhangee Ramaswamy.

**Seconded By:** Mr. Abhishek Pandey

**This Resolution was passed unanimously.**

**Agenda 5: Additional Points with Chair's Permission**

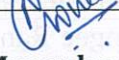
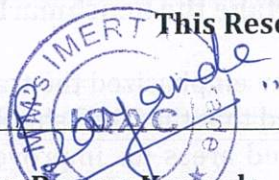

**Discussions:** Dr. Shubhangee Ramaswamy updated on the completion of the MS Excel proficiency enhancement workshop for non-teaching staff members and mentioned plans to attend workshops aimed at improving the institute's grade in NIRF Ranking.

**Resolutions:** The point was noted and acknowledged by all members.

**Proposed By:** Dr. Shubhangee Ramaswamy

**Seconded By:** All Present Members

**This Resolution was passed unanimously.**

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



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**ACTION TAKEN REPORT**

Sr. No.	Agenda	Action Taken/ Outcomes
1	<b>To initiate call for the data for the preparation of Annual Report, AISHE, Annual Quality Assurance Report (AQAR)</b>	Annual Report Data was Submitted to MM Trust Office. Executive Committee (EC) and College Development Committee Meeting Presentation was prepared from extracting this data  All India Survey on Higher Education (AISHE) for AY 2021-2022 was submitted on 10-01-2023
2	<b>Benchmarking of top 5 B-Schools</b>	The scope was increased from 5 B-Schools to 11 B-Schools to accommodate the structural differences in the form of status of autonomy, affiliation, ownership etc.  For Strategic Improvement Plan through Benchmarking criterion were finalised as follows:  A. CET Cut-Off Round 1 B. Admissions C. Infrastructure D. Placements E. Academics F. Accreditation G. Branding H. Student-Centric Activities I. Location J. Corporate Connect K. International Connect L. Student centric activities
3	<b>Student-Centric Activities for Employability Enhancement</b>	Initiation of MS Office Online Training in association with EICT IIT Kanpur for AY 2022-2023 Academic Bank of Credit ID for the Semester III students were created. Learners Bi-furcation based on their learning abilities was completed CEPT (Cambridge English Placement Test), a pre-Assessment Test designed by Cambridge UP & AIPL was conducted on 16th January 2023.



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		<p>ITR (Income Tax Returns) Filing Workshop was conducted in the Month of January 2023.</p> <p>Subscription of Business Standard Newspaper print as requirement of student in the Month of January 2023</p> <p>Subscription of Mint business newspaper print as requirement of student in the Month of January 2023</p> <p>Three-week induction program organised in the month of November to December 2022</p> <p>Summer Internship Project Competition was Organised in the Month of January 2023</p> <p>Orientation session on Vedic Maths was arranged in the Month of December 2022</p> <p>Workshop on GST and ITR Filling was organised in the month of January 2023</p> <p>Union Budget Panel Discussion in association with Business Standard (Online Mode) on 1<sup>st</sup> February 2023</p> <p>Participation in Cyber Security and Human Rights awareness event in the month of January 2023</p> <p>Participation in EduYouth Meet Art of Living Youth Festival organised in the Month of February 2023.</p> <p>Organised the 13<sup>th</sup> National Voter's Day Programme in the Month of February 2023</p> <p>Business analytics workshop for MBA-SEM III Business analytics specialization students in the Month December</p> <p>Sessions by Experts for Operation supply chain management (OSCM) Specialization in the Month of January</p>
4	<b>Any Other Points: Faculty Development Program</b>	Attended National Level Workshop on NIRF India ranking 2023 by Institute of Academic Excellence (IAE) in the Month of December 2022

 <b>Dr. Mangalgouri Patil</b> IQAC Member Prepared By	 <b>Dr. Pranav Kayande</b> IQAC Coordinator Reviewed By	 <b>Dr. Shubhangee Ramaswamy</b> I/C Director Approved By
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# INSTITUTE OF MANAGEMENT EDUCATION RESEARCH & TRAINING

Approved by the AICTE, New Delhi & Affiliated to Savitribai Phule Pune University  
Accredited by NAAC with A+ Grade

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

Date: 3<sup>rd</sup> December 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. Akshata Babshet	Student Representative	
10	Mr. Dhanjay Wagh	Student Representative	
11	Dr. pranav Kayande	IQAC Coordinator	