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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, 27th April, 2019, at 2.00 p.m. in the Conference Hall of Tirpude Institute of Management Education, Nagpur.

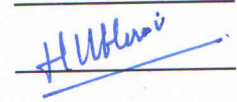
The following members were present for the meeting –

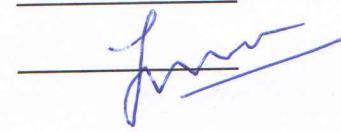
1. Dr. Lalit Khullar, Chairperson
2. Shri. Ganesh Gaurkhede, Management Representative
3. Dr. Praveen Mustoor, Senior Teacher
4. Dr. Yogesh Gharpure, Senior Teacher
5. Prof. Carol Rao, Senior Teacher
6. Dr. Vilas Hajare, Senior Teacher
7. Prof. Prasanna Shembekar, Senior Teacher
8. Ms. Sneha Tambe, Librarian
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
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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 Minutes of the previous meeting held on 12th January 2019, were read and confirmed by all the members present.
2. **Discussion on Academic Calendar** – The program coordinators for PG and UG programs presented draft of Academic Calendar for the year 2019-20. A detailed discussion on the plan for syllabus completion and conduct of events and major activities ensued. Industry representative suggested that there be more focus on contents of classes conducted for campus recruitment training (CRT).
The Director and Dean suggested that the number of days marked for Industry Visit be increased and this may also include 2nd year students of BBA & BCCA and all semester of MBA course.
Resolved that these suggestions be forwarded to the 'Academic Calendar Committee' for consideration and necessary action.
3. **Training session on EBSCO** - Senior Teacher, Dr. Yogesh Gharpure, referred to the earlier IQAC meeting dated 21st July, 2018 and point no. 3, therein. It was decided that all faculty members be reoriented to the features of EBSCO, in order to enable them to better access research papers and journals published elsewhere. Regarding this, he stated that a training programme on EBSCO was conducted on 1st April, 2019, for faculty members of the institute. The local representative from EBSCO, Mr. Chandrakant Ganvir, was invited and he conducted a 2-hour session in the IT laboratory of BBA building and also clarified doubts and difficulties faced by faculty members while searching EBSCO resources.
Resolved that such short training sessions should be held, as and when required, in order to make the best use of subscription to EBSCO by the institute and Senior Teacher, Dr. Yogesh Gharpure is entrusted with this responsibility.

4. **Training and Placement** – Chairperson, Dr. Lalit Khullar, enquired whether the feedback taken from students and parents was reflecting in placement and internship policy being followed. To this, Dr. Praveen Mustoor, Senior Teacher and Chairman-Placements, informed about the placement status and mentioned that feedback taken is incorporated in policy. He further stated that the number of opportunities for placement was plenty but some students restrained themselves for various reasons like outstation location and/or lower salary offered.

“Resolved that the Training and Placement Department shall undertake to match vacancies with student interest and abilities and also explore more local possibilities, particularly for girls, in the coming academic year”.

5. **Review of Feedback from Students** - Dr. Sanjay Kavishwar, Coordinator-IQAC, informed the members that the feedback was obtained from students of the Institute during February and March, 2019, as per the feedback mechanism. He mentioned that analysis of this feedback revealed some areas of concern such - dissatisfaction about the curriculum, cleanliness of washrooms, operational status of computers, maintenance of IT labs, etc. He mentioned the key observations from feedback and informed the members about actions taken improve quality.

Actions Taken

- a. Since the curriculum is designed by the affiliating University and the college has very limited role in curriculum designing, students were informed that the curriculum prescribed by the University is minimum and they are free to add relevant contents to their teaching plans by way of additional certifications.
- b. The Systems Administrator has been instructed to update the computers in IT labs, ensure proper working efficiency of computers and strictly adhere to the maintenance policy.
- c. The Office Superintendent is instructed to keep a close watch on housekeeping activities and ensure cleanliness in the campus, without allowing any lapses.

This feedback and its action taken report was discussed in the meeting of the College Development Committee also.

6. **Report on Academic Activities** – Dr. Sanjay Kavishwar, Coordinator-IQAC, presented a brief report on the yearly academic activities of the year 2018-19. He informed the members that

a new event - TPL Super Series - was launched this year to break the ice between the UG and PG Students and to provide a common platform for the students to learn to work together as a team. He mentioned that the objective of this exercise was to facilitate coordination and communication between students of different faculty and to imbibe a spirit of sportsmanship. Undergraduate and postgraduate students from various streams were divided into 16 teams and the three day event comprised of both Cultural as well as Sports events and was held from 25th to 27th September, 2018. The concluding function was conducted on 27th September, at Vasant Rao Deshpande Hall, where fashion show competition, Mime a Dance and prize distribution ceremony were held.

7. **Faculty Development Programs** – Senior Teacher, Dr. Praveen Mustoor, called for attention to a resolution passed during the IQAC meeting dated 7th April, 2018, regarding faculty development programmes. He informed that one such programme was held on 12th April, 2019, which was a workshop on Case Teaching & Case Writing. This was conducted for all faculty members of TIME and the prime objective was to encourage faculty member to take up case teaching as a pedagogy tool, while teaching in classrooms, particularly to MBA students.

8. **Discussion on Performance Appraisal System** – Dr. Lalit Khullar, Director informed the members that performance appraisal of teaching faculty, for academic year 2018-19 has started. He briefed the members on the current 'Performance Appraisal System', mentioning that faculty members are required to perform various important duties in addition to classroom teaching. Hence, the changing role of teacher in higher education demands a change in 'Performance Appraisal System'.

A detailed discussion took place and many members placed their views on this issue. It was then decided to review and modify the present 'Performance Appraisal System' such that appraisal of faculty members is conducted immediately on completion of academic and other activities. As a result, a faculty member will have to undergo performance appraisal more than once a year. The IQAC authorised Dr. Khullar and Dr. Kavishwar to modify the appraisal system, suitably, on the lines of discussions and place a draft of the new system before IQAC.

"It is resolved that the present 'Performance Appraisal System' shall be reviewed and a suitably modified to incorporate the changes as discussed above, from next AY onwards".

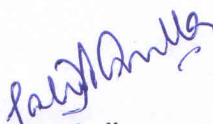
9. **Discussion on Annual Quality Assurance Report (AQAR)** – Chairperson, Dr. Lalit Khullar, proposed the need to start working on the AQAR for year 2019-20. Coordinator-IQAC, Dr. Sanjay Kavishwar, suggested that the preparation work of AQAR needs to be given priority and that it is expected that the report will be ready to be tabled in the next meeting of IQAC to be held in July, 2019.

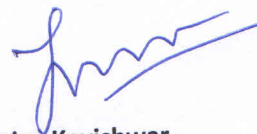
Resolved that Coordinator-IQAC, Dr. Sanjay Kavishwar, monitor the preparation work and progress of AQAR to ensure its timely completion.

10. **Activity Based Learning System** - Prof. Carol Rao, Senior Teacher, proposed that since we emphasize on activity based learning, all the academic events in the academic calendar should be reviewed and objectives for each event should be set in line with the learning outcomes intended. Dr. Kavishwar endorsed her proposal and mentioned that debrief of all such activities shall be given more attention to ensure maximum possible learning outcomes.

“Resolved that the objectives and learning outcomes of all academic activities and events of the institute be reviewed and modified to make them more learning outcome oriented”.

Since there were no further agenda for discussion, the meeting ended with vote of thanks to the chairperson.


Dr. Lalit Khullar
Chairman


Dr. Sanjay Kavishwar
IQAC Coordinator