



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

(Approved by AICTE New Delhi, Affiliated to University of Pune)
S.No. 23/3/2/2, A/P Narhe, Tal. -Haveli, Pune -411041
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Sri. Rajeev Jagtap
(B.SC, MMS)
FOUNDER PRESIDENT

Mrs. Sunita R. Jagtap
(B.COM, L.L.B.)
FOUNDER SECRETARY

Dr Abhijeet Kaiwade
PhD, MCA, MBA
DIRECTOR

Date: 25/11/2024

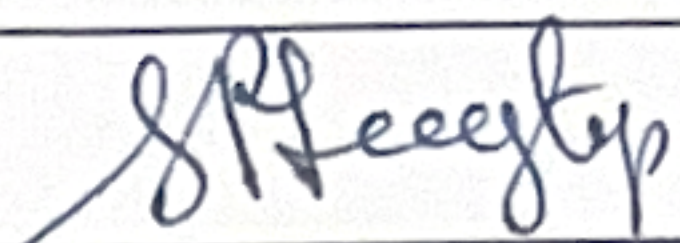


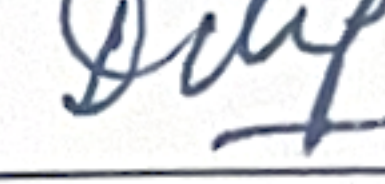



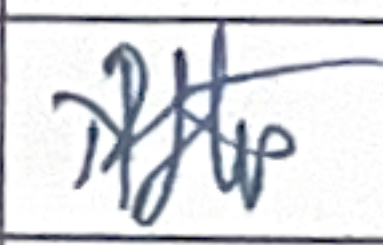

NOTICE

This is to inform all members that IQAC meeting is scheduled on
Saturday, December 02, 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. Curriculum and Course Planning
4. Review upcoming curriculum revisions for MBA and MCA programs.
5. Allocation of courses for the new semester.
6. Outline plans for the induction program for MBA and MCA Semester I students.
7. Assign responsibilities for organizing induction activities.
8. Any other point with permission of chair.

Name of the committee Members:

Sr.No	Member	Designation	Sign
1	Mrs. Sunita Rajeev Jagtap	Management / Secretary AES Pune	
2	Dr. Abhijeet Kaiwade	Director and Chairperson	
3	Prof. Suraj Hingane	Faculty Member	
4	Prof. Dilip Jadhav	Faculty Member	
5	Dr. Sharmila Ghongade	Women Faculty Member	Ghongade S.
6	Mr. Dhruva Sanjeev Jagtap	Management Member	
7	Dr. Savita Shinde	Educationist	
8	Mr. Santosh Salunke	Administrative Staff (Member)	
9	Mr. Sanjay More	Local Representative (Member)	
10	Miss. Rutuja Jagtap	Student Member	
11	Mr. Nirmohi Jagtap	Alumni Representative (Member)	
12	Mr. Sanjeev Khedkar	Expert from Industry (Member)	
13	Dr. Neeta Bendre	IQAC Co-ordinator	


 Dr. Abhijeet Kaiwade
 Director
 INSTITUTE OF MANAGEMENT & RESEARCH
 NARHE, PUNE-411041

Date: 02/12/2024

Agenda of the meeting:

1. Review & confirmation of Minutes of last meeting.
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Action Taken Report of IQAC meeting dated 2nd Dec 2024

Agenda 3:Curriculum and Course Planning

Both the HOD's planned the academic calendar and subjects for the MBA & MCA programs In consultation with faculty.

Agenda 4. Review Upcoming Curriculum Revisions

Dr. Neeta and Prof. Suraj conducted a session on the New Syllabus NEP 2024, reviewed the proposed updates and change in the subjects .

Agenda 5. Allocation of Courses for the New Semester

As per Dr. Abhijeet sir suggestions both the HOD's assigned subjects to faculty members based on their expertise and workload.

Agenda 6. Induction Program Plans (Semester I)

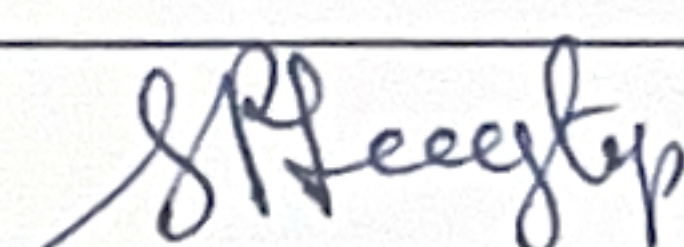



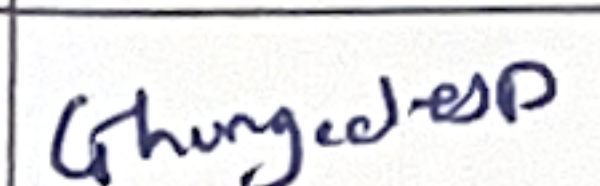
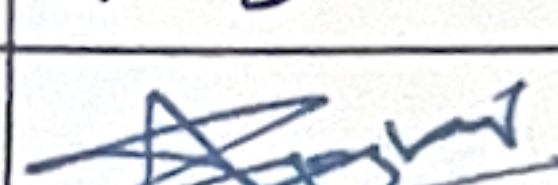

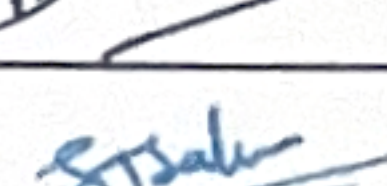
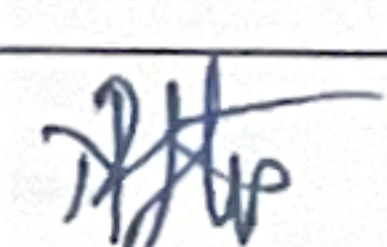

As per the guidance and suggestions of Dr. Abhijeet Sir, all faculty members prepared an orientation schedule covering campus facilities, academic rules, and student support services. The plan also includes conducting a bridge course and organizing a guest lecture.

Agenda 7. Responsibilities for Induction Activities

Dr.Abhijeet sir gave specific tasks to faculty and admin staff to handle sessions, coordination, and logistics for the induction.

Attendance for the IQAC meeting held on 2 Dec 2024 at 11.00 am

Name of the committee Members:

Sr.No	Member	Designation	Sign
1	Mrs. Sunita Rajeev Jagtap	Management / Secretary AES Pune	
2	Dr. Abhijeet Kaiwade	Director and Chairperson	
3	Prof. Suraj Hingane	Faculty Member	
4	Prof. Dilip Jadhav	Faculty Member	
5	Dr. Sharmila Ghongade	Women Faculty Member	
6	Mr. Dhruva Sanjeev Jagtap	Management Member	
7	Dr. Savita Shinde	Educationist	
8	Mr. Santosh Salunke	Administrative Staff (Member)	
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13	Dr. Neeta Bendre	IQAC Co-ordinator	

Dr. Abhijeet Kaiwade
Director

INSTITUTE OF MANAGEMENT & RESEARCH
NARHE, PUNE-411041

Date: 02/12/2024

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7. Assign responsibilities for organizing induction activities.
8. Any other point with permission of chair.

Minutes of Meetings:

Agenda 1. Review & Confirmation of Minutes of Last Meeting

Decision: Previous meeting minutes approved as presented.

Agenda 2. Action Taken Report on Previous Meeting's Proposals

Decision: Carry forward the pending items for early completion and review progress in the next ATR.

Agenda 3. Curriculum and Course Planning

Discussion: Both MBA, MCA faculties presented their teaching plans for the semester, highlighting proposed changes in teaching methods, assessment patterns, and integration of industry inputs.

Decision: Committee members approve the submitted academic plans and ensure MBA, MCA faculties incorporate active learning components into their courses.

Agenda 4. Review of Upcoming Curriculum Revisions for MBA and MCA Programs

Discussion: MBA, MCA faculties shared proposed revisions for certain MBA and MCA subjects to align with industry trends and NAAC recommendations. Feedback from alumni and industry experts was also considered.

Decision: : Committee members approve the suggested revisions in principle.

Agenda 5. Allocation of Courses for the New Semester

Discussion: Dr. Neeta Head of MBA and Prof. Suraj Head of MCA discussed course allocations among faculty, ensuring balanced workload distribution and subject expertise matching.

Decision: Finalise course allocation lists and circulate them to all faculty within two working days.

Agenda 6. Outline Plans for the Induction Program for MBA & MCA Semester I Students

Discussion: Under the leadership of Dr. Abhijeet Sir, ideas were shared for a 21-day induction program designed to include academic orientation sessions, skill-building workshops, and interactive engagements with industry experts.

Decision: The committee approved the proposed outline and agreed to prepare a detailed schedule specifying session topics, speakers, activities, and venues for circulation to all stakeholders.

Agenda 7. Assign Responsibilities for Organizing Induction Activities

Discussion: MBA, MCA faculty members volunteered to take up different roles for the induction program, including overall coordination, arranging guest speakers, managing event logistics, and leading student engagement sessions.

Decision: A detailed responsibility matrix will be prepared and circulated among all committee members. Each faculty member assigned a specific task will provide regular updates during weekly coordination meetings with Dr. Abhijeet sir until the induction program concludes.

Agenda 8. Any Other Point with Permission of Chair

No additional points were raised for discussion.