

A meeting of Internal Quality Assurance cell - IQAC was conducted and the minutes of the meeting are as follows

Day and Date :- Friday, 22<sup>nd</sup> July 2022, Time :- 10:00am

Venue :- IQAC Hall, NIM, Nashik.

Mode :- OFFline

Following members were present in this offline IQAC meeting,

- 1) Head of the Institution      Chairman      Dr. Savarna Shinde
- 2) Management representative      Member      Mr. Vijay Kale
- 3) Nominee from local Society      Member      Mrs. Mangal Pawar
- 4) Teacher representative      Member      Dr. Rita Choudhari
- 5) Teacher representative      Member      Prof. Yateen Nandani
- 6) Teacher representative      Member      Prof. Poojanka Mhatre
- 7) Senior Admin Staff      Member      Mr. Aman Bhalerao
- 8) Senior Admin Staff      Member      Mr. Mangesh Yadav
- 9) Employee representative      Member      Mr. Saurang Sarda
- 10) Alumni representative      Member      Mr. Jobin  
Mr. Rupesh Rupate



11) Students Representative Member Ms. Kirti Sonar  
Mr. Gaurav Pawar

Agenda 6  
Resolution

12) Teacher Representative Coordinator Dr. Nutan Pawar

Agenda  
Resolution

### Minutes of the meeting

Meeting started on a welcome note by IQAC Coordinator followed by her presentation on objective (purpose, activities & function of IQAC)

Agenda  
Resolution

Agenda 1:- To read and review the minutes of previous meeting.

Resolution:- Minutes of previous meeting were read out with formal discussion and were approved by IQAC members.

Agenda  
Resolution

Agenda 2:- To review and discuss about formation of IQAC cell for AY 2022-23

Resolution:- It was decided Dr. Nutan Pawar will be the IQAC Coordinator from AY 2022-23. Along with existing members some new members were added in IQAC committee.

Agenda  
Resolution

Agenda 3:- To discuss Academic plan for AY 2022-23

Resolution:- Prof. Yateen Mandanwar was given the charge to prepare Academic Calendar for AY 2022-23.

Agenda  
Resolution

Agenda 4:- To review and discuss teaching pedagogy techniques

Resolution:- It was decided to use new innovative tools, Animated video, Sharing recorded videos should be included in teaching-learning process.

Agenda  
Resolution

Agenda 5:- To review and discuss Exam related matters.

Resolution:- It was decided that CCE specialisation wise should be standard. Records of marks should be done through google sheet and hardcopy of same should be maintained

Agenda  
Resolution



Agenda 6 :- To review and discuss about feedback mechanism.

Resolution :- It was decided to make some changes in feedback form and the change is given to Dr. Mutan Pawar.

Agenda 7 :- To review and discuss about counseling & mentor-mentor.

Resolution :- It was decided to frame roles, responsibility, record keeping format and change is given to Dr. Rita Choudhary.

Agenda 8 :- To review and discuss about various committees for AY 22-23

Resolution :- Various committees of last year were summarised. It is discussed to give focus on similar committees for 22-23

Agenda 9 :- To review and discuss about Training & Placement Activities

Resolution :- It was decided that Dr. Rita Choudhary will assist TPO from AY 22-23. It was further discussed that offline placement and campus placement should be stressed.

Agenda 10 :- To review and discuss about Research and development

Resolution :- All the faculty members were asked to publish papers in UGC journals and participate in FDPs, workshops

Agenda 11 :- To review and discuss about Alumni Connect.

Resolution :- Prof. Yateen Nandanwar was asked to take interest and coordinate task of updating Alumni data, Meet & guest lecture.

Agenda 12 :- To review and discuss about curricular & extra-curricular

Resolution :- Last year activities were summarised and it was discussed to give focus on all aspects of life.

Agenda 13 :- Any other matter as per permission of chairman

Resolution :- It was discussed that TPO & IQAC shall work on having MoUs with Industry for research.



Following members were present

1) Dr. Savanna R. Shinde

Bil  
22/07/2022

2)

2) Mr. Vijay Kale

Vijay

3) Mrs. Mangal Pawar

M

4) Dr. Rita Chaudhari

R Chaudhari  
22/07/22

5) Prof. Yateen Nandanwar

Yateen

6) Prof. Priyanka Mhaske

7) Mr. Anan Bhatnagar

Anan

8) Mr. Mangesh Yadav

Mangesh  
22/07/22

9) Mr. Shrirang Sarda

10) Mr. Jobin

Jobin

11) Mr. Rupesh Rupate

Rupesh  
22/07/22

12) Ms. Kirti Sonar

Kirti

13) Mr. Gaurav Pawar

Gaurav

14) Dr. Nutan Pawar

Nutan

# Action Taken Report 2022 IQAC

Plan of Action	Action taken / Outcomes
1) AQAR	Criteria wise task was allocated to staff for AQAR 2021-22
2) Academic Calender	Academic calender was prepared for AY 22-23
3) FDP and Publication	Four Research paper was published by faculty in VGC Care listed Journal and also participated in UHU I & II FDP by AICTE.
4) Training & placement	Strategies and plans were discussed with TP committee.
5) Examination & CAP	April / May 2022 Examination was conducted smoothly and CAP responsibility was allocated by SPPU to NIM and same was completed successfully and timely.
c) Feedback	Feedback on faculty by students was collected and analysed.



→ Teaching-learning

Staff was encouraged to include innovative methods to be used in teaching like sharing recorded video, use of online tools etc.

→ SIP

Session was organised for guiding students for Summer Internship programme.

Dr. Suvashna. R. Shinde  
I/c Director

Dr. Nutan. P. Pawar  
IGAC Coordinator

A meeting of IQAC was conducted and the minutes of the meeting are as follow.

Day and Date :-

Time :-

Venue :- IQAC cell, NIM, Nashik      Mode :- offline.

Following members were present in the IQAC meeting.

1) Dr. Suvarna R. Shinde	Chairman	
2) Mr. Vijay. Kale	Member	
3) Mrs. Mangala. Pawar	Member	
4) Dr. Nutan. P. Pawar	IQAC Coordinator	
5) Dr. Rita. Chaudhari	Member	
6) Prof. Yateen Nandanwar	Member	
7) Prof. Priyanka. Mhaskar	Member	
8) Mr. Anur. Bhalerao	Member	
9) Mr. Mangesh Yadav	Member	
10) Mr. Srikang Sarda	Member	
11) Mr. Jobin	Member	
12) Mr. Rupesh Rupwate	Member	
13) Mr. Gaurav Pawar	Member	
14) Mr. Chetan Naik	Member	

### Minutes of the meeting

Meeting started on a welcome note by IQAC Coordinator.

Agenda - 1 To read and review the minutes of previous meeting.

Resolution :- Minutes of previous meeting were read out with formal discussion and were approved by all.



Agenda 2 :- To review and discuss first year admission status.

Resolution :- Prof Yateen. N gave all the updates of 1<sup>st</sup> year admission and the challenges faced during admission was discussed.

Agenda 3 :- To discuss the matters relating to 1<sup>st</sup> year commencement of lectures.

Resolution :- It was discussed that the lectures of 1<sup>st</sup> year will commence from 27<sup>th</sup> Nov 2022. Subjects were allotted and timetable preparation task was allotted to Prof Yateen. N.

Agenda 4 :- To discuss regarding Industrial visit.

Resolution :- It was decided that the industrial visit for 1<sup>st</sup> & 2<sup>nd</sup> year students will held on 14<sup>th</sup> Jan 2023. Venue for the visit was finalised at Sahyadri Farms Mohadi.

Agenda 5 :- To discuss regarding Cultural fest "Nimbash"

Resolution :- It was unanimously decided to conduct Cultural fest "Nimbash" in the third week of January 2023. Dr. Rita Chaudhari was given the charge to handle and organise fest.

Agenda 6 :- To discuss regarding Placement.

Resolution :- Prof Jae Jogalekar, TPO discussed placement updates. Director I/c, Dr. Suvarna Shinde urged placement team to proactively look into placement opportunities as many as possible, as after covid many opportunities have surfaced.



Agenda 7 :- To review and discuss Summer Internship Status.

Resolution :- All concerned guide gave updates regarding SIP.

Agenda 8 :- To review and discuss extra-activities related issues.

Resolution :- It was decided that for all the activities, "Standard Operating Procedures" will be defined. Task of SOP preparation was given to IQAC cell.

Agenda 9 :- To review and discuss regarding CAP.

Resolution :- It was mutually decided that institute will not accept CAP responsibility only for this semester considering Infrastructure renovation.

Agenda 10 :- To encourage staff to participate in various committee and bodies of SPPU.

Resolution :- All staff were encouraged to participate in various activities of SPPU like paper setter, evaluator etc.

Agenda 11 :- To discuss regarding Induction of 1<sup>st</sup> year

Resolution :- It was decided to conduct Induction Program for 2 days.

Agenda 12 :- To discuss and review AQAR-2023 progress

Resolution :- It was decided to allot criteria and subpoint to concerned faculties.

Agenda 13 :-



## Action Taken Report

Plan of Action	Action taken	Outcome
1) Timetable	Timetable was prepared for 1 <sup>st</sup> semester.	
2) Industrial Visit	Industrial visit took place at Sahyadri Farm on 14 <sup>th</sup> Jan.	
3) Nimbash 2023	Cultural fest "NIMBASH" 2023 was held on 16 <sup>th</sup> Jan to 19 <sup>th</sup> Jan and sports activity was conducted on 21 <sup>st</sup> & 22 <sup>nd</sup> Jan 2023.	
4) Placement	More than 8 students were placed in different companies through college placement activities. Companies were Pstapathy pistol, ICICI Securities, Pstarmal group, PHN Technologies.	
5) SOP	SOP for the following activities were prepared: a) Guest Lecture. b) Placement c) Social Media d) EC Activity e) Admission f) Examination g) IQAC.	



6) BOS

Dr. Suvanna R. Shinde, Director was elected as Board of Studies, HRM member at SPPU.

7) AQAR 2022-2023

Criteria wise task was allotted to faculties by IQAC cell.

Income

passed for

place at 14<sup>th</sup> Jan.

ASH" 2023 to 19<sup>th</sup> Jan was conducted 23.

nts were companies sent activities by pistol, nal group

activities



A meeting of Internal Quality Assurance Cell - IQAC was conducted and the minutes of the meeting are as follows.

Day and Date:-

Time:-

Venue:-

Mode:-

Following members were present in the meeting:-

1) Dr. Suvanna. R. Shinde	Chairman	
2) Mr. Vijay. Kale	Member	
3) Mrs. Mangal. Pawar	Member	
4) Dr. Nutan P. Pawar	IQAC Coordinator	
5) Dr. Rita. Chaudhari	Member	
6) Prof. Yateen Nandanwar	Member	
7) Prof. Poojanka Mhaskar	Member	
8) Mr. Anur Bhalerao	Member	
9) Mr. Mangesh Yadav	Member	
10) Mr. Jobit	Member	
11) Mr. Rupesh Rupwate	Member	
12) Mr. Ganesh Pawar	Member	
13) Mr. Chetan Naik	Member	

### Minutes of Meeting

Meeting started on a welcome note by IQAC Coordinator

Agenda 1 :- To read and review the minutes of previous meeting  
Resolution :- Minutes of previous meeting were read out with discussion and were approved by all.



Agenda 2 :- To review and discuss about course file to be maintained

Resolution :- All faculties were instructed to maintain course file along with the notes.

Agenda 3 :- To review and discuss regarding value added Certification course.

Resolution :- It was discussed that MS Excel - Basics to advanced - Certification course should be given to the students. Dr. Nutan Pawar was given the responsibility to organise the course.

Agenda 4 :- To review and discuss regarding participation of students in NIMA Exhibition

Resolution :- It was decided to deput maximum no. of students to participate in managing NIMA Exhibition.

Agenda 5 :- To review and discuss Admission Strategy for AY 2023-2024

Resolution :- Prof. Yateen Nandanwar discussed the challenges faced last year related to admission. It was decided roles and responsibility of each faculty to be defined for admission.

Agenda 6 :- To review and discuss matters related to higher progression of the students.

Resolution :- It was decided to motivate students to opt for higher studies or additional certificate courses for better growth prospects.

Agenda 7 :- To review and discuss regarding 'AAA' Audit

Resolution :- It was mutually decided to handover this task to IQAC cell.



Agenda 8 :- To review and discuss regarding HR Manual.  
Resolution :- It was decided the previous HR Manual to be revised.

Agenda 9 :- To review and discuss regarding Social Media.  
Resolution :- It was mutually decided to outsource the social media related matters to agency.

Agenda 10 :- To review and discuss regarding placement.  
Resolution :- Training and placement cell was appreciated for placement record in the Academic year and was asked the team to place maximum students.

Agenda 11 :- To review and discuss regarding farewell of Batch 2021-2023.  
Resolution :- It was decided to give farewell to the students outside the campus.

Agenda 12 :- To review and discuss the proposal of Bajaj Finserve "CPBFI certificate course".  
Resolution :- It was mutually decided to accept the proposal for conducting CPBFI course but this will be implemented for next Academic year.



Plan of Action      Action Taken Report

Action taken / outcome.

1) MS Excel Certificate Course

30 hours MS Excel workshop was conducted in the campus and was conducted by Mr Ashok Sindhkari.

2) NIMA Exhibition

2 month training programme by NIMA was attended by 10 students from 1<sup>st</sup> & 2<sup>nd</sup> year.

3) Admission 23-24

Roles and responsibility of each staff member was defined.

4) Higher progression of students.

1 student cleared PET entrance, Ms Mayuri Raneja completed SAP certificate course, Mr Vaibhav Nagpure cleared NISM module Alumni Shital Gujrathi completed PHD.

5) AAA

Task allotted to each staff as per SPPU criteria.

6) HR Manual

Manual was revised & approved.

7) Farewell.

'Mamacha Mala' as a venue was decided.