



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 U.C.T.E., Recognized by DTE (Govt. of Maharashtra), Permanently Affiliated to Savitribai Phule Pune University and Accredited by NAAC

PUN Code: IMMP013170

DTE Code: 6152

AISHE Code: C-41828

## Internal Quality Assurance Cell (IQAC)

Ref

Date: 06/12/2021

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

Dear Sir/ Madam,

I am pleased to inform you that, the meeting of the Internal Quality Assurance Cell (IQAC) will be held on 10 December.2021 at 04:00P.M. in the Director's Cabin.

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

I request you to please attend the meeting and confirm.

Thanking You.

  
IQAC Coordinator

  
Director





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**Date: 10/12/2021**

## **Internal Quality Assurance Cell (IQAC)**

### **Minutes of Meeting**

**Time: 4:00PM**

**Date: Friday, 10 December 2021**

**Venue: Director's Cabin.**

**Chairman:**

**Agenda:**

- 1) Grade review and suggestions and implementations
- 2) AQAR
- 3) Annual report of IQAC
- 4) Sustainable development of goals
- 5) Research centre manual
- 6) Monographs
- 7) Feedback Action taken report of SSS, add on, R&D
- 8) Green and Energy audit
- 9) Summer Internship Project
- 10) NAAC BENCHMARKS

**The above pointes are discussed in details;**

1. **Grade review and suggestions and implementations:** Ms. Madhavi Shamkuwar discussed the grade received. He further read the suggestions given by the NAAC PTV and a prepared an extended action plan in addition to previous Action plan.
2. **AQAR:** Ms. Madhavi Shamkuwar informed that IQAC Annual Report is being created highlighting all the major aspects of the Institutes.





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**3. Annual report of IQAC:** The Annual report of the IQAC is created and put forth for discussion.

**4. Sustainable development of goals:** Ms. Madhavi Shamkuwar suggested that Sustainable Development Goals (SDGs) can be an informative and inspiring resource. Such manual will help all the stakeholders to achieve their individual, national and global goals. It was decided that the structure and develop the booklet to be developed.

**5. Research centre manual:** Dr. Babasaheb Mohite shared that research center manual to be created which involves outlining procedures, guidelines, and best practices to ensure effective and efficient operations.


**6. Monographs:** Dr. Madhavi Shamkuwar shared that Monographs can serve as comprehensive resources for students to understand various concepts in-depth. Ms. Kirti Samrit shared that we can create monographs of various courses and some innovative teaching pedagogy.

**7. Feedback Action taken report of SSS, add on, R&D:** The feedback on quality parameters were ben taken and the action taken report was discussed.

**8. Green and Energy audit:** Mr. Bhaskar Lendave informed to conduct an Energy audits and green audits for assessing and improving the sustainability and efficiency of operations in our Institute.

**9. Summer Internship Project:** Mr. Pandurang Patil informed that this year students are place d for SIP with stipend, however, strategy to needs to be prepared to increase the pay package during SIP.

**10. NAAC BENCHMARKS:** Ms. Madhavi Shamkuwar discussed NAAC benchmarks as a framework for assessing and enhancing the quality of education, ensuring institutions meet high standards of academic excellence and continuous improvement.

  
IQAC Coordinator



  
Director





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## Action taken report

(For IQAC Meeting held on 10/12/2021)

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

Sr.no	Recommendations	Action taken report
1	NAAC Grade review and suggestions and implementations: Lesson plan to be properly design to include other components like Cases, Additional reading etc.	Innovative teaching methodology manual is being prepared for private circulation. Monographs are also being prepared for 1 MCA course.
2	NAAC Grade review and suggestions and implementations: More Expert/Guest lectures should be arranged	Guests session to be conducted based on the Program Outcomes which are a bit to attain.
3	Sustainable development of goals	A booklet mapping the Institute's activity and sustainable goals highlighting the major contributions is being prepared. The manual is prepared by Club members it provides guidelines on achieving various goals.
4	Research centre manual	The research centre manual is being prepared and circulated among PhD guide and scholars as reference.
5	Students Satisfaction Survey.	The action taken report for SSS is being prepared and is well deployed on website.
6	Green and Energy audit	The company towards Green and Energy audit is finalized and budgetary and other provisions towards same are prepared.
7	IQAC Annual report	It is being prepared and uploaded on website.

  
IQAC coordinator



  
Director