Internal Quality Assurance Cell (IQAC)

Ref   Date: 10/10/2023

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 14 October 2023 at 03:00P.M in the IQAC 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

Date: 14/10/2023

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Time: 3:00PM

Date: Saturday, 14 Oct. 2023

Venue: Director's Cabin

Chairman:

Agenda:

1) IIC rating

2) NAAC IIQA and SSR

3) Criteriawise allotment

The above pointes are discussed in details

1. **IIC rating:** Dr. Babasaheb Mohite informed about the IIC rating and plan new strategy to receive 5 star rating.

2. **NAAC IIQA and SSR:** Dr. Madhavi Shamkuwar informed that on 30/09/2023 IIQA is submitted and the Institute is now waiting for the SSR submission process. Criteriawise distribution is to be completed. An exclusive arrangement to upload all documents is to be made. NAAC SSR guidelines, SSS guidelines were read out. All 7 Criteria are allotted to the members , they will be in charge for Criteria for AQAR and SSR submission

IQAC Coordinator

Director

Pune-41

ZEAL EDUCATION SOCIETY'S

**ZEAL INSTITUTE OF BUSINESS ADMINISTRATION,
COMPUTER APPLICATION AND RESEARCH (ZIBACAR)**
NARHE | PUNE -41 | INDIA

Programme – MBA & MCA

| Doc No:- | Revision: 00 | Date 01/09/2023 |

Internal Quality Assurance Cell (IQAC)

Academic Year-2023

Attendance

Date: 14/10/ 2023

The name of faculty members is present:

Sr No	Name of the Member	Signature
1	Dr. Babasaheb Mohite	Present
2	Prof. Uddhav Shid	Present
3	Mr. Pandurang Patil	Present
4	Ms. Kirti Samrit	Present
5	Ms. Shwetal Jadhav	Present
6	Mr. Sachin Kalbhor	Present
7	Mr. Bhaskar Lendave	Present
8	Ms. Khushi Soni	Present
9	Ms. Komal Sharma	Present
10	Dr. Sachin Chavan	Present
11	Dr. Anand Jumle	Absent
12	Mr. Rakesh Katkar	Present
13	Dr. Madhavi Shamkuwar	Present

IQAC Coordinator

Director

Action taken report

(For IQAC Meeting held on 14/10/2023)

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

Sr.no	Recommendations	Action taken report
1	IIC rating	To increase IIC rating, implement innovative programs and workshops to enhance student and faculty engagement in entrepreneurship, and actively document and report all activities and outcomes for comprehensive evaluation.
2	Self Study Report	Allotment for Various Criteria to faculty members. #1: Curricular Aspects. –Ms. Shwetal Jadhav #2: Teaching, Learning, and Evaluation. –Ms. Kirti Samrit #3: Research, Innovation, and Extensions. Dr. Madhavi Shamkuwar #4: Infrastructure and Learning Resources. –Mr. Bhaskar Lendave #5: Student Support and Progression. -Ms. Shramika Arte #6: Governance, Leadership, and Management. Dr Rupali Pawar #7: Institutional Values & Best Practices.-Mr. Shreekant Khune
3		A common folder is being created to upload the necessary documents. Login credentials is shared with Criteria head. Provision for uploading documents on website is made. The filing system is being explained

IQAC coordinator

Pune-41

Director