

Minutes of the Meeting

IQAC – MET IOM

Date: 04/08/2023

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 28/02/2023, in the presence of all appointed Management Representatives and external members.

Agenda:

1. To confirm the minutes of meeting of IQAC held on 28/02/2023.
2. To present the Action taken report to the members
3. To plan for extension activities for students.
4. To plan the Events, academics, placement grooming sessions, Industry visits, etc. for the MBA I Sem II students and MBA II Sem IV 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 plan FDPs, Seminar and course work for Research scholars as well as staff.
10. To take a review of regulatory compliances from admin.
11. To discuss on infrastructure adequacy and requirements.
12. Work Allocation for NAAC Cycle 2 SSR
13. Review of files
14. Any other Matter

Following points were discussed and decisions were taken:

1. The meeting began with welcome address of Dr. Namrata Deshmukh she welcomed all the members for the IQAC meeting.
2. Minutes of the previous meeting were read by Dr. Namrata Deshmukh and were approved by the committee members. Along with that Dr. Namrata Deshmukh also presented the Action Taken report the Committee based on the decisions taken in the previous meeting. All the events planned were executed.
3. Dr. Yogesh Gaikwad Sir has briefed on the progress of Ph.D. Research Centre and Edu innovate IPR Cell. He provided statistics for initiatives IPRs, Ph.D. awardees and Research publications.

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4. Director Sir took the review from ED cell about the activities and number of successful entrepreneurs and instructed Dr. Pooja Varma to coordinate with alumni for guest sessions.
5. IQAC Director the review of AQAR & AAA audit compliances.
6. IQAC committee briefed about formation and percolation of various policies for optimizing institute resources for individual and Institutes development
7. 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.
8. IQAC chairman have asked Dr. Pooja Varma and Dr. Manav Agraval to plan for EPOCH for students of MBA I.
9. 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	Conducted on 22 nd July 2023
2	Academic	MET Mantra 2023-24	To acquaint them with industry expectations and institute culture while inculcating the values and professional ethics	MBA I	Is planned to be conducted from 24 th August to 9 th September, 2023.
3	Academic	Bridge Course - EQUALISER	To bring students from various educational background at par before getting exposed to Management education.	MBA I	Decided to be held from 28 th Aug to 29 th Aug 2023
4	Non-Academic	Outbound Program	To develop Team building skills among the students To explore their creativity and think out of box through different management games.	MBA I	Is planned from 31 st Aug to 3 rd Sept 2023

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5	Non-Academic	“Abhivyakti 2023-24” The Task force	1. To enable students in exploring their Knowledge, skills & Talent 2. To give them an edge by engaging them in various activities & competitions. 3. To encourage think out of box and enhance their creativity.	MBA I	Is Planned in Second Week of September 2023
6.	Non-Academic	Industry Visit	To give industry exposure to the students.	MBA I	Should be conducted next semester
7.	Non-Academic	EPOCH	To enhance entrepreneurial skills through experiential learning	MBA -I and II	Planned A week prior to Diwali

2. Metrics for Result Analysis: (Mar-Apr'2023)

Sr. No.	Name of Exam	Students appeared	Students Passed	Students Failed	% Students Passed
1	MBA I Sem2	199	199	0	100%
2	MBA II Sem 4	188	170	0	90%

*NA – Not Available as exam is yet to be conducted

3. Metrics for Placement Grooming:

Sr. No.	Type of Grooming	Conducting Authority (In house / Industry Expert)	Objective	Class	Status
1	Dhyeya	Placement Cell	To help students get placed with high packages and organizations with high repute	MBA-II	Held from 1 st Aug to 3 rd Aug
1	Aptitude Test	Hitbullseye & SPRUCE		MBA II	On going
2	Technical know how	Mr. Vijay Raghavan & Internal Faculties			On going

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4. Metrics for Final Placement: (AY 2022-23)

Sr. No.	No. of Companies visited	No. of Students Selected
1	Approx. 28	142

B. For Faculties: (AY 2022-23)

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
1	19	MBA I Feedback Yet to be conducted. MBA II completed	52 Research Papers	All faculties attended 1 FDP/Seminar. Faculty Student IP work is in progress. 3 MOOCs courses done.

C. For Administration:

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

1. Metrics for Admission status: (2023-24)

Sr. No.	Class	Sanctioned intake	No. of students admitted
1	MBA I	180	204
2	MBA II	180	202

2. Status of Compliances & Disclosures: (For 2022-23)

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	

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9	Student Satisfaction Survey Reports	Yes	
10	AAA Audit	Yes	
11	Audit Report	Yes	
12	Energy Audit	Yes	
12	Energy/Green Audit	Yes	
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 34 Ph.D students registered in the period of 2022-23
- **Progress reports:** 2
- **Awardees:** 6

10. 16 PF test & SIT is scheduled for the new batch.

11. The committee also took the review of administrative, Infrastructure and financials of the institute.

12. It was decided to hire some third party for students placement grooming and counselling.

13. Academic head requested Director sir to plan for staff recruitment for MBA.

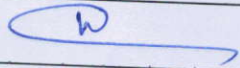
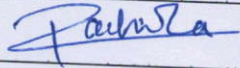
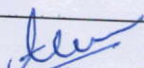
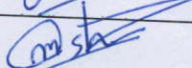
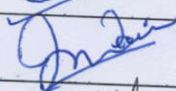

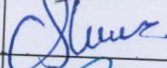


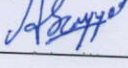
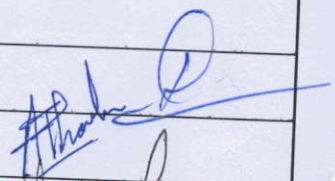
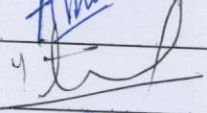

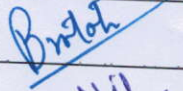



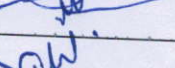
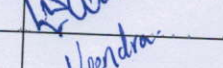
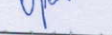
14. Meeting ended with Vote of Thanks by IQAC Coordinator Dr. Namrata Deshmukh.

15. Next meeting was decided to be conducted in the month of Jan, 2024.

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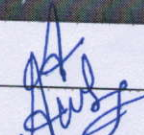
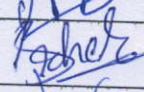
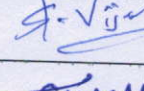

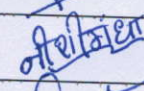
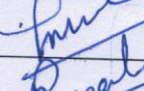
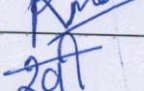
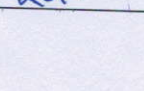

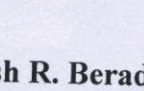
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List of Attendees:

<u>Attendees IQAC:</u>	Name	Signature
Management Representative :	CA Rakesh Kabra	
Chairperson:	Dr. Nilesh Berad	
Office Superintendent:	Mrs. Rachita Baid	
Society Representative :	Mr. Sanjay Patil	
Alumni :	Mr. Aashish Talikot	
Industry Representative :	Mr. Mahesh Gunjal	
Industry Representative :	Mr. Sachin Birari	
IQAC Coordinator:	Dr. Namrata Deshmukh	
IQAC Members :	Dr. Mital Bhayani	
IQAC Members:	Dr. Pooja Varma	
IQAC Members :	Dr. Kalyani Kapate	
Student representative :	Mr. Abbas Sayyed	
<u>Attendees Staff:</u>	Prof. V. M. Sawant	
	Mr. Deepak Vartak	
	Dr. Atul Thombre	
	Dr. Yogesh Gaikwad	
	Dr. Mrs. Shefali Bhujbal	
	Dr. Brototi Mistri	
	Dr. Nilesh Chhallare	
	Dr. Manav Agarwal	
	Dr. Anil Kokate	
	Mr. Santosh Gaikwad	
	Mr. Prabodhan Patil	
	Mr. Upendra Gawali	

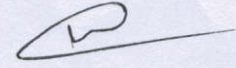
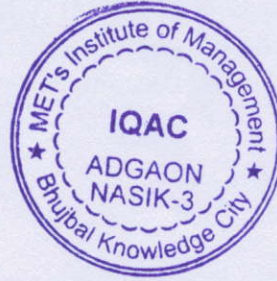
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	Mr. Abhijeet Kapse	
	Mr. Akash Barve	
	Ms. Swarupa Khedkar	
	Mr. Vijaya Raghavan S.	
	Mr. Madan Jagzap	
	Mr. Ajay Ukande	
	Ms. Nishigandha Nikam	
	Mr. Pravin Maind	
	Mr. Ravindra Manke	
	Mr. Ravi Deshmukh	



Dr. Namrata Deshmukh
IQAC Co-ordinator



Dr. Nilesh R. Berad
IQAC Chairman

IQAC Co-ordinator
MET's Institute of Management,
Bhujbal Knowledge City, Adgaon, Nasik-3

Director
MET's Institute Management
Bhujbal Knowledge City, Adgaon, Nashik-3