



Zeal Education Society's

Zeal Institute of Business Administration, Computer Application & Research

(ZIBACAR)

St. No. 39, Narhe, Pune -411041, Phone No.:67206031, Website: www.zibacar.in

Approved by AICTE., 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) Meeting Circular

Ref

Date: 2/12/2019

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 6 December 2019 at 03:00P.M. in the Conference Hall.

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: 6/12/2019

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Time: 3:00PM

Date: Friday, 6 Dec. 2019

Venue: Conference Hall.

Chairman:

Agenda:

- 1) AQAR
- 2) Annual report
- 3) MCA FDP
- 4) Extension activities

The above points are discussed in details

1. **AQAR:** Dr. Pravin Mahamuni informed that the Institute is in process of AQAR. The work towards AQAR is in verge of completion. Criteriawise allotment is being done and file verification is started.
2. **Annual report:** Dr. Pravin Mahamuni suggested creating IQAC Annual Report highlighting all the major aspects of the Institutes.
3. **MCA FDP:** It was discussed that MCA syllabus content development workshop is conducted by MCA department. IQAC committee encourages faculty members to participate in more such Syllabus design Workshop/Seminars.





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Extension activities: In order to engage with society as whole, community engagement activities will provide students with opportunities to connect with their communities, apply their learning in real-world contexts, and develop a sense of social responsibility. It was mutually discussed that more such activities with an aim of "Daan" i.e. donation to be planned and executed; different types of Daan to be identified. The donation will thus include Community services in terms of Traffic control, distribution of 'Health and Hygiene kits to Women's in nearby villages.


IQAC Coordinator


Director





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Action taken report

(For IQAC Meeting held on 6/12/2019)

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

Sr.no	Recommendations	Action taken report
1	AQAR	The AQAR was discussed with Director and tabled in front of CDC for discussion.
2	MCA FDP	The FDP details are uploaded on Institute's website. Few faculty members participated as Resource person an many faculty members participated in Syllabus content developed workshops.
3	Extension activities	It was mutually discussed that more such activities with an aim of "Daan" i.e. donation to be planned and executed; different types of Daan to be identified. The donation will thus include community services in terms of Traffic control, distribution of 'Health and Hygiene kits to Women's in nearby villages.
4	Annual Report	Annual report showcasing the major achievements is being prepared and deployed on Institute's website.


IQAC coordinator


Director

