

**MINUTES OF THE MEETING OF Academic Audit COMMITTEE OF
INDIAN INSTITUTE OF COST AND MANAGEMENT STUDIES AND RESEARCH
[IndSearch]**

(An Autonomous Institute permanently affiliated to the Savitribai Phule Pune University)

Minutes of the Meeting of IQAC held on Saturday, 2nd June, 2018 at 12:30pm.

The Meeting of the IQAC Committee of the Autonomous Indian Institute of Cost and Management Studies and Research [IndSearch] was held on Saturday, 2nd June 2018 at 12:30 pm in the premises of the Institute's Bavdhan Campus.

The following Members were present.

1. Dr.Aparna Tembulkar – Director
2. Dr.Sunita Joshi – Dean - UGP
3. Dr.Satish Inamdar, Dean - PGP
4. Dr. Vikas Peshave , Dean – Quality & Research
5. Prof.Manjari Lal
6. Prof.Rupali Gupte
7. Prof.Sunetra Gaitonde

Dr Aparna Tembulkar was in the Chair. The following business was transacted.

Item No.1

Grant leave of absence

All the members were present for the meeting.

Item No.2

Planning of Academic Calendar covering various events/activities with dates, constitution of various committees

It was decided to prepare academic calendar for BMS, MBA-I and MBA-II, MMS by respective coordinators. It was decided to reform the following committees and the members to be selected for each committee.

- Academic Audit Committee
- Co-curricular and extra curricular activities Committee
- Grievance Redressal Committee
- Library Committee
- Planning & Evaluation Committee
- Sexual harassment Committee
- Student welfare committee

Item No.3**Planning of the academic audit during A.Y.2018-19**

It was decided to capture the following information from all the faculty members

- Semester-wise Subjects to be taught for current semester.
- Teaching Plan
- To maintain the records of classes conducted, mentoring sessions, tutorial schedule to be taken in the semester
- Record of application of Teaching Pedagogy
- Remedial lectures schedule, if required, per semester
- Maintaining the record of Research Papers written and published in UGC approved journals, Books published, seminar attended ,if applicable
- Plan for Industrial Visits and Consultancy during the semester

Item No.4**Identify the thrust area for innovation in pedagogy**

It was decided to identify various innovative pedagogies in order to give more of practical knowledge which will be of use when students start working in the Industry or begin their Entrepreneurial venture

Since there was no any other business, the meeting was concluded at 0230 pm.

Dr.Aparna Tembulkar
IQAC-Coordinator

Director
Member Secretary

Action Taken Report of the meeting held on 2nd June,2018

Srl.No.	Agenda Item	Action Taken
1	To Grant leave of absence	No Action required. All members were present
2	Planning of Academic Calendar covering various events/activities with dates, constitution of various committees	<ul style="list-style-type: none"> • Academic Calendar for MBA,BMS,MMS was prepared by the respective course coordinators. The academic calendar was circulated electronically to all the students of respective courses and the concerned faculty members. A copy of the same is also given to Exam Dept, Director and Deans of the Institute. • Following Committees were formed and the list of the members of each committee are as follows: <ul style="list-style-type: none"> ➤ Academic Audit Committee – Dr.Aparna Tembulkar,Chairman & Dr.Sunita Joshi,Dr.Satish Inamdar and Dr.Vikas Peshave as members. ➤ Co-Curricular & Extra-Curricular Activities Committee- Dr.Aparna Tembulkar as Chairman and Dt.Vikas Peshave,Prof.Rupali Gupte,Prof.Sunetra Gaitonde and Prof.Amey Tawade. ➤ Grievance Redressal Committee- Dr.Aparna Tembulkar,Chairman and Dr.Praveen Saptarshi,Dr.Satish Inamdar,Dr.Vasudha Garde,Dr.Manjari Lal,Dr.Sunetra Gaitonde as members. ➤ Library Committee- Dr.Sunita Joshi.Chairman and Dr.Aparna Tembulkar,Dr.Vikas Peshave,Mr.Praveen Konde as members. ➤ Planning & Evaluation Committee- Dr.Aparna Tembulkar,Chairman and Dr.Sunita Joshi,Dr.Satish Inamdar,Dr.Vikas Peshave as members. ➤ Sexual Harassment committee – Dr.Vasudha Garde as Presiding Officer and Prof.Rupali Gupte & Prof.Manjari Lal as members,Ms.Bhagyashree Ranade as non-Government Organization representative ➤ Student Welfare Committee – Prof.Manjari Lal,Chairman and Dr.Aparna Tembulkar,Dr.Vikas Peshave, Prof.Sunetra Gaitonde as members

		The respective committee members conducted their meetings as per the schedule in the meeting calendar.
3	Planning of the academic audit during A.Y.2018-19	Academic Audit committee conducted academic audit for all the courses. During academic audit marks of tutorials, internal examination were verified with the source documents.
4	Identify the thrust area for innovation in pedagogy	Faculty development program was organized on the topic "Use of simulation in teaching" to train the faculty members to use Business Simulation Games to help them train students by using simulation. The faculty members used this technique in the computer lab for virtual stock market. Teach back method is also used by the faculty member wherein the topic which is taught in the class will be again taught by the student. Use of videos and cases is used for the technical subjects.

**MINUTES OF THE MEETING OF IQAC COMMITTEE OF
INDIAN INSTITUTE OF COST AND MANAGEMENT STUDIES AND RESEARCH
[IndSearch]**

(An Autonomous Institute permanently affiliated to the Savitribai Phule Pune University)

The Meeting of the IQAC Committee of the Autonomous Indian Institute of Cost and Management Studies and Research [IndSearch] was held on Wednesday, 12th September 2018 at 1:30 pm in the premises of the Institute's Bavdhan Campus.

The following Members were present.

1. Dr.Aparna Tembulkar – Director
2. Dr.Sunita Joshi – Dean - UGP
3. Dr.Satish Inamdar, Dean - PGP
4. Dr. Vikas Peshave , Dean – Quality & Research
5. Prof.Manjari Lal
6. Prof.Rupali Gupte
7. Prof.Sunetra Gaitonde

Dr Aparna Tembulkar was in the Chair. The following business was transacted.

Item No.1

To Grant the leave of absence

All the members were present for the meeting.

Item No.2

To review the academic, co-curricular and extra -curricular activities

The course coordinators presented subject wise student attendance report in the meeting. The faculty explained co-curricular and extra-curricular activities where students participated and also explained the future events where institute students are participating. It was discussed and decided to arrange International seminar. Topics for the seminar were discussed and it was decided to finalize the topics after brain storming sessions.

Item No.3

To monitor the teaching plan

Teaching plans prepared by the faculty members in the given format were reviewed.

Item No.4**Preparation of proposal for extension of autonomy to be submitted to UGC**

Since UGC visit is planned in the Academic year 19-20, committee members reviewed the current status and planned to conduct more meetings of all stakeholders to prepare for UGC visit.

Since there was no any other business,the meeting was concluded at 0230 pm.

Dr.Aparna Tembulkar
IQAC-Coordinator

Director
Member Secretary

Action Taken Report of the meeting held on 12th September, 2018

Srl.No.	Agenda Item	Action Taken
1	To Grant the leave of absence	All members were present. No action required.
2	To review the academic, co-curricular and extra - curricular activities	As per Academic calendar, lectures were conducted for all the courses. Extra classes were conducted for the days when co-curricular and extra-curricular activities were conducted on teaching days. Orientation Program for MBA and BMS was conducted at the beginning of the new year. 8 guest sessions were conducted for MBA and BMS students. Guest sessions, Industrial visits were organized successfully. Students also participated in the competitions and sports tournaments.
3	To monitor the teaching plan	Teaching plan was monitored regularly by respective course co-ordinators along with IQAC and Director of the Institute. Necessary action was taken from time to time.
4	Preparation of proposal for extension of autonomy to be submitted to UGC	Proposal for extension of autonomy was submitted to UGC through Savitribai Phule Pune University.

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The Meeting of the IQAC Committee of the Autonomous Indian Institute of Cost and Management Studies and Research [IndSearch] was held on Thursday, 27th December 2018 at 11:30 am in the premises of the Institute's Bavdhan Campus.

The following Members were present.

1. Dr.Aparna Tembulkar – Director
2. Dr.Sunita Joshi – Dean - UGP
3. Dr. Vikas Peshave , Dean – Quality & Research
4. Prof.Manjari Lal
5. Prof.Rupali Gupte
6. Prof.Sunetra Gaitonde

Dr Aparna Tembulkar was in the Chair. The following business was transacted.

Item No.1

To Grant the leave of absence

Dr. Satish Inamdar was unable to attend the meeting which he informed earlier to IQAC. Leave was granted to him.

Item No. 2

To Review the student attendance and performance in the internal assessment.

Course co-ordinators presented daily time table wise student record. The students whose attendance was less than 60% were asked to write assignments and present it to respective faculty member. The students who were absent due to their project work were informed to attend the Institute on week-ends to complete their course curriculum.

Item No.3

To monitor the teaching plan and teaching record.

IQAC committee members monitored the teaching plan and teaching record for all the courses which were presented by the respective course co-ordinators. Necessary corrections were suggested by the Director and the IQAC co-ordinators to improve the quality of record.

Item no. 4**To plan for admission policy for the academic year 2019-2020.**

According to the government notifications, admission committee of the Institute presented an admission policy for BMS and MBA admissions for the academic year 2019-2020. The Director and IQAC committee members also made suggestion to handle the admissions. It was discussed and decided to release an advertisement in the leading newspapers. It was decided to implement electronic marketing strategy such as digital marketing to attract candidates.

Item no.5**To review the preparation for AQAR.**

Committee members discussed the old and new format prescribed by the NAAC for submitting AQAR for the year 2017-2018. It was decided to use the old format to submit the current year AQAR.

Item no.6**To review co-curricular and extra-curricular activities by students**

Course coordinators informed about the co-curricular and extra-curricular activities which will be conducted in the institute. Inter collegiate cultural and sports activities schedule is discussed with IQAC and accordingly plan is made.

Item no.7**Any other matter with the permission of the Chairman.**

Since there was no any other business, the meeting was concluded at 0230 pm.

Dr.Aparna Tembulkar
IQAC-Coordinator

Director
Member Secretary

Srl.No.	Agenda Item	Action Taken
1	To Grant the leave of absence	All members were present. No action required.
2	To Review the student attendance and performance in the internal assessment.	Academic audit was conducted by the Academic Audit committee. Course co-ordinators and committee members submitted audited internal marks to the examination department of the Institute for further processing.
3	To monitor the teaching plan and teaching record.	IQAC reviewed the teaching record along-with teaching plan for the semester I & III for all the courses.
4	To plan for admission policy for the academic year 2019-2020.	According to the promotional budget, a vendor for digital marketing is finalized and order is released. Newspaper advertisement agency is finalized and schedule for advertisement is decided.
5.	To review co-curricular and extra-curricular activities by students	Athang – Intercollegiate fest-was organized by BMS students and faculty members in the month of October. NSS camps were organized at nearby villages.
6.	To review the preparation for AQAR.	AQAR for AY 2017-2018 was submitted electronically in the old format to NAAC on 18.12.2018.

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The Meeting of the IQAC Committee of the Autonomous Indian Institute of Cost and Management Studies and Research [IndSearch] was held on Saturday 30th March 2019 at 10.30 am in the premises of the Institute's Bavdhan Campus.

The following Members were present.

1. Dr.Aparna Tembulkar – Director
2. Dr.Sunita Joshi – Dean – UGP
3. Dr. Satish Inamdar – Dean - PGP
4. Dr. Vikas Peshave , Dean – Quality & Research
5. Prof.Manjari Lal
6. Prof.Rupali Gupte
7. Prof.Sunetra Gaitonde

Dr Aparna Tembulkar was in the Chair. The following business was transacted.

Item No.1

To Grant the leave of absence

All the members were present for the meeting.

Item No. 2

To plan for the academic activities for the next academic year 2019-2020.

IQAC committee members reviewed the current year activities in activity report for the year 2018-19 which was conducted in the Institute. A plan was prepared to conduct activities for the academic year 2019-2020.

Item no. 3

To Review student and faculty activities undertaken during the academic year 2018-2019

Course coordinators for all the courses in the Institute presented co-curricular, extra-curricular activities, guest sessions, industrial visits and placement status for the current year. Committee members reviews the same and made suggestions to improve placement activities. Faculty publications and research papers presented during the year was discussed. It was decided to write more research papers and to write book on the subject area by faculty members. More emphasis was given on research by student and faculty members.

Item no. 4

To Analyze the feedback forms from students, faculty members, alumni, employer and parents.

Committee members reviewed the feedback forms filled by the students and faculty members. Feedback from Alumni was discussed from the placement point of view which were collected during the Alumni meets at the Institute campus. Feedback from the employers was useful for giving additional input to the students to make them ready employee. Parents feedback was very encouraging as they were happy with their ward's performance and infrastructural facilities at the campus during Parent teacher meet at the institute campus.

Item no.5

Any other matter with the permission of the Chairman.

Since there was no any other business, the meeting was concluded at 0230 pm.

Dr.Aparna Tembulkar
IQAC-Coordinator

Director
Member Secretary

Action Taken Report of the meeting held on 30th March 2019

Srl.No.	Agenda Item	Action Taken
1	To Grant the leave of absence	All members were present. No action required.
2	To plan for the academic activities for the next academic year 2019-2020.	Academic calendar was prepared for all the courses of the institute. Faculty members were informed about their work-load for the next academic year.
3	To Review student and faculty activities undertaken during the academic year 2018-2019	International Seminar, IndFest, Alumni meets and parent teacher meet was organized. Guest sessions by eminent personalities and alumni were conducted on the campus. Industrial visits were organized for the students. Placement visits were conducted. Book exhibition was organized. 'Business Information Security' as an agreement of educational cooperation between University of Wisconsin-Parkside, USA and IndSearch was conducted in January 2019
4	To Analyses the feedback forms from students, faculty members, alumni, employer and parents.	3 Alumni meets were organized at Bavdhan campus. Semester end student feedback was collected electronically. Parent Teacher meet was organized. Companies from various domains visited campus for placement activity. 25 guest sessions and add-ons were conducted for MBA and BMS students.