

Minutes of the Meeting

IQAC – MET IOM

Date: 28/01/2021

Time: 11.00 am

Venue: IOM Conference room


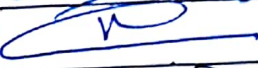
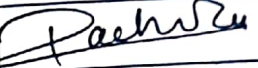
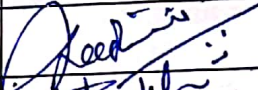
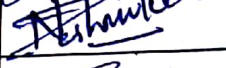
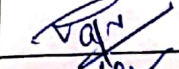


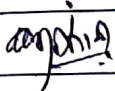
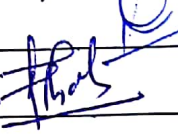

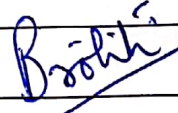


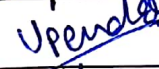

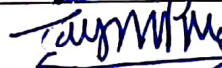
A meeting of all the members of Internal Quality Assurance Cell with the teaching faculty and administrative staff of METIOM was held on 28/01/2021, in the presence of all appointed Management Representatives and external members.

Agenda:

1. To confirm the minutes of meeting of IQAC held on 16/06/2020.
2. To present the Action taken report to the members
3. To plan for extension activities for students.
4. To plan the Events and academics for the MBA I Sem I students along with alternative plan considering the covid pandemic scenario.
5. National Conference and other extra curricular activities of 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
9. Any other Matter

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	Name	Signature
Attendees IQAC:		
Management Representative :	Dr. Mrs. Shefali Bhujbal	
Chairperson:	Dr. Nilesh Berad	
Administrative officer:	Mrs. 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:	Mrs. Kalyani Kapate	
IQAC Members :	Dr. Yogesh Gaikwad	
Student representative :	Ms. Khushbu Bramhecha	
Attendees Staff:		
	Prof. V. M. Sawant	
	Mr. Deepak Vartak	
	Dr. Atul Thombre	
	Dr. Prasad Joshi	
	Mrs. Brototi Mistri	
	Mr. Nilesh Chhallare	
	Mr. Santosh Gaikwad	
	Mr. Yogesh Jadhav	
	Mr. Manav Agarwal	
	Mr. Upendra Gawali	
	Mr. Akash Barve	
	Mr. Madan Jagzap	

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Mr. Ajay Ukande

Following points were discussed and decisions were taken:

1. Mrs. Namrata Deshmukh welcomed and thanked all the members to join for the IQAC meeting.
2. Minutes of the previous meeting were read by Mrs.. Namrata Deshmukh and were approved by the committee members. Along with that Mrs. 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 progress of Ph.D Research centre and it was decided to withhold the 8th National conference due to mass gathering restrictions imposed by Government.
4. IQAC Committee briefed on the pending status of AQAR & AAA audit due to restricted work force and change in timings, etc. of work force. However, the committee has requested to compile all the necessary documents and start working as per their working slots. The decision for AAA audit will be taken in the next meeting depending on the progress of AQAR preparation & submission.
5. Dr. Atul Thombre has informed all the faculties on revised subject allocation and taken their consent on the same. He also discussed the tentative academic plan and proposed to the committee that the priority should be shifted to MBA Sem I academic course completion since the duration was shortened due to delay in admission process by almost six months.
6. It was instructed by Director sir to split the strength of the class from 2 to 3 divisions in order to fulfill the social distancing norms. Also he has instructed the staff to follow the social distancing guidelines and display the same at different places in the institute before the new batch starts.
7. 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.

1. Metrics for Activities:

Sr. No	Type of Activity	Name of Activity	Objective	Class	Status
1	Academic	SIP Presentations	To enhance the quality of Research projects	MBA II	Completed
2	Academic	Induction Program	To acquaint them with industry expectations and institute culture while inculcating the values and professional ethics	MBA I	Planned in the month of Feb,2021

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3	Academic	Bridge Course - EQUALISER	To bring students from various educational background at par before getting exposed to Management education.	MBA I	Planned in the month of Feb,2021
4	Non-Academic	Task Force	To develop the spirit of Entrepreneurship amongst the student and boost their thinking process through Idea generation.	MBA I	Planned in the month of Feb,2021
5	Non-Academic	Out Bound	To develop Team building skills among the students To explore their creativity and think out of box through different management games.	MBA I	Planned subject to mass gathering norms relaxation

2. Metrics for Result Analysis: (Delayed Exams due to pandemic)

Sr. No	Name of Exam	Students appeared	Students Passed	Students Failed	% Students Passed
1	MBA II Sem 3	NA	NA	NA	NA
2	MBA I Sem 1	Not admitted yet	Not admitted yet	Not admitted yet	Not admitted yet

3. Metrics for Placement Grooming:

Sr. No.	Type of Grooming	Conducting Authority (In house / Industry Expert)	Objective	Class	Status
1	Resume writing	Hitbullseye	To help students get placed with high packages and in organizations	MBA II	Completed
2	Mock Interviews	Hitbullseye			Completed
3	Aptitude	Hitbullseye			Completed

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	Test		with high repute		d
4	Technical know how	In house			On going

4. Metrics for Final Placement : (AY 2020-21 On going)

Sr. No.	No. of Companies visited	No. of Students Selected
1	22 (as on Jan 20,2021)	37

A. For Faculties: (AY 2020-21)

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	16	4.1 out of 5	6 accepted, yet to publish and still ongoing	1 FDP (In house), 1 PhD Course Work, 1 National Conference

B. For Administration:

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

1. Metrics for Admission status: (2020-21)

Sr. No.	Class	Sanctioned intake	No. of students admitted
1	MBA I	120	132
2	MBA II	120	123

2. Status of Compliances & Disclosures: (For 2020-21)

Sr. No.	Compliances & Disclosures	Status (Yes/No)	Remark
1	AICTE	Yes	
2	DTE	Yes	
3	FRA	Yes	
4	AISHE	Yes	

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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 May/June 2021
10	AAA Audit	No	In process
11	Audit Report	No	Due
12	Energy Audit	No	Decision pending for approval

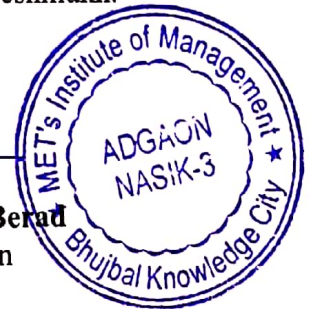
C. For Research Centre:

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

- **Admissions:** There is 1 New Admissions for PhD so far in the period of June 2020 to Jan 2021
 - **Course works:** Ph. D Course Work III was conducted in the month of November 2020.
 - **Progress reports:** 4th & 5th six monthly progress report presentations for Batch 1 and 2 was conducted online on 2nd & 3rd October, 2020.
 - **Awardees:** 4
8. Allocation of responsibilities & various committees were formed for the Induction program. Heads of respective specialization were given the task to identify the industry experts from the respective domain for Panel discussion in Aarambh 2021.
 9. IQAC committee has requested Prof. Vasudeo Sawant to be ready with 16 PF test for MBA 1st year students.
 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 Mrs. Namrata Deshmukh.
 13. Next meeting was decided to be conducted in the month of May 2021.


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


Dr. Nilesh R. Berad
IQAC Chairman



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