



Zeal Education Society's

Zeal Institute of Business Administration, Computer Application & Research (ZIBACAR)

Sr. No. 39, Narhe, Pune -411041, Phone No.:67206031, Website: www.zibacar.in

(Approved by A.I.C.T.E., Recognized by DTE (Govt. of Maharashtra) and Affiliated to Savitribai Phule Pune University)

Ref.

Date: 03/09/2018

Subject: Invitation for the Internal Quality Assurance Cell (IQAC) Meeting

Dear Sir/ Madam,

I am pleased to inform you that, the meeting of the Internal Quality Assurance Cell (IQAC) will be held on 08TH Sep. 2018 at 04:00P.M. in the Director's Cabin.

The agenda of the meeting is enclosed for your information and kind perusal.

I request you to please attend the meeting and confirm.

Thanking You.

Dr. Amod Markale
Director

Encl.: Agenda of the meeting

To: All the members of the Internal Quality Assurance Cell (IQAC)



Date:-08/09/2018

Internal Quality Assurance Cell (IQAC) Minutes of Meeting

Date: Wednesday, 08 Sep. 2018

Time: 04.00 pm

Venue: Director's cabin

Chairman: Dr. Amod Markale, Director

Agenda:

1. Review of preparation of NAAC Committee Visit
2. Discuss the Academic activities planned during the Academic year to add value to it.
3. To invite suggestions for conducting Academic Audit.
4. Any other point with the permission of Chair

The above points are discussed in details:

1. Dr. Santosh Apte welcomed Director and all the Faculty members, and shared the Agenda for the meeting.
2. He then took a review of IQAC Meeting dated 4th June 2018.
3. Director gave briefing about NAAC peer team visit. He explained the tentative scheduled of the peer committee as shared by NAAC. Following committees were constituted.
 - 1) Transport
 - 2) Infrastructure
 - 3) Hospitality
 - 4) Cultural
4. IQAC Chairman after having reviewed the course file and studying the NAAC requirements suggested certain improvements in the course file contents.
5. IQAC members enthusiastically participated in discussion on conducting Academic Audit. Looking to enthusiasm it was decided to give one month time for every member to come with concrete suggestion.
6. IQAC Chairman suggested to reframe IQAC committee as per guidelines of NAAC and suggested to nominate one/two member from local society and students.
7. The entire IQAC members actively participated in Go-Green initiative and plan that help students to set goals to conserve resources, and the tools to measure their success.
8. Setting up a online Document retrieval system was discussed
9. The meeting concluded with vote of thanks proposed by Dr. Santosh Apte.

Dr. Santosh Apte
Coordinator

Dr. Amod Markale
Director



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Internal Quality Assurance Cell

Attendance Date: 08/09/2018

Sr. No.	Name of the Member	Signature
1	Dr. Amod D. Markale Chairman	
2	Mr. Sachin Kalbhor Member (Establishment section)	
3	Dr. Pravin N. Mahamuni Member (Faculty Representative)	
4	Prof. Madhavi Shamkuwar Member (Faculty Representative)	
5	Prof. Kirti Samrit Member (Faculty Representative)	
6	Dr. Sanjay Deokar Member (Management Representative)	
7	Dr. Sachin Chavan Member (Representative from local society, Students and Alumni)	
8	Mr. Rakesh Katkar Member (Representative from Employers / Industrialists/ stakeholders)	
9	Dr. Santosh Apte Coordinator	



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Action Taken Report

(For IQAC meeting held on 08/09/2018)

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken;

Sr. No.	Decision	Action taken
01	Re-constitution of IQAC	Dr. Santosh Apte has informed to re-constitute IQAC as per NAAC guidelines. Following members were added. 1) Mr. Bhaskar Lendave (Librarian) 2) Mr. Akash Mane (Student Representative – MBA) 3) Ms. Rutuja Barsode (Student Representative – MCA) 4) Dr. Anand Jumle (Principal, SNTD Arts & Commerce College, Pune)
02	Improvements in Course File	Ms. Madhavi Shamkuwar was directed to make necessary action to improve course file contents.

Dr. Santosh Apte
Co-ordinator

Dr. Amod D Markale
Chairperson