



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), Permanently Affiliated to Savitribai Phule Pune University and Accredited by NAAC)

PUN Code: IMMP013170

DTE Code: 6152

AISHE Code: C-41828

**Date: 30/11/2019**

**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 **07 December, 2019 at 03:00 pm** in the IQAC cabin.

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

**Agenda:**

1. Review of previous minutes of meeting held on 20/07/2019.
2. Reconstitution of IQAC
3. AQAR
4. Status of application for 2(f) & 12(b)
5. EOMS (ISO 21001:2018)
6. Any other point with the permission of Chairperson

I request you to please attend the meeting and confirm.

Thanking You.

  
**Dr. Pravin N Mahamuni**

**Coordinator**

**Internal Quality Assurance Cell (IQAC)**

**Zeal Education Society's**

**Zeal Institute of Business**

**Administration Computer Application**

**& Research, Pune- 411041**

Encl.: Agenda of the meeting

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



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), Permanently Affiliated to Savitribai Phule Pune University and Accredited by NAAC)

PUN Code: IMMP013170

DTE Code: 6152

AISHE Code: C-41828

## Internal Quality Assurance Cell (IQAC)

Date: 30/11/2019

Sr. No.	Name of the Member	Signature
1	Dr. Amod Markale Chairman	
2	Mr. Sachin Kalbhor Member (Establishment Section)	
3	Member (Faculty Representative)	
4	Prof. Madhavi Shamkuwar Member (Faculty Representative)	
5	Prof. Kirti Samrit Member (Faculty Representative)	
6	Mr. Bhaskar Lendve (Librarian)	
7	Mr. Akash Mane (Students Representative MBA)	
8	Miss. Barsode Rutuja (Students Representative MCA)	
9	Dr. Anand G Jumle (Local Representative)	
10	Dr. Sachin Chavan Member (Alumni Representative)	
11	(Management Representative)	
12	Mr. Rakesh Katkar Member (Representative from Employers/ Industrialist/ Stakeholders)	
13	Dr. Pravin Mahamuni (Coordinator)	

Coordinator  
Internal Quality Assurance Cell (IQAC)  
Zeal Education Society's  
Zeal Institute of Business  
Administration Computer Application  
& Research  
Narhe, Pune - 411041



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), Permanently Affiliated to Savitribai Phule Pune University and Accredited by NAAC)

PUN Code: IMMP013170

DTE Code: 6152

AISHE Code: C-41828

07/12/2019

## Internal Quality Assurance Cell (IQAC)

### Minutes of Meeting

**Date:** Saturday, 07/12/2019

**Time:** 03.00 pm

**Venue:** IQAC cabin

**Chairperson:** Dr. Amod Markale, Director

The above points are discussed in details:

- 1) Dr. Amod D Markale, welcomed all the members and informed that Dr. Pravin N Mahamuni is appointed as a IQAC Coordinator wide office order No. ZIBACAR/OfficeOrder/2200/2019-20 dated 29/11/2019. He was congratulated by the members of IQAC who were present.
- 2) **Reconstitute IQAC:** Dr. Pravin N Mahamuni shared that new guidelines were issued by NAAC regarding Constitution of IQAC Hence, considering this situation; there was a need to reconstitute IQAC. All present members unanimously agreed and accepted to reconstitute the IQAC.
- 3) **AQAR:** Dr. Pravin N Mahamuni shared that, after getting accredited by NAAC, every year the Institute is required to fill Annual Quality Assurance Report through Institute Login on NAAC portal. The last date for filling AQAR is 02 February 2020.
- 4) **Inclusion 2(f) & 12(b):** Dr. Pravin N Mahamuni had informed that, the Institute has applied for 2(f) & 12 (b) of UGC Act 1956. The UGC had replied and asked for few more documents and the Institute has complied with UGC queries in last month. Letter has been sent to UGC through SPPU.
- 5) **EOMS (ISO 21001:2018):** Dr. Pravin N Mahamuni shared that he and Dr. Amod Markale have attended the training of Certification of Internal Auditor & Implementer Course for ISO 21001:2018 and after successfully completion of training and evaluation; they have been certified as Internal Auditors. Dr. Amod Markale informed that, Dr. Babasaheb Mohite & Dr. Rahul More were appointed as ISO coordinator for MCA and MBA programmes respectively. He further informed that, the Society has given the target to complete EOMS on or before April 2020.



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), Permanently Affiliated to Savitribai Phule Pune University and Accredited by NAAC)

PUN Code: IMMPO13170

DTE Code: 6152


AISHE Code: C-41828

**6) Any other points with the permission of the Chairperson:**

- Dr. Anand G Jumle shared that; Institute should motivate non teaching staff to participate in any development training programme organized by UGC/University/Institute. This suggestion was accepted unanimously by all the members who were present.
- Prof. Madhavi Shamkuwar shared her opinion that Institute should conduct **Employee Satisfaction Survey** to understand the satisfaction level of the employees. This suggestion was accepted unanimously by all the members who were present.

  
**Dr. Pravin N Mahamuni**  
Co-ordinator  
Coordinator

Internal Quality Assurance Cell (IQAC)  
Zeal Education Society's  
Zeal Institute of Business  
Administration Computer Application  
& Research, Pune- 411041

  
**Dr. Amod D Markale**  
Chairperson



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), Permanently Affiliated to Savitribai Phule Pune University and Accredited by NAAC)

PUN Code: IMMP013170

DTE Code: 6152

AISHE Code: C-41828

### Internal Quality Assurance Cell (IQAC)

Attendance: 07/12/2019

Sr. No.	Name of the Member	Signature
1	Dr. Amod Markale Chairman	
2	Mr. Sachin Kalbhor Member (Establishment Section)	
3	Member (Faculty Representative)	
4	Prof. Madhavi Shamkuwar Member (Faculty Representative)	
5	Prof. Kirti Samrit Member (Faculty Representative)	
6	Mr. Bhaskar Lendve (Librarian)	
7	Mr. Akash Mane (Students Representative MBA)	
8	Miss. Barsode Rutuja (Students Representative MCA)	
9	Dr. Anand G Jumle (Local Representative)	
10	Dr. Sachin Chavan Member (Alumni Representative)	
11	(Management Representative)	
12	Mr. Rakesh Katkar Member (Representative from Employers/ Industrialist/ Stakeholders)	
13	Dr. Pravin Mahamuni (Coordinator)	



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), Permanently Affiliated to Savitribai Phule Pune University and Accredited by NAAC)

PUN Code: IMMP013170

DTE Code: 6152

AISHE Code: C-41828

### Action Taken Report

(For IQAC meeting held on 07/12/2019)

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. Pravin N Mahmauni has directed to re-constitute IQAC as per NAAC guidelines. Following members were added. 1) Dr. Rajesh Kashyap, Professor – MCA (Teachers Representative) 2) Dr. Babasaheb Mohite, Associate Professor – MCA (Teachers Representative) 3) Dr. Anil Poman, Assistant Professor – MBA (Teachers Representative) 4) Dr. Rahul More, Assistant Professor – MBA (Teachers Representative) 5) Mr. Pradip Khandave, Executive Director, ZES (Management Representative)
02	AQAR	Dr. Pravin N Mahamuni has directed to do necessary for filling AQAR.
03	EOMS (ISO 21001:2018)	Dr. B J Mohite and Dr. Rahul More are directed to comply with procedures of ISO with Zeal Education Society and take help of Dr. Pravin N Mahamuni if required.
04	Employee Satisfaction Survey	Since it is to do with Zeal Education Society level and it may be requirement of all other Institute's under Zeal Education Society, Employee Satisfaction Survey at ZES level may be carried out if required the faculty members of the Institute may contribute towards development of Employee Satisfaction Survey form.

  
Dr. Pravin N Mahamuni

Co-ordinator

  
Dr. Amod D Markale

Chairperson

Internal Quality Assurance Cell (IQAC)  
Zeal Education Society's  
Zeal Institute of Business  
Administration Computer Application  
& Research, Pune- 411041