

Minutes of the Meeting

IQAC – MET IOM

Date: 28/02/2023

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 01/08/2022.
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. Any other Matter

Following points were discussed and decisions were taken:

1. Dr. Namrata Deshmukh welcomed and thanked all the members to join 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. Majority of the events planned were executed.
3. Dr. Yogesh Gaikwad Sir has briefed on the progress of Ph.D Research centre and congratulated Dr. Manav Agrawal on his completion of Doctorate..
4. IQAC Committee emphasized on the preparation of AQAR & AAA audit compliances.
5. IQAC committee have suggested initiatives for improvement in the quality of teaching learning process. It was suggested to incorporate experiential learning.

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6. 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.
7. IQAC chairman have asked Dr. Nilesh Chhallare & Dr. Pooja Varma to plan for MET EDGE Intra college competitions for students of MBA I.
8. 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 26 th Aug, 2022
2	Academic	Induction Program	To acquaint them with industry expectations and institute culture while inculcating the values and professional ethics	MBA I	Conducted on 18 th Nov, 2022
3	Academic	Bridge Course - EQUALISER	To bring students from various educational background at par before getting exposed to Management education.	MBA I	Conducted on 25 th & 26 th Nov, 2022
4	Non-Academic	Book Mentor Club	To make students familiarize with Management books & to demonstrate the ability to understand a book at a deeper level.	MBA I	Started from September, 2022 on alternate saturdays
5	Non-Academic	MET EDGE	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	MBA I	Planned in the month of April 2023

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			enhance their creativity.		
6	Non-Academic	Master Mind	Concept of mind, its working and utilising its potential for self-development.	MBA I	Conducted for Batch I on 21 st & 22 nd Jan, 2023 and planned for Batch II in the month of May, 2023
7.	Non-Academic	Industry Visit	To give industry exposure to the students.	MBA I	Was not possible due to very long schedule of SPPU exam
8	Non-Academic	MET – Cricket	To provide students a platform to focus on their physical fitness along with Team work & co-ordination.	MBA I & MBA II	Planned in the month of April, 2023

2. Metrics for Result Analysis: (Mar-Apr'2022 Conducted in Aug-Sept 2022)

Sr. No.	Name of Exam	Students appeared	Students Passed	Students Failed	% Students Passed
1	MBA I Sem2				
2	MBA II Sem 4				

*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	Aptitude Test	Hitbullseye & SPRUCE	To help students get placed with high packages and in organizations with high repute	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 On going)

Sr. No.	No. of Companies visited	No. of Students Selected
1	Approx. 18	95

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	Publications in process	1 in-house faculty is awarded with his PhD, attended 1 FDP & 1 Seminar, 3 IPR registered and published. MOOCs courses done.

C. For Administration:

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

1. Metrics for Admission status: (2022-23)

Sr. No.	Class	Sanctioned intake	No. of students admitted
1	MBA I	180	202
2	MBA II	180	201

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	
9	Student Satisfaction Survey Reports	No	Due in the month of August 2023
10	AAA Audit	Yes	

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11	Audit Report	No	Due
12	Energy Audit	No	Planned
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 are 22 New Admissions for PhD in the period of 2022-23
- **Course works:** 3

PhD Course Work	Credits	Dates	No. of Participants
1	08 Credits	21st Sept 2022 to 01st Oct 2022	97 Participants
2	04 Credits	16 Dec 2022 to 19 Dec 2022	80 Participants
3	08 Credits	23rd March 2023 to 26th March 2023	04 Participants

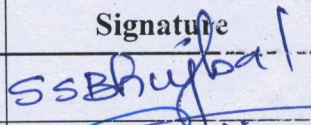
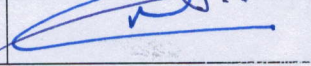
- **Progress reports:** 5

Sr. No.	Date	No of Student
1	05.03.2022	35
2	27.08.2022	25
3	05.11.2022	18
4	04.03.2023	17
5	11.04.2023	22

- **Awardees:** 6

9. 16 PF test & SIT was conducted in the month of Nov & December for 2 Batches.
10. The committee also took the review of administrative, Infrastructure and financials of the institute.
11. There was no grievance reported from the students.
12. Meeting ended with Vote of Thanks by IQAC Coordinator Dr. Namrata Deshmukh.
13. Next meeting was decided to be conducted in the month of Aug 2023.

List of Attendees:

<u>Attendees IQAC:</u>	Name	Signature
Management Representative :	Dr. Mrs. Shefali Bhujbal	
Chairperson:	Dr. Nilesh Berad	

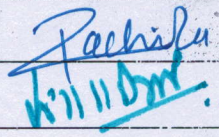
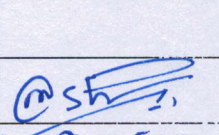
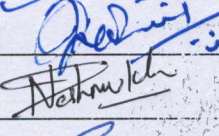
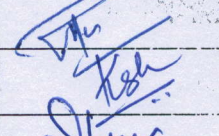
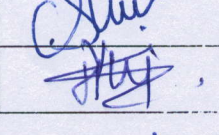
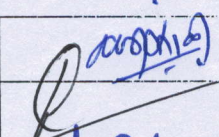
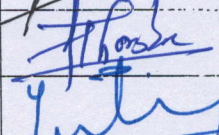
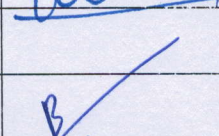
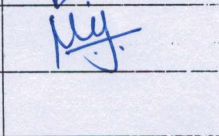
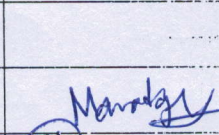
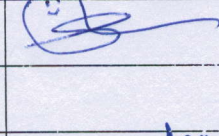
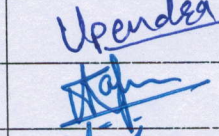
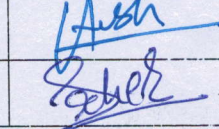
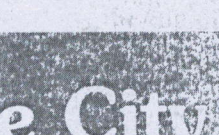
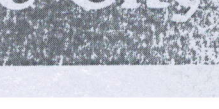
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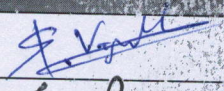
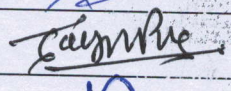
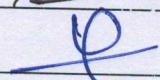
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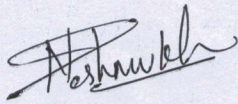
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Office Superintendent:	Mrs. Rachita Baid	
Society Representative :	Mr. Sanjay Patil	
Alumni :	Mr. Aashish Talikot	
Industry Representative :	Mr. Mahesh Gunjal	
Industry Representative :	Mr. Sachin Birari	
IQAC Coordinator (in charge):	Dr. Namrata Deshmukh	
IQAC Members :	Dr. Pooja Varma	
IQAC Members:	Dr. Kalyani Kapate	
IQAC Members :	Dr. Mital Bhayani	
Student representative :	Ms. Maitri Mavani	
<u>Attendees Staff:</u>	Prof. V. M. Sawant	
	Mr. Deepak Vartak	
	Dr. Atul Thombre	
	Dr. Yogesh Gaikwad	
	Dr. Prasad Joshi	
	Mrs. Brototi Mistri	
	Mr. Nilesh Chhallare	
	Dr. Hema Gwalani	
	Dr. Ajay Shukla	
	Mr. Manav Agarwal	
	Mr. Santosh Gaikwad	
	Mr. Yogesh Jadhav	
	Mr. Upendra Gawali	
	Mr. Abhijeet Kapse	
	Mr. Akash Barve	
	Ms. Swarupa Khedkar	

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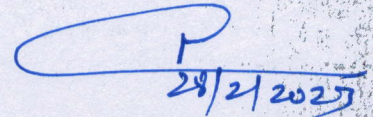
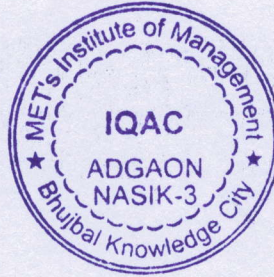
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	Mr. Vijayaraghavan	
	Mr. Madan Jagzap	
	Mr. Ajay Ukande	



Dr. Namrata Deshmukh
IQAC Co-ordinator

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-3

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