

2020-21

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 2020-21 on 06/08/2020 at 3.30 pm 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.

Sr No.	AGENDA	Resolution/Minutes
1.	To Read and confirm the minutes of the last meeting held on 13/03/2020	The coordinator of IQAC Prof. Anil B. Patil read the minutes of the last meeting The same were confirmed.
2.	To Present the action taken report of the last meeting	The coordinator of IQAC Prof. Anil B. Patil presented the action taken report of the last meeting
3.	To welcome Members of the IQAC Committee	All the newly included members were welcomed by the coordinator.
4.	To conduct review of the online classes and academic activities in the ongoing covid 19 Phase	Prof. Pratik Randive and Prof. Kamini Tadvi presented the status of online classes and lectures being conducted for Institute of Management Members appreciated the efforts taken by teachers for conducting the online classes successfully.
5.	Discussion on the Academic Calendar	Prof. Pratik Randive submitted the draft Academic calendar for academic year 2020-2021. It was discussed that due to covid 19 there will be delay in starting 1" year.
6.	To conduct review of NAAC IIQA report.	Prof. Kamini Tadvi informed that NAAC IIQA report.
7.	Approve the committees for the year 2020-21	The Director Prof. Dr. Sunilraj Jayswal briefed that the same committees of the last academic year 2019-20 has been carried forwarded in the year 2020-21 and the notification has already been issued.
8.	Any other matters with the permission of the chair	The meeting concluded with vote of thanks offered by Prof. Anil B. Patil to all the members who attended and graced the IQAC meeting. Dr. Sunilraj Jayswal



Director  
K.Y.D.S.C.T.'S  
Institute of Management & Science, Sakegaon  
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## KYDSCT's Institute of Management and Science Sakegaon, Bhusawal

### Internal Quality Assurance Cell

#### Action Taken Report

Following activities are successfully carried out in compliance with the resolutions made in the first IQAC meeting held on 06/08/2020 in the academic year 2020-21.

Sr. No	Decisions taken in the IQAC Meeting	Action Taken
1.	To Plan national Conference	National Conference is planned in association with AICTE.
2.	Academic calendar finalization	Academic calendar is finalized for all the programs.
3.	Academic and Administrative Audit	Academic and Administrative Audit is conducted on 17 July 2020 and report is submitted to IQAC.



  
Director  
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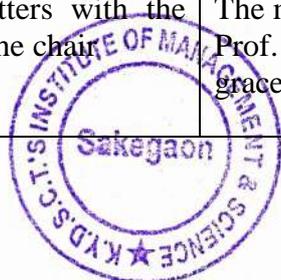
## KYDSCT's Institute of Management and Science Sakegaon, Bhusawal

### Internal Quality Assurance Cell

#### Minutes of the Meeting

IQAC organized its Second meeting for the academic year 2020-21 on 13/11/2020 at 3.30 pm in the IQAC meeting room of the Institute. The meeting was chaired by the Director Prof. Dr. Sunilraj Jayswal. 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.

Sr. No	AGENDA	Resolution/Minutes
1.	To Read and confirm the minutes of the last meeting held on 06/08/2020	The coordinator of IQAC Prof. Anil B. Patil read the minutes of the last meeting The same were confirmed.
2.	To Present the action taken report of the last meeting	The coordinator of IQAC Prof. Anil B. Patil presented the action taken report of the last meeting
3.	Review of the Online Classes conducted in covid 19 phase	Prof. Pratik Ranadive and Prof. Kamini L. Tadvi gave the review of online classes being conducted for Management It was observed that lectures of PG MBA Programs have been regularly started in online mode.
4.	Planning of Academic Audit	It was decided that the Academic Audit shall be conducted for the last semester. The responsibility to plan the academic audit was given to Prof. Pratik Ranadive
5.	Organization of Webinars and Workshops.	It was discussed that more number of Webinar and online workshops shall be organised for students in online mode
6.	Discussion on Alumni Meet & Parents Meet	It was decided that Alumni Meet and Parents Meet shall be organised in the coming days in online mode. Prof. Kamini L. Tadvi was given responsibility to organise Alumni Meet whereas all course coordinators are given responsibility to organise parents meet
7.	Review of Admission Process	The review of admission process was conducted. The admission process for PG MBA programs are completed. Whereas the admission process for PG programs are delayed due to COVID. The admission process is expected to be completed by December January.
8.	Any other matters with the permission of the chair	The meeting concluded with vote of thanks offered by Prof. Anil B. Patil to all the members who attended and graced the IQAC



Dr. Sunilraj Jayswal  
Director

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

**Internal Quality Assurance Cell**

**Action Taken Report**

Following activities are successfully carried out in compliance with the resolutions made in the IQAC meeting held on 13/11/2020 in the academic year 2020-21

<b>Sr. No</b>	<b>Decisions taken in the IQAC Meeting</b>	<b>Action Taken</b>
1.	To Plan Academic Audit	Academic Audit was conducted in the month of October 2020
2.	To Organise Webinars and Workshops	Webinars will be organised on the following topics Cybercrime and security on 12 Dec 2020 Awareness of Capital Market on 05 Jan 2021 National Youth Day on 12 Jan 2021
3.	To Organise Alumni Meet	The Alumni meet will be organised on 16/01/2021



*Sunilraj*  
Director

Dr.Sunilraj Jayaswal  
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## KYDSCT's Institute of Management and Science Sakegaon, Bhusawal

### Internal Quality Assurance Cell

#### Minutes of the Meeting

IQAC organized its third meeting for the academic year 2020-21 on 29/01/2021 at 3.00 pm in the IQAC meeting room of the Institute. The meeting was chaired by the Director Prof. Dr. Sunilraj Jayswal. 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.

Sr. No	AGENDA	Resolution/Minutes
1.	To Read and confirm the minutes of the last meeting held on 13/11/2020	The coordinator of IQAC Prof. Anil B. Patil read the minutes of the last meeting. The same were confirmed.
2.	To Present the action taken report of the last meeting Prof. Anil B. Patil presented the action taken report of the last meeting	Prof. Anil B. Patil presented the action taken report of the last meeting.
3.	Review of the admission process for PG Programs	Prof. Pratik Ranadive and presented the details of the Admissions of the PG Programs
4.	Planning of Induction for PG Programs	Prof. Pratik Ranadive and Mrs. Kamini L. Tadvi presented the planning for the Induction of MBA program
5.	Discussion on analysis of Covid affected even Sem 2019-20 examination in Nov/Dec-2020	Prof. Pratik P. Ranadive presented the status of result analysis one for the course. The result of all the courses was of excellent and very much satisfactory. The plan for effective learning and teaching for the next academic semester was also discussed.
6.	Review of Placement Activities	Placement coordinator Prof. Pratik P. Ranadive elaborated upon the placement activities conducted so far and presented the future course of action
7.	To Plan Feedback of stakeholders	As part of our regular activity, it was decided that Feedback shall be collected from all stakeholders. The responsibility to coordinate the feedback collection and analysis was given to Prof. Kamini L. Tadvi.

8.	To conduct academic and administrative audit	It was decided to conduct academic audit in the month of Feb 2021.
10.	Any other matters with the permission of chair.	Director Professor Dr. Sunilraj Jayswal suggested that Tree Plantation shall be conducted by the Institute on occasion of world environment day on 05 June.



  
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**Internal Quality Assurance Cell**

**Action Taken Report**

Following activities are successfully carried out in compliance with the resolutions made in the IQAC meeting held on 29/01/2021

<b>Sr. No</b>	<b>Decisions taken in the IQAC Meeting</b>	<b>Action Taken</b>
1.	To Organise Induction for PG Programs	Day Induction will be organised for students of MBA program from 04 to 08 Feb 2021.
2.	Training shall be organised for students before facing the Interview	It was made a compulsory practice to organise training sessions before placement interviews.
3.	Academic audit	Internal Academic Audit is conducted.



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

### Internal Quality Assurance Cell

#### Minutes of the Meeting

IQAC organized its fourth meeting for the academic year 2020-21 on 23/03/2021 at 3.00 pm in the IQAC meeting room of the Institute. The meeting was chaired by the Director Prof. Dr. Sunilraj Jayswal, 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

Sr No.	AGENDA	Resolution/Minutes
1.	To Read and confirm the minutes of the last meeting held on 29/01/2021	The coordinator of IQAC Prof. Anil B. Patil read the minutes of the last meeting. The same were confirmed
2.	To Present the action taken report of the last meeting	Prof. Anil B. Patil presented the action taken report of the last meeting
3.	Review of the Completion of Syllabus	Prof. Pratik P. Ranadive and Prof. Anil B. Patil presented the syllabus completion status report of the Management. Director Prof. Dr. Sunilraj Jayswal appreciated the efforts taken by the all the faculty members in the second covid wave for teaching learning through online mode.
4.	Present AQAR for the academic year 2019-20	Prof. Anil B. Patil presented the AQAR report for the academic year 2019-20. It was unanimously agreed by all the members of the IQAC and it was decided to submit it to the NAAC
5.	Review of Placement Activities	Placement coordinator Prof. Pratik P. Ranadive elaborated upon the placement activities conducted so far and also presented the future course of action.
6.	Plan Feedback of all stakeholders	As part of the regular activity, it was decided to collect stakeholders feedback from all stakeholders. The responsibility to coordinate collection of feedback was given to Prof. Kamini L. Tadvi.
7.	Organization of Administrative Training program	It was decided to organize a workshop for non-teaching staff on "Communication and etiquettes". Prof. Kamini L. Tadvi was given responsibility to conduct this feedback.



Dr. Sunilraj Jayswal  
Director

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8.	To conduct academic and administrative audit	It is decided to conduct internal audit of current semester.
9.	Any other matters with the permission of chair.	Director Prof. Dr. Sunilraj Jayswal suggested to organise the tree plantation on occasion of world environment day on 05 June 2022.



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

**Internal Quality Assurance Cell**

**Action Taken Report**

Following activities are successfully carried out in compliance with the resolutions made in the Fourth IQAC meeting held on 23/03/2021 in the academic year 2020-21

<b>Sr. No</b>	<b>Decisions taken in the IQAC Meeting</b>	<b>Action Taken</b>
1.	Submit AQAR 2019-20	AQAR for the academic year 2019-20 is submitted
2.	Collection and Analysis of Feedback	Feedback is collected from all stakeholders. It is analysed and action taken report is prepared.
3.	Tree Plantation	Tree Plantation will be do on occasion of world environment day on 05 June 2021.
4.	Academic and administrative audit	Internal academic audit was conducted on 16/01/2021



  
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