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Minutes of the Meeting of IQAC

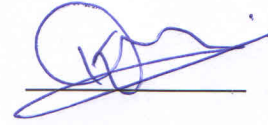
The meeting of Internal Quality Assurance Cell of Tirpude Institute of Management Education, Nagpur was held on Saturday, 12th January, 2019 at 2.30 p.m. in the Conference Hall of Tirpude Institute of Management Education, Nagpur.

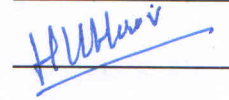
The following members were present for the meeting –


1. Dr. Lalit Khullar, Chairperson
2. Shri. Ganesh Gaurkhede, Management Representative
3. Dr. Praveen Mustoor, Senior Teacher
4. Dr. Yogesh Gharpure, Senior Teacher
5. Prof. Carol Rao, Senior Teacher
6. Dr. Vilas Hajare, Senior Teacher
7. Prof. Prasanna Shembekar, Senior Teacher
8. Ms. Sneha Tambe, Librarian
9. Mr. Milind Khasale, Administrative Officer
10. Mr. Kapil Chandrayan, Local Society Member
11. Mr. Yusuf Patanwala, Student
12. Ms. Himani Kohapare, Student
13. Mr. Nandan Gajendragadkar, Alumni

Lalit Khullar
Ganesh Gaurkhede
Praveen Mustoor
Yogesh Gharpure
Carol Rao
Vilas Hajare
Prasanna Shembekar
Sneha Tambe
Milind Khasale
Yusuf Patanwala
Himani Kohapare
Nandan Gajendragadkar

14. Mr. Karan Grover, Alumni
15. Mr. Sunny Chachondiya, Employer
16. Mr. Hemant Hirani, Employer
17. Mr. Ranjit Dani, Industrialist
18. Dr. Sanjay Kavishwar, Coordinator, IQAC







The following business was transacted during the meeting:

1. Minutes of the previous meeting held on 27th October, 2018, were read and confirmed by all the members present.
2. **Review of Academic Activities** – Prof. Carol Rao, UG Program Coordinator and Dr. Yogesh Gharpure, PG Program Coordinator presented a brief report on various curricular, co-curricular and extra-curricular activities of TIME. Few TPL activities for UG students and MADness and TOSS for PG students were mentioned. It was further mentioned by them that the classes are being conducted smoothly as per the schedule and the completion of courses is being done in timely manner. Concern about participation level in activities and about classroom attendance was expressed and noted. Mr. Hemant Hirani, Employer Representative, suggested that more Parent-Teacher meetings be conducted to make parents aware of their wards' attendance and academic involvement. The suggestion was welcomed by all the members.
3. **Quality Assurance in Research** - It was discussed in the meeting that a review mechanism shall be implemented, to monitor the quality of research work conducted by the Institute. The Coordinator clearly mentioned that a robust mechanism shall be implemented which shall follow a strict code of ethics. It also came out during the discussion that TIME shall make efforts at tapping the industry to help them in any likely business research work they may want to undertake.

“Resolved that the Senior Teacher, Dr. Yogesh Gharpure shall chart a process for review of quality assurance in research, which shall include among other things, code of ethics, usage of software to prevent plagiarism. It was also resolved to make a plan for tapping research in industry and review it periodically.

4. **Review of Internal Assessment Mechanism (CBAT)** – Dr. Yogesh Gharpure informed the members about internal assessment of MBA Sem I students in accordance with CBAT. He shared how this assessment mechanism is being operated and also discussed some difficulties in its execution, based on feedback obtained from students in this regard.

Dr. Lalit Khullar, Chairperson, appreciated CBAT’s overall success and suggested that in due course of time a complete review will have to be undertaken. He welcomed suggestions from members on this.

Dr. Sanjay Kavishwar, Coordinator, made a suggestion on whether periodic student-wise scores under CBAT can be communicated to students, so that they are able to take proactive measures at improving their scores and thereby bring in more participation.

5. **Training and Placement** – Dr. Praveen Mustoor informed the members about placement related activities and emphasized that the number of opportunities for placement has increased this year. However, he lamented that the students are not very much responsive to these opportunities and majority of the backward class students plan to appear for competitive examinations to secure government/public sector jobs. A need for counselling of students was strongly felt during the discussion.

“Resolved that the Training and Placement Department shall devise a special mechanism for placement related counselling of final year students. The responsibility for this was entrusted with Dr. Praveen Mustoor, Senior Teacher (and Chairman-Placements)”.

6. **External MoUs** – Chairperson, Dr. Lalit Khullar, stated that Tirpude Institute of Management Education (TIME) has effected various memoranda of understanding (MoU) with different external organizations. These were made for various purposes like placements, internships,

student development, etc. He suggested that we need to take a stock of all such MoUs and review them for continued utility. New and purposeful MoUs need to be signed by TIME and old and unnecessary ones need to be discontinued.

Resolved that the Prof. Carol Rao, UG coordinator and Dr. Yogesh Gharpure, PG Coordinators are entrusted with the responsibility of evaluating such MoUs for their respective courses and prepare a report to be discussed in IQAC meeting before end of this semester.

Since there were no more points on the agenda, the meeting was adjourned by giving thanks to the Chairperson.


Dr. Lalit Khullar

Chairman


Dr. Sanjay Kavishwar

Coordinator