

Minutes of the Meeting

IQAC – MET IOM

Date: 05/10/2021

Time: 11.00 am

Venue: IOM Conference room

A meeting of all the members of Internal Quality Assurance Cell with the teaching faculty and administrative staff of METIOM was held on 05/10/2021, in the presence of all appointed Management Representatives and external members.

Agenda:

1. To confirm the minutes of meeting of IQAC held on 28/01/2021.
2. To present the Action taken report to the members
3. To plan for extension activities for students.
4. To plan the Events and academics for the MBA I Sem I students and placement grooming for MBA II students.
5. To plan other extra curricular activities for the upcoming semester.
6. To plan & review the quality development initiatives as per metrics for below parameters.
 - For Students
 - For Faculties
 - For administration
 - For Research Centre
7. To discuss the grievances of students if any
8. To discuss the progress of Research center, research publication, IPR, etc. by the faculties.
9. To take a review of regulatory compliances from admin.
10. To discuss on additional infrastructure requirement and classroom allocation as per specialization with the current infrastructure available for increased intake.
11. Any other Matter

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Following points were discussed and decisions were taken:

1. Mrs. Namrata Deshmukh welcomed and thanked all the members to join for the IQAC meeting.
2. Minutes of the previous meeting were read by Mrs. Namrata Deshmukh and were approved by the committee members. Along with that Mrs. Namrata Deshmukh also presented the Action Taken report the Committee based on the decisions taken in the previous meeting. 80% of the events planned were executed and remaining were rescheduled to be done in next semester.
3. Dr. Yogesh Gaikwad Sir has briefed on the progress of Ph.D Research centre and also narrated the process of going for IPR to faculty members.
4. IQAC Committee emphasized on the preparation of AQAR & going for AAA audit that was kept on hold due to pandemic.
5. Dr. Atul Thombre has informed all the faculties on subject allocation and taken their consent on the same. He also discussed the tentative academic plan.
6. Director Sir have instructed to have a vaccination drive before the offline classes begins for the safety of students as well as staff.
7. The progress of quality initiatives based on 4 major parameters were tracked using the metrics and suggestions were given for improvements and compliance for the lagging initiatives.

A. For Students:

1. Metrics for Activities:

Sr. No.	Type of Activity	Name of Activity	Objective	Class	Status
1	Academic	SIP Orientation	To enhance the quality of Research projects	MBA II	To be conducted in 3 rd week of October, 2021
2	Academic	Induction Program	To acquaint them with industry expectations and institute culture while inculcating the values and professional ethics	MBA I	Planned in the month of Dec ,2021
3	Academic	Bridge Course - EQUALISER	To bring students from various educational background at par before getting exposed to	MBA I	Planned in the month of Dec,2021

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			Management education.		
4	Non-Academic	Task Force	To develop the spirit of Entrepreneurship amongst the student and boost their thinking process through Idea generation.	MBA I	Planned in the month of Jan, 2022
5	Non-Academic	Out Bound	To develop Team building skills among the students To explore their creativity and think out of box through different management games.	MBA I & MBA II	Planned for the previous batch in the month of Nov, 2021 And for MBA I in the month of Jan, 2022
6	Non-Academic	Counseling - 16PF Test	To identify the personality traits of the students and counsel them accordingly.	MBA I	Planned in the month of Jan 2022

2. Metrics for Result Analysis: (Delayed Exams due to pandemic)

Sr. No.	Name of Exam	Students appeared	Students Passed	Students Failed	% Students Passed
1	MBA II Sem 4	121	121	0	100%
2	MBA I Sem 2	131	131	0	100%

3. Metrics for Placement Grooming:

Sr. No.	Type of Grooming	Conducting Authority (In house / Industry Expert)	Objective	Class	Status
1	Resume writing	Mr. Vijay Raghavan	To help students get placed with high packages	MBA II	Planned in the month of

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			and in		December 2021
2	Mock Interviews	Hitbullseye	organizations with high repute		On going
3	Aptitude Test	Hitbullseye			
4	Technical know how	Mr. Vijay Raghavan			On going

4. Metrics for Final Placement : (AY 2020-21)

Sr. No.	No. of Companies visited	No. of Students Selected
1	14	49

B. For Faculties: (AY 2020-21)

The progress of Faculties should be evaluated based on following metrics:

Sr. No.	No. of Faculties	Avg. Feedback of Faculty	No. of Research Publications	No. of FDPs/ Seminar/ conferences/ Workshops attended	No. of Ph.D Awarded
1	16	4.3 out of 5	18 Research papers are published & 4 IPR in progress	17 FDP online, 2 workshops in house	2

C. For Administration:

The administrative work of the institute should be evaluated using following metrics:

1. Metrics for Admission status: (2021-22)

Sr. No.	Class	Sanctioned intake	No. of students admitted
1	MBA I	180	Admission process is going on
2	MBA II	120	132

2. Status of Compliances & Disclosures: (For 2020-21)

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Sr. No.	Compliances & Disclosures	Status (Yes/No)	Remark
1	AICTE	Yes	
2	DTE	Yes	
3	FRA	Yes	
4	AISHE	Yes	
5	NIRF	Yes	
6	IQAC MOM & ATR	Yes	
7	NAAC AQAR	No	In process
8	Academic Calendar	Yes	
9	Student Satisfaction Survey Reports	Yes	
10	AAA Audit	Yes	
11	Audit Report	Yes	
12	Energy/Green Audit	No	Decision pending for approval, Certification is availed for Green & sustainable campus
13	Electrical safety Audit	Yes	
14	Fire Safety Audit	Yes	

D. For Research Centre:

The progress of Research center is evaluated in terms of the following points:

- **Admissions:** There was 1 New Admissions for PhD so far in the period of 2020-21
- **Course works:** 1 course work was conducted on 21st Nov, to 30 Nov, 2020.
- **Progress reports:** 1 six monthly progress report presentations was conducted.
- **Awardees:** 4

E. Other Extension Activities:

- Covid Care center initiative was taken by MET Bhujbal Knowledge City along with Nashik Municipal corporation during the second wave of pandemic as one of the social outreach initiative.
- Food Donation drive was conducted for Aadhar aashram kids during pandemic.
- 8. ARPAN donation drive to be conducted between 9th October to 15th October, 2021.
- 9. Eye check up/ Health check up camps to be organized.
- 10. Allocation of responsibilities & various committees were formed for the Induction program. Heads of respective specialization were given the task to identify the industry experts from the respective domain for Panel discussion in Aarambh for 2021-23 Batch.
- 11. IQAC committee has requested Prof. Vasudeo Sawant to be ready with 16 PF test for MBA 1st year students.
- 12. The committee also took the review of administrative, Infrastructure and financials of the institute.

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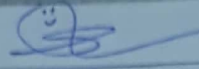
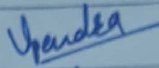
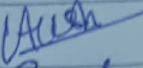
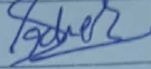
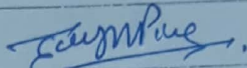
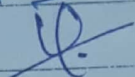
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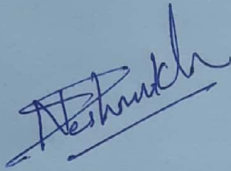
13. There was no grievance reported from the students.
14. Meeting ended with Vote of Thanks by IQAC Coordinator Mrs. Namrata Deshmukh.
15. Next meeting was decided to be conducted in the month of March 2022.

<u>Attendees IQAC:</u>	Name	Signature
Management Representative :	Dr. Mrs. Shefali Bhujbal	SSBhujbal
Chairperson:	Dr. Nilesh Berad	[Signature]
Office Superintendent:	Mrs. Rachita Baid	Rachita
Society Representative :	Mr. Sanjay Patil	[Signature]
Alumni :	Mr. Aashish Talikot	Aleg
Industry Representative :	Mr. Mahesh Gunjal	
Industry Representative :	Mr. Sachin Birari	
IQAC Coordinator (in charge):	Mrs. Namrata Deshmukh	Neshmukh
IQAC Members :	Mrs. Pooja Varma	[Signature]
IQAC Members:	Mrs. Kalyani Kapate	Kshakate
IQAC Members :	Dr. Prasad Joshi	
Student representative :	Ms. Shubham Oza	Shubham
<u>Attendees Staff:</u>	Prof. V. M. Sawant	[Signature]
	Mr. Deepak Vartak	Deepak Vartak
	Dr. Atul Thombre	[Signature]
	Dr. Yogesh Gaikwad	[Signature]
	Mrs. Brototi Mistri	[Signature]
	Mr. Nilesh Chhaliare	[Signature]
	Dr. Hema Gwalani	
	Dr. Ajay Shukla	
	Mr. Manav Agarwal	[Signature]

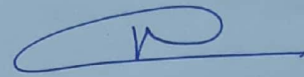
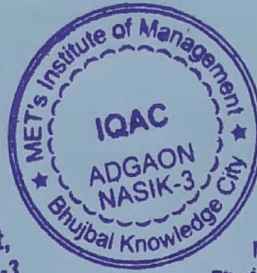
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	Mr. Santosh Gaikwad	
	Mr. Yogesh Jadhav	
	Mr. Upendra Gawali	
	Mr. Akash Barve	
	Ms. Swarupa Khedkar	
	Mr. VijayaRaghavan . S.	
	Mr. Madan Jagzap	
	Mr. Ajay Ukande	



Mrs. Namrata Deshmukh
IQAC Co-ordinator (In charge)
IQAC Co-ordinator
MET's Institute of Management,
Bhujbal Knowledge City, Adgaon, Nasik-3



Dr. Nilesh R. Berad
IQAC Chairman
Director
MET's Institute of Management
Bhujbal Knowledge City Adgaon, Nasik .

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