

॥ बहुजन हिताय । बहुजन सुखाय ॥

Poona district Education Association's
***Institute of Technical Education, Research &
Management***

Estb: June 2010

Sec. No. 28, Ganganagar, PCNTDA, Akurdi, Pune-411044

Ph. No : (020) 27650788, E.Mail : itermakurdi@gmail.com

Web Site : <http://www.itermakurdi.org>

Affiliated to University of Pune

Minutes of Meeting held on 10/02/2021

Members present :

1. Dr. Sanjaykumar Birbal Shinde
2. Hon. Adv. Sandeep Kadam
3. Mr. Abhimanu Navgade
4. Mr. Sandeep Shende
5. Dr. Santosh Balasaheb Khalate
6. Ms. Pooja Prajapati
7. Smt. Kirti Atul Pasalkar
8. Smt. Mohini Vishwasrao Kadam
9. Shri Sandeep Bhagunde
10. Ms. Leela Gaikwad
11. Prof. Tejali Sujit Desarda

Agenda

- Formation of Internal Quality Assurance Cell
- To Discuss about the Objectives and benefits of IQAC
- To develop the strategies and functionality of IQAC .
- Focus on student Development/Faculty Development programs
- Issues if any.




Director
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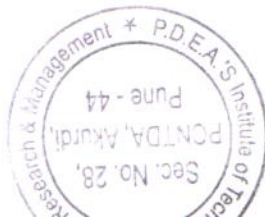
Meeting started with a welcoming note by Dr.Sanjaykumar Shinde (Director)

1. Sir started **with the first** agenda of meeting with the formation of **Internal Quality Assurance Cell along** with brief objectives and benefits of IQAC.

Sir informed all the members present about the appointed members in IQAC,. their positions and responsibilities. Following members were appointed as IQAC members.

Sr. No.	Name	Designation	Post
1.	Dr. Sanjaykumar Birbal Shinde	Acting Director	IQAC Chairman
2.	Hon. Adv. Sandeep Kadam	Secretary , Management Representative	Member
3.	Mr. Abhimanu Navgade	Industrialist	Member
4.	Mr. Sandeep Shende	Expert from Industry	Member
5.	Dr. Santosh Balasaheb Khalate	Assistant Professor	Member
6.	Ms. Pooja Prajapati	Assistant Professor	Member
7.	Smt. Kirti Atul Pasalkar	Librarian	Member
8.	Smt. Mohini Vishwasrao Kadam	Administrative staff	Member
9.	Shri Sandeep Bhagunde	Alumni Representative	Member
10.	Miss. Leela Gaikwad	Student Representative	Member
11.	Prof. Tejali Sujit Desarda	Assistant Professor	IQAC Coordinator

2.




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Second agenda of meeting was to explain the functions and benefits of IQAC to all the members present in the meeting like : Documentation of the various programs /activities, leading to quality improvement, development of Quality Culture in the institution, Arrangement for feedback from students, parents and other stakeholders on quality-related institutional processes etc.

3. In the third agenda sir explained about the strategies to be developed and to evolve the mechanism of IQAC with some examples like how an academic department can ensure the timely and progressive performance of the allotted task., Student development, FDP for teaching staff in the subject Research, Process Development, Non-teaching staff development.
4. Also discussion regarding celebrating Shiv jayanti, Online Induction program for the New batch . To prepare and be ready for the blended mode of teaching was done.
5. With this discussion sir ended up the meeting by Congratulating and wishing all the best to all IQAC members.
6. Prof Tejali Desarda expressed the Vote of thanks to all the present members.




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Action Taken report

To implement the decisions of the meeting held on 10th February 2021 the following decisions were taken:

Sr., No.	Issues	Action
1.	Formation of IQAC Committee	IQAC committee was formed and the respective members were informed about the appointment .
2.	Student Development	1. Induction program in online mode was conducted 2. International Women's day was celebrated on 08/03/2021 3. A guest lecture on the subject "Bhartiya Swantatrata Sangran " was organized on 27/0/2021. 4. The Delnet E library subscription was renewed.




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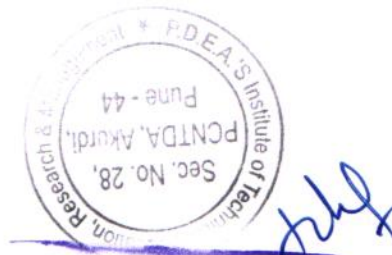
Minutes of Meeting held on 25/07/2022

Members present :

1. Dr. Sanjaykumar Birbal Shinde
2. Hon. Adv. Sandeep Kadam
3. Mr. Abhimanu Nagvade
4. Mr. Sandeep Shende
5. Dr. Santosh Balasaheb Khalate
6. Ms. Pooja Prajapati
7. Smt. Kirti Atul Pasalkar
8. Smt. Mohini Vishwasrao Kadam
9. Shri Sandeep Bhagunde
10. Ms Sayali Patel
11. Prof. Tejali Sujit Desarda

Agenda

- Review of previous meeting held on 25th February 2022.
- Discussion on Admission Procedure system.
- Review of NAAC Work undertaken.
- Organization of Various activities.
- Enrichment of Library.



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Meeting started with a welcoming note by Dr.Sanjaykumar Shinde (Director)

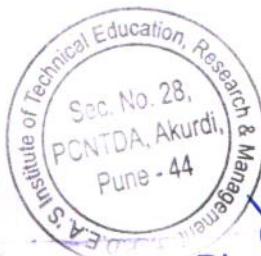
1. Prof Tejali Desarda , IQAC coordinator read the minutes of the previous meeting and also discussed the Action taken report on the previous meeting held.
2. Dr. Sanjaykumar Shinde sir , Director , informed to all the committee members regarding the institutes motive to go in for NAAC accreditation process. He also explained the need of the same and its significance to all the members present.

He guided and requested the staff members to refer the SSR of few MBA colleges, that will facilitate in proceeding the NAAC Work.

3. After discussion at the meeting, Director sir told Prof Tejali Desarda madam to carry on the work allotment for the NAAC work (criteria wise) amongst all the staff members.
4. The reformation of the NAAC committee was done unanimously by the permission of all the members present.

Miss Leela Gaikwad retired as a student member and replaced by Ms. Sayali Patel as a student representative.

5. Smt. Kirti Pasalkar madam suggested to buy E subscription for the library as a e resource for the students.
6. As a part of student development it was decided to organize various activities such as tree plantation, Guest Lecture by the expert, Idea generation, Poster presentation etc.
7. Dr. Santosh Khalate sir, Course coordinator took review from the staff member s of the teaching learning practices implemented by the Staff members, Learning Pedagogy, Lecture Plan.
8. Prof Tejali Desarda expressed the Vote of thanks to all the present members.




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Director

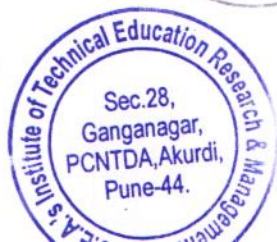
Action Taken report

To implement the decisions of the meeting held on 25th February 2022 the following decisions were taken:

Sr., No.	Issues	Action
1.	Reformation of IQAC Committee	IQAC committee was reformed and the respective members were informed about the appointment .
2.	NAAC Work Distribution	Prof Tejali Desarda distributed the 7 criteria's of NAAC amongst the Staff members and informed the same to all the Reseptive staff members.
3.	Enrichment of Library	Delnet Subscription was renewed on 12/03/2022
4.	Student activities	1.Marathi Day was celebrated on 27 th February 2022. 2. Global Recycling Day was celebrated on 26 th March 2022. 3. Mad Ad competition was held on 25 th June 2022. 4. Yoga Day was celebrated on 22 nd July 2022. 5. National Cycle Rally was organized on 23 rd July 2022 on the occasion Of Birthday of PDEA's President Hon. Ajitdada Pawar




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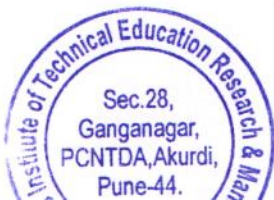
Minutes of Meeting held on 25/07/2022

Members present :

1. Dr. Sanjaykumar Birbal Shinde
2. Dr. Santosh Balasaheb Khalate
3. Ms. Pooja Prajapati
4. Smt. Kirti Atul Pasalkar
5. Smt. Mohini Vishwasrao Kadam
6. Ms Sayali Patel
7. Prof. Tejali Sujit Desarda

Agenda

- Review of previous meeting held on 25th February 2022.
- Discussion on Admission Procedure system.
- Review of NAAC Work undertaken.
- Organization of Various activities.
- Enrichment of Library.




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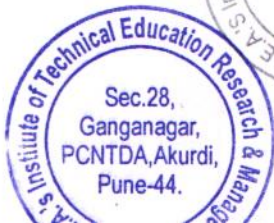
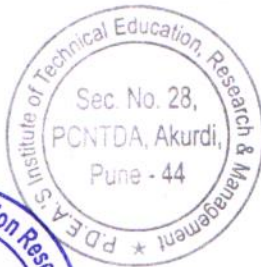
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Meeting started with a welcoming note by Dr.Sanjaykumar Shinde (Director)

1. Prof Tejali Desarda, IQAC coordinator read the minutes of the previous meeting and also discussed the Action taken report on the previous meeting held.
2. Dr. Santosh Khalate discussed and explained the Admission Procedure for MBA admission for the academic year 2021-2022 to be started from 10th November 2022.
He also demanded for the requirement of computers , Printer , scanner etc. required for the admission procedure.
3. Prof Tejali Desarda, IQAC coordinator took review of the NAAC work in progress from the criteria heads. Also she noted down the difficulties, queries , and problems faced by the criteria heads (Staff members)while carrying out the NAAC work.
4. Smt. Mohini Kadam informed everyone about the SPPU SEM II and SEM IV exam is scheduled from 10th August 2022 to 20th September 2022
5. Dr. Sanjaykumar Shinde sir, told the staff members to conduct various activities for inculcating social responsibility amongst the students. Also he told to undertake activities for the overall development of the student.
6. Smt. Mohini Kadam madam expressed the Vote of thanks to all the present members.




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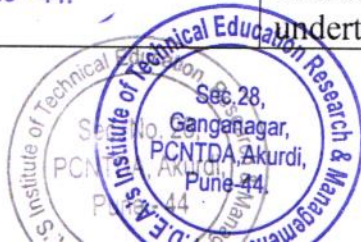
Action Taken report

To implement the decisions of the meeting held on 25th July 2022 the following decisions were taken:

Sr. No.	Issues	Action
1.	Admission Procedure	As per the suggestion of Dr. Santosh Khalate sir, computer System administrator was informed to undertake the maintenance of the Computer Labs and entire systems in the Institute . Also Quotation for New Printer, Computers, and scanners were collected .
2.	Criteria wise NAAC Work Review	Prof Tejali Desarda reviewed the problems and difficulties faced by the NAAC criteria heads in carrying on the work. After reviewing thew same it was decided in consultation with the Director to arrange for the Guest lecture on NAAC activities by an expert. Dr. Tambade sir From PDEA's Prof Ramakrishna More ACS college was Approached and invited .
3.	SPPU Exam	SPPU exams were conducted in Smooth manner.
4.	Student activities	1.Anant Vyankhanmala was organized on 29 th July 2022 2. Idea generation competition was held on 1 st August 2022. 3.Plastic Bottle collection drive was undertaken on 20 th August 2022. 4. Har Ghar Tiranga Drive was undertaken on 22nd August 2022. 5. Surya Namaskar Day was organized on 12 th December 2022 6. Business Quiz and Poster competition was conducted on 13 th December 2022. On the Occasion of Birthday celebration of Hon. Sharadchandrajji Pawar Swachata Abhiyaan was undertaken on 20 th December 2022.

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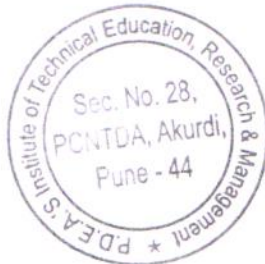
Minutes of Meeting held on 17/11/2022

Members present :

1. Dr. Sanjaykumar Birbal Shinde
2. Dr. Santosh Balasaheb Khalate
3. Ms. Pooja Prajapati
4. Smt. Kirti Atul Pasalkar
5. Smt. Mohini Vishwasrao Kadam
6. Ms Sayali Patel
7. Prof. Tejali Sujit Desarda

Agenda

- Review of previous meeting held on 25th July 2022
- Discussion on Induction Program for New Batch
- Discussion on Industrial Visit Plans.
- NAAC work review.




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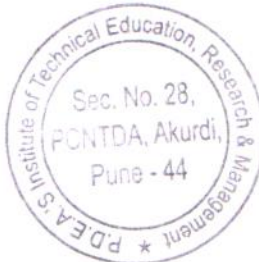
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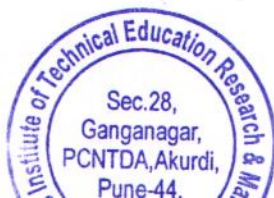
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Meeting started with a welcoming note by Dr. Sanjaykumar Shinde (Director)

1. Prof Tejali Desarda, IQAC coordinator read the minutes of the previous meeting and also discussed the Action taken report on the previous meeting held.
2. Dr. Santosh Khalate informed about ongoing admission procedure and discussed the plan to organize the Induction Program for the New MBA Batch. He briefed about the Induction program.
3. Dr. Santosh Khalate also informed about the plans to organize an Industrial visit for the MBA Students.
4. Prof Tejali Desarda, IQAC coordinator took review of the NAAC work in progress from the criteria heads. Also she noted down the difficulties, queries, and problems faced by the criteria heads (Staff members) while carrying out the NAAC work.
5. Dr. Sanjaykumar Shinde sir, told the staff members to conduct various activities for inculcating social responsibility amongst the students. Also he told to undertake activities for the overall development of the student.
6. Smt. Mohini Kadam madam expressed the Vote of thanks to all the present members.




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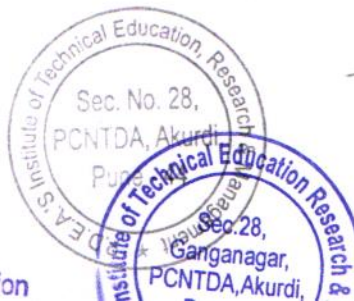
Action Taken report

To implement the decisions of the meeting held on 17th November 2022 the following decisions were taken:

Sr., No.	Issues	Action
1.	Admission Procedure	Dr. Santosh Khalate Briefly informed about the Admission status of the institute. An Induction Program was conducted on 1 st December 2022.
2.	Industrial Visit	Industrial visit for the students was taken to Nandan Dairy and Nisarg Sangeet and Sugar factory on 6 th January 2023
3.	Criteria wise NAAC Work Review	Prof Tejali Desarda reviewed the problems and difficulties faced by the NAAC criteria heads in carrying on the work. After reviewing the same it was decided in consultation with the Director to arrange for the Guest lecture on NAAC activities by an expert. Dr. Tambade sir From PDEA's Prof Ramakrishna More ACS college was approached and invited .
4.	Student activities	1. Surya Namaskar Day was organized on 12 th December 2022 2. Business Quiz and Poster competition was conducted on 13 th December 2022. 3. On the Occasion of Birthday celebration of Hon. Sharadchandraji Pawar, "Swachata Abhiyaan" was undertaken on 20 th December 2022 at the banks Mula River, Deccan 4. International Youth day Was celebrated on 12 th January 2023.

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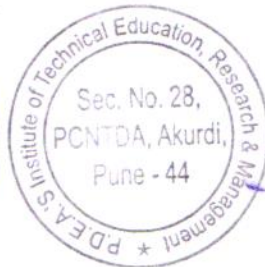
Minutes of Meeting held on 20/01/2023.

Members present :

1. Dr. Sanjaykumar Birbal Shinde
2. Dr. Santosh Balasaheb Khalate
3. Ms. Pooja Prajapati
4. Smt. Kirti Atul Pasalkar
5. Smt. Mohini Vishwasrao Kadam
6. Shri Sandeep Bhagunde
7. Ms Sayali Patel
8. Prof. Tejali Sujit Desarda

Agenda

- Review of previous meeting held on 17th November 2022
- Republic Day Celebration
- Blood Donation Camp.
- SPPU Exams Planning.
- Enrichment of Library.
- Application for IIQA.
- Review of NAAC work and preparation of SSR.




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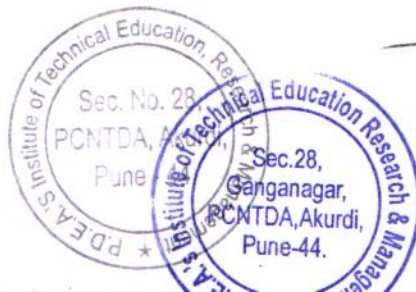
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Meeting started with a welcoming note by Dr.Sanjaykumar Shinde (Director)

1. Smt. Mohini Kadam , Administrative head, read the minutes of the previous meeting and also discussed the Action taken report of the previous meeting held.
2. Dr. Sanjaykumar Shinde sir , Director instructed the Staff members about the organization of Republic Day.
3. Ms. Sayali Patel, student representative discussed in detail the plans of Conducting the Blood Donation Camp in College.
4. Dr. Santosh Khalate also informed the staff members about the SPPU exams scheduled from 20th February 2023. He briefed about the plans regarding conduct of exams. Also he solicited cooperation from the staff for smooth conduct of Exam sessions.
5. Mrs. Kirti Pasalkar, Librarian, discussed the plans for enrichment of Library.
6. Dr. Sanjaykumar Shinde sir, Director, asked all the NAAC Criteria heads to make preparations for filling up of IIQA. It was planned to fill it up at the earliest.
7. Prof Tejali Desarda, IQAC coordinator took review of the NAAC work completion status, from the criteria heads. Also she noted down the difficulties, queries, and problems faced by the criteria heads (Staff members) while carrying out the NAAC work. She also discussed about the plans for preparing SSR report before filling up IIQA Online.
8. Mrs. Kirti Pasalkar madam expressed the Vote of thanks to all the present members.



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Action Taken report

To implement the decisions of the meeting held on 20th January 2023 the following decisions were taken:

Sr. No.	Issues	Action
1.	Republic Day celebration	Republic day was celebrated on 26 th January 2023 in cooperation with the Prof Ramkrishna More ACS college , Akurdi, in college premises. Flag Hoisting was done in the presence of Our Director, Dr Sanjaykumar Shinde. All staff members were present.
2.	Blood Donation Camp	Blood Donation Camp was organized on 24 th January 2023 in coordination with Gholap Blood Bank.
3.	SPPU Exams	SPPU exams were smoothly conducted from 20 th February 2023 till 18 th April 2023.
4.	Library Enrichment	Proposal for Delnet membership renewal is given.
5.	IIQA Filing	As a step ahead to Fill up the IIQA HEI login for the college was done on 31 st March 2023
6.	Criteria wise NAAC Work Review	Prof Tejali Desarda reviewed the problems and difficulties faced by the NAAC criteria heads in carrying on the work. After reviewing the same it was decided in visit the MBA college for understanding the Documentation required for uploading the SSR report. Also SSR of Few MBA colleges were discussed. A visit to PDEA's College of Architecture was done. Also a visit to RJSPM Management college was done to study the preparation for NAAC.

Director

Director