

**MINUTES OF MEETING OF 1st IQAC MEETING HELD ON 16-09-2017
(SATURDAY) AT 11.30AM**

The 1st Meeting of the Internal Quality Assurance Cell (IQAC) of Shri Shivaji Maratha Society's Institute Of Management & Research was held on **16-09-2017 (Saturday) at 11.30 AM** in the syndicate room adjacent to Seminar Hall of the IMR. The agenda of the meeting was given as below.

Agenda of the Meeting:-

- 1) To confirm and finalise the formation of IQAC in the institute.
- 2) To introduce and define. objectives and purpose of formation of IQAC to all members.
- 3) To discuss the nature. procedure and new guidelines published by NAAC for affiliated colleges.
- 4) To allocate and NAAC criterion to faculty members for record keeping and documentation purpose.
- 5) To define KRA for teaching and non-teaching staff of the institute.
- 6) To discuss the measures to improve attendance of the students in the class.
- 7) To organise Faculty Development Program (FDP) for learning Innovative practices in teaching learning for faculty members.
- 8) To discuss and confirm Cell guidelines for effective functioning of all cells formed in the institute (For e.g. Placement Cell, ED Cell, CSR Cell, Alumni Cell)
- 9) To implement 5 'S' system for file management in admin office of IMR.
- 10) To discuss and decide on organising Summer Internship Project (SIP) Presentation Competition for students of IMR.
- 11) To discuss and consider the process of Alumni Registration.
- 12) Any other matter with permission of chairperson.

Following members were present for the meeting

Dr.Sangeeta Birjepatil
Shri.Dhairyashil Vandekar
Shri.Ashok Sawant Inamdar
Shri.Jitendra Date
Dr.Prasad Khandagale
Dr.Prajakta Nilesh Warale
Prof.Rajeshkumar Hukre
Prof..Mayuresh Ghare
Dr.Nutan Pasalkar
Prof..Nadap Gazala
Ms.Akanksha Vaidya
Shri.Mukesh Garale
Ms.Vidya More

Subject 1: To confirm and finalise the formation of IQAC in the institute.

Brief Note: As per the norms of UGC an IQAC (Internal quality assurance cell was formed in the institute). There are total 14 members in the IQAC. The composition of IQAC was decided as follows.



Sr.No.	Designation	No.	Name of Member
1	Chairman- IQAC- Director of the institute	1	Dr. Sangeeta Ajay Birjepatil Director,IMR
2	Administrative Officers	3	1)Shri .Dhairyashil Vandekar Member. College Development Committee,IMR 2) Shri. Mukesh Garale 3) Ms.Vidya More
3	3 to 8 Teacher	5	1) Prof.Rajesh Hukre* 2) Prof.Mayuresh Ghare* 3) Prof.Dr.Nutan Pasalakar* 4) Prof.Nadap Gazala* 5) Ms.Akanksha Vaidya (Librarian) *Assistant Professors
4	Management Member	1	Shri. Ashokrao Sawant, President, College Development Committee, IMR
5	Alumni Representative	1	Shri.Vishal Wadajkar, Dy.Director .Dr.D.Y.Patil B.School ,Tathwade
6	Employee/Industrialist	1	Dr.Prasad Khandagale, Manager- Product Development(India, Middle East and Africa), Henkel Adhesives Technologies
7	Employee/Industrialist	1	Dr.Jitendra Date, Managing Director, A.R.J.Asia Group
8	IQAC Coordinator	1	Dr.Prajakta Warale Associate Professor,IMR
	Total Member	14	

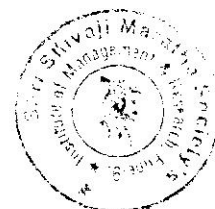
Subject 2: To introduce and define, objectives and purpose of formation of IQAC to all members.

Brief Note: Dr.Prajakta Warale - Coordinator IQAC shared the objectives and functions of IQAC to all the members of IQAC. She urged all members to contribute ideas and conduct various activities under IQAC for improvement in academic and administrative procedures.

Subject No:3 To discuss the nature, procedure and new guidelines published by NAAC for affiliated colleges.

Brief Note:

UGC has designed new guidelines for NAAC accreditation in July 2017.The new guidelines, process of accreditation, criterion for accreditation, sub criterion, weightage, qualitative metrics and quantitative metrics and fee structure were presented by the Coordinator and discussed in detail.



Subject No 4: To allocate and NAAC criterion to faculty members for record keeping and documentation purpose.

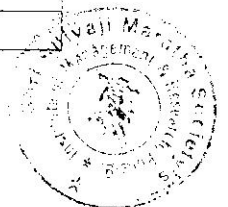
Brief Note: Looking at the vast scope of the criterion, the documentation and record keeping of all chapters was distributed among all faculty members. Dr.Sangeeta Birjepatil, Director –IQAC discussed the strategy of record keeping. It was decided that all faculty members will work on NAAC criteria simultaneously instead of one faculty working on one criteria. Senior Administrative officer Shri.Dhairyashil Vandekar insisted upon development of standard operating procedures (SOP) in order to complete documentation of NAAC accreditation in time.Coordinator of IQAC also told that record has to be created for 5 years.

Subject No-5 : To define KRA for teaching and non-teaching staff of the institute.

Brief Note: Coordinator of IQAC has designed a Key Result Area (KRA) system for all teaching and non teaching members .The objective behind setting up KRA was to improve, sharpen the skills of all teaching staff and also for purpose of addition of valuable inputs from NAAC point of view.

KRA System was designed in following manner.

Sr. No.	Particulars	Total Credit Points	Target	Actual
1	Publish 2 research paper in reputed journals (online or offline)	(10) 5 per Paper	5	
2	Attend 2 Workshop/FDP/Seminar /Conference (National & International)	(10) 5 per Event	5	
3	One MDP (Either Individual or Jointly or Group)	10	5	
4	Organise one study visit/Group visit for your specialisation students	10	10	
5	One Innovative / Best Practice	10	5	
6	Academic Result 50%-60% - 2 credit point 60%-70% - 4 credit points 70%-80% - 6 credit points 80%-90% - 8 credit points 90%-100% - 10 credit points	10	Min 6	
7	Feedback from Students Below Average- 0 Credit point Average-2 Credit points Good- 4 Credit points V good- 6 Credit points Excellent- 8 Credit points	8	Min 4	
8	Committee Responsibility	10	Min 7	
9	Any Significant Achievement / Reward	5	---	
10	Documentation of Responsibility	10	Min 7	



KRA system was also designed for non teaching staff which included basic english communication, computer literacy etc. All faculty members and non teaching members were agreed to the KRA system.

Subject No.6: To discuss the measures to improve attendance of the students in the class.

Brief Note: Director of IQAC, Dr.Sangeeta Birjepatil raised a concern for poor attendance of students in the class. Shri Jitendra Date and Dr.Prasad Khandagale both suggested to conduct activity, event and invite famous personality/ celebrity to attend and inaugurate the event ,this will attract students and increase footfall at IMR. He also suggested to purchase a mobile app and take consensus from student about their preference of event. This will help in making students accountable for the attendance. Director madam also urged all faculty members to adopt new and innovative teaching learning process which will attract students and increase attendance in the class.

Subject No.7: To organise Faculty Development Program (FDP) for learning Innovative practices in teaching learning for faculty members.

Brief Note: Faculty development programs (FDPs) have proven to be a powerful tool to constitute a positive institutional climate. It helps in bringing improvement in teaching performance and implement new innovative ways in teaching leaning process which is beneficial for students and faculty too.

Thus understanding the importance of the FDP, it was proposed to organise half day or full day FDP workshop for internal faculty of IMR in the month of October or November 2017. Dr.Prasad Khandagale, an Industrialist and alumni representative agreed to conduct FDP for internal staff at IMR in October month.

Subject No.8: To discuss and confirm Cell guidelines for effective functioning of all cells formed in the institute (For e.g. Placement Cell, ED Cell, CSR Cell, Alumni Cell)

Brief Note: The institute has formed various cells in the institute such as IQAC, Placement Cell, CSR Cell, Alumni Cell etc.

It is necessary to form objectives and conduct the activities under each cell and keep record of it.

Thus following common guidelines were issued to all cells in the institute.

- 1) A cell must formulate objectives and rules /code of conduct for its functioning.
- 2) Each cell must have list of members with signature. (acknowledgement of member)
- 3) Responsibilities of the members must be documented.
- 4) Cell must have faculty coordinator and student coordinator.
- 5) Regular meetings must be conducted and record of meeting must be created.(For example monthly or quarterly)
- 6) Cell should carry out various activities/events/organise workshop/competition under preview of cell.
- 7) Coordinator should keep create record /documentation of cell.(full record of the cell)



- 8) A half yearly review must be conducted and report must be submitted to the director of the institute.

Mr. Jitendra Date and Dr.Prasad Khandagale shared their thoughts suggested to contact corporate. draft a proposal to apply for funds under CSR. Director madam asked Prof. Mayuresh Ghare to coordinate, follow up and do the needful.

Subject No.9: To implement 5 'S' system for file management in admin office of IMR.

Brief Note: Effective filing system is a key to well organised administrative office. Unorganised file system often creates confusion and mismanagement in the administrative office. Many a times important files and documents when needed urgently cannot be located. Hence in order to streamline the filing of admin office, IQAC has decided to implement 5 "S" system in the following manner.

SORT	Soft files category wise as per Academic, AICTE, DTE, SPPU, Accounts section etc.
SET IN ORDER	Set files in order as per frequency ,academic year for e.g.2017-18, 201 6-17 etc.
SHINE	Use colour coding and alphabetical coding for the files. Files should be clean and straight.
STANDARDIZE	Make it a habit to operate and file in standard way as per category and year. Give reminders/instructions to staff while filing documents .
SUSTAIN	Follow the procedure of filing. When file becomes full , create new file with same colour code, new year etc.

Dr.Prasad Khandagale agreed to conduct a Student Development Programme (SDP) on 5 "S" for students as well as staff. Director Madam told Assistant Professor Prof. Mayuresh Ghare to take follow up and organise the same for students and staff.

Subject No.10: To discuss and decide on organising Summer Internship Project (SIP) Presentation Competition for students of IMR.

Brief Note: Summer internship project is a specialized course which is vital and intrinsic to inculcate the managerial skills among the MBA Students. It is a platform to equip the young graduates with the knowledge to handle various business operations. Keeping intact the importance of Summer Internship Program it is necessary to schedule the intra collegiate project presentation/orals/competition in the first week of October 2017 to organise SIP.

Few faculty members reported that students have not yet completed their projects. Hence it was decided to check the status of SIP of students and then decide on organising SIP Presentation Competition later this year.



Subject No.11: To discuss and consider the process of Alumni Registration.

Brief Note: Coordinator-IQAC proposed to register the Alumni Association of IMR. The procedure to register the alumni was discussed. Dr. Sangeeta Birjepatil, Director –IQAC directed Prof. Mayuresh Ghare to do the needful.

12) Any other matter with permission of chairperson.

- Shri.Dhairyashil Vandekar, Sr. Administrative Officer (IQAC) ,suggested to revamp the Institute website www.imrpune.in and rectify all the mistakes.
- He also suggested to carry out micro level study of institute, infrastructure facilities and stressed on keeping consistency & sustainability in all matters related to administration and academics.
- Dr.Prasad Khandagale, Industrialist/Employer Representative put forth a concept of quality circle and guided all faculty members to form such circles for mentee students.



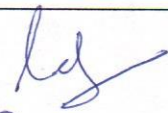
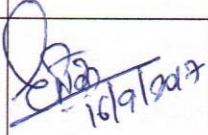

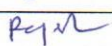






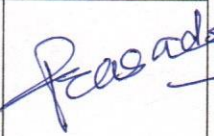
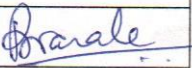
Dr.Sangeeta Birjepatil
Director-IQAC

In-Charge Director
Shri Shivaji Maratha Society's
Institute of Management & Research
Pune-411 009.



Dr.Prajakta Warale
Coordinator-IQAC

ATTENDANCE SHEET FOR 1st IQAC MEETING HELD ON 16TH SEPTEMBER 2017

Sr.No.	Designation	No.	Name of the Member	Sign
1	Chairman-IQAC- Director of the institute	1	Dr. Sangeeta Ajay Birjepatil Director,IMR	
2	Administrative Officers	2	1) Shri. Dhairyashil Vandekar Member, College Development Committee,IMR 2) Shri. Mukesh Garale	 
3	3 to 8 Teacher	5	1) Prof.Rajesh Hukre 2) Prof.Mayuresh Ghare 3) Prof.Dr.Nutan Pasalakar 4) Prof.Gazala Nadap 5) Ms.Akanksha Vaidya	    
4	Management Member	1	Shri. Ashokrao Sawant-Inamdar, President, College Development Committee, IMR	
5	Alumni Representative	1	Prof.Vishal Wadajkar, Dy.Director ,Dr.D.Y.Patil B.School ,Tathwade	
6	Employee/Industrialist	1	Dr.Prasad Khandagale, Manager- Product Development, India.Middle East and Africa - Henkel Adhesive Technologies	
7	Employee/Industrialist	1	Mr.Jitendra Date ,Managing Director, A.R.J.Asia Group	
8	IQAC Coordinator	1	Dr.Prajakta Warale	
	Total Member	13		

Shri Shivaji Maratha Society's
Institute Of Management & Research
Arnayeshwar, Parvati, Pune-09

MINUTES OF MEETING OF 2nd IQAC MEETING HELD ON 18-11-2017
(SATURDAY) AT 10 AM

The 2nd Meeting of the Internal Quality Assurance Cell (IQAC) of Shri Shivaji Maratha Society's Institute Of Management & Research was held on **18-10-2017 (Saturday) at 10 AM** in the Board Room of the IMR. The agenda of the meeting was given as below.

Agenda of the Meeting:-

- 1) To confirm and finalise the Minutes of Meeting of 1st IQAC Meeting in the institute.
- 2) Inclusion of Newly joined faculty and society members in IQAC steering Committee.
- 3) To form various committees to carry out NAAC documentation.
- 4) To discuss and finalise the session to apply online for Accreditation by NAAC.
- 5) To take review of KRA for teaching and non-teaching staff of the institute.
- 6) To organise National seminar and FDP in January-February 2018.
- 7) Any other matter with permission of chairperson.

Following members were present for the meeting

Dr. Sangeeta Birjepatil

Shri. Dhairyashil Vandekar

Shri. Ashok Sawant Inamdar

Dr. Prajakta Nilesh Warale

Prof. Rajeshkumar Hukre

Prof. Mayuresh Ghare

Dr. Nutan Pasalkar

Prof. Nadap Gazala

Dr. Kirti Lalwani

Prof. Pratibha More

Ms. Akanksha Vaidya

Shri. Mukesh Garale

Ms. Vidya More

Shri. Kamble Sir :- Invited NAAC Expert, Registrar, Shahu College, Parvati.

Shri. Phadtare Sir :- Invited IQAC Coordinator, Registrar, Law College, Parvati.

Shri. Sitaram Jadhav :- Invitee: Member, College Development Committee, IMR.

Name of Members Absent for the meeting:

Shri. Jitendra Date

Dr. Prasad Khandagale

Prof. Vishal Vadajkar

Subject 1: To confirm and finalise the Minutes of Meeting of 1st IQAC Meeting in the institute.

Brief Note: Director IQAC read and finalised the Minutes of Meeting of 1st IQAC Meeting held on 16/09/2017

Subject 2: Inclusion of Newly joined faculty in IQAC steering Committee.

Brief Note: As per the instructions received by the head office management members Shri.Sahebrao Jadhav and Dr.Bapusaheb Chaugule is included in the IQAC Committee. Dr.Prajakta Warale - Coordinator IQAC introduced newly joined Assistant professors Dr.Kirti Lalwani , Prof.Pratibha More.Their names were included in the IQAC committee.

Subject No.3: To form various committees to carry out NAAC documentation.

Brief Note:

Dr.Kamble, Registrar, Shahu College shared essential committee heads important for better record keeping. He also gave list of important things necessary for NAAC. The list was circulated among all staff members.

Subject No 4: To discuss and finalise the session to apply online for Accreditation by NAAC.

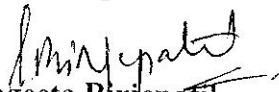
Brief Note: Looking at the vast scope of the criterion, the documentation and record keeping of all chapters was distributed among all faculty members. Dr.Sangeeta Birjepatil, Director – IQAC discussed the strategy of record keeping. Coordinator of IQAC also told that record has to be created for 5 years as there are lots of deficiency and no records exist because no events were conducted before 2016-17 year and old records needs to be searched from the office. Shri. Dhairyashil Vandekar Sir insisted on applying for NAAC in December 2017, however looking into current status, it was unanimously decided to apply for IIQA in the session of May –June 2018.

Subject No-5: To organise National seminar and FDP in January-February 2018.

Brief Note: Faculty development programs (FDPs) have proven to be a powerful tool to constitute a positive institutional climate. NAAC is now pressing need, hence it was decided to organise the FDP in February 2018.Tentative topic decided was “Quality indicator Framework –NAAC”. Dr. Sangeeta Birjepatil told that University has sanctioned financial assistance of Rs.2 lacs for organising National Seminar. It was decided unanimously to organise two day national seminar followed by FDP in the month of February 2018 on the topic “Innovation and global emerging trends in Management. -

6) Any other matter with permission of chairperson.


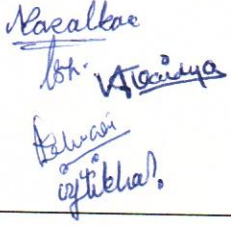
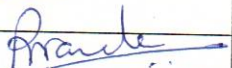
Dr.Kamble, Registrar, Shahu College shared valuable guidelines about NAAC and insisted all faculty members to visit Shahu College. Parvati and review all record of NAAC. All faculty members agreed to visit Shahu College.


Dr.Sangeeta Birjepatil
Director-IQAC


Dr.Prajakta Warale
Coordinator-IQAC



**2nd Meeting of IQAC scheduled on 18/11/2017 at 10AM -
Acknowledgement**

Sr. No.	Name of Member	Designation	Signature
1	Dr. Sangeeta Ajay Birjepatil	Chairman- IQAC	
2	1)Shri. Dhairyashil Vandekar 2)Shri. Mukesh Garale	Senior Administrative Officer	
3	1) Prof.Rajesh Hukre 2) Prof.Mayuresh Ghare 3) Prof.Dr.Nutan Pasalakar 4) Prof.Nadap Gazala 5) Ms.Akanksha Vaidya 6) Dr.Kirti Lalwani 7) Prof.Pratibha More	Teacher Representatives	
4	Shri. Ashokrao Sawant, Chairman, College Development Committee,IMR	Management Representative	
5	Prof.Vishal Vadajkar, Dy. Director, D.Y.Patil Institute, Tathwade.	Alumni Representative	Absent
6	Dr. Prasad Khandagale, Manager-Operations, Henkel Octate	Employee/Industrialist	Absent
7	Dr. Jitendra Date , Managing Director, R.J.Asia Group	Employee/Industrialist	Absent
8	Dr.Prajakta Warale	Coordinator- IQAC	
	Invited Members		
9	Shri.Sudam Kamble	Registrar,Shahu College	
10	Shri.Phadtare	Faculty Representative,IQAC Coordinator,Shahu College	
11	Shri.Sitaram Jadhav	Member,College Development Committee,IMR.	



**Shri Shivaji Maratha Society's
Institute of Management & Research
Arnyeshwar, Parvati, Pune-09**

Ref No. SSMSIMR/IQAC/2017-18/

Date: 7/12/2018

E-Mail iqacssmsimr@gmail.com

Minutes of Meeting

Date:- 7th Dec 2018, Friday.

At 01.30 pm

Venue:- Director's Chamber

The meeting for NAAC work progress, and allocation of work criteria wise was held on 07/12/2018 at 01.30 pm in Director's Chamber.

Agenda Of Meeting:-

Appointment of IQAC coordinator & Allocation of work criteria wise.

Following Members were Present for the meeting:

Sr.No.	Members Present	Sign
1	Dr. Tushar Dagade (Director,IMR)	
2	Prof.Rajesh Hukre	
3	Prof.Mayuresh Ghare	
4	Prof.Gazala Nadap	
5	Prof. Sunita Kharate	
6	Prof.Santosh Pokale	
7	Dr.Megha Mehta	
8	Ms.Akanksha Vaidya	
9	Mr.Gaurav Kakade	
10	Mukesh Garale	

Desired Result: - Allocation of work criteria wise to new staff.

The meeting started with welcoming note by Prof. Rajesh Hukre . Prof.Gazala Nadap started the meeting by reading out the agenda for the meeting.

Points Discussed –


1. Data for all 12-13,13-14, 14-15, 15-16,16-17, need to be prepared and collected criteria wise.
2. All the staff member have been allocated with the responsibilities they need to complete on time, failing to which they need to submit it in writing the reason for the same.
3. All staff member will not be permitted with cell phones in the meeting and in Directors cabin.
4. Criteria wise allocation of work is as follows all the staff member have to maintain records according to the criteria's.

Action To Be Taken :-

Prof. Gazala Nadap(IQAC Co-ordinator) will allocate the duties and responsibilities to each staff member criteria wise.

1. Dr. Tushar Dagade (Director,IMR)– Criteria No.4
2. Prof.Rajesh Hukre - Criteria No.3
3. Prof.Mayuresh Ghare - Criteria No.5
4. Prof.Gazala Nadap - Criteria No.2
5. Prof. Sunita Kharate - Criteria No.1
6. Prof.Santosh Pokale- Criteria No.7
7. Dr.Megha Mehta - Criteria No.6
8. Ms.Akanksha Vaidya – Library source/Infrastructure related information
9. Mr.Gaurav Kakade - IT Infrastructure
10. Mukesh Garale – Financial Information

Prof. Gazala Nadap


IQAC Co-ordinator
SSMS's IMR



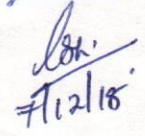

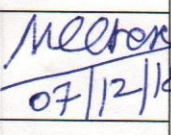
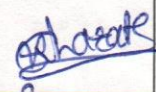
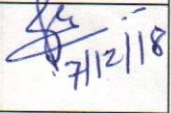
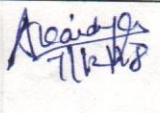


Dr.Tushar Dagade


Director
SSMS's IMR

**Shri Shivaji Maratha Society's
INSTITUTE OF MANAGEMENT & RESEARCH**

Aranyeshwar, Pune-09

Dear All teaching/non teaching staff following responsibilities assigned to you w.r.t. Academic/NAAC /IQAC related work.

Faculty Name	Responsibilities Academic/Cocurricular/extracurricular/Other	Responsibilities NAAC/IQAC	Signature
Dr. Tushar Dagade	drtdagade@gmail.com	Criteria No. 4 Chairman IQAC	
Dr. Megha Mehta	HoD, Conference, Cultural Activity megha.mehta171@gmail.com	Criteria No. 6	
Prof. Gazala Khan	College website coordinator gazala.nadap@gmail.com	NAAC/IQAC Head & Criteria No. 2, AQAR IQAC Head	
Prof. Rajesh K Hukre	CEO, Examination (Internal/External), AICTE, SPP UUniversity work, Computer Lab rajeshhukre@rediffmail.com	Criteria No. 3 rajeshhukreg@gmail.com	
Prof. Mayuresh Ghare	Placements, TPO mayureshghare@gmail.com	Criteria No. 5	
Prof. Sunita Kharate	Students Activity sunita.kharate28@gmail.com	Criteria No. 1	
Prof. Santosh Pokale	Sports, Guest Lecture santosh.pokale@gmail.com	Criteria No. 7	
Ms. Akansha Vaidya	Library (akankshavaidya88@gmail.com)	Library source/Infrastructure related Information	
Mr. Mukesh V Garale	Accounts, Admin, SPPU, DTE, AICTE, Samaj Kalyan, ARA imrpune@rediffmail.com	Financial Information mukesh_garale@ yahoo.co.in	
Mr. Gaurav Vijay Kakade	IT Infrastructure, Lab Incharge/System Administrator, Computer Lab gauravkakade@outlook.com	IT Infrastructure	


Dr. Tushar Dagade

Director, IMR