
	<p>ZEAL EDUCATION SOCIETY'S</p> <p>ZEAL INSTITUTE OF BUSINESS ADMINISTRATION, COMPUTER APPLICATION AND RESEARCH (ZIBACAR)</p> <p>NARHE PUNE -41 INDIA</p> <p>Programme – MBA & MCA</p>	
Doc No:-	Revision: 00	Date: 01/09/2023

Internal Quality Assurance Cell (IQAC)

Ref

Date: 18 December 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 21 December.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.



Agenda:

- 1) Annual report of IQAC
- 2) FDP by ICT academy
- 3) Feedback Action taken report of SSS, add on, R&D
- 4) Entrepreneurs manual
- 5) Grade review and suggestions and implementations of SSR-I
- 6) Personal counseling
- 7) Training and Placement


IQAC Coordinator


Director



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

Date: 21/12/2023

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Time: 3:00PM

Date: Thursday, 21 Dec. 2023

Venue: IQAC Cabin.



Chairman:

Agenda:

- 1) Annual report of IQAC
- 2) FDP by ICT academy
- 3) Feedback Action taken report of SSS, add on, R&D
- 4) Entrepreneurs manual
- 5) Grade review and suggestions and implementations of SSR-1
- 6) Personal counseling
- 7) Training and Placement

The above pointes are discussed in details

1. **Annual report of IQAC:** The Annual report of the IQAC is created and put forth for discussion.
2. **FDP by ICT academy:** Dr. Madhavi Shamkuwar informed that we have availed membership of ICT Academy and faculty members will be email about the Faculty development programs thus conducted.



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3. **Feedback Action taken report of SSS, add on, R&D:** Ms. Kirti Samrit informed that SSS is conducted analysed and action taken report is drafted. Ms. Bharati Gaikwad informed about Research centre. informed
4. **Entrepreneurs manual:** Dr. Rupali Pawar informed that Entrepreneurs manual is to be made so that the students get motivation and guidance through their stories.
5. **Grade review and suggestions and implementations of SSR-I:** The suggestions of NAAC at Cycle-I were read out and rechecked for their implementation.
6. **Personal counselling:** It was also decided that our students feels shy to participate during Mentor Mentee discussion, so it was mutually decided that 'Personal counselling' to be conducted by 'Mentor' as and when required.
7. **Training and Placement:** Mr. Pandurang Patil informed that Training brochure for 2023-24 is designed and made available at Institute's website. Also, he shared that the more companies are interested for Placement as compared to last year.


IQAC Coordinator


Director



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Internal Quality Assurance Cell (IQAC)

Academic Year-2023

Attendance

Date: 21/12/ 2023



The name of faculty members is present:

Sr No	Name of the Member	Attendance
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


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Action taken report

(For IQAC Meeting held on 21/12/2023)

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

Sr.no	Recommendations	Action taken report
1	Birth/Death anniversaries	A Photo frame from Zeal Education Society's workshop is being placed at the corridor while paying tribute to the National heroes.
2	Research article publication	Call for Papers and or Book/chapters is being circulated through email and Whatsapp. Faculty members are intimated that for quality research publications the amount will be reimbursed.
3	Faculty competency	Information related to FDP participation is being circulated on daily basis.
4	Syllabus review	Letter to University for suggestions in new 2024 pattern curriculum is being suggested. The letter contains various suggestions/recommendation for courses for both programmes


IQAC coordinator




Director