

**2018-19**

**KYDSCT's Institute of Management and Science Sakegaon, Bhusawal**

**Internal Quality Assurance Cell**

**Minutes of the Meeting**

IQAC organized its first meeting for the academic year 2018-19 on 20/08/2018 at 3.30pm in the IQAC meeting room of the Institute. The meeting was chaired by the Director Prof. Dr. Sunilraj Jayswal. This was the first meeting after re-constitution of Internal Quality Assurance Cell, co-ordinator of IQAC Prof. Anil B. Patil greeted the all the members of the IQAC. The Following agenda items were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks.

Following points were discussed in the meeting held on 20/08/2018

1. IQAC Coordinator Prof. Anil B. Patil extended warm welcome to all the members.
2. The Minutes of the previous meeting were read by **Prof. Anil B. Patil** and confirmed by all the members
3. Review of Progress of Preparation for NAAC Peer team visit was done.
4. It was decided that Institute shall prepare for the NAAC Accreditation of MBA Program.
5. It was decided that in order to improve the quality of teaching and learning, a FDP on teaching pedagogy using case study method shall be arranged
6. Placement coordinator Prof. Pratik P. Ranadive presented the report of placements and upcoming placement activities were discussed.
7. The meeting concluded with vote of thanks offered by Prof. Anil B. Patil to all the members who attended and graced the IQAC meeting.



*Sunilraj Jayswal*  
Director

Dr.Sunilraj Jayaswal  
Director  
K.Y.D.S.C.T.'S  
Institute of Management & Science, Sakegaon  
Tal. Bhusawal

## Internal Quality Assurance Cell

### Action Taken Report of meeting held on 20/08/2018

Sr.no	Decision Taken in the IQAC Meeting	Action Taken
1.	To frame curriculum and start new certificate courses	Curriculum was framed and the following four certificate Courses were decided to be conducted in the academic year 2018-19
2.	Institute shall prepare for NAAC Accreditation of MBA Program	Faculty members of MBA Program were allocated with different NAAC seven criterion
3.	MOU shall be made with a different types of companies for different MBA Specialization Program as per KBC NMU Syllabus.	MOU was made with different companies of Jalgaon MIDC to train our MBA students.
4.	It was decided that "Internal Avishkar- a poster presentation competition shall be organized under incubation centre to help students in the process of ideation.	"Internal Avishkar" a poster presentation competition was organized.



  
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**Internal Quality Assurance Cell**

**Minutes of the Meeting**

IQAC organized its second meeting is held on 21/10/2018 at 3.30pm in the IQAC meeting room of the Institute. The meeting was chaired by the Director Prof. Dr. Sunilraj Jayswal. This was the first meeting after re-constitution of Internal Quality Assurance Cell, co-ordinator of IQAC Prof. Anil B. Patil greeted the all the members of the IQAC. The Following agenda items were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks.

Following points were discussed in the meeting held on 21/10/2018.

1. IQAC Coordinator Prof. Anil B. Patil extended warm welcome to all the members with tea and refreshment.
2. The Minutes of the previous meeting (20/08/2018) read by Prof. Anil B. Patil and confirmed by all the members.
3. Review regarding research publications were taken. IQAC Committee approved to organization the national conference.
4. Code of Conduct for students and faculty members was discussed in the meeting.
5. Activities conducted by Industry Institute Interaction cell was reviewed. IQAC Committee encouraged to strengthen the activities of cell
6. For next semester co-curricular and extra-curricular activities were discussed and planned.
7. In order to improve the teaching-learning process, it was decided to organize FDP for management students and faculties members.
8. The meeting concluded with vote of thanks offered by Prof. Anil B. Patil to all the members who attended and graced the IQAC meeting.



  
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## Internal Quality Assurance Cell

### Action taken report of meeting held on 21/10/2018

Sr.	Decisions taken in the IQAC meeting	Action Taken
1.	Research organizes publications, national conference and FDP	Faculty members participated in various National and International conference and also published research paper in reputed journals. List of all publications is available with Research cell.
2.	Co-curricular and Extra-curricular activities	All courses time table and subject allocation prepared by respective course coordinators and submitted to Director.
3.	Activities under Industry Institute Interaction Cell	Members of the Industry Institute Interaction Cell was conducted industrial survey for SMEs. MBA students were involved in the survey. For co-curricular activities distinguished industrialists were invited as Chief Guest.



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**Internal Quality Assurance Cell**

**Minutes of the Meeting**

IQAC organized its third meeting is held on 16/01/2019 at 3.30pm in the IQAC meeting room of the Institute. The meeting was chaired by the Director Prof. Dr. Sunilraj Jayswal. This was the first meeting after re-constitution of Internal Quality Assurance Cell, co-ordinator of IQAC Prof. Anil B. Patil greeted the all the members of the IQAC. The Following agenda items were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks.

Following points were discussed in the meeting is held on 16/01/2019

1. IQAC Coordinator Prof. Anil B. Patil extended warm welcome to all the members
2. The Minutes of the previous meeting (21/10/2018) were read and confirmed by all the members.
3. Academic calendar for the year 2019-20 was discussed. . Decision regarding organizing ERP training to all faculty members & non-teaching were taken. Prof. Kamini L. Tadv and Prof. Pratik P. Ranadive appointed to conduct the training
  - a. instructions given to the respective course coordinators to take the feedback of students and other stakeholders.
4. Instructions given to Prof. Pratik P. Patil to take review and up-grade Wi-Fi facility and internet speed.
5. Decision regarding admission policy of MBA admission
6. Director Prof. Dr. Sunilraj Jayswal instructed all faculty members to apply for research projects and allocated projects work to students for summer vacation.
7. Director Prof. Dr. Sunilraj Jayswal instructed to MBA exam coordinator to take review of April- May 2019 examination.
8. The meeting concluded with vote of thanks offered by Prof. Anil B. Patil to all the members who attended and graced the IQAC meeting.



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Director

Dr.Sunilraj Jayaswal  
Director  
K.Y.D.S.C.T.'S  
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## Internal Quality Assurance Cell

### Action taken report of meeting held on 16/01/2019

Sr.No	Decisions taken in the IQAC meeting	Action Taken
1.	Preparation of academic calendar for A.Y. 2019-20	Academic Calendar for A.Y. 2019-20 was Prepared.
2.	Take feedback of students and other stakeholders	Director Prof. Dr. Sunilraj Jayswal instructed the MBA course coordinator to take the feedback of students and others stakeholders. Feedback of students and other stakeholders taken through ERP system
3.	Take review and up-grade Wi-Fi facility and internet speed	Prof. Pratik P. Patil appointed to review Wi-Fi facility and internet speed. Proposals from the internet service provider invited and forwarded to management for further decisions.
4.	Decide policies regarding admission Process for the next A. Y. 2019-20	Admission committee was formed. Regular counselling and career guidance session organized for UG students. Course coordinators were instructed to prepare admission brochure
5.	Apply for research projects from non- government sources such as industry, corporate houses and international bodies	Director Prof. Dr. Sunilraj Jayswal informed all the faculty members for research projects in Faculty meeting. Guidance session organized for research projects
6.	Allocate project work to students for the summer vacation	Respective course coordinators prepared the list of topics for project work.
7.	Discuss preparation and performance of students for the examination	For the April May examination 2019, university guidelines for conducting the university exam was discussed in faculty meeting. Director informed all the course coordinators for timely submission of internal marks. Subject teachers arranged revision session for all MBA first and second year students classes.



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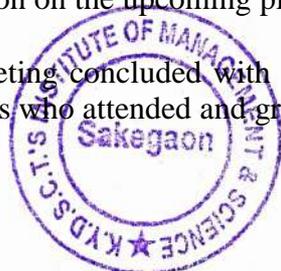
**Internal Quality Assurance Cell**

**Minutes of the Meeting**

IQAC organized its Fourth meeting is held on 15/03/2019 at 3.30pm in the IQAC meeting room of the Institute. The meeting was chaired by the Director Prof. Dr. Sunilraj Jayswal. This was the first meeting after re-constitution of Internal Quality Assurance Cell, co-ordinator of IQAC Prof. Anil B. Patil greeted the all the members of the IQAC. The Following agenda items were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks.

Following points were discussed in the meeting

1. IQAC Coordinator Prof. Anil B. Patil extended warm welcome to all the members
2. The Minutes of the previous meeting were read by Prof. Anil B. Patil and confirmed by all the members.
3. Review of Preparation for NAAC Accreditation of MBA Program was taken
4. Discussion on full automation of Library was done. It was decided that the library Grathalay Software shall be integrated with ERP to Mr. Vinod V. Kakade was given this responsibility
5. It was decided to develop New Learning Management System (CMS) with ERP
6. It was decided to make appointment of New faculty members
7. It was decided to purchase new books for management. Librarian Mr. Vinod V. Kakade has asked to prepare list of new books to be purchased as per recommendations of faculty members
8. It was decided that the Institute policies shall be revised and updated. Director Prof. Dr. Sunilraj Jayswal has given responsibility to revise and update institute policies
9. Reformation of IQAC Committee was done
10. It was decided that various Statutory and Non-Statutory committees for the year 2019-20 shall be formed. Prof. Anil B. Patil and Prof. Kamini L. Tadvı was responsible for the same.
11. Placement coordinator Prof. Pratik P. Ranadive presented the report of placements and discussion on the upcoming placement activities was conducted
12. The meeting concluded with vote of thanks offered by Prof. Anil B. Patil to all the members who attended and graced the IQAC meeting



*[Handwritten Signature]*  
Director  
K.Y.D.S.C.T.'S  
Institute of Management & Science, Sakegaon  
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## Internal Quality Assurance Cell

### Action taken report of meeting held on 15/03/2019

Sr.No	Decision Taken in the IQAC Meeting	Action Taken
1.	Library Granthalay Software shall be integrated with ERP	Granthalay Software of Library was integrated with ERP
2.	Develop New LMS through ERP	New LMS through ERP was developed by Mr. Vinod V. Kakade
3.	Appoint of New faculty members	New faculty members were appointed through Walk in Interview
4.	Purchase new books for Management subjects of different specialization.	Librarian Mr. Vinod V. Kakade gave purchase order for new books as per requirements from the respective subject faculty members
5.	Revision and Updation of Institute Polices	Director Prof. Dr. Sunilraj Jayswal Revised and updated the institute policies. The Policies were finalized by the director of the institute
6.	Various Statutory and Non Statutory committees for the year 2019-20 shall be formed	Prof. Kamini L. Tadvi formed various statutory and Non Statutory committees for the year 2019- 20 and they were finalized by the director



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