



**ABHINAV EDUCATION SOCIETY'S
INSTITUTE OF MANAGEMENT & RESEARCH**

(Approved by AICTE New Delhi, Affiliated to University of Pune)
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(B.COM, L.L.B.)
FOUNDER SECRETARY

Dr Abhijeet Kaiwade
PhD, MCA, MBA
DIRECTOR

Date: 20/09/2024

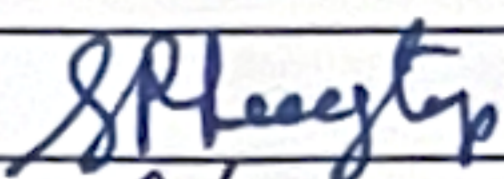
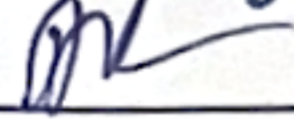
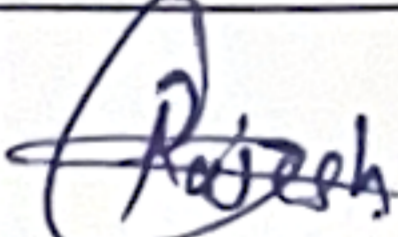


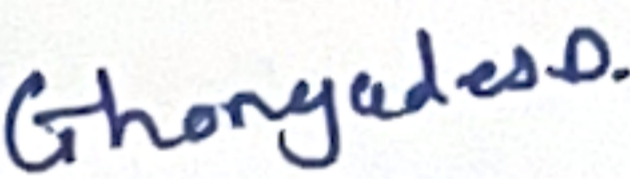
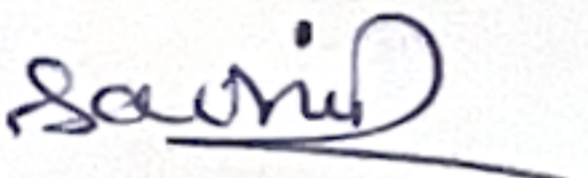
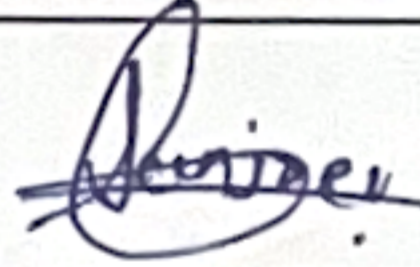

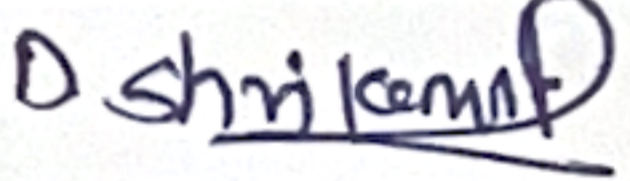
NOTICE

This is to inform all members that IQAC meeting is scheduled on
Saturday, September 28, 2024, at 11:00 AM in the Conference hall.

Agenda of the meeting:

1. Review & confirmation of Minutes of last meeting.
2. Action taken reports, Proposal of last meeting.
3. Discussion on areas for improvement in teaching methodologies and administrative processes.
4. Develop a system for conscious, consistent, and catalytic improvement in academic and administrative performance.
5. Establish and apply quality benchmarks for academic and administrative activities.
6. Any other point with permission of chair.

Name of the committee members

Sr.No	Member	Designation	Sign
1	Mr. Rajeev Gulabrao Jagtap	President AES, Pune	
2	Mrs. Sunita Rajeev Jagtap	Secretary AES, Pune	
3	Dr. Abhijeet Kaiwade	Director and Chairperson	
4	Mr. Dhruv Jagtap	Treasurer, AES, Pune	
5	Dr. Savita Shinde	Educationist	
6	Dr. Rajesh Ingole	Local Representative (Member)	
7	Dr. Rahul Patil	Senior Administrative Officer	
8	Prof. Suraj Hingane	Senior Administrative Officer	
9	Dr. Sharmila Ghongade	Senior Administrative Officer	
10	Mr. Sairaj Walgude	Alumni Representative (Member)	
11	Mr. Sanjeev Khedkar	Expert from Industry (Member)	
12	Dr. Neeta Bendre	IQAC Coordinator	
13	Mr. Dhumal Shrikant	Student, Member	


Director

Dr. Abhijeet Kaiwade

DIRECTOR

INSTITUTE OF MANAGEMENT & RESEARCH

NARHE, PUNE-411041

Date: 20/09/2024

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6. Any other point with permission of chair.

Action Taken Report of IQAC meeting dated 28th Sept 2024

Agenda 3. Discussion on areas for improvement in teaching methodologies and administrative processes:
MBA & MCA faculties adopted innovative and interactive teaching methods—such as case studies, live projects, simulations, and industry interaction sessions—to enhance learning outcomes. To support these initiatives, the management procured three Smart TVs for academic use.

Agenda 4. Develop a system for conscious, consistent, and catalytic improvement in academic and administrative performance:
Implemented a quality monitoring system with regular audits, periodic feedback review, and set NAAC-aligned benchmarks. Internal AAA scheduled to ensure continuous improvement.

Agenda 5: Establish and apply quality benchmarks for academic and administrative activities:
We set clear quality standards based on NAAC guidelines for teaching and administration. We review them regularly through audits and have committees to check progress and suggest improvements.

Minutes of Meetings:

Agenda 1. Review & Confirmation of Minutes of Last Meeting

Decision: Minutes of the previous meeting confirmed and approved as presented.

Agenda 2. Action Taken Reports on Proposals from the Last Meeting

Decision: Committee members accept the Action Taken Report and monitor the remaining activities to ensure completion before the next meeting.

Agenda 3. Discussion on Areas for Improvement in Teaching Methodologies & Administrative Processes

Discussion: MBA, MCA faculty and administrative members reviewed the current practices and identified opportunities for enhancement. Committee members suggested adopting more interactive and experiential teaching approaches, enhancing internal communication systems, and streamlining approval procedures.

Decision: Establish a dedicated working group to develop practical improvement strategies, with emphasis on classroom innovation and optimisation of administrative processes. The group will submit its recommendations for review in the next IQAC meeting.

Agenda 4. Developing a System for Conscious, Consistent & Catalytic Improvement in Academic and Administrative Performance

Discussion: Members discussed ways to introduce a structured improvement framework, focusing on continuous feedback, periodic reviews, and measurable outcomes for both teaching and administrative functions.

Decision: Implement a performance review system on a quarterly basis with clear KPIs for academic delivery and administrative efficiency, to be monitored by IQAC.

Agenda 5. Establishing & Applying Quality Benchmarks for Academic & Administrative Activities

Discussion: The need to define specific quality parameters for classroom teaching, research outputs, student support services, and office processes was emphasised. Members agreed that these benchmarks should align with NAAC standards and institutional goals.

Decision: Draft a set of quality benchmarks and circulate among departments for feedback. Final benchmarks to be approved and implemented from the next academic term.

Agenda 6. Any Other Point with Permission of Chair

No additional points were raised for discussion.