**Internal Quality Assurance Cell (IQAC)**

**Minutes of the meeting held on 10th July. 2018**

The quarterly meeting of Internal Quality Assurance Cell (IQAC) was held on 10th July at 1.oo pm in the CIBMRD , assembly hall.

**The following members were present:**

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

 Mr. Ranjana Wandile,

 Mr. Rajendra Chore, Librarian

 Dr. Ravindra Gharpure, Head IT

1. Teachers : Dr. Shyam Shukla , Head III

 Dr. Ajay Talwekar,

 Prof . Rahim Khayyam, Head Student

 Development

 5 Local, Society, Alumni, Student :Mr. Rahul Dakhole (sem-III student)

 6 : IQAC Co-ordinator :Dr. Yogita Sure

**The following members were absent** : Mr. Amlesh Mendekar( Alumni)

**Minutes of the meeting**

**The following points were discuss in the meeting**

**Agenda 1:** Approval of minutes of Meeting held on 06/03/2018 and action taken report

**Resolution 1**: Resolved that the IQAC unanimously approved the minutes of the meeting held on 6.3.2018

**Agenda 2 :** Review of the implementation of ERP

**Resolution 2** : It was decided to implement web based ERP software from Synchronik Ink . To support this ERP system it was decided to purchase Operating system Windows server 2016 Educational Version. Head IT Dr. R. Gharpure was directed to arrange the training of ERP for all the teaching and non teaching staff in co-ordination with Synchronik Ink.

**Agenda 3**: Subject allocation & preparation of teaching plan.

**Resolution 3** : Subject allocation of MBA & BBA for Academic session Aug-Dec 2018 was done. It was decided that all faculties shall submit the teaching plan for their respective subjects within 15 days to the Dean Academics.

**Agenda 4** : Preparation of Academic calendar for the academic session Aug-Dec2018

**Resolution 4** : Dr. Yogita Sure proposed Activity planner for Academic session Aug-Dec 2018 which was approved after certain modifications.

**Agenda 5** : Review of Feedback system

**Resolution 5**: The existing feedback system was reviewed in the meeting and committee decided that the feedback about teaching learning system & its effectiveness, adequacy of infrastructure, design of curriculum shall be collected from all the stakeholders of the institute on the regular basis. The director, IQAC coordinator and faculty in charge of student development were directed to design the structured feedback mechanism and relevant forms.

**Agenda 6** : Design of foundation course and induction & orientation program for new batch of 2018-19

**Resolution :** The course coordinators of MBA & BBA were given the responsibility to design the foundation course and induction & orientation program for the new batch of MBA & BBA.

The Principal concluded the discussion and stressed on the need of internal quality delivery. The meeting ended with a formal vote of thanks proposed by IQAC Coordinator, Dr. Yogita Sure

**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

Dr. Shyam Shukla , Head III

Dr. Ajay Talwekar,

Prof . Rahim Khayyam

Mr. Amlesh Mendekar

Mr. Malhotra

Mr. Rahul Dakhole

Dr. Yogita Sure