

# MET's INSTITUTE OF MANAGEMENT

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

## Minutes of the Meeting

### IQAC – MET IOM

Date: 24/06/2019

Time: 10.30 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 24/06/2019, in the presence of all appointed Management Representatives and external members.

#### Agenda:

1. To confirm the minutes of meeting of IQAC held on 08/12/2018
2. To present the Action taken report to the members
3. To take the review of AAA for AY 2018-19
4. To plan the Events for the academic year 2019-20 Sem I.
5. National Conference and academic activities of the upcoming semester.
6. To discuss the quality development initiatives.
  - 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
9. Any other Matter

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Following points were discussed and decisions were taken:

1. Prof. Namrata Deshmukh welcomed and thanked all the dignified members to join for the IQAC meeting
2. Minutes of the previous meeting were read by Prof. Namrata Deshmukh and were approved by the committee members. Along with that Prof. Namrata Deshmukh also presented the Action Taken report the Committee based on the decisions taken in the previous meeting.
3. Dr. Yogesh Gaikwad Sir has briefed on the successful completion of the Ph.D course work I.
4. AAA audit was conducted for AY 2018-19 and remarks given by audit committee was discussed. It was instructed to concerned staff to make compliance of the same for the upcoming academic year.
5. 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 workshop pattern introduced. It was decided to prepare academic calendar and events to be conducted were finalized such as Aarambh, Outbound program, Equalizer etc.
6. It was decided to conducted national conference in the upcoming semester and committees for the same were formed. Dr. Yogesh Gaikwad was given the responsibility to head the same and instruct the committee for further work.
7. IQAC Proposed that quality development initiatives for each of the stakeholders should be planned phase wise as per the following chart. This will help track overall progress and take corrective measures

## Parameters for Quality initiatives

Students	Faculties	Administration	Research centre
<ul style="list-style-type: none"><li>• Activities<ul style="list-style-type: none"><li>• Academic</li><li>• Extracurricular</li></ul></li><li>• Results</li><li>• Placement<ul style="list-style-type: none"><li>• Grooming</li><li>• Outcome</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Feedback</li><li>• Research Publications</li><li>• Faculty Knowledge enrichment</li></ul>	<ul style="list-style-type: none"><li>• Admissions</li><li>• Compliance for Regulatory authorities</li><li>• Mandatory Disclosures</li></ul>	<ul style="list-style-type: none"><li>• Admissions</li><li>• Course works</li><li>• Progress reports</li><li>• Awardees</li></ul>

### A. For Students:

The progress of the students will be tracked based on 3 broad areas i.e. Activities (Academic & Non-academic), Results & Placements (Grooming & Final Placements). Following metrics for the same is proposed subject to approval from the Director.

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## 1. Metrics for Activities:

Sr. No.	Type of Activity	Name of Activity	Objective	No. of Students participated (As organizers)	No. of Students participated (As participants)	Outcome

## 2. Metrics for Result Analysis:

Sr. No.	Name of Exam	Students appeared	Students Passed	Students Failed	% Students Passed

## 3. Metrics for Placement Grooming:

Sr. No.	Type of Grooming	Conducting Authority (In house / Industry Expert)	Objective	No. of Students participated

## 4. Metrics for Final Placement :

Sr. No.	No. of Companies visited	No. of positions offered	No. of Students Applied	No. of Students Selected

## B. For Faculties:

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

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## C. For Administration:

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

### 1. Metrics for Admission status:

Sr. No.	Class	Sanctioned intake	No. of students admitted

### 2. Status of Compliances & Disclosures:

Sr. No.	Compliances & Disclosures	Status (Yes/No)	Remark
1	AICTE		
2	DTE		
3	FRA		
4	AISHE		
5	NIRF		
6	IQAC MOM & ATR		
7	NAAC AQAR		
8	Academic Calendar		
9	Student Satisfaction Survey Reports		
10	AAA Audit		
11	Audit Report		
12	Energy Audit		

## D. For Research Centre:

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

- Admissions
- Course works
- Progress reports
- Awardees

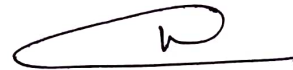
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8. The members took the review of syllabus completion, examinations conducted and in process, placement grooming week and about enhancing the quality of SIP Projects.
9. It was suggested to ED Cell to conduct discussion & counselling session for interested students and motivate them to further their interest.
10. Prof. Vasudeo Sawant presented the ABC analysis of second year students and will take 16 PF tests for MBA 1<sup>st</sup> year students after their enrollments.
11. The committee suggested to invite some good industry experts specifically from BFSI segment in order to augment the placements.
12. IQAC Committee suggested to conduct various meets such as HR Meet, Finance Meet, Marketing Meet & ED Meet in the second half of the academic year.
13. Mr. Vartak presented the placement details of the companies which visited the campus and are expected to visit the campus by the month of December.
14. The student committee members have requested to have atleast one Industrial Visit.
15. FDP on Outcome Based Education & CBCS pattern as per the revised syllabus for Faculties should be taken up.
16. The committee also took the review of administrative, Infrastructure and financials of the institute.
17. There was no grievance reported from the students.
18. Meeting ended with Vote of Thanks by IQAC Coordinator Mrs. Namrata Deshmukh.
19. Next meeting was decided to be conducted in the month of December 2019.



Mrs. Namrata Deshmukh  
IQAC Co-ordinator (In charge)



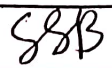

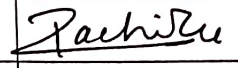
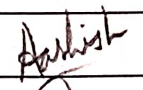

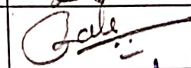

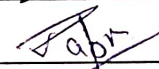
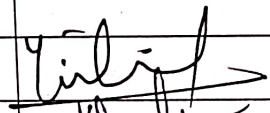
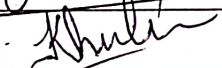
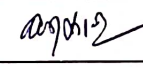


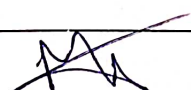
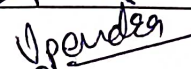


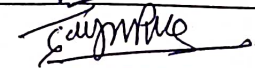
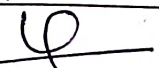
Dr. Nilesh R. Berad  
IQAC Chairman

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<u>Attendees IQAC:</u>	Name	Signature
Management Representative :	Dr. Mrs. Shefali Bhujbal	
Chairperson:	Dr. Nilesh Berad	
Administrative officer:	Ms. Rachita Baid	
Society Representative :	Mr Sanjay Patil	
Alumni :	Aashish Talikot	
Industry Representative :	Mr. Mahesh Gunjal	
Industry Representative :	Mr. Sachin Birari	
IQAC Coordinator (in charge):	Mrs. Namrata Deshmukh	
IQAC Members :	Ms. Pooja Varma	
IQAC Members:	Dr. Vardhan Choubey	
IQAC Members :	Dr. Yogesh Gaikwad	
Student representative :	Ms. Khushbu Bramhecha	
<u>Attendees Staff:</u>	Prof. V. M. Sawant	
	Mr. Deepak Vartak	
	Ms. Brototi Mistri	
	Mr. Santosh Gaikwad	
	Mr. Yogesh Jadhav	
	Mr. Manav Agarwal	
	Mr. Upendra Gawali	
	Mr. Nilesh Chhallare	
	Mr. Akash Barve	
	Mr. Madan Jagzap	
	Mr. Ajay Ukande	

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