



Marathwada Mitra Mandal's  
INSTITUTE OF MANAGEMENT EDUCATION RESEARCH AND TRAINING  
(IMERT), Pune

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Date: 8<sup>th</sup> May 2020

**Notice**

You are hereby requested to attend the IQAC meeting as per the following details and Agenda.

**Day & Date:** Saturday, 9<sup>th</sup> May 2020

**Time :** 2:00 PM

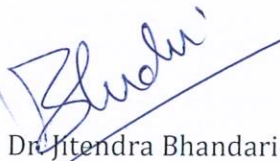
**Platform:** ZOOM

**Meeting ID:** 292 614 5804

**Agenda:**

1. Online initiatives for teaching, learning and research
2. Planning for next semester
3. Internal Exam reforms
4. Effectivity in Mentorship

**Kindly make available for online meeting**

  
Dr. Jitendra Bhandari

In-charge Director





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**INTERNAL QUALITY ASSURANCE CELL**

**Minutes of Meeting**

**Date:** 9<sup>th</sup> May 2020

**Platform:** ZOOM    **Meeting ID:** 292 614 5804

**Attended by:**

1. Dr. Jitendra Bhandari
2. Prof. Vivek Dighe
3. Prof. Praful Sarangdhar
4. Prof. Vivekanand Gaikwad
5. Prof. Aparna Shastri
6. Dr. Rupendra Gaikwad

**Agenda:**

1. Online initiatives for teaching, learning and research
2. Planning for next semester
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4. Effectivity in Mentorship





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**Agenda #1: Online initiatives for teaching, learning and research**

**Resolutions:** After a lot of deliberation on COVID-19 situation, IQAC has decided to organize online sessions on teaching, learning as well as research. As far as teaching and learning is considered, IMERT has already implemented online methodology. To implement online initiatives for research, following decisions were made unanimously:

1. FDP committee was suggested to organize the FDPs on online platforms. As a first step towards it, Prof. Aparna Shastri updated the conduct an FDP for in-house faculties on 9<sup>th</sup> May 2020 at 11 am. The topic was "Learning Management System (LMS): an introduction to Google Classroom". Upon successful conduct of in-house FDP, the same FDP will be delivered to outside faculties as well. The date was decided as 16<sup>th</sup> May 2020.

**Proposed by: Prof. Vivek Dighe**  
**Seconded by: Prof. Aparna shastri**

2. A webinar was proposed on the topic of "Research Paper Writing", for which Prof. Praful Sarangdhar had expressed his views and said that just before lockdown he had received a resume from one of the resource persons. But due to lockdown, all of us have decided to conduct webinar internally. So that it will be at no cost. Dr. Rupendra took responsibility to prepare a webinar on the said topic to the in-house faculty members.

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

3. For effective teaching learning in post-COVID period, a list of MOOCS of NPTEL will be suggested to the students as well as to the faculties. This will add to the online teaching and learning process.

**Proposed by: Dr. Rupendra Gaikwad**  
**Seconded by: Prof. Praful Sarangdhar**

4. Upon successful completion of MOOCS by students, their respective credits will be communicated to SPPU for including it into their total credits. For this purpose, procedure mentioned in the syllabus will be followed.

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





**Agenda #2: Planning for next semester**

**Resolution:** It was resolved after due deliberation that out of various available LMS, Google Classroom will be used at IMERT. It will be ensured that 40% of the classes will be conducted on zoom platform.

**Agenda #3: Internal Exam reforms**

**Resolution:** The point was seriously taken on the task by Dr. Rupendra Gaikwad because as per NAAC evaluation report, we have majority of the suggestions in exam department. The shortfalls of the exam department were put on the surface like, unavailability of the correct record of students, result analysis, internal evaluation parameters, etc. Prof. Vivek Dighe also insisted on the proper list of students as per PRN or specialization, etc. Prof. Vivekanand suggested to have unique ID for students right from first semester and to continue with it till the students passes out from IMERT. This suggestion was accepted unanimously. Prof. Praful Sarangdhar suggested to enlist various tasks of exam department and assign responsibility among the members of exam department.

**Proposed by: Dr. Rupendra Gaikwad**

**Seconded by: All the members**

**Agenda #4: Effectivity in Mentorship**

**Resolution:** In order to bring more effectivity in mentorship program of IMERT, Dr. Rupendra Gaikwad suggested keeping the group of mentees with one mentor from first to last semester. Same group will remain even for SIP as well as Dissertation. The mentees will remain unchanged irrespective of their specializations. This will bring more accountability to mentors. Dr. Bhandari suggested to do allotment of mentees on the basis of their UG percentage and pre-assessment test result, which we conduct during induction program.

**Proposed by: Dr. Rupendra Gaikwad**

**Seconded by: All the members**

Dr. Jitendra Bhandari

In-charge Director





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Attendance Sheet

Sr. No.	Name	Designation	Nomination	Signature
1	Prin. B. G. Jadhav	Executive President, MM Trust	Management Representative	Absent
2	Dr. Jitendra Bhandari	I/C Director, IMERT	Chairperson	Present
3	Mr. Rakesh Balkrishna Jangale	Sr. GM- HR, Reliable Autotech Pvt. Ltd	Employer Representative	Absent
4	Mr. Omkar Jeste	Sr. Manager, Sales Incentives, Red Hat India Pvt Ltd.	Industry Representative	Absent
5	Prof. Vivek Dighe	Assistant Professor	Teaching representative	Present
6	Prof. Aparna Shastri	Assistant Professor	Teaching representative	Present
7	Prof. Praful Sarangdhar	Assistant Professor	Teaching representative	Present
8	Mr. Himmat Salunke	Sr. Administrative Officer	Non-Teaching representative	Absent
9	Mr. Nikhil Kolpyakwar	MBA Student	Student Representative	Absent
10	Prof. Vivekananda Gaikwad	Assistant Professor	Alumni Representative	Present
11	Dr. Rupendra Gaikwad	Associate Professor	IQAC Coordinator	Present





Since 1994

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**S. No. 18, Plot No. 5/3, CT5 No. 205, Behind Vandevi Temple, Karvenagar, Pune-  
411052**



## Quality Initiatives and Action Taken Report AY 2019-20

Sr. No.	Initiative	Action taken
1	NAAC Process	1. Guidance by Dr. M. D. Lawrence on NAAC process 2. Facing NAAC Peer Team visit
2	FDP	1. FDP on CO measurement. 2. FDP on mentorship in Entrepreneurship Development by BYST 3. FDP On High Impact Sales 4. National Level FDP on Google Classroom as LMS
3	Extension and Outreach activities	1. Training programme on "Marketing for Survival of Cooperative Banks" for Pune District Urban Cooperative Banks Association, Pune 2. Blood Donation camp 3. ISR initiative was taken up by Marketing department
4	Student Development Program	1. Induction Programme 2. 7th HR Conclave - 2019 3. HR Olympiad 4. Industrial visit to JNPT, New Mumbai
5	Entrepreneurship	1. Faculties Attended International conference on ED at Bangalore 2. Attended International exhibition on ED at Pune
6	Appraisal Form	360-degree Appraisal Form was prepared as per AICTE

Dr. Jitendra Bhandari

In Charge Director

