



Since 1994

**Marathwada MitraMandal'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: 2022-23

Ref: IMERT/IQAC/ 2022-23/3

Date: 27th January 2023

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 9th February 2023

All IQAC members are cordially invited to attend the Third Internal Quality Assurance Cell (IQAC) Meeting for the AY 2022-23 being convened at 11.00 AM on 9th February 2023

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

Agenda:

1. Review of minutes of Previous IQAC Meeting and subsequent action taken.
2. Strengthening Industry Connect
 - a. Industrial Visit
 - b. Industry Conclave 2023
 - c. Alumni Meet 2023
3. To plan for the student centric activities including sports, co-curricular, extra-curricular, extension and outreach activities.
4. To review the status of budget allocated and utilization
5. To initiate ERP Implementation.
6. To discuss the status of audits
 - a) Fire and Safety Audit
 - b) Green Audit
 - c) Environmental Audit
 - d) Energy Audit
7. Any other points with the permission of the chair.

Thank You

 Dr. Mangalgouri Patil IQAC Member	 Dr. Pranav Kayande IQAC Coordinator	 Dr. Shubhangee Ramaswamy I/C Director
Prepared By	Reviewed By	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 9th February 2023 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 Buduk	Local Society/ Trust Representative
5	Dr. Milind Jagtap	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.

Agenda 1: To read and confirm the minutes of the previous IQAC meeting dated 3rd December 2022

Discussions: Minutes of the IQAC meeting held on 3rd December 2022 were read and confirmed by the IQAC coordinator 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



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AY: 2022-23

Agenda 2: Strengthening Industry Connect

- a. Industrial Visit
- b. Industry Conclave 2023
- c. Alumni Meet 2023

Discussions: Dr. Jitendra Bhandari briefed the members on the upcoming Industrial Visits and preparations for Alumni Meet 2023. Dr. Shubhangee Ramaswamy updated on the planning for the Industry Conclave, focusing on selecting contemporary topics aligned with sustainability. Dr. Mangalgouri Patil updated on experienced learning project involving students for fixed asset audit with Kirtane and Pandit Associates at Mahad-based enterprise this project also aims for enhancing industry connect. Further she informed about the participation in upcoming TPO Summit & Event of National Institute of Personnel Management (NIPM).

Resolutions: Hon. Shri B.G. Jadhav proposed alumni engagement for wherever applicable and value adding. After the brainstorming the theme "Industry 5.0" was finalized for the Industry Conclave to promote interdisciplinary collaboration and sustainable practices. Mr. Abhishek Pandey appreciated MM Trust for support and committed to share the conference materials with industry veterans

Proposed By: Dr. Shubhangee Ramaswamy

Seconded By: Mr. Abhishek Pandey

This Resolution was passed unanimously.

Agenda 3: To plan for the student centric activities including sports, co-curricular, extra-curricular, extension and outreach activities.

Discussions: Dr. Pranav Kayande highlighted the importance of the AMCAT test, which is utilized by over 700 companies to evaluate students' skills. He proposed scheduling this test before the semester concludes and suggested discussing the results with mentees. Dr. Mangalgouri Patil mentioned the upcoming MS Office training sessions organized by IMERT in collaboration with E & ICT Academy, Kanpur. Dr. Bhandari informed about the planning progress for the startup activities, annual sports and cultural event Karmanta, as well as Extension and Outreach Activities.

Resolutions: Dr. Shubhangee Ramaswamy urged to initiate following activities as a part of co-curricular and extra-curricular activity

1. Aspiring Minds Computer Adaptive Test (AMCAT Test) for enhancing employability skills
2. MS Office training offered by IIT Kanpur from the present batch.
3. Karmanta- Annual sports and cultural event
4. National start-up day program to showcase start-up founders' success and failure stories.

Proposed By: Dr. Pranav Kayande

Seconded By: Mr. Abhishek Pandey

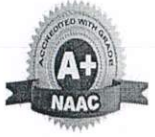
This Resolution was passed unanimously.



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AY: 2022-23

Agenda 4: To review the status of budget allocated and utilization especially for Physical Infrastructure and Library Resources

Discussions: Dr. Shubhangee Ramaswamy informed the details on planned capital expenditures for personal computers and air conditioning units in the seminar hall and computer lab, highlighting their importance in enhancing the learning environment. she also emphasized the significance of databases like CMIE-Prowess and EBSCO e-database for students' research endeavours, facilitating comprehensive analysis and skill development as future research analysts.

Resolution: Addition of resources to physical facilities and library is essential to optimize student learning experiences hence, requirement to be identified by adopting purchase procedure. Further with the due approval purchases to be completed to ensure effective utilization of budget allotted.

Proposed By: Dr. Shubhangee Ramaswamy

Seconded By: Hon. Shri B.G. Jadhav

This Resolution was passed unanimously.

Agenda 5: To Initiate ERP Implementation.

Discussions: Dr. Pranav Kayande briefed all the members that we have finalised vmedulife ERP vendor for the institute with the due approval of honourable management members. Now, the institute is planning to implement the same by establishing ERP implementation committee to plan for module-wise training, coordination and feedback Members acknowledged Dr. Shubhangee Ramaswamy's proposal to implement an ERP system for data collation.

Resolutions: ERP committee to be established to expedite the work of ERP implementation.

Proposed By: Dr. Pranav Kayande

Seconded By: All Present Members

This Resolution was passed unanimously.

Agenda 6: Regarding the Status of Various Audits

- 1. Fire and Safety Audit**
- 2. Green Audit**
- 3. Environmental Audit**
- 4. Energy Audit**

Discussions: Dr. Pranav Kayande shared the findings of the energy and green audit, indicating an average monthly consumption of 3033 units. He also informed about the Fire and Safety Audit and Environmental Audit due in the month of March 2023.

Resolutions: Hon. Shri B.G. Jadhav Sir recommended ensuring compliance with the necessary audits.

Proposed By: Dr. Pranav Kayande

Seconded By: Hon. Shri B.G. Jadhav

This Resolution was passed unanimously.



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AY: 2022-23

Agenda 7: Any Other Points with the permission of Chair

Discussions:

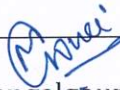

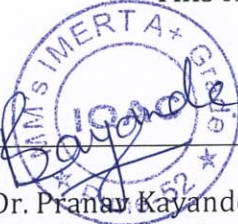

1. Dr. Pranav Kayande updated on the institute's submission of data for AISHE 2021-2022 on January 10, 2023, and NIRF Ranking -2023 in the month of January.
2. Mr. Vivekanad Gaikwad informed about the upcoming the MBA Career Guidance session scheduled at Shahu College
3. Mrs. Shilpa Budukh proposed organizing a celebration for International Women's Day to promote awareness of gender equality among students.
4. Dr. Mangalgouri Patil highlighted the achievements of finance students and staff members, including Ms. Gauri Patil's participation in the 'Best B-School Project' Award 2022 and completion of NPTEL courses by Mr. Deep Dattatray Margaj and Ms. Gauri Prashant Patil on "Financial Statement Analysis and Reporting" offered by IIT Roorkee.

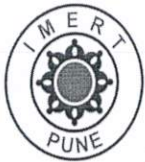
Resolutions: Dr. Abhisek Pandey congratulated the students and suggested converting high-quality summer internship project reports into research papers and recommended enrolling students in free online courses available on various platforms.

Proposed By: Dr. Shubhangee Ramaswamy

Seconded By: All Present Members

This Resolution was passed unanimously.

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



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AY: 2022-23

ACTION TAKEN REPORT

Decision	Action Taken/ Outcomes
<p>To Strengthen the Industry Connect</p>	<p>Specialization orientation session was conducted by Industry Resource Person in the Month of February 2023 Participation in NIPM Foundation Day at Pune on 15th March 2023 Industry Conclave on the Theme of “Industry 5.0” event was organised in the Month of March 2023 TPO Summit 2023- and industrial visit in the Month of June 2023 Alumni meet was organized on 4th March 2023. Industrial Visit to Nandan Dairy, Cotton King, Kalyani Forge, Praj Industry, National Stock Exchange (NSE) in the Month of March 2023. One Week Fixed Asset Audit Project-Team of Kirtane and Pandit associates and Mahad Based Enterprise in the Month of March and April 2023. Consultancy proposal for Rotary Leadership Development Program in the Month of March and April 2023 Consultancy at C-Centric Learning Pvt Ltd proposal in association with FMCIII in the Month of April-May 2023</p>
<p>To plan for student centric activities</p>	<p>As per the planning the student centric activities including sports, co-curricular, extra-curricular, extension and outreach activities. National start-up day program was The first AMCAT test was conducted in the month of January and results were discussed with the mentees by respective mentors. Further AMCAT test II to be planned before the conclusion of the semester. MS Office training by E-ICT Kanpur scheduled on from May accommodating 100 participants divided into 2 batches of 50 each Participation in Fit India Movement Sports from December 2022 to February 2023. Mock Interview by Friends Union for Energising Lives in the month of February 2023. Karmanta: Annual Sports and Cultural Fest was organised in the Month of March 2023. Marathi Bhasha Gaurav Din was Celebrated in the month of February 2023. Tribute to Late Hon. Shankarraoji Chavan on his death anniversary in the month of May 2023.</p>



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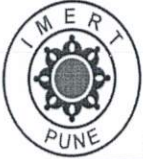
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	<p>Shri Chhatrapati Shivaji Maharaj Jayanti celebration in the Month of February 2023. Visit to Shambhu Pratishtan Orphanage for social sensitization in the Month of February 2023 Parents meet 2023 in the Month of February 2023. Blood Donation Camp in association with MMCOE, Karvenagar in the Month of March 2023 Demo sessions for JGATE, Prowess, EBSCO, E-Database of IMERT Library held on 10 March 2023.</p>
To review the status of budget allocated and utilization especially for Physical Infrastructure and Library Resources	<p>As decided requirements of physical resources and library resources were identified and following purchases completed by adhering to the purchase procedures and approvals thereof</p> <ol style="list-style-type: none">1. AC Installation at IMERT Seminar Hall and computer lab in the Month of May 20232. Purchase for MMM IMERT Soft Board (medium size) in the Month of April 20233. Subscription of EBSCO (Business Source Elite) e-database in the Month of March 20234. Renewal of DELNET E-database membership for eBooks5. Purchase Order for CMIE (Center for Monitoring Indian Economy Pvt Ltd) Prowess for Interactive Querying E Database was given on 15th March 2023, EBSCO on 17th March 2023.
To initiate ERP Implementation	<p>For ERP implementation the committee was established. Prof. Jaydatta Bangar was the given the responsibility of the coordination for the same. Prof. Jaydatta Bangar, Dr. Pranav Kayande and Ms. Deepali Maharjanwar were appointed as an admin for ERP Vmedulife has total 29 modules which were adopted by the institute. Online demo for the admin module was conducted via Zoom Platform on 10th March 2023. Subsequent Review meeting of Directors on vmedulife software implementation was conducted on 17th march 2023.</p>
Regarding Audits of <ol style="list-style-type: none">1. Fire and Safety Audit,2. Green Audit,3. Environment al Audit,4. Energy Audit	<p>Fire & Safety Certificate for July 2022 to December 2022. Was received in the month of April 2023 Green Audit, Energy Audit and Environmental Audit was conducted by Engress Services on 18th April 2023</p>



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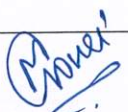


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<p>Any Other Point</p> <p>1. Best SIP Project to be converted into research papers</p> <p>2. Celebration of International Woman's Day</p> <p>3. Student and Staff Achievements</p>	<p>Conversion of SIP project report in Research paper is in progress. On the occasion of International Woman's Day Session on Intensity workout on the occasion of International Woman's by Vikram Mehendale (Vikram Studio) this session was in line with the theme of Embrace Equity.</p> <p>MBA Career Guidance session at Shahu college, Pune was conducted by IMERT staff members in the Month of March 2023</p> <p>Student and Staff Achievements</p> <p>Finance Student Ms. Gauri Patil participated in 'Best B-School Project' Award 2022' and received the Certificate from Business Standard Newspaper.</p> <p>Deep Dattatray Margaj and Gauri Prashant Patil completed NPTEL course on Financial Statement Analysis and Reporting offered by IIT Roorkee.</p> <p>MM's IMERT received the continuation of Recognition as Commodities Derivatives Trainers (CoTs) from SEBI</p> <p>Dr. Pranav Kayande received the certificate of appreciation from SPPU for active contribution for syllabus designing for Project Management Specialization</p>
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 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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Sr. No. 18, Plot No. 5/3, CTS No. 205, Karve Nagar, Pune - 411 052.
(Off.) 772 0097 783 / 797 2663 041 / 744 7755 766
e-mail : director@mmimert.edu.in website : www.mmimert.edu.in

Attendance of Internal Quality Assurance Cell (IQAC) Meeting

Date: 9th February 2023

Timing: 11:00 am

Venue: Manthan (Board room) 6th 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	