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Minutes of the Meeting of IQAC

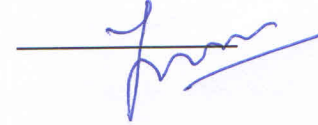
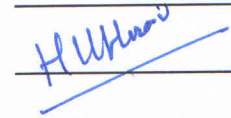
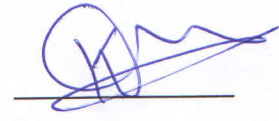
The meeting of Internal Quality Assurance Cell of Tirpude Institute of Management Education, Nagpur, was held on Saturday, 21st July, 2018, at 2.00 pm, in the Conference Hall of Tirpude Institute of Management Education, Nagpur.

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
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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 at the meeting –

1. The IQAC meeting was initiated by paying tributes to Late Shri Wamanraoji Kombade, former Hon. General Secretary, Yugantar Education Society, and Management Representative of IQAC, who left for his heavenly abode in January, 2018. Management Representative, Shri Govind Gaurkhede briefly spoke on the immense contribution of Late Shri Wamanraoji Kombade to YES and Chairperson, Dr. Lalit Khullar, spoke about Late Shri Kombade as a gentle father figure, who was always willing to offer guidance and advice. All members present observed a 2-minute silence in fond memory of the departed.
2. Chairperson, Dr. Lalit Khullar and IQAC Coordinator, Dr. Sanjay Kavishwar, welcomed Shri Govind Gaurkhede as the new incoming Hon. General Secretary, YES, and Management Representative of IQAC and introduced him to the members present. All members congratulated and welcomed Shri. Gaurkhede.
3. The Minutes of the previous meeting held on 7th April, 2018, were read and confirmed by all the members present.
4. **Quality Assurance Mechanism** – Director enquired about the mechanism for efficient and periodic progressive performance of academic and administrative activities, on regular basis. A detailed discussion in this regard followed. It was expressed that the stakeholder related policies like internal assessment mechanism, Policy for Maintenance of academic and support facilities, faculty empowerment policy, etc. are due for review and the specific needs for revision is to be identified.

“Resolved that the Teachers Representatives on IAQC, along with Dean – Academics, shall conduct a review of such policies of Academic and Administrative Departments and place the report.”

5. **Quality Check and Control** – Senior Teacher, Dr. Yogesh Gharpure, suggested that all faculty members should be reoriented to the features of EBSCO, in order to enable them to better access research papers and journals published elsewhere. For this, he suggested that the local representative from EBSCO can be invited to conduct a session for faculty members. To this Dr. Sanjay Kavishwar, Coordinator-IQAC, added that now an EBSCO app is also available and that faculty members must download it.

“Resolved that Senior Teacher, Dr. Yogesh Gharpure, will organize a training session on EBSCO, through their local representative. Librarian, Ms. Sneha Tambe will assist him in executing this.”

6. **Academic Calendar** – A point was raised by The Coordinator on the earlier finalised academic calendar and enquired whether the same can be followed sacrosanct, in view of the hectic activities planned during the session. To this, Senior Teachers, Dr. Yogesh Gharpure and Prof. Carol Rao replied that a thought has already been given to this and the calendar accommodates classes in tune with the syllabus and the activities / events organised by the Institute. They also assured that student attendance in class shall not be adversely affected.

7. **SSR of NAAC** – Dr. Sanjay Kavishwar, Coordinator-IQAC,, stated that the SSR report necessary for NAAC accreditation was earlier accepted by NAAC, without hassles, as it was complete in all respects. He informed that there were queries from their end and that all such queries have been satisfactorily answered and resolved with proper inputs. He also mentioned that faculty members have been asked to go through the SSR uploaded and any queries can be directed to him for clarification, in view of the impending visit of peer team from NAAC.

8. **Feedback Policy** – The Chairperson placed a 'Feedback Policy' for discussion. The policy containing a detailed mechanism for feedback with regard to forms, responsibilities, time interval, etc. The Management Representative, along with the other members present, reviewed the 'feedback forms' discussed earlier. After a detailed discussion, a few modifications were suggested by the members present and these were accepted and approved for incorporation.

"Resolved that the Program Coordinators, with help from subject teachers, shall obtain feedback from students, teachers and alumni. The feedback from employers shall be obtained by the Chairperson, Training & Placement. It is further resolved that the modified forms and guidelines prescribed by 'Feedback Policy' shall be followed by all the concerned, here onwards".

Since there was no further agenda to be discussed, the meeting concluded with a vote of thanks to the Chairperson.


Dr. Lalit Khullar

Chairperson


Dr. Sanjay Kavishwar

Coordinator- IQAC
