

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

NOTICE

Date: 5th May 2020

Agenda for Meeting

This is to inform all the committee members that the committee meeting is scheduled on 8th May 2020 through Google Meet Platform at 3.30 pm.

The agenda for the same is as under:



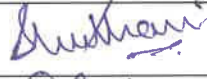

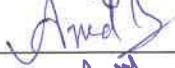

1. Approval of last meeting minutes.
2. Review of action taken as discussed in the last meeting.
3. Review of suggestions received.
4. Any other suggestion for the development of the student of the Institute.

Sign



Dr. Kirti Dharwadkar
Director (I/C)




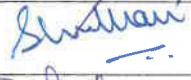
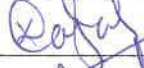
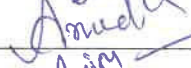
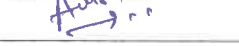







<u>INTERNAL QUALITY ASSURANCE CELL (IQAC)</u>			
Sr. No.	Name of the Member	Role	Signature
1	Dr. Kirti Dharwadkar	Director	
2	Dr. Girish Desai	Management Representative	— Ab —
3	Dr. C. N. Narayana	Chief Mentor	
4	Dr Swapnali Kulkarni	Teaching Representative and Co-ordinator	
5	Dr. Kajal Maheshwari	Teaching Representative	
6	Dr. Anuradha Phadnis	Teaching Representative	
7	Dr. Anishkumar Karia	Teaching Representative	
8	Mr Prasannakumar Ohol	Non teaching Representative	— Ab —
9	Mr. Raju Misal	Local society representative	— Ab —
10	Mrs. Isha Rawal	Alumni Representative	— Ab —
11	Dr. Abhijeet Shah	Industry Representative	— Ab —
12	Ms. Tanuja Inamdar	Student Representative	— Ab —

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

Date: 6th May 2020

Attendance for Meeting

<u>INTERNAL QUALITY ASSURANCE CELL (IQAC)</u>			
Sr. No.	Name of the Member	Role	Signature
1	Dr. Kirti Dharwadkar	Director (I/c)	
2	Dr. Girish Desai	Management Representative	
3	Dr. C. N. Narayana	Chief Mentor	
4	Dr. Swapnali Kulkarni	Teaching Representative and Co-ordinator	
5	Dr. Kajal Maheshwari	Teaching Representative	
6	Dr. Anuradha Phadnis	Teaching Representative	
7	Dr. Anishkumar Karia	Teaching Representative	
8	Mr. Prasannakumar Ohol	Non teaching Representative	
9	Mr. Raju Misal	Local society representative	
10	Mrs. Isha Rawal	Alumni Representative	
11	Dr. Abhijeet Shah	Industry Representative	
12	Ms. Tanuja Inamdar	Student Representative	

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

MINUTES OF THE MEETING

Date: 8th May 2020

This is to inform all the committee members that the committee meeting is scheduled on 6th May 2020 at through Google Meet Platform at 03.30 pm.

The agenda for the same is as under:

1. Approval of last minutes of meeting.
2. Review of action taken as discussed in the last meeting.
3. Review of suggestions received.
4. Any other suggestion for the development of students and Institute.

Minutes:

Sr No	Decisive Factor	Details
1		<p>IQAC coordinator Dr. Swapnali Kulkarni commenced the meeting by welcoming all present members.</p> <p>Everybody approved the minutes of last meeting.</p>
2	Teaching Learning and Evaluation	<ol style="list-style-type: none">1. Dr. Anishkumar Karia briefed about functioning of academic activities & conduction of CCE's of Sem II & Sem IV before COVID-19 and during Lockdown due to COVID - 192. Dr. Anishkumar Karia informed that before Lockdown upto March 17, 2020 approx. 70%- 75% of syllabus for Sem II and 90%-95% syllabus for Sem IV was completed.3. Dr. Kirti Dharwadkar informed that Viva -Voce of Dissertation for Sem IV students have been conducted on March 12 & March 13, 2020.4. Dr. Kajal Maheshwari shared that study material has been e-mailed in the form of PPT, Notes and Web links, etc. to students to support studies during Lockdown period by respective course teachers.5. Dr. Anuradha Phadnis shared that for remaining syllabus for Sem II and Sem IV will be covered through Online Session using Zoom and other Platforms.6. Dr. Anishkumar Karia has informed that till date more than 250+ sessions are in total are delivered.7. Dr. Kajal Maheshwari shared details that Online Guests Sessions are conducted for topics under Operations and Supply Chain Management.8. Dr. Swapnali Kulkarni informed that for evaluation purpose Internal Exam Committee are conducting Online Exams and currently are in progress. And Results will be declared accordingly.

		<p>9. Dr. C. N. Narayana suggested to create more e-content for students learning during lockdown period including videos, online quiz, ppt, etc.</p>
3	Research, Consultancy and CSR	<ol style="list-style-type: none"> 1. Dr. Kirti Dharwadkar informed that currently due to COVID -19 and Lockdown the ongoing as well as upcoming Consultancy activities are on hold and may resume after Lockdown. 2. Dr. Kirti Dharwadkar mentioned that presentation for Pilot study of registered Ph. D. candidates in the month of April are postponed due to COVID -19 situation. 3. Dr. Kirti Dharwadkar also informed that final Ph. D. Viva of one candidate under the research Centre is cancelled due to COVID -19 and will be rescheduled soon. 4. Dr. Anuradha Phadnis and Dr. Kajal Maheshwari proudly mentioned that under the umbrella of PCET faculty members have registered for Certification Course on Coursera Platform and many faculty members have completed courses and received certificates also. 5. Dr. Kirti Dharwadkar mentioned that faculty members are under the process of writing research papers for various national and international conferences. 6. Dr. Swapnali Kulkarni mentioned that ISR committee has prepared and uploaded a video on social media platform titled "Steps to Prevent the Spread of Corona Virus" 7. Dr. Kirti Dharwadkar informed that publication edited book's first draft is checked and reviewed and due to lockdown Publisher will send rectified draft after reopening. 8. Dr. Anishkumar Karia also mentioned that IQAC and ISR Committee are planning to launch a series of Online Quiz for Awareness Program about COVID -19. 9. Dr. Kirti Dharwadkar also informed that Dr. C. N. Narayana, Dr. Anuradha Phadnis, Dr. Anishkumar Karia, Dr. Pranita Burbure, Dr. Aishwarya Gopalakrishnan, Dr. Rishikesh Kumar and Dr. Amarish Padma delivered session on Facebook Live under the PCET's "Leader's Speak – Lockdown Series"
4	Infrastructure	<ol style="list-style-type: none"> 1. Dr. Swapnali Kulkarni informed that the order for racks and other material is given and further things are in Process. 2. Dr, Anishkumar Karia has shared that ERP related work is under process. 3. Dr. Swapnali Kulkarni also informed Planning for office stationary and other related work is in planning and due to

		COVID -19 situations certain things will get delayed.
5	Student Progression	<ol style="list-style-type: none"> 1. Dr. Kajal Maheshwari informed regarding Summer Internship Program (SIP), students are promoted and referring for Online SIP. 2. Dr. Swapnali Kulkarni informed that around 5 students have received Online Internship for Surat based company and few are in pipeline. 3. Dr. Anuradha Phadnis shared that students have participated in National Level Handwritten Essay Competition organized by “Shri Ram Chandra Mission in Collaboration with United Nations Information Centre For India & Bhutan & Heartfulness Education Trust”. 4. Dr. Kajal Maheshwari proudly mentioned that 5 students out 13 have received meritorious certificate and others have received participation certificate also received institutional certificate. 5. Dr. Kajal Maheshwari also mentioned that through opportunity provided by PCET around 116 students have registered for Certification course on Coursera Platform. And some students have completed course and received certificate as well and others are in process of completion. 6. Dr. Kirti Dharwadkar informed that Alumni Mr. Vaibhav Patil was invited for delivering session to students for value addition in the knowledge of students for overall development. 7. Dr. Kajal Maheshwari informed that Industrial Visits were scheduled in Mahindra and Mahindra and Carraro India in the last week of March and due to COVID-19 are postponed till further development and guidelines by respective authorities. 8. Dr. Anishkumar Karia informed that various Guests Sessions were scheduled under C2C Program were cancelled due to COVID -19 lockdown situation such as “How to read Balance Sheet in 30 min.” 9. Dr. Kirti Dharwadkar informed that Placement cell have planned for Online Session for Students Grooming and Overall Development. 10. Dr. Anishkumar Karia have shared that Course on MS Excel is scheduled in the month of May for Sem II students through industry expert. He further said that the certification courses on MOA and BCL could not be conducted due to the Covid – 19 pandemic and are rescheduled in the coming semester.
6	Governance	<ol style="list-style-type: none"> 1. Dr. Kirti Dharwadkar informed that financial position has reviewed and Fees are to be collected from students and amount to be received from Govt. side (Samajkalyan).

		<p>2. Dr. C.N. Narayana informed that a new management institute will get permission and approval is in under process through AICTE named Pune Business School</p>
7	Events	<p>1. Dr. Anuradha Phadnis shared that institute have successfully conducted workshop on Entrepreneurship Development in collaboration with MCED on 6th and 7th February, 2020 coordinated by Prof. Rishikesh Kumar organized by volunteers student of ED Cell.</p> <p>2. Dr. Anuradha Phadnis also informed that Annual Fest includes Cultural and Sports celebrations were organized in the month of February.</p> <p>3. Dr. Kajal Maheshwari shared that Zing 2020 includes management and cultural events coordinated by Dr. Dipti Sharma, Dr. Pranita Burbure and Dr. Swapnali Kulkarni and organized by students council members and students cultural representatives in the month of February with fabulous response from students.</p> <p>4. Dr. Swapnali Kulkarni mentioned that sports week was coordinated by Dr. Amarish Padma and Prof. Rishikesh Kumar along with students council sports members includes indoor and outdoor games were conducted during February 16 – 18, 2020.</p> <p>5. Dr. Kajal Maheshwari shared details related to Yuvotsav – 2020 was conducted successfully during January 29 – 31, 2020, included events such as Football, Basketball, Panna, Tik – Tok consisting 52 teams.</p> <p>6. Dr. Anishkumar Karia briefed that Prize Distribution Ceremony Zing and Sports Week was scheduled on March 06, 2020 and also felicitated students who have won several prizes in inter-collegiate competition.</p> <p>7. Dr. Anuradha Phadnis informed about Alumni Meet conducted on February 22, 2020 and 100+ alumni participated.</p> <p>8. Dr. Kirti Dharwadkar mentioned that on February 22, 2020 institute celebrated Shivaji Maharaj Jayanti volunteered and organized by Alumni and collected funds and donated to Orphanage Homes as every Years practice.</p> <p>9. Dr. Anuradha Phadnis shared that institute International Woman Day was celebrated on March 12, 2020 and felicitated PCET 7 female house-keeping staff with gifts.</p>
8	NAAC Progress	<p>1. Dr. Swapnali Kulkarni informed that as per the directives from NAAC, all staff members prepared and submitted 95 % of work of their respective criteria's before 1st May 2020 for the first AQAR to be uploaded for the Academic Year 2018 – 19 by September 2020.</p> <p>2. Dr. Swapnali Kulkarni also informed that the work for 2nd</p>

		AQAR for 2019-20 will be initiated after completion of AQAR 2018 – 19.
9		Meeting was concluded by thanks giving note by Dr. Kirti Dharwadkar . Minutes of the meeting were noted and prepared by Dr. Anishkumar Karia.



Dr. Kirti Dharwadkar
Director (I/c)



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Action Taken Report

On the decisions taken of the IQAC meeting held on 8th May 2020
To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken

Sr No	Decision	Action Taken
1.	TLE	Due to Covid – 19 pandemic the sessions are conducted online. The evaluation, guest lectures and other sessions are conducted using digital platforms.
2.	Sessions during Lockdown	Faculty members delivered session on Facebook Live under the PCET's "Leader's Speak – Lockdown Series"
3.	Student's achievement	5 students out 13 received meritorious certificate in National Level Handwritten Essay Competition organized by "Shri Ram Chandra Mission in Collaboration with United Nations Information Centre For India & Bhutan & Heartfulness Education Trust". 116 students registered, completed and received certificate on Coursera Platform.
4.	Events Conducted	Yuvotsav – 2020, Entrepreneurship Awareness Camp, Sports Week, Zing, Shiv Jayanti and International Women's Day were conducted.
5.	IQAC Initiative	As an IQAC initiative, Online Quiz for Awareness Program about COVID -19 is conducted.

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

Sign



Dr. Kirti Dharwadkar
Director (I/c)