



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), Permanently Affiliated to Savitribai Phule

Pune University and Accredited by NAAC)

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

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28/07/2020

### Internal Quality Assurance Cell (IQAC)

#### Minutes of Meeting

**Date:** Saturday, 28/07/2020

**Time:** 11.00 am

**Venue:** Conference Hall

**Chairperson:** Dr. Pravin N Mahamuni, Coordinator

The following points are discussed in details:

- 1) Dr. Pravin N Mahamuni, welcomed all the members & briefed about previous minutes of meeting as well as action taken for completing the decided tasks in the same. Also shared that, following members are not able to attend the meeting due to their person reasons;
  - i. Mr. Sagar Phadtare (Students Representative MBA)
  - ii. Mr. Chanakya Lehiri (Students Representative MCA)
  - iii. Mr. Rakesh Katkar (Representative from Employers/ Industrialist/ Stakeholders)
- 2) **AQAR:** Dr. Pravin N Mahamuni, informed that, the queries raised by the NAAC in the month of February was resolve in the month of March, but again queries raised by the NAAC & has been submitted on 3<sup>rd</sup> July & the same approved by the NAAC on 16<sup>th</sup> July 2020. Also shared that, filling AQAR for the 2019-20 will be start in the month of November, 2020.
- 3) **Initiatives taken in 2019-20:** Prof. Madhavi briefed about following initiatives taken in last academic year to the all members;
  - ✓ Course File Index
  - ✓ Birth/Death anniversary
  - ✓ Tree Plantation
  - ✓ Induction Programme as per AICTE Guidelines
  - ✓ Library: Meet the Author
  - ✓ Institute Letter Header



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✓ Online Payment System

Dr. Anand G Jumle, appreciated the initiatives undertaken by the Institute & suggested that, in this academic year you can add at least one initiative which helps to enhance the quality teaching learning process & overall development of the students by considering the current pandemic situation. This suggestion was accepted unanimously by all the members who were present.

- 4) **Review of activities conducted in Lockdown Period:** Prof. Madhavi & Dr. Anil Poman shared the activities conducted for teaching – learning & evaluation in the lockdown period for MCA & MBA respectively. Dr. B J Mohite informed that, 50+ & 250+ Coursera Certification has been completed by the faculty & students respectively. The all members appreciated the same.

Dr. Anand G Jumle suggested that the report will be prepared for activities conducted in pandemic period. The suggestion was appreciated & accepted unanimously by all the members who were present.

- 5) **Upcoming Academic Activities:** Prof. Madhavi & Dr. Rahul More shared that, the online session is started for last year students of MCA & MBA respectively. Dr. Anand G Jumle, suggested that, the conduct MCQs session as well as test based on 60% of syllabus by considering the final examination. This suggestion was accepted unanimously by all the members who were present.

Dr. Rajesh Kashyap informed that, the students who are in their MBA Sem III and MCA Sem III & Sem V, their session are also conducted online by using Microsoft Team Application.

Dr. Anil Poman shared the guest sessions are planned for the students under Investment Lab.

- 6) **Inclusion 2(f) & 12(b):** Dr. Pravin N Mahamuni shared that, due to pandemic situation Institute could not complied the queries raised by the same. The staff member approached in the month of June & July to respective department of SSPU for the same but they said that wait for full fledged working of SPPU.