



Zeal Education Society's

**Zeal Institute of Business Administration, Computer Application & Research (ZIBACAR)**

Sr. No. 39, Narhe, Pune -411041, Phone No.:67206031, Website: www.zibacar.in

(Approved by A.I.C.T.E., Recognized by DTE (Govt. of Maharashtra) and Affiliated to Savitribai Phule Pune University)

Ref. No:

Date: 11/08/2017

## Circular

A Meeting of all the Faculty members will be held on 16/08/2017 at 04:00 pm conducted by Dr. Santosh Apte, IQAC Coordinator.

**Date: 16/08/2017**

**Time: 04:00 pm**

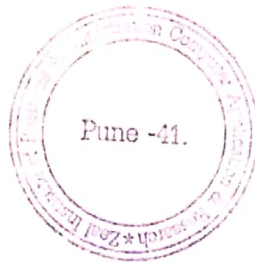
**Venue: Conference Hall**

### Agenda:

1. Establishment of Internal Quality Assurance Cell
2. Discussion of Roles and Responsibilities of IQAC
3. Change in Quality Policy of the Institute
4. IQAC initiatives

**Dr. Santosh Apte**  
IQAC Coordinator

**Dr. Amod Markalé**  
Director





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Date:-16/08/2017

## Internal Quality Assurance Cell (IQAC) Minutes of Meeting

Date: Wednesday, 16 August 2017

Time: 11.00 am

Venue: Director's cabin


Chairman: Dr. Amod Markale, Director

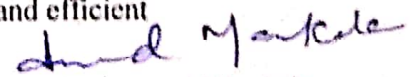
### Agenda:

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The above points are discussed in details:

1. Dr. Santosh Apte welcomed Director and all the Faculty members, and shared the Agenda for the meeting.
2. The Roles and responsibilities of IQAC were broadly discussed and its Vision, Mission, Goals were framed by considering view of the Faculty members. The IQAC cell will meet periodically.
3. Dr. Amod Markale added that the Academic Monitoring Committee is renamed as IQAC and will be in effect from today i.e. 16/08/2017.
4. Dr. Santosh Apte suggested following quality initiatives to be undertaken by the IQAC in consult with suggestions by IQAC members:
  - a. **Review of Institute's Internal Complaint Committee (Women's Grievance Cell) policy:** IQAC reviewed Internal Complaint Committee (Women's Grievance Cell) policy and procedures to ensure that policies and procedures are appropriate and provide an up-to-date framework in which decisions can be made and implemented. IQAC suggested few changes in its policy
  - b. **Mapping of CO's, PSO's and PO's**  
IQAC suggested to map CO's, PSO's and PO's to be done in the different mapping tables. IQAC suggested process of attainment of COs, POs and PSOs.
  - c. **Updation in Course file Index:** IQAC Coordinator after having studying the NAAC requirements suggested imparting quality in the Course file contents upgradation. A refined table of Contents for Course file was suggested.
  - d. **Online book renewal:** IQAC suggested having an online renewal of books through an email so as to make the book renewal procedure faster and efficient

  
Dr. Santosh Apte  
IQAC Coordinator

  
Dr. Amod Markale  
Director





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### Internal Quality Assurance Cell

Attendance Date: 16-8-17

Sr. No.	Name of the Member	Signature
1	Dr. Amod D. Markale Chairman	
2	Mr. Sachin Kalbhor Member (Establishment section)	
3	Dr. Pravin N. Mahamuni Member (Faculty Representative)	
4	Prof. Madhavi Shamkuwar Member (Faculty Representative)	
5	Prof. Kirti Samrit Member (Faculty Representative)	
6	Dr. Sanjay Deokar Member (Management Representative)	
7	Dr. Sachin Chavan Member (Representative from local society, Students and Alumni)	
8	Mr. Rakesh Katkar Member (Representative from Employers / Industrialists/ stakeholders)	
9	Dr. Santosh Apte Coordinator	