

PIMPRI CHINCHWAD EDUCATION TRUST'S  
S. B. PATIL INSTITUTE OF MANAGEMENT  
INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE

Date: 2<sup>nd</sup> May 2018

**Agenda for Meeting**

This is to inform all the committee members that the committee meeting is scheduled on 7<sup>th</sup> May 2018 at Conference Room at 9.30 am.




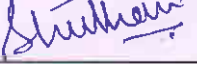
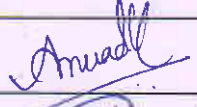


The agenda for the same is as under:

1. Approval of last meeting minutes.
2. Review of action taken as discussed in the last meeting.
3. Review of suggestions received.
4. Any other relevant point / topic with the permission of the chairperson.

Sign




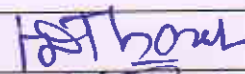




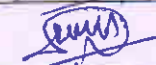


Dr. Daniel Penkar  
Director

<u>INTERNAL QUALITY ASSURANCE CELL (IQAC)</u>			
Sr. No.	Name of the Member	Role	Signature
1	Dr. Daniel Penkar	Director	
2	Dr. Girish Desai	Management Representative	
3	Dr Hansraj Thorat	Research Head	
4	Dr. Kirti Dharwadkar	Head, Academics	
5	Dr Swapnali Kulkarni	Teaching Representative and Co-ordinator	
6	Dr. Kajal Maheshwari	Teaching Representative	
7	Prof. Anuradha Phadnis	Teaching Representative	
8	Mr Prasannakumar Ohol	Office Superintendent and Non teaching Representative	
9	Mr. Raju Misal	Local society representative	
10	Mrs. Isha Rawal	Alumni Representative	
11	Mr. Vijay Kumthekar	Student Representative	
12	Dr. Girish Bakshi	Industry Representative	

PIMPRI CHINCHWAD EDUCATION TRUST'S  
**S. B. PATIL INSTITUTE OF MANAGEMENT**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Date:** 7<sup>th</sup> May 2018

**Attendance for Meeting**

<b><u>INTERNAL QUALITY ASSURANCE CELL (IQAC)</u></b>			
Sr. No.	Name of the Member	Role	Signature
1	Dr. Daniel Penkar	Director	
2	Dr. Girish Desai	Management Representative	
3	Dr Hansraj Thorat	Research Head	
4	Dr. Kirti Dharwadkar	Head, Academics	
5	Dr Swapnali Kulkarni	Teaching Representative and Co-ordinator	
6	Dr. Kajal Maheshwari	Teaching Representative	
7	Ms. Anuradha Phadnis	Teaching Representative	
8	Mr Prasannakumar Ohol	Office Superintendent and Non teaching Representative	
9	Mr. Raju Misal	Local society representative	
10	Mrs. Isha Rawal	Alumni Representative	
11	Mr. Vijay Kumthekar	Student Representative	
12	Dr. Girish Bakshi	Industry Representative	

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S. B. PATIL INSTITUTE OF MANAGEMENT

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF THE MEETING

Date: 7<sup>th</sup> May 2018

The Grievance Redressal Meeting was held on 7<sup>th</sup> May 2018 at 9.30 am in Conference Room. Following are the minutes of the meeting.

Agenda:

1. Approval of last meeting minutes.
2. Review of action taken as discussed in the last meeting.
3. Review of complaints received.
4. Any other relevant point / topic with the permission of the chairperson.

Minutes:

Sr No	Decisive Factor	Details
1		Hon. Director welcomed the committee members and specially Ms. Anuradha Phadnis as a member of IQAC. Everybody approved the minutes of last meeting.
2	Teaching Learning and Evaluation	<ol style="list-style-type: none"><li>1. Dr. Kirti Dharwadkar, Head Academics informed that "Business Communication Leadership Certification Program" will be conducted in the month of April.</li><li>2. She also informed that another certification program on "Microsoft Office Automation" Certification Program is scheduled in the month of May.</li></ol>
3	Research, Consultancy and CSR	<ol style="list-style-type: none"><li>1. Dr. Thorat told that the National Conference on "Economic Reform" was appreciated by the invitees. The funds are received from the University for the same.</li><li>2. Dr. Daniel Penkar appreciated Dr. Swapnali Kulkarni, Dr. Dipti Sharma and Dr. Iram Ansari for being awarded as Young Academician, Young Researcher and Young Faculty respectively by CEGR, New Delhi.</li><li>3. Dr. Thorat updated that Monograph will be published by end of May.</li><li>4. He also announced that in the Academic Year 2017 - 18, 6 PhDs were awarded from our Research Centre.</li></ol>
4	Infrastructure	<ol style="list-style-type: none"><li>1. Dr. Kirti updated that a session on "ERP" will be conducted for the faculty members.</li><li>2. Mr. Girish Bakshi added that ERP is the need of the hour and should be a part of every process.</li></ol>
5	Student Progression	<ol style="list-style-type: none"><li>1. Dr. Daniel Penkar congratulated the Placement Committee for their efforts to increase in the package of final placement and to get paid SIPs for the students.</li><li>2. Dr. Penkar appreciated Students council for conducting</li></ol>



*[Signature]*  
Director  
S. B. Patil Institute of Management  
Sector No. 25, Nigdi,  
Pradhikaran, Pune-411 044.

		<p>flawless events like Yuvotsav 2018, Sports Week, Zing – 2018.</p> <p>3. Dr. Kajal shared that the students performed very well in the intercollegiate competitions and brought glory to the Institute.</p> <p>4. She also appreciated the participation of the students in the awareness drive for Breast Cancer conducted by OYE Foundation on 16 February 2018.</p>
6	Governance	<p>1. Dr. Kirti told that FDP was very well conducted on a sensitive like “Prevention of Sexual Harrassment at Work Place”</p>
7	Events	<p>1. Ms. Anuradha said Shiv Jayanti was celebrated with great enthusiasm to promote the inclusive culture at campus.</p>
8	NAAC Progress	<p>2. Dr. Kirti Dharwadkar said that the schedule for submission of quantitative data was given and the criteria heads have submitted the same.</p> <p>3. She also said that the criteria heads will be submitting the qualitative data very soon. The schedule for the same will be communicated.</p> <p>4. She also updated that NAAC document control chart is shared on the Google drive and have asked the criteria heads to update the same.</p>
9	<p>Meeting ended with Dr. Penkar thanking the members present for their contribution and attendance. Minutes of the meeting were taken by Dr. Swapnali Kulkarni.</p>	

Sign



Dr. Daniel Penkar  
Director



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**Action Taken Report**

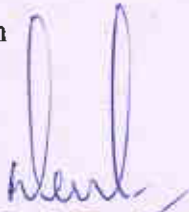
On the decisions taken of the IQAC meeting held on 7<sup>th</sup> May 2018

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken

Sr No	Decision	Action Taken
1.	Certification program on "Microsoft Office Automation" is to be conducted.	Certification program on "Microsoft Office Automation" was conducted on 15 <sup>th</sup> May to 25 <sup>th</sup> May 2018.
2.	"ERP" training for the faculty members.	"ERP" training for the faculty members was conducted on 25 <sup>th</sup> April 2018.
3.	NAAC Process	Control charts for each criterion were updated on the Google drive.

This report is to be presented in the next IQAC meeting for its approval and feedback.

Sign



Dr. Daniel Penkar  
Director

