INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 04.10.2021

Subject: Invitation for Internal Quality Assurance Cell (IQAC) Meeting

Dear Sir/Madam,

I am pleased to inform you that, the meeting of Internal Quality Assurance Cell (IQAC) will be held on 09.10.2021 at 11:00 AM in the Conference Hall

The agenda of the meeting is as below for your information and kind perusal.

Agenda:

1. Review of previous minutes of meeting
2. IQAC Reconstitution
3. NBA Accreditation
4. Academic
5. Student Development Initiatives
6. Research Centre Initiatives
7. Quality Assurance Initiatives
8. Incubation & Entrepreneurship Cell
9. Any other point with the permission of Chairman

I request you to please attend the meeting.

Thanking You,

IQAC Coordinator

To: All the members of the **Internal Quality Assurance Cell** (IQAC)

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ZEAL INSTITUTE OF BUSINESS ADMINISTRATION,
COMPUTER APPLICATION AND RESEARCH (ZIBACAR)
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

09/10/2021

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Date: Saturday, 09/10/2021   **Time:** 11.00 am
Venue: Conference Hall
Chairperson: Dr. Rajesh Kashyap

The following points are discussed in details:

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

2) **IQAC re –constitution:** Dr. Rajesh Kashyap welcomed all the members and informed that Prof. Madhavi Shamkuwar is appointed as IQAC coordinator ZES/ZIBACAR/2021-22/2441B. All member congratulated her. Prof. Madhavi Shamkuwar briefed about previous minutes of meeting and discussed action taken report of the same.

3) **NBA accreditation:** Prof. Madhavi Shamkuwar shared that the work towards NBA accreditation process is initiated. Also, she further shared that the OBE implementation manual is needs to be prepared so that National Education Policy and Outcome Based Education will thus be implemented in MBA and MCA curriculum.

4) **Academic:** Dr. Babasaheb Mohite and Dr. Ashish Vyas discussed about various academic activities such as syllabus review, feedback of Academic and non academic activities and action taken report should be created. It was also planned for forth coming session a series of Guests sessions to be planned every Saturday. Prof. Pandurang Patil discussed about various placement initiatives such as Mock interviews, group discussion. Dr. Ashish Vyas informed that SIP tracker can be planned which involves close monitoring of MBA students Summer internship Projects by the Institute's and

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Company's guide. He further suggested, to evaluate the students through Industry experts. All the above suggestions were being welcomed by the present members

5) **Student development initiatives:** Mr. Azhar Dongre(Student MCA) and Mr. Vishal Kamble(student MBA) informed that the Star performer of the week is well received initiative by the students. More such students centric initiatives must be planned.

6) **Research centre initiatives:** ZIBACAR's strategic plan includes establishment of research centre. For the same, it was being discussed that the students interested in true research must be selected judiciously.

7) **Quality assurance initiatives**: Prof. Madhavi Shamkuwar that the Annual Director's report and the IQAC yearly presentation focusing on quality initiatives will be prepared and presented to the Governing body every year by Director and IQAC coordinator respectively.

8) **Incubation and Entrepreneurship cell**: Prof. Madhavi discussed that in order to accomplish National vision of start-up businesses and to imbibe entrepreneurial spirit among students, more initiatives to be taken.

9) **Any other point with the permission of Chairperson.**

Dr. Sachin Chavan, Alumni –ZIBACAR said that due to pandemic situation Alumni meet and other interactions with Alumni students is less. He suggested, to conduct Alumni meet. All the present members accepted this suggestion.

Dr. Babasaheb Mohite has given the vote of thanks.

IQAC Coordinator

Coordinator
Internal Quality Assurance Cell (IQAC)
Zeal Education Society's
Zeal Institute of Business
Administration Computer Application
& Research, Pune- 411041

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
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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

PUNE-41

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Meeting Attendance-09.10.2021

Sr. No.	Name of the Member	Designation
1.	Dr. Rajesh Kashyap (Professor- MCA-Teacher's Representative)	Chairman
2.	Prof. Madhavi Shamkuwar (Assistant Professor- MCA-Teacher's Representative)	Member
3.	Dr. B. J. Mohite (Associate Professor- MCA-Teacher's Representative)	Member
4.	Dr. Anil Poman (Assistant Professor- MBA-Teacher's Representative)	Member
5.	Dr. Rahul More (Assistant Professor- MBA-Teacher's Representative)	Member
6	Mr. Pradip Khandve (Director-ZES-Management Representative)	Member
7.	Mr. Sachin Kalbhor (Senior Management Representative)	Member
8.	Mr. Bhaskar Lendve (Librarian)	Member
9.	Mr. Sagar Phadtare (Student Representative MBA)	Member
10.	Mr. Chanakya Lehiri (Student Representative MCA)	Member
11.	Dr. Sachin Chavan (Alumni Representative)	Member
12.	Dr. Anand Jumle (Local Representative)	Member
13.	Mr. Rakesh Katkar (Employers/Industrialist/Stakeholders Representative	Member
14.	Dr. Pravin Mahamuni (Coordinator)	Member-Secretary

Director, ZIBACAR