



Navjeevan Education Society's,
NAVJEEVAN INSTITUTE OF MANAGEMENT

Shivshakti Chowk, 4th Scheme, CIDCO, Nashik-422-008.

Phone No.:-0253-2393827, Fax:-0253-2390319

Web site:-navjeevanmba.com, Email ID:-navjeevan.mba@gmail.com


Date: 30th June 2018

NOTICE

All IQAC members are hereby informed that the IQAC meeting is scheduled on 2nd July 2018 at 11:00 am in the IQAC Room to discuss the agenda mentioned below.

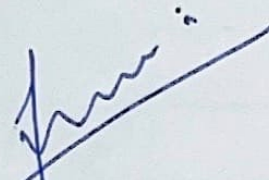
Agenda

- Review of the previous meeting held
- To discuss various activities to be taken in the current year
- Review of feedback system mechanism
- Any other issues with prior permission of Chairperson


Dr. Shinde Suvarna R.
IQAC Coordinator

INTERNAL QUALITY ASSURANCE CELL (IQAC)
Navjeevan Institute Of Management
CIDCO, Nashik-08




Dr. Preeti Kulkarni
Director NIM



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ATTENDANCE
IQAC Meeting 2nd July 2018 at 11:00 am

Members Present

Sr. No.	Name	Sign
1	Dr. Preeti Kulkarni, Chairperson	
2	Hon. Mr. Vijay Kale, Management Representative	
3	Dr. Raosaheb Shinde, External Expert	
4	Dr. Bhiwa Wagh, External Expert	
5	Mr. Dhananjay Bele, Industrial Expert	
6	Dr. Suvarna Shinde, IQAC Coordinator	
7	Prof. Amol Marathe, Member	
8	Mr. Yateen Nandanwar, Member	
9	Ms. Hema Mandlik, Member	
10	Mr. Mangesh Yadav, Member	
11	Mr. Jitendra Aher, Member	
12	Mr. Mandar Kulkarni, Alumnus	
13	Mr. Hassan Sayyed, Alumnus	
14	Ms. Ketaki Aaradhi, Student representative	
15	Mr. Jayant Mungse, Student representative	





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Internal Quality Assurance Cell (IQAC)

Date: 2nd July 2018 Time: 11:00

Minutes of Meeting

Sr. No.	Agenda	Minutes
1.	Review of the previous meeting held	Previous meeting review and the actions taken were discussed by the Chairperson
2	To discuss various activities to be taken in the current year	<ul style="list-style-type: none">• After detailed discussion it was decided that for students, the institute will be taking rigorous efforts to have an overall development of the students.• The activities related to NAAC included reviewing and completing the IIQA (Institutional Information for Quality Assurance) and AQAR (Annual Quality Assurance Report) for the past five years, along with a discussion on the progress made.• It was decided that the institute will offer a range of certificate courses, workshops, seminars, and expert sessions in the upcoming academic year. Dr. Suvama R. Shinde proposed including a certificate course on MS Excel to help students develop valuable skills.• The Institute will be organizing industrial visits to provide students with practical exposure.• It was decided that workshops focusing on RM, IPR, and ED will be organized.• It was decided to organize an alumni meet to facilitate the exchange of thoughts and experiences among graduates from their respective fields.• The ISR activities planned for the current year were discussed.
3	Review of feedback system mechanism	<ul style="list-style-type: none">• The feedback mechanism of the institute was reviewed in the meeting.• Institute has the policy to take regular feedback from the students, parents, Teachers & Alumni.
4	Any other issues with prior permission of Chairperson	The IQAC Coordinator suggested that faculty members utilize ICT tools for more effective teaching and take advantage of free online courses.





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ACTION TAKEN REPORT

On the decisions taken during the IQAC meeting held on 2nd July 2018

To implement the decisions of the above mentioned meeting of the IQAC, following actions were taken

Sr. No.	Decision	Action Taken
1.	Certificate Courses and Series sessions	<p>The IQAC team successfully organized the following certification courses to enhance students' skills:</p> <ul style="list-style-type: none">• MS Excel• Personality Development• Insurance Fundamentals• Mastering Modern Leadership• Case Study: Unraveling Business Challenges
2.	Workshops	<p>To prepare students for their SIP and ensure they are business-ready, the IQAC team successfully organized the following workshops:</p> <ul style="list-style-type: none">• Sales Training• Understanding Plagiarism• Research Design and Framework
3	Expert Sessions and Guest Lectures	<p>Expert sessions with various industry specialists were organized to instill corporate values in students. These sessions covered:</p> <ul style="list-style-type: none">• Managing Stress• Breaking Entrepreneurial Barriers• HR Practices in the Hotel Industry• Human Rights
4	Placement Activities	<p>As part of the training and placement program, various activities were organized to enhance students' professional and personal skills:</p> <ul style="list-style-type: none">• Professional English Speaking, Resume Building, and Interview Techniques sessions prepared students for the job market.



		<ul style="list-style-type: none"> • Group Discussions, Case Studies, and Debates honed their analytical and communication skills. • Personality Development, Leadership Skills, and Stress Management workshops promoted holistic growth. • Poster Competitions, Extempore, and Presentations encouraged creativity and boosted confidence. <p>These initiatives collectively aimed to equip students for successful careers and comprehensive personal development.</p>
5	ISR Activities	<p>The IQAC team initiated several ISR activities, including:</p> <ul style="list-style-type: none"> • Awareness Program on "Beti Bachao Beti Padhao" • Clothing Donation at Gothivara • Cleanliness Awareness Campaign at Ambad during the Ganesh Festival Celebration • Health Check-Up Camp at NIM <p>These initiatives were aimed at making a positive impact in the community.</p>
6	Industrial Visit	<p>An industrial visit to Gabriel India was organized to provide students with practical exposure to manufacturing processes and industry operations. This visit enabled students to understand real-world applications of their academic knowledge, interact with industry professionals, and gain insights into the functioning of a leading automotive component manufacturer</p>
7	Alumni Meet	<p>Alumni meet date will be finalized based on the exam timetable.</p>
8	Including ICT in Teaching	<p>Faculty utilizes powerpoint presentations and YouTube videos for teaching.</p>



Dr. Preeti Kulkarni
Director NIM



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Date: 29th December 2018

NOTICE

All IQAC members are hereby informed that the IQAC meeting is scheduled on 1st January 2019 at 02:00 pm in the IQAC Room to discuss the agenda mentioned below.

Agenda

- Review of the previous meeting held on 2nd July 2018
- Reformation of the IQAC composition
- To take review of NAAC peer team visit scheduled
- To discuss the arrangements related to NAAC peer team visit
- Any other issues with prior permission of Chairperson

Asst. Prof. Amol Marathe
IQAC Coordinator

INTERNAL QUALITY ASSURANCE CELL (IQAC)
Navjeevan Institute Of Management
CIDCO, Nashik-08



Dr. Shinde Suvarna R.
I/C Director NIM, Nashik
I/C DIRECTOR
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ATTENDANCE

IQAC Meeting 1st January 2019 at 02:00 pm

Members Present

Sr. No.	Name	Sign
1	Dr. Suvarna Shinde, Chairperson	
2	Hon. Mr. Vijay Kale, Management Representative	
3	Mr. Shirang Sarda, Community Representative	
4	Dr. Bhiwa Wagh, External Expert	
5	Dr. A. P. Patil, External Expert	
6	Mr. Dhananjay Bele, Industrial Expert	
7	Mr. Santosh Mandlecha, Industrial Expert	
8	Prof. Amol Marathe, IQAC Coordinator	
9	Prof. Yateen Nandanwar, Member	
10	Ms. Hema Mandlik, Member	
11	Mr. Mangesh Yadav, Member	
12	Mr. Jitendra Aher, Member	
13	Mr. Mandar Kulkarni, Alumnus	
14	Mr. Hassan Sayyed, Alumnus	
15	Mr. Ketaki Aaradhi, Student representative	
16	Mr. Jayant Mungse, Student representative	





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Internal Quality Assurance Cell (IQAC)

Date: 1st January 2019 Time: 02:00pm

Minutes of Meeting		
Sr. No.	Agenda	Minutes
1.	Review of the previous meeting held	The IQAC coordinator warmly welcomed the committee members and provided an overview of the agenda. He then presented and reviewed the minutes from the previous meetings, which were subsequently approved by the committee.
2	Reformation of the IQAC composition	Dr. Suvarna Shinde proposed changes to the IQAC Committee. After reviewing the suggestions, a new committee was established.
3	To take review of NAAC peer team visit	The review of the NAAC peer team visit was taken. The IQAC coordinator informed the members about the dates of visit by the NAAC peer team. The dates of visit will be 30th and 31st January 2019. It was also decided to inform all stakeholders of the institute. The review of arrangements related to NAAC peer team visits was taken. All staff were informed to complete the tasks of NAAC related documentation. It was also suggested to keep the documents updated related to various co-curricular activities.
5	To discuss various activities to be taken	<ul style="list-style-type: none">The inclusion of additional certificate courses, workshops, expert sessions, and series was proposed to enhance student development and meet corporate world demands.



		<ul style="list-style-type: none"> • Prof. Amol Marathe suggested ISR activities such as blood donation drives, the "Plastic-Free India" campaign, and free vehicular emission testing camps. These initiatives aim to help students develop management skills and foster social responsibility. • Discussion on organizing an Alumni Meet was also held to encourage students to connect, engage, and exchange ideas.
6	<p>Any other issues with prior permission of Chairperson</p>	<ul style="list-style-type: none"> • Classrooms should be equipped with more ICT facilities like smart boards, projectors, LCDs,& internet • Entire campus should be brought under CCTV Surveillance to improve the safety measures of all the students and staff members of Navjeevan Institute of Management. • Roster of teaching and non-teaching staff should be updated and monitored regularly.

Dr. Shinde Suvarna R.
I/C Director NIM, Nashik
I/C DIRECTOR
Navjeevan Institute Of Management
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ACTION TAKEN REPORT

On the decisions taken during the IQAC meeting held on 1st January 2019

To implement the decisions of the above mentioned meeting of the IQAC, following actions were taken

Sr. No.	Decision	Action Taken
1.	IQAC composition	Inclusion of more industry experts, student representatives and alumni in the IQAC team.
2.	NAAC Peer team visit	All activities, including filing, stakeholder communication, and preparations for the visit, were successfully completed.
3.	Certificate Courses and Series sessions	These certificate courses were implemented to enhance students' corporate skills and address the needs identified during the meeting. <ul style="list-style-type: none">● The NIMA 30 Golden Hours Certificate Program● The "Unravelling Business Challenges" Case Study Series● The "Mastering Modern Leadership" Series were successfully organized by the IQAC team.
4.	Workshops	To make the students aware about Intellectual properties a workshop on IPR was arranged by the IQAC team successfully.
5.	Expert Sessions	Expert session on digital marketing was arranged to inculcate creativity in the students.
6.	ISR Activities	The ISR activities were successfully carried out, including the following initiatives: <ul style="list-style-type: none">● A blood donation camp in collaboration with Jan Kalyan Rakht



		<p>Pethi.</p> <ul style="list-style-type: none"> ● A "Plastic-Free Village" awareness program conducted at Dudgaon. ● An educational session on child safety measures held at Dudgaon. ● A free vehicular emission testing camp organized at NIM. <p>These activities were aimed at fostering community engagement and social responsibility among students.</p>
7.	Alumni Meet	Alumni meet was successfully conducted on 10th February 2019 enabling all the alumni to relive the days at NIM and creating nostalgia.
8.	ICT Enabled classrooms	Projectors were installed in every classroom and Wifi installation was done. CCTV is installed in all required areas like classroom, faculty room, office, library etc. for safety purposes
9.	Roster management	Teaching and non-teaching staff registers are maintained and reviewed regularly.




Dr. Shinde Suvarna R.
I/C Director NIM, Nashik
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Date: 16th January 2019

NOTICE

All IQAC members are hereby informed that the IQAC meeting is scheduled on 19th January 2019 at 1:00pm in the IQAC Room to discuss the agenda mentioned below.

Agenda

- Review of the previous meeting held on 1st January 2019
- To take review of NAAC peer team visit scheduled
- Any other issues with prior permission of Chairperson

Asst. Prof. Amol Marathe
IQAC Coordinator
INTERNAL QUALITY ASSURANCE CELL (IQAC)
Navjeevan Institute Of Management
CIDCO, Nashik-08



Dr. Shinde Suvarna R.
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ATTENDANCE

IQAC Meeting 19th January 2019 at 01:00 pm

Members Present

Sr. No.	Name	Sign
1	Dr. Suvarna Shinde, Chairperson	
2	Hon. Mr. Vijay Kale, Management Representative	
3	Dr. Raosaheb Shinde, External Expert	
4	Dr. Bhiwa Wagh, External Expert	
5	Mr. Dhananjay Bele, Industrial Expert	
6	Mr. Santosh Mandlecha, Industrial Expert	
7	Prof. Amol Marathe, IQAC Coordinator	
8	Pof. Yateen Nandanwar, Member	
9	Ms. Hema Mandlik, Member	
10	Mr. Mangesh Yadav, Member	
11	Mr. Jitendra Aher, Member	
12	Mr. Mandar Kulkarni, Alumnus	
13	Mr. Hassan Sayyed, Alumnus	
14	Mr. Ketaki Aaradhi, Student representative	
15	Mr. Jayant Mungse, Student representative	





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Internal Quality Assurance Cell (IQAC)

Date: 19th January 2019 Time: 01:00 pm

Minutes of Meeting

Sr. No.	Agenda	Minutes
1.	Review of the previous meeting held	The IQAC coordinator read and reviewed minutes of the earlier meetings and the minutes were approved
2.	Review of NAAC peer team visit	<ul style="list-style-type: none">• The meeting covered the review of all SSR points, proper filing procedures, the setup of mandatory boards, and discussions with stakeholders.• IQAC coordinator and Directors presentations were reviewed by the management.• Responsibilities of each faculty member for the meeting were discussed and everyone was informed to create a checklist according to their responsibility. Escorting, Hotel arrangements, Cultural preparations, Infrastructural repairings, and Stakeholders communications was discussed in detail.
3.	Any other issues with prior permission of Chairperson	-----




Dr. Smita Suvarha R.
I/C Director NIM, Nashik



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ACTION TAKEN REPORT

On the decisions taken during the IQAC meeting held on 19th January 2019

To implement the decisions of the above mentioned meeting of the IQAC, following actions were taken

Sr. No.	Decision	Action Taken
1.	Review of NAAC peer team visit	<p>The presentations of IQAC coordinator and Director were highly appreciated by the NAAC team.</p> <p>Everyone successfully created checklists and performed their duties during the NAAC visit.</p> <p>The Institute was successfully awarded a B++ Grade by NAAC, and the management expressed their appreciation for the hard work and dedication of all staff, faculty, and members.</p>




Dr. Shinde Suvarna R.
I/C Director NIM, Nashik