

Minutes of the Meeting

IQAC – MET IOM

Date: 02/01/2024

Time: 11.30 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 02/01/2024, in the presence of all appointed Management Representatives and external members.

Agenda:

1. To confirm the minutes of meeting of IQAC held on 04/08/2023.
2. To present the Action taken report to the members
3. To plan for extension activities in the form of social projects for students.
4. To plan the Events, psychometric test, 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 review of grievance cells.
8. To discuss the progress of Research center, research publication, IPR, etc. by the faculties.
9. To Plan for ED cell Activities
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. All the Major events planned were executed.
3. Dr. Yogesh Gaikwad Sir has briefed on the progress of Ph.D Research centre and IPR Cell
4. IQAC Committee emphasized on the preparation of NAAC SSR for Cycle 2. And progress of each criteria was discussed. QLM and QNM metrics were approved by

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- director Sir, online SSR filling and website link creation work was allotted. Summary for each criteria was drafted by IQAC members.
5. IQAC committee have suggested initiatives for improvement in each criteria. They also emphasized on percolation of Policies and manual in the system.
 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 to plan for Master Mind.
 8. Director IQAC asked Prof. Sawant Sir to schedule Specialization Choosing Guidance for MBA-I students
 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	Planned in the Month of May for AY 2023-24
2	Academic	MET Mantra	To acquaint them with industry expectations and institute culture while inculcating the values and professional ethics	MBA I	Conducted as Planned from 24 th Aug 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	Conducted on 28 th & 29 th Aug, 2023
4	Non-Academic	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.	MBA I	Conducted as Planned on 8 th September, 2023

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			3. To encourage think out of box and enhance their creativity.		
5	Non-Academic	EPOCH	To enhance entrepreneurial skills through experiential learning	MBA -I and II	Conducted on 4 th November, 2023
6	Extension	Social Research Projects	To sensitize students towards their social responsibility.	MBA -I	Planned in last week of January, 2024
7	Cultural	MET Utsav	To develop an awareness regarding various social & cultural issues through art form for a positive impact on students.	MBA -I and II	Planned in the Month of Jan, 2024.
6	Non-Academic	Master Mind	Concept of mind, its working and utilising its potential for self-development.	MBA I	Planned in the month of April 2024
7.	Non-Academic	Industry Visit	To give industry exposure to the students.	MBA I and II	Planned in the Month of May, 2024
8	Non-Academic	Meets for Finance, HR, Marketing and Operation	To bridge the gap between Industry and Academia	MBA I and II	Planned in the month of Feb and Mar, 2024

2. Metrics for Result Analysis: (Nov –Dec 2023)

Sr. No.	Name of Exam	Students appeared	Students Passed	Students Failed	% Students Passed
1	MBA I Sem2	Results Awaited			
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	MBA II	On going

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2	Technical know how	Mr. Vijay Raghavan & Internal Faculties	high packages and in organizations with high repute		On going
3.	Placement Grooming	VIOSA	Enhance employability	MBA II	Planned in the month of Jan

4. Metrics for Final Placement : (AY 2023-24 On going)

Sr. No.	No. of Companies visited	No. of Students Selected
1	Approx. 18	Approx. 50

B. For Faculties: (AY 2023-24)

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	More than 4.1	Publications in process	8 IPRs registered and 1 in process, 1 International conference, 2 FDPs, 2 Books, and 6 Research papers in process.

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	202
2	MBA II	180	204

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	

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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	No	Planned in August , 2024
11	Audit Report	Yes	
12	Energy Audit	No	In Process
12	Energy/Green Audit	No	In Process
13	Electrical safety Audit	No	In Process
14	Fire Safety Audit	No	In Process

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
- **Progress reports:** 1
- **Awardees:** 4

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

11. There was no major grievance reported from the students.


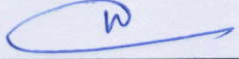
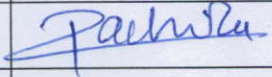
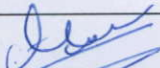
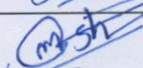
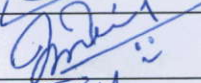
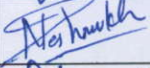
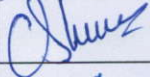

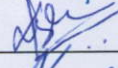

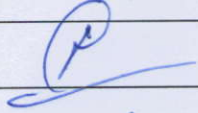
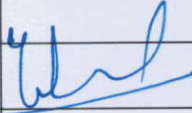
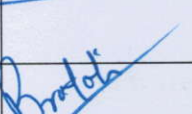
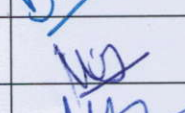
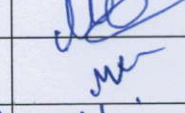
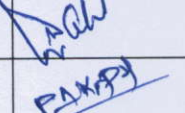
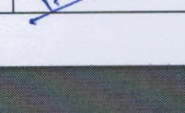


12. Meeting ended with Vote of Thanks by IQAC Coordinator Dr. Namrata Deshmukh.

13. Next meeting was decided to be conducted in the month of Aug 2024.

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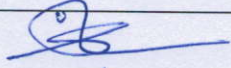
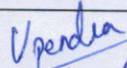
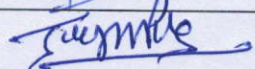

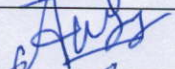
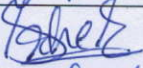
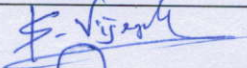

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List of Attendees:

<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 (in charge):	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	
	Prof. Dr. Atul Thombre	
	Prof. Dr. Yogesh Gaikwad	
	Dr. Shefali Bhujbal	
	Dr. Brototi Mistri	
	Dr. Nilesh Chhallare	
	Dr. Manav Agarwal	
	Dr. Anil Kokate	
	Dr. Prabodhan Patil	
	Dr. Pankaj Kapse	

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	Dr. Harshada Aurangabadkar	
	Mr. Santosh Gaikwad	
	Mr. Upendra Gawali	
	Mr. Madan Jagzap	
	Mr. Abhijeet Kapse	
	Mr. Akash Barve	
	Ms. Swarupa Khedkar	
	Mr. Vijaya Raghavan S.	
	Mr. Ajay Ukande	



Dr. Namrata Deshmukh
IQAC Co-ordinator

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



Dr. Nilesh R. Berad
IQAC Chairman

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

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