



ZIBACAR EDUCATION SOCIETY

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

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

(Approved by AICTE, Recognized by DTE (Govt. of Maharashtra), Permanently Affiliated to Savitribai Phule Pune University and Accredited by NAAC)

PU/N Code: IMMP013170

DTE Code: 6152

AISHE Code: C-41828

INTERNAL QUALITY ASSURANCE CELL (IQAC)**Action Taken Report
(For IQAC meeting held on 09.10.2021)**

To implement the decisions of the above mentioned meeting of IQAC, the following actions were taken

Sr. No.	Points	Action Taken
1.	Review of previous minutes of meeting	Reviewed previous meeting minutes, ensuring accuracy. Identified action items and tracked progress. Updated stakeholders on actions taken and outstanding tasks
2.	IQAC Reconstitution	Following thorough evaluation, the IQAC underwent reconstitution with a focus on diversifying expertise. Responsibilities were realigned to optimize efficiency, and a revised action plan was developed to ensure continued enhancement of quality assurance processes in line with institutional goals and accreditation requirements.
3.	NBA Accreditation	In response to NBA accreditation, a comprehensive review was conducted. Necessary adjustments were made to curriculum, facilities, and processes to meet standards. Progress was documented for accreditation submission.
4.	Academic	Implemented new academic initiatives, including curriculum enhancements and faculty development programs. Monitored progress closely and communicated updates to stakeholders for continuous improvement.
5.	Student Development Initiatives	Launched diverse student development initiatives encompassing workshops, mentoring programs, and extracurricular activities. Conducted regular assessments to gauge effectiveness and tailored initiatives accordingly. Collaborated with faculty and student representatives to ensure holistic growth and enrichment opportunities for all students.
6.	Research Centre Initiatives	Implemented a range of initiatives at the Research Centre, including funding opportunities, interdisciplinary collaborations, and publication support. Conducted regular reviews to assess impact and refine strategies. Engaged with stakeholders to foster a vibrant research culture and advance the institution's scholarly contributions.
7.	Quality Assurance Initiatives	Initiated curriculum review, faculty development workshops, and student feedback mechanisms. Conducted regular assessments to ensure alignment with industry standards and accreditation requirements. Communicated progress to stakeholders, fostering a culture of excellence and continuous improvement.
8.	Incubation & Entrepreneurship Cell	Established an Incubation & Entrepreneurship Cell, offering mentorship, networking events, and funding opportunities. Developed partnerships with industry leaders to provide real-world insights. Tracked startups' progress and facilitated access to resources. Regularly evaluated and adjusted strategies to enhance support for aspiring entrepreneurs.
9.	Any other point with the permission of Chairman	After careful consideration and consultation, the decision to conduct the Alumni Meet was made to foster networking opportunities, share achievements, and strengthen alumni-institution bonds. Planning commenced with a focus on engaging activities, effective communication, and alumni involvement to ensure a successful event.

IQAC Coordinator



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report (For IQAC meeting held on 30.07.2021)

To implement the decisions of the above mentioned meeting of IQAC, the following actions were taken

Sr. No.	Points	Action Taken
1	Review of previous minutes of meeting	Reviewed previous meeting minutes thoroughly, ensuring accuracy and completeness. Identified action items and their status. Addressed unresolved issues and clarified any misunderstandings. Established timelines for pending tasks and assigned responsibilities accordingly. Commended achievements and acknowledged contributions.
2	AQAR 2019-2020	Analyzed AQAR 2019-2020 for ZIBACAR, highlighting accomplishments and areas for enhancement. Identified strengths in academic performance, research endeavors, and infrastructural development. Addressed challenges such as resource allocation and student support. Formulated strategies for improvement based on data-driven insights to elevate institutional excellence.
3.	Initiatives taken in 2021-20	Executed various initiatives in 2021-20, aimed at fostering innovation, inclusivity, and academic excellence. Implemented new educational programs, enhanced technology integration, and expanded community outreach efforts. Conducted regular assessments to gauge effectiveness and ensure alignment with organizational goals, fostering continuous improvement and growth.
4.	Activities Conducted in lockdown period	Reviewed activities conducted during the lockdown period, assessing effectiveness and adaptability. Identified successful strategies for remote learning, employee support, and community engagement. Addressed challenges encountered, proposing measures for future resilience. Recognized efforts of stakeholders and implemented feedback for continuous enhancement of remote operations.


IQAC Coordinator





Zeal Education Society's

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

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Pune University and Accredited by NAAC)

PUN Code: IMMPO13170

DTE Code: 6152

AISHE Code: C-41828

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report (For IQAC meeting held on 14.03.2022)

To implement the decisions of the above mentioned meeting of IQAC, the following actions were taken

Sr. No.	Points	Action Taken
1.	Review of previous minutes of meeting	Reviewed previous meeting minutes, ensuring accuracy. Identified action items and tracked progress.
2.	Academic	Implemented new academic initiatives, including curriculum enhancements and faculty development programs. Monitored progress closely and communicated updates to stakeholders for continuous improvement.
3.	Student Development Initiatives	Launched diverse student development initiatives encompassing workshops, mentoring programs, and extracurricular activities. Conducted regular assessments to gauge effectiveness and tailored initiatives accordingly. Collaborated with faculty and student representatives to ensure holistic growth and enrichment opportunities for all students.
4.	Quality Assurance Initiatives	Initiated curriculum review, faculty development workshops, and student feedback mechanisms. Communicated progress to stakeholders, fostering a culture of excellence and continuous improvement.
5.	Feedback Analysis of odd semester	Guest Session 1. More certification programs will be planned. 2. The request is sent to the Higher Authorities to revise Guest session schedule and frequency.



		<p>Club Activities</p> <ol style="list-style-type: none"> 1. Number of clubs will be increased 2. Request is sent to Club Head to review and refine the activities. 3. Informed Higher authorities to consider active participation of students in club activities in Internal marks calculation.
		<p>Course Exit survey</p> <ol style="list-style-type: none"> 1. Initiatives need to be taken on CO's which are not accomplished or moderately accomplished.
		<p>Employer Feedback</p> <ol style="list-style-type: none"> 1. More focus to be given on Training activities.
		<p>Alumni feedback</p> <ol style="list-style-type: none"> 1. Alumni meet to be arranged. 2. Alumni to be invited for interactions. 3. Institute have conducted the guest/ training sessions on the topic of emerging technologies by the expert speakers for the students
		<p>Parents feedback</p> <ol style="list-style-type: none"> 1. More stress is for Offline sessions, so that students will have face to face interaction with faculty members.



Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Day and Date: Monday 11.07.2022

Venue: Conference Hall

Chairperson: Dr. Rajesh Kashyap

Following points are discussed in detail

Review of previous meeting: Dr. Rajesh Kashyap welcomed all the members and the review of the previous meeting was taken.

- **Academics**

Academic coordinator has discussed various academic activities such as, academic calendar, subject allocation, regular lectures, remedial sessions, planned CIE I, II & term end exam, feedback from stakeholders regarding revised 2019 pattern MBA syllabus & 2020 pattern MCA syllabus to be taken and conveyed to SPPU.

- **Campus to Corporate Training Program:**

Initiative launched to enhance students' soft skills and understanding of emerging management and technology trends. Sessions conducted by industry experts aimed at knowledge enrichment.

- **'Students of the Week' Initiative:**

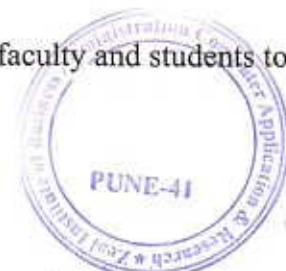
Implemented to boost student motivation for both academic and non-academic accomplishments.

- **Summer Internship Diary for MBA Students:**

Designed to provide structured guidance and monitoring during students' summer internships. Involves guidance from both institute and company mentors.

- **Promotion of Research Culture:**

Efforts directed towards encouraging collaborative research among faculty and students to increase research paper publications.





Internal Quality Assurance Cell (IQAC)

Action Taken Report

Day and Date: Monday 11.07.2022

To implement the decisions of the above mentioned meeting of IQAC, the following actions were taken

Sr. No.	Points	Action Taken
1.	Academics	Academic calendar shared with faculties, feedback taken from all the stakeholders regarding revised 2019 pattern MBA syllabus & 2020 pattern MCA syllabus. CIE summary submitted by course coordinators.
2.	Campus to Corporate Training Program	The Campus to Corporate Training Program was initiated with the primary objective of enhancing students' soft skills and fostering a deeper understanding of emerging management and technology trends.
3.	'Students of the Week' Initiative	The 'Students of the Week' Initiative was implemented to recognize and celebrate outstanding student achievements, both academic and non-academic. Through this initiative, students who demonstrated exceptional performance, exemplary conduct, or noteworthy contributions to the college community were acknowledged and rewarded.
4.	Summer Internship Diary for MBA Students	The Summer Internship Diary for MBA Students was meticulously designed to provide structured guidance and monitoring throughout students' summer internships. The diary served as a comprehensive tool to facilitate reflection, goal setting, and skill development during the internship period.
5.	Promotion of Research Culture	Efforts were directed towards fostering a vibrant research culture among faculty and students, with the aim of increasing research paper publications and promoting collaborative research endeavors.
6.	Planning of AMCAT Test	Extensive discussions were held regarding the planning and implementation of the AMCAT Test, aimed at evaluating students' logical reasoning, quantitative aptitude, English grammar skills, and job suitability. The test planning process involved meticulous attention to detail, including the selection of appropriate test modules, scheduling, logistics, and coordination with testing agencies.
7.	IQAC	Overall, these initiatives, as part of the IQAC's planned actions for the year, have made significant contributions to quality enhancement and academic outcomes, enriching the learning experience and preparing students for success in their academic and professional pursuits.


 IQAC Coordinator





**Internal Quality Assurance Cell (IQAC)
 Minutes of Meeting-20.02.2023
 Action Taken Report**

Sr. No.	Points	Action Taken
1.	NAAC & NBA Accreditation:	In pursuit of NAAC and NBA accreditation, initiated comprehensive efforts. An Outcome Based Education (OBE) implementation manual tailored specifically for the MBA and MCA curriculum, ensuring alignment with accreditation standards. This step underscores a proactive approach toward enhancing the quality of education offered by the institution.
2.	Academic Activities	<p>Review of syllabi, establishment of effective feedback mechanisms, and the scheduling of guest sessions have been organized.</p> <p>Action taken on feedback analysis</p> <p>Course Exit Survey:</p> <ol style="list-style-type: none"> 1. Initiatives need to be taken on CO's which are not accomplished or moderately accomplished. <p>Employer Feedback</p> <ol style="list-style-type: none"> 1. More focus to be given on Training activities. <p>Alumni feedback</p> <ol style="list-style-type: none"> 1. Alumni meet to be arranged. 2. Alumni to be invited for interactions. 3. Institute have conducted the guest/ training sessions on the topic of emerging technologies by the expert speakers for the students <p>Parents feedback</p> <ol style="list-style-type: none"> 1. More stress is for Offline sessions, so that students will have face to face interaction with faculty members. 2. More Experts sessions will be planned. 3. The Request is sent to the Higher authorities to revise Expert session schedule and frequency <p>Syllabus review feedback</p> <p>Faculty inputs regarding MBA/MCA syllabus are communicated to the respective authorities.</p> <ol style="list-style-type: none"> 1. Our institute implemented the C2C Training program in new mode Campus Recruitment Training (CRT).
3.	Student Development Initiatives	<p>To promote student development, the institution introduced the "Student of the Week" program. This initiative serves as a motivational tool, inspiring students to excel in both academic pursuits and extracurricular activities.</p> <p>IKS is implemented through Vedic Math as an elective course.</p>
4.	Quality Assurance Initiatives	<p>The Annual Director's Report and IQAC yearly presentation to the Governing Body. These presentations focus on highlighting the institution's quality initiatives and progress, thereby ensuring transparency and accountability in maintaining quality standards.</p>

5.	Incubation and Entrepreneurship Cell	The Incubation and Entrepreneurship Cell established, aligning with the national vision of fostering startup businesses and cultivating an entrepreneurial mindset among students.
6.	Any Other Business	Finally, in response to suggestions raised during the meeting, it was proposed to conduct Alumni meets annually, fostering a sense of community and enabling alumni to remain connected with the institution. Such gatherings provide opportunities for networking, mentorship, and knowledge exchange, thereby enriching the overall educational experience and fostering a lifelong bond with the alma mater.


IQAC Coordinator

