

Minutes of the Meeting

IQAC - METIOM

Date: 14/05/2018

Time: 03.00 pm

Venue: IOM Seminar Hall

A meeting of all the members of Internal Quality Assurance Cell with the teaching faculty and administrative staff of METIOM was held on 14/05/2018, in the presence of all appointed Management Representatives and external members.

Agenda:

1. To confirm the minutes of meeting of IQAC held on 09/12/2017
2. To present the Action taken report to the members
3. To announce the IQAC Coordinator, members and student representative for academic year 2018-19
4. To present the Audit report of academic audit conducted in the month of May 2018.
5. To take the review of preparations of admissions and upcoming semester.
6. To discuss the quality developments in preparation of NAAC accreditation.
7. To discuss the quality development initiatives.
8. To discuss the grievances of students if any
9. To discuss the progress of Research center
10. Any other Matter

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(Approved by AICTE, DTE, SPPU & Govt. of Maharashtra)

Attendees

Signature

1. Management Representative : Dr. Mrs. Shefali Bhujbal
2. Chairperson: Dr. Nilesh Berad
3. Administrative officer: Ms. Rachita Baid
4. Society Representative : Mr Sanjay Patil
5. Alumni : Aashish Talikot
6. Industry Representative : Mr. Mahesh Gunjal (Parallel HR)
7. Industry Representative : Mr. Sachin Birari
8. IQAC Coordinator : Dr. Prasad Joshi
9. IQAC Members : Prof. Namrata Deshmukh
10. IQAC Members: Dr. Vardhan Choubey
11. IQAC Members : Dr. Yogesh Gaikwad
12. Student representative : Ms. Krutika Gunjal
13. Prof. V. M. Sawant
14. Dr. Atul Thombre
15. Mr. Zafar D. Khan
16. Ms. Pooja Varma
17. Ms. Brototi Mistri
18. Mr. Santosh Gaikwad
19. Mr. Yogesh Jadhav
20. Mr. Manav Agarwal
21. Mr. Upendra Gawali
22. Mr. Nilesh Chhallare
23. Ms. Rachita Baid
24. Mr. Deepak Vartak
25. Mr. Akash Barve
26. Mr. Madan Jagzap
27. Mr. Ajay Ukande

Following points were discussed and decisions were taken:

1. Dr. Joshi welcomed and thanked all the dignified members to join for the IQAC meeting
2. Minutes of the previous meeting were read by Dr. Joshi and were approved by the committee members.
3. Along with that Dr. Joshi also presented the Action Taken report the Committee based on the decisions taken in the previous meeting.
4. Ms. Krutika Gunjal was announced to be the Student representative for the next academic year.
5. Dr. Joshi then presented the Academic Audit report to the present members.
6. Management Representative Dr. Mrs. Shefali Bhujbal and Industry members Mr. Mahesh Gunjal and Mr. Sachin Birari checked the Academic audit report thoroughly.
7. The members took the review of syllabus completion, examinations conducted and in process, placements and about the SIP to be started soon. Also the preparations for the upcoming semester were reviewed.
8. Prof. Atul Thombre explained the use of Journal Assignment book has been started and the students have accepted welcomingly.

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9. Based on the Audit report the members suggested motivating the faculties to present and publish more research papers in UGC or Scopus listed journals and to attend the beneficial FDP's and conferences for the same.
10. In the previous meeting, Dr. Vardhan Choubey was given charge of arranging the Marketing meet in the upcoming semester and so Dr. Choubey discussed the status of preparations of the marketing meet.
11. Dr. Berad informed about the SSR that has been filed and explained the roles and responsibilities each member should shoulder for the NAAC accreditation in the upcoming cycle.
12. Ms. Rachita Baid explained the admission process to be followed.
13. Mr. Barve then explained the activities conducted under Library.
14. The committee also suggested registering the ED cell and conducting some activities under the same.
15. Prof. Sawant presented the details of Interest Inventory test conducted for semester two students. He also explained about ABC analysis to be done. The test was approved by the IQAC department.
16. The committee suggested few improvements in the Induction program to be conducted in the month of August and the responsibility was given to Ms. Pooja Varma along with other faculty members.
17. The committee also suggested that few value-added courses like Advanced English, Advance Excel and Soft-skills development should be conducted as per students requirements.
18. Dr. Berad instructed faculty members to take a fortnightly review of status of internship of students to ensure quality from the students.
19. Mr. Vartak presented the placement details of the companies which visited the campus and are expected to visit the campus.
20. The committee showed satisfaction towards it and enquired about the student grievance about the same if any and was satisfied to see that no grievances were received about the same. However, it was suggested by the committee that a special Placement grooming program should be conducted for the final year students to improve employability skills of the students.
21. A suggestion of introducing or continuing certificate courses was put forth on contemporary issues in the market.
22. The committee also took the review of administrative, Infrastructure and financials of the institute. Committee discussed the Budget for the upcoming year and also took a review of audited annual statements.
23. With the consent of members Director Sir discussed the student grievances and also the action taken on the same based on the meeting conducted before it.
24. Meeting ended with Vote of Thanks by IQAC Coordinator Dr. Prasad Joshi.
25. Next meeting was decided to be conducted in the month of December 2018.

Dr. Prasad Joshi
Assistant Professor
METIOM BKC Nashik

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Action Taken Report IQAC - METIOM

Date: 08/12/2018

Sr. No.	Decision Taken in IQAC Meeting	Action Taken against it
1	Appointing a Student Representative for IQAC Cell	Ms. Krutika Gunjal was appointed as the Student representative for IQAC cell for the period 2018-19
2	To publish more in UGC or Scopus listed journals research papers and to attend the beneficial FDP's and attending conferences	02 papers were published in UGC or Scopus listed journals
3	NAAC accreditation	NAAC peer team visit was scheduled on 04 th and 05 th Oct 2018. Institute was awarded with B+ grade.
4	ED activities were suggested	ED meet was conducted on 22 th Sept 2018 on the theme Make in India – Opportunities and Challenges for Budding Entrepreneurs
5	EPOCH event	EPOCH event was conducted on 13 th Oct 2018, the details shall be presented in the IQAC meeting.
6	Conducting Special Placement grooming program	Dhyeya 2018 - Placement grooming program was conducted 6 th to 10 th August 2018
7	A suggestion of introducing or continuing certificate courses was put forth on contemporary issues in the market	Mastermind and Yoga & Meditation certificate courses were conducted and TWO more are planned in next semester.

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8	Examination Manual	The completed Examination manual was presented to IQAC.
10	ABC analysis	ABC analysis was done under the Psychometric analysis which shall be presented in the IQAC meeting by Prof. Sawant.

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

Dr. Prasad Joshi
Assistant Professor
METIOM BKC Nashik

Minutes of the Meeting

IQAC - METIOM

Date: 08/12/2018

Time: 10.00 am

Venue: IOM Seminar Hall

A meeting of all the members of Internal Quality Assurance Cell with the teaching faculty and administrative staff of METIOM was held on 08/12/2018, in the presence of all appointed Management Representatives and external members.

Agenda:

11. To confirm the minutes of meeting of IQAC held on 14/05/2018
12. To present the Action taken report to the members
13. To take the review of preparations of Events, National Conference and academic activities of the upcoming semester.
14. To discuss the quality development initiatives.
15. To discuss the grievances of students if any
16. To discuss the progress of Research center
17. Any other Matter

Attendees

Signature

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28. Management Representative : Dr. Mrs. Shefali Bhujbal
29. Chairperson: Dr. Nilesh Berad
30. Administrative officer: Ms. Rachita Baid
31. Society Representative : Mr Sanjay Patil
32. Alumni : Aashish Talikot
33. Industry Representative : Mr. Mahesh Gunjal (Parallel HR)
34. Industry Representative : Mr. Sachin Birari
35. IQAC Coordinator : Dr. Prasad Joshi
36. IQAC Members : Prof. Namrata Deshmukh
37. IQAC Members: Dr. Vardhan Choubey
38. IQAC Members : Dr. Yogesh Gaikwad
39. Student representative : Ms. Krutika Gunjal
40. Prof. V. M. Sawant
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51. Mr. Deepak Vartak
52. Mr. Akash Barve
53. Mr. Madan Jagzap
54. Mr. Ajay Ukande

Following points were discussed and decisions were taken:

26. Dr. Joshi welcomed and thanked all the dignified members to join for the IQAC meeting
27. Minutes of the previous meeting were read by Dr. Joshi and were approved by the committee members.
28. Along with that Dr. Joshi also presented the Action Taken report the Committee based on the decisions taken in the previous meeting.
29. The members took the review of syllabus completion, examinations conducted and in process, placement grooming week and about the quality of SIP Projects submitted.
30. Prof. Pooja Varma was given the task of subject allocation and balancing the workload.
31. Prof. Pooja Varma and Prof. Nilesh Chhallare will handle the academic committee in the upcoming semester also and will draft the timetable as per the new workshop pattern introduced.
32. The committee also suggested registering the ED cell and conducting some activities under the same.
33. Prof. Sawant presented the analysis of ABC analysis and 16 PF tests for MBA 1st year students.

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34. The committee suggested few initiatives that should be taken in line of practical orientation but in a creative way. For which Dr. Berad Sir appointed Prof. Namrata Deshmukh, Prof. Pooja Varma and Prof. Nilesh Chhallare to chalk out a detail plan.
35. The committee also suggested that few value-added courses should be conducted as per students requirements with respect to their specialization.
36. Dr. Berad instructed faculty members to guide the same set of students as in SIP for Dissertation projects.
37. Mr. Vartak presented the placement details of the companies which visited the campus and are expected to visit the campus.
38. The student committee members have requested to have atleast one Industrial Visit in the upcoming semester.
39. The committee also took the review of administrative, Infrastructure and financials of the institute.
40. With the consent of members Director Sir discussed the student grievances and also the action taken on the same based on the meeting conducted before it.
41. Meeting ended with Vote of Thanks by IQAC Coordinator Dr. Prasad Joshi.
42. Next meeting was decided to be conducted in the month of June 2019.

Dr. Prasad Joshi
Assistant Professor
METIOM BKC Nashik