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)

PUN Code: IMMP013170   DTE Code: 6152   AISHE Code: C-41828

Internal Quality Assurance Cell (IQAC)

Ref   Date: 15/12/2020

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 19 December.2020 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: 19/12/2020

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Time: 3:00PM

Date: Saturday, 19 Dec. 2020

Venue: IQAC Cabin.

Chairman:

Agenda:

1) AQAR

2) Annual report of IQAC

3) Exam manual

4) Feedback Action taken report of SSS, add on, R&D

5) Online courses by students and faculty members

6) IIC

7) Vision Mission statement department wise

8) Outcome Based Education

The above pointes are discussed in details

1. **AQAR:** Dr. Pravin Mahamuni informed that the Institute is in process of AQAR.. Criteriawise allotment is being done and file verification is started. Due to pandemic situation the AQAR submission may get delayed.

1. **Annual report of IQAC:** Dr. Pravin Mahamuni informed that IQAC Annual Report is being created highlighting all the major aspects of the Institutes.

2. **Exam manual:** Dr. Babasaheb Mohite shared that essential to ensure transparency, consistency, and fairness in the examination process. So the exam manual is being created which involves exam SoP, instructions for faculty members, grievances etc.

3. **Feedback Action taken report of SSS, add on, R&D:**

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4. **Online courses by students and faculty members:** The COVID-19 pandemic has significantly disrupted traditional modes of education, leading to the widespread adoption of online learning. In this challenging situation, it is crucial for teachers to embrace online courses themselves to adapt to the new educational landscape and continue providing quality instruction to their students. Those faculty members who have participated in Online courses were appreciated.

5. **IIC:** Dr. Rajesh Kashyap informed that IIC committee is constituted and will be functional by organizing workshops, competitions, and mentorship programs, IICs stimulate innovation, research, and development, ultimately preparing individuals to address societal challenges and contribute to economic growth. Institute has received appreciation in regard to activities conducted.

6. **Vision Mission statement department wise:** Prof. Madhavi Shamkuwar shared that Keeping in mind the newly implemented National Education policy, MBA 2019 pattern and MCA 2020 pattern syllabus and other reforms/policies implemented Nationwide the vision and mission statements of institute and departments are being revised. In this regard your opinion plays a vital role.

7. **Outcome Based Education:** Dr. Pravin Mahamuni shared that with National Education Policy 2020 and with change of MBA and MCA syllabus the Institute processes especially Teaching-Learning will lead to tremendous transformations.

IQAC Coordinator   Director

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Action taken report

(For IQAC Meeting held on 19/12/2020)

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

Sr.no	Recommendations	Action taken report
1	Exam manual	The Exam manual is prepared for both pre and post pandemic activities. It provides comprehensive guidelines for conducting exams, including procedures for scheduling, invigilation, and handling irregularities.
2	Students Satisfaction Survey	The action taken report for SSS is being prepared and is well deployed on website.
3	Online courses by students and faculty members	Both MBA and MCA faculty and students participated in the Online courser especially Coursera for various Online courses. The achievement is well celebrated through various social media platforms. A Google form each for faculty member and student was prepared to collect the Course Certificates.
4	IIC	IIC portal account is being created.
5	Vision-Mission	Vision-Mission forms from each stakeholder –Student, faculty, Alumni, Parents and Industry representatives were being created.
6	Annual Report	Annual report showcasing the major achievements is being prepared and deployed on Institute's website.

IQAC coordinator   Director