**Internal Quality Assurance Cell (IQAC)**

**Minutes of the meeting held on 27th June 2020**

The quarterly meeting of Internal Quality Assurance Cell (IQAC) was held on 27th June 2020

 at 4.00 pm in online mode through Zoom platform.

**The following members were present:**

Chairperson : Dr. Amishi Arora, Director CIBMRD, Nagpur

Senior Administrative Officer : Dr. Kailas Kadu, Dean Academics, CIBMRD, Nagpur

 Mrs. Ranjana Wandile,

 Mr. Rajendra Chore, Librarian

Teachers : Dr. Ravindra Gharpure, Head IT

 Prof. Virendra Disawal, Head placement

 Dr. Ajay Talwekar,

 Prof. Rahim Khayyam, Head Student Development

IQAC Coordinator Dr. Yogita Sure

**Following member were absent:** Dr. K. Natrajan Joint Secretary VSPM-AHE, GuardianDirector, and CIBMRD.

Mr. Malhotra (Entrepreneur)

 Mr. Amlesh Mendekar

 Mr. Dinesh Dhote

**The Minutes of the meeting are:**

**Agenda 1**: Approval of minutes of Meeting held on 25th Feb.2020

**Resolution 1:** Resolved that the IQAC unanimously approved the minutes of the meeting held on 25th Feb.2020

**Agenda 2:** Online Teaching

**Resolution 3:** Dr. Amishi Arora informed that keeping in mind the Covid -19 lockdown situation & requirement of online teaching, an online FDP was organized to train the faculties for preparing the contents for online teaching , using the various tools & techniques for e-teaching like using Google Classroom , whiteboard, Google meet, Zoom etc. Some members informed that the faculties have attended or are attending various workshops for developing the skills for online teaching. It was resolved that e-content must be comprehensive & must include as many tools & media as required for maximum teaching effectiveness.

It was decided to use blended mode (i.e. some classes will be conducted online & some classes through recorded Videos, Quiz, Sharing notes through google classroom) for the coming academic session.

**Agenda 3: Review of CIMC**

**Resolution:** IQAC coordinator pointed out that due to the unexpected lockdown from 22nd March 2020, CIMC which was scheduled in the month of April is due & now looking at the current pandemic situation it must be conducted through online platform. Accordingly Dr. Amishi Arora gave the directions to CIMC coordinators to do the needful.

**Agenda 4: Academic planner for 20-21 session**

**Resolution:** Due to unpredicted ongoing lockdown situation, delay in summer 2020 examinations `resulting in delay in admissions of first semester, proper discussion could not takes place on academic calendar. However it was expressed that we should be prepared from our side and conduct the activities/events which are possible through online mode. Dr. Amishi Arora said that pointed out that there is possibility that final semester examinations will be conducted through online mode , MCQ pattern, all the faculties should prepare a question bank (100 MCQ)for their respective subjects and share it with the students.

**Agenda 5: Quality initiatives**

**Resolution5:** Dr. Amishi Arora, chairperson IQAC shared that the chairman of the peer team had advised that all faculties should develop case studies & have it published. Dr. Amishi Arora suggested that one issue of the institute journal should be a case journal, wherein all faculties have to publish their cases.

Dr. Ravindra Gharpure, coordinator Swayam & NPTEL informed that under MOOC new courses have been announced on Swayam & NPTEL platform. The same have been announced to the students of MBA & BBA.

**Agenda 5:** **Reconstitution of IQAC**

**Resolution 5**: Dr. Amishi Arora, chairperson, IQAC, advised that since IQAC of CIBMRD has completed two years successfully, as per the guidelines of NAAC we should reconstitute the IQAC. IQAC was reconstituted in the meeting itself.

**Agenda -6: Preparation of AQAR for the academic year 2019-20**

**Resolution-6:** Dr. Yogita Sure pointed out that now we should start the compilation of AQAR for the academic year 2019-20 since we need to submit it by the end of December 2020. Accordingly direction were given to the concerned people.

The meeting ended with a formal vote of thanks proposed by IQAC Coordinator, Dr. Yogita Sure.

**Chairman IQAC Co-ordinator IQAC**

**Circulated to:**

Dr. K. Natrajan

Dr. Amishi Arora,

Dr. Kailas Kadu,

Mr. Ranjana Wandile,

Mr. Rajendra Chore, Librarian

Dr. Ravindra Gharpure, Head IT

Prof. Virendra Disawal, Head Placement

Dr. Ajay Talwekar,

Prof. Rahim Khayyam

Mr. Amlesh Mendekar

Mr. Malhotra

Mr. Dinesh Dhote

Dr. Yogita Sure