**Central Institute of Business Management Research & Development, Nagpur**

**Internal Quality Assurance Cell (IQAC)**

**Minutes of the meeting held on 6th March 2018**

In accordance with the revised guidelines of National Assessment and Accreditation Council (NAAC) an Internal Quality Assurance Cell (IQAC) was constituted on 5th March 2017. The first meeting of Internal Quality Assurance Cell (IQAC) was held on 6th March at 1.oo pm in the CIBMRD Board room.

**The following members were present:**

1. Chairperson : Dr. Amishi Arora, Director CIBMRD, Nagpur
2. Member from Management : Prof. Jawahar Charde, GuardianDirector, CIBMRD
3. Senior Administrative Officer : Dr. Kailas Kadu, Dean Academics, CIBMRD, Nagpur

Mr. Ranjana Wandile,

Mr. Rajendra Chore, Librarian

Dr. Ravindra Gharpur, Head IT

1. Teachers : Dr. Shyam Shukla , Head III

Dr. Ajay Talwekar,

Prof . Rahim Khayyam, Head Student Development

5 Local, Society, Alumni, Student : Mr. Malhotra ( Entrepreneur)

Mr. Amlesh Mendekar( Alumni)

Mr. Rahul Dakhole (sem-III student)

1. IQAC Co-ordinator Dr. Yogita Sure

**Minutes of the Meeting**

**Agenda 1 : Welcome & introduction of IQAC Committee**

**Resolution 1:** The Chairman welcomed the members and introduced them to the committee. The Chairman apprised the member of the facts that the college is in the process of preparation of IIQA & SSR to be submitted to NAAC. She gave a brief presentation on the guidelines of the IQAC and its role in an Institute. She clarified that the Cell was formed as per the guidelines given in NAAC manual. She reiterated that major aim of the cell is to channelize all efforts and measures of the institute towards promoting its holistic academic excellence in a healthy environment.

The Chairman of the IQAC mentioned that the institute already had its Quality Assurance Cell constituted from the year 2013. However the body was revised to adhere to the NAAC norms for the composition and now new members were thus inducted. The quality measures laid down earlier needed to be documented properly.

**Agenda 2 : Setting the objectives & functioning of IQAC**

**Resolution 2:** The Coordinator gave a brief presentation on the objectives, strategies, functions & benefits of IQAC. She also briefed about the roles and responsibilities of members and operational features of IQAC.

**Agenda 3: Identifying the activities to enhance the performance of Academics & administrative areas**.

**Resolution 2:** To enhance the monitoring of teaching and administrative operation, IQAC co-coordinator proposed to have a new ERP system in place of the old one as not many staff members are comfortable with it. Accordingly the instructions were given to IT head.

Dr. Yogita Sure, IQAC coordinator also proposed that we need to perform the attainment of our course outcomes and program outcomes. Hence it was decided to define the process, parameters for the attainment of our course outcomes and program outcomes. Dr. Sure was given the responsibility to do so in co-operation with faculties.

To enhance the Research quality of faculty and students as well Dr. Shyam Shukla was directed to arrange some workshop on Research Methodology.

**Agenda 4: Preparation for submission of IIQA to NAAC on March 2019.**

**Resolution 4 :** The committee has gone through the format of SSR and discussed various documents to be collected, responsibilities were distributed category wise to prepare SSR and heads of the different s categories were appraised of the expectations with regards to their responsibilities .

The meeting ended with a vote of thanks proposed by the Coordinator, IQAC.

**Chairman IQAC Co-ordinator IQAC**

**Circulated to:**

Dr. Amishi Arora,

Prof. Jawahar Charde,

Dr. Kailas Kadu,

Mr. Ranjana Wandile,

Mr. Rajendra Chore, Librarian

Dr. Ravindra Gharpure, Head IT

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Dr. Ajay Talwekar,

Prof . Rahim Khayyam

Mr. Amlesh Mendekar

Mr. Malhotra

Mr. Rahul Dakhole

Dr. Yogita Sure