



Navjeevan Education Society's

NAAC Re-Accredited 'B++' Grade

NAVJEEVAN INSTITUTE OF MANAGEMENT

Affiliated To : Savitribai Phule Pune University, Pune - CA/1386/1994 (College Code - 0342)

Approved By : AICTE - 431/27-81/MCP(M)94, Govt. of Maharashtra - NGC 3594/MBA 7497/Mash 3 - 1994

Recognized By : Directorate of Technical Education, Mumbai. - M.S. (MB5116), A.I.S.H.E. Code-41799.

Date: 7th August 2020

NOTICE

All IQAC members are hereby informed that the IQAC meeting is scheduled on 14th August 2020 at 01:00 pm onwards in the IQAC Room to discuss the agenda mentioned below.

- Review of the previous meeting
- To discuss various activities to be taken in the current year
- SPPU MBA Examination related discussion
- Any other issues with prior permission of Chairperson

Note: Everyone is requested to wear a mask and follow covid protocols.

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^s NIM, Nashik

I/C DIRECTOR
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ATTENDANCE

IQAC Meeting 14th August 2020 at 01:00 pm

Members Present

Sr. No.	Name	Sign
1	Dr. Suvarna Shinde, Chairperson	
2	Hon. Mr. Vijay Kale, Management Representative	
3	Prof. Amol Marathe, IQAC Coordinator	
4	Mr. Mangesh Yadav, Member	
5	Mr. Jitendra Aher, Member	
6	Mr. Dhananjay Bele, Industrial Expert	
7	Mr. Hassan Sayyed, Alumnus	
8	Ms. Megha Ahirrao, Student representative	
9	Ms. Nidhi Waghmare, Student representative	



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Internal Quality Assurance Cell (IQAC)

Date: 14th August 2020 at 01:00 pm

Minutes of Meeting		
Sr. No.	Agenda	Minutes
1.	Review of the previous meeting held	Previous meeting review was taken by the Chairperson and all the action taken items were discussed.
2	To discuss various activities to be taken in the current year	<ul style="list-style-type: none">• It was decided to implement new admission strategies to attract quality students towards the institute.• Review of College committees need to be done so that the work is smooth and helps in maintaining proper record.• Institute should try to start Ph.D research centre• After detailed discussion it was decided that for students, institute will be taking rigorous efforts for overall development of students.• Online lectures, webinars to be introduced to enable students with technology.• To keep students engaged, the placement cell was informed to have activities online that build the skills of the students.• It was decided that celebration of all the important days and festivals will be online until further decision of lockdown is announced.• Alumni meet for connecting with alumni during the Covid 19 period to share thoughts and network
5	Any other issues with prior permission of Chairperson	Discussion regarding Rural Entrepreneurship Development (RED) Cell formation




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ACTION TAKEN REPORT

On the decisions taken during the IQAC meeting held on 14th August 2020 at 01:00 pm
To implement the decisions of the above mentioned meeting of the IQAC, following actions were taken

Sr. No.	Decision	Action Taken
1	Admission	Admission duties and activities were successfully carried out by all the faculties resulting in 100% intake.
2	Certificate Courses	We offered several certificate courses: <i>Mastering Business Essentials</i> , <i>Social Media Marketing</i> , and an add-on course in <i>Advanced MS Excel for Financial Analysis</i> . These programs were designed to equip participants with key business skills, enhance their social media expertise, and advance their proficiency in financial analysis through Excel.
3	Workshop	We conducted two online workshops: one on <i>Ethical Considerations in Business Research</i> , which explored the moral aspects of conducting research, and another on <i>Patents</i> , focusing on the essentials of patenting processes and intellectual property rights. These workshops provided valuable insights into ethical and legal dimensions in business.
4.	Expert Sessions, webinar & Series	We hosted a series of engaging webinars, including: <ul style="list-style-type: none">● <i>Interview Techniques</i>● <i>Destination Marketing</i>● <i>Empowering Women through Financial Literacy</i>● <i>Mindfulness and Meditation Practices</i>● <i>Stress Management</i> Additionally, an online expert session on <i>Effective Business Management</i> and a <i>Leadership Series on Strategic Emerging Leadership</i> were conducted. These events aimed to enhance professional skills, support personal growth, and develop



		strategic leadership capabilities
5.	ISR Activities	We conducted a COVID mask-wearing awareness campaign at Datta Mandir Chowk, Cidco. Additionally, a webinar on <i>Empowering Women through Financial Literacy</i> was held to support women's financial independence. We also organized an <i>Organ Donation Awareness Programme</i> to educate the community on the importance of organ donation. These ISR activities aimed to promote health, empowerment, and community well-being.
	Placement Activities	<p>We conducted a variety of online sessions and activities, including:</p> <ul style="list-style-type: none"> ● <i>Time Management</i> ● <i>Debate Session</i> ● <i>Group Discussion</i> ● <i>Soft Skills Training</i> ● <i>Business Planning</i> ● <i>Personality Development</i> ● <i>Poster Competition</i> ● <i>Resume Building</i> ● <i>Interview Techniques</i> ● <i>Management Games</i> ● <i>Group Tasks</i> ● <i>Case Study Series</i> ● <i>Presentation Skills</i> <p>These initiatives were designed to enhance participants' professional and personal skills, fostering comprehensive development.</p>
6	Alumni Meet	Alumni meet was successfully organized on 16th January 2021.




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Date: 21st January 2021

NOTICE

All IQAC members are hereby informed that the IQAC meeting is scheduled on 25th January 2021 at 01:00 pm onwards in the IQAC Room to discuss the agenda mentioned below.


Agenda

- Review of the previous meeting
- Admission 2021
- Syllabus Completion status
- Any other issues with permission of Chairperson

Note: Everyone is requested to wear a mask and follow covid protocols.

Asst. Prof. Amol Marathe
IQAC Coordinator




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ATTENDANCE

IQAC Meeting 25th January 2021 at 01:00 pm

Members Present

Sr. No.	Name	Sign
1	Dr. Suvarna Shinde, Chairperson	
2	Hon. Mr. Vijay Kale, Management Representative	
3	Prof. Amol Marathe, IQAC Coordinator	
4	Mr. Mangesh Yadav, Member	
5	Mr. Jitendra Aher, Member	
6	Prof. Yateen Nandanwar, Member	
7	Ms. Hema Mandlik, Member	
8	Dr. A. P. Patil, External Expert	A.P.Patil
9	Mr. Mandar Kulkarni, Alumnus	Mandar
10	Mr. Hassan Sayyed, Alumnus	Hassan





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Internal Quality Assurance Cell (IQAC)

Date: 25th January 2021 at 01:00 pm

Minutes of Meeting		
Sr. No.	Agenda	Minutes
1.	Review of the previous meeting held	Previous meeting review was taken by the Chairperson and all the action taken items were discussed.
2	Syllabus	The review of online lectures and status of MBA 2nd year was reviewed. It was asked to all the faculties to complete their syllabus by the end of January 2021.
3	Any other issues with prior permission of Chairperson	<ul style="list-style-type: none">• Initiation of Research Centre at NIM was suggested by the IQAC Coordinator• Discussion regarding Rural Entrepreneurship Development (RED) Cell formation




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ACTION TAKEN REPORT

On the decisions taken during the IQAC meeting held on 25th January 2021 at 01:00 pm

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

Sr. No.	Decision	Action Taken
1	Admission	Admissions of the students had been successfully done as per the required intake. Provisional admissions were also considered.
2	Syllabus	Review of the Completion of syllabus was done by the Director regularly.
3	Any Other Issues	Established the Rural Entrepreneurship Development (RED) Cell. This accomplishment mark significant progress in expanding educational opportunities and fostering rural business development.



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Date: 24th March 2021

NOTICE

All IQAC members are hereby informed that the IQAC meeting is scheduled on 27th March 2021 at 03:00 pm onwards at IQAC Room to discuss the agenda mentioned below.

Agenda

- Review of the previous meeting
- To discuss various activities to be taken
- Any other issues with permission of Chairperson

Note: Everyone is requested to wear a mask and follow covid protocols.

Asst. Prof. Amol Marathe
IQAC Coordinator

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ATTENDANCE

IQAC Meeting 27th March 2021 at 03:00 pm

Members Present

Sr. No.	Name	Sign
1	Dr. Suvarna Shinde, Chairperson	
2	Hon. Mr. Vijay Kale, Management Representative	
3	Prof. Amol Marathe, IQAC Coordinator	
4	Mr. Mangesh Yadav, Member	
5	Mr. Jitendra Aher, Member	
6	Prof. Yateen Nandanwar, Member	
7	Ms. Hema Mandlik, Member	
8	Ms. Priyanka Patil, Student representative	
9	Mr. Mandar Kulkarni, Alumnus	
10	Mr. Hassan Sayyed, Alumnus	





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Internal Quality Assurance Cell (IQAC)

Date: 27th March 2021 at 03:00pm

Minutes of Meeting

Sr. No.	Agenda	Minutes
1.	Review of the previous meeting held	Previous meeting review was taken by the Chairperson and all the action taken items were discussed.
2	To discuss various activities to be taken in the current year	<p>It was discussed to include certificate courses, webinars, seminars and expert sessions for additional skill development of the student.</p> <p>Including placement activities to help students understand the corporate world. Grooming and Know thy self to be included was suggested by IQAC coordinator.</p> <p>Conducting an Alumni meet so that the alumni can come together and reconnect</p>
3	Syllabus completion	All Teaching Faculty discussed the completion status of Syllabus for MBA 1st & 2nd year respective subjects. .
4	Any other issues with prior permission of Chairperson	-----




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ACTION TAKEN REPORT

On the decisions taken during the IQAC meeting held on 27th March 2021 at 03:00 pm
To implement the decisions of the above mentioned meeting of the IQAC, following actions
were taken

Sr. No.	Decision	Action Taken
1	Certificate Courses	We offered a range of certificate courses, including <i>Personality Power-Up, Empowering Female Leaders in Business, Technical Analysis, Employability Enhancement Skills, Universal Human Values, and Mutual Fund Distributors (NISM)</i> . These courses were designed to boost personal development, leadership skills, and professional expertise.
2	Workshop	We conducted workshops on the following topics: <ul style="list-style-type: none">• <i>Intellectual Property Rights (IPR)</i>• <i>Empowering Change: How Social Entrepreneurs Drive Social Innovation</i>• <i>Data Processing and Research Methodology</i> These workshops aimed to provide insights into IP management, the role of social entrepreneurship in innovation, and advanced techniques in data processing and research.
3	Seminar	We hosted a seminar covering: <ul style="list-style-type: none">• <i>Capital Market Awareness Program</i>• <i>The Secondary Market and the Role of SEBI</i> These sessions aimed to enhance understanding of capital markets and explore the regulatory functions of SEBI in overseeing the secondary market.



4	Expert Session	<p>We held expert sessions on crucial topics:</p> <ul style="list-style-type: none"> ● <i>Cyber Security</i>: Addressing key issues and strategies to protect digital information. ● <i>Transgender Persons Act: Promoting Equality and Ensuring Rights</i>: Educating on the legal framework and advocacy for transgender rights. ● <i>Stress Management</i>: Offering techniques and approaches to effectively manage and reduce stress. <p>These sessions provided valuable insights and practical guidance on important social and personal issues.</p>
5	Series	<p>We hosted a series of focused sessions:</p> <ul style="list-style-type: none"> ● <i>Entrepreneurship Dynamics: Real-World Case Studies</i> ● <i>The Digital Presentation Series: Tools for MBA Students</i> ● <i>Success through Soft Skills</i> ● <i>Business Communication Skills</i> <p>These sessions aimed to provide practical insights, enhance presentation tools, and develop essential communication and soft skills for professional success.</p>
6	Syllabus	<p>Review of the Completion of syllabus was done by the Director regularly.</p>
7	Any Other Issues	<p>-----</p>




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