Ref. 2013-2014/IICMR /IQAC / 6-2

Date : 1/07/13

Circular

Internal Quality Assurance Cell (IQAC) of IICMR

The Internal Quality Assurance Cell (IQAC) meeting of IICMR will be held on 08th July,2013 at 01.30p.m in the board room of IICMR.

You are kindly requested to attend the meeting

Dr. Abhay Kulkarni
Head-IQAC, IICMR.
Enclosure :-Agenda of the IQAC Meeting

DIRECTOR
Institute of Industrial & Computer
Management & Research [I.I.C.M.R.]
Nigdi, Pune - 411 044

IICMR, Pune-44
Agenda of the Internal Quality Assurance Cell Meeting
Date :- 08th July,2013   Time:- 01.30p.m~02.30p.m   Venue: Board Room

Ref. No/2013-2014/IICMR /IQAC /Agenda 6-1

Agenda Points	Description
1	NAAC peer team Feedback
2	Role of IQAC after NAAC
3	NAAC peer team recommendation and allocation of responsibility
4	National Seminar and Conference
5	Business Process Excellence
6	IT Conclave
7	Value Added Certifications
8	IICMR Research journal
9	Feedback Process
10	Documentation Process
11	UDAAN Feedback
12	Any Other Point

DIRECTOR
Institute of Industrial & Computer
Management & Research [I.I.C.M.R.]
Nigdi, Pune - 411 044

IICMR, Pune-44
Attendance of Internal Quality Assurance Cell Meeting
Date: 08/07/13   Time 01.30p.m-02.30p.m,   Venue: Board Room

Sr.	Name	Designation	Signature
1.	Dr.Abhay Kulkarni	Director, Chairman	
2.	Dr. Ashwini Kulkarni	Management Representative	
3.	Dr. Deepali Sawai	Director - Technical	
4	Ms. Madhavi Deshpande	Coordinator - IQAC	
5	Ms. Arti Mhabdekar	Teaching Representative	
6	Ms.Manisha Kulkarni	Teaching Representative	
7	Ms.Sonali Saha	Teaching Representative	
8	Ms.Priya Deshpande	Teaching Representative	
9	Mr.Sanjay Mathapati	Teaching Representative	
10	Ms. Pratima Deshpande	Local Society	
11	Mr. Rajesh Jadhav	Administrative Representative	
12	Ms.Prabha Naidu	Administrative Representative	
13	Mr.Sangameshwar Modi	Students Representative	
14	Mr.Kunal Bhosale	Students Representative	
15	Mr. Sapan Vaidya	Alumni Representative	
16	Mr. Jay Dholakiya	Industry Representative	

DIRECTOR
Institute of Industrial & Computer
Management & Research [I.I.C.M.R.]
Nigdi, Pune - 411 044

IICMR, Pune-44
Minutes of the Meeting
Internal Quality Assurance Cell
Date:- 08ᵗʰ July,2013   Time:- 01.30p.m–02.30p.m,   Venue: Board Room

Agenda Points	Description		
1	Dr. Abhay Kulkarni informed that the visit of NAAC peer team visit was a result of collective efforts and team work of all .It was a greatest learning experience and helped in developing effective processes through formation of different committees, Dr. Ashwini Kulkarni added " the NAAC peer team members were happy with the healthy atmosphere and various initiatives taken by the institute for students and faculty development. They also mentioned that their close interaction meeting with stakeholders like students, parents, alumni, employers was very good. Stakeholders were satisfied with the IICMR deliveries. Following suggestions were given by NAAC peer Team during exit meeting : • The institute should start inter disciplinary projects(Techno Business) • The institute should have more plantation in the premises • The institute should think about international collaboration in future Dr.Abhay further added that the role of IQAC in streamlining the institutional processes and developing a quality culture The institute will emerge in future as excellence with relevance. For IQAC – the Student Nomination – for the year 2013 -14 are: 1. MBA : Mr. Kunal Bhosale 2. MCA : Mr. Sangameshwar Modi Dr.Abhay congratulated both the students		
2	Dr. Abhay kulkarni insisted that the role of IQAC has increased after NAAC peer team visit .IQAC should play a significant role in streamlining all institutional process through internal audits of various committees. He also said that the role of IQAC is vital in following activities: • Identifying best practices and developing teaching learning processes by organizing various conference / FDP's . • Conducting audit for effective implementation of the activities of various committees. • Analysing feedback and taking appropriate actions • Implementing appropriate suggestions after sorting		
3	NAAC peer team recommendations was discussed and responsibilities were assigned for working on every recommendations given by NAAC. On the basis of the discussion following members were nominated from each departments :-		
Sr. No	**Particulars**	**Responsibility** MBA	MCA
A	NAAC peer team recommendations: Dr. Abhay Briefed the Present Members – and responsibility Allocated was as under		
B	Language Lab for use of all departments need to be strengthened.	Ms Vrrinda Bura	Ms Pooja Hule

C	Students be provided intensive courses in Communication skills in English and basic proficiency in local Language	Ms.Manisha	Dr. Deepali
D	Analytics Lab with adequate Licensed Software to be set up to strengthen problem solving abilities in various domain	Ms Vidhya	Ms Priya Deshpande
E	Basic Concept of multilingual computing based on unicode as a foundation course for both MBA/MCA A course in Project Management to be introduced as a core for MCA	Ms Madhavi	Dr. Deepali
F	Faculty may be encouraged to audit knowledge and practical exposure periodically with industry attachment	Dr. Ashwini	Dr Deepali
G	Horticulture unit - increasing plantation, water recycling, water harvesting and biodegradation, bio waste management	Ms Vrrinda	Mr Sanjay Mate
H	Orientation of Staff and Students towards optimization of benefits of CBCS should be promoted	Ms. Madhavi	Dr. Deepali
I	IT Clinic to be set up to provide open consultancy to Micro and small industries in the neighborhood and thus improve the quality of products/services and their productivity	Dr. Deepali	
J	e – governance implementation – administration and academic – through ERP	Ms.Manisha	Dr. Deepali
K	R & D , Entrepreneurial incubation activities to be strengthened. Establish Technology Business Incubator	Dr. Abhay	Dr. Deepali
L	Both MCA/MBA programs may identify a few thrust areas to develop research groups and accordingly research projects of interdisciplinary Nature	Dr. Ashwini	Dr. Deepali
M	Institutional SWOT : Initiatives	Dr. Abhay	
N	Internal resource mobilization: Research, Consultancy and training, Student contribution, Alumni contribution, : Audit to be conducted	Ms Manisha	Ms. Renu
O	Committee Initiatives for current semester - objectives and intended outcome Plans -All Committee Chairman		
P	Teaching Quality improvement Initiatives by the Departments: The plan to be prepared by individual Departments	Ms.Madhavi	Ms.Priya

Q	Value added programmes proposed: Department wise The plan to be prepared by individual Departments	Ms.Manisha	Ms.Arati
R	Faculty Competency and Development programmes, Other teaching Staff Development Programmes The plan to be prepared by individual Departments	Dr. Abhay	Dr. Deepali
S	Inter Institutional Collaborative Programmes & Inter Departmental Collaborative Programmes	Dr. Abhay	Dr. Deepali
T	Audit Schedules , Nomination of Current Student Representatives	Dr. Abhay	Ms. Madhavi

4	Dr.Ashwini proposed to organize a National Conference on the topic GURUKUl-Digitally Yours in association with Pune University and AMMI. Ms.Manisha was nominated as Secretary for the conference. Dr.Deepali Proposed to apply & organize a national seminar for 2 days on Cyber Crime & Cyber Security under AICTE sponsorship. Resolution 1 It was unanimously agreed by all the members and Further to this decision it was communicated to the MBA & MCA department to organize the conference successfully Proposed by : Dr.Ashwini Kulkarni Seconded by : Dr.Abhay Kularni as resolved and unanimously agreed by all the members
5	Ms. Sonali proposed to conduct BPE 2013 on 29th ,30th& 1st October 2013 with a theme to Explore Excellence Every Year . Resolution 1 It was unanimously agreed by all the members to conduct BPE 2013 on 29th ,30th& 1st October 2013 with a theme to Explore Excellence Every Year.. Proposed by : Ms.Sonali Saha Seconded by : Dr.Abhay Kularni as resolved and unanimously agreed by all the members
6	Mr.Sanjay Informed that MCA has planned to conduct IT conclave in Even semester and Techno case in Odd semester. Dr.Deepali informed that this decision is the outcome of the feedback given by the stakeholders. Resolution :- It was unanimously agreed by all the members to conduct IT conclave in Even semester and Techno case in Odd semester Proposed By:-Dr.Deepali Sawai Approved By:-Dr.Ashwini Kulkarni As agreed and resolved by all the members
7	Ms.Madhavi informed to all the members that the feedback of the students regarding Value added certifications was positive. Mr.Kunal said that the certifications supported in understanding the practical requirement of domain knowledge and getting placement and they suggested to organize certifications every year. Resolution :-

	It was unanimously agreed by all the members to have all three certifications every year
	Proposed By:-Dr.Madhavi Deshpande
	Seconded By:- Dr.Ashwini kulkarni
	As agreed and resolved by all the members
8	Dr.Deepa proposed to publish IICMR Research Journal as an e-journal from Volume 8. The journal will be published on institute website.
	Resolution :-
	It was unanimously agreed by all the members to publish IICMR Research Journal as an e-journal from Volume 8.
	Proposed By:-Dr.Deepali Sawai
	Approved By:-Dr.Ashwini Kulkarni
	As agreed and resolved by all the members
9	Ms.Priya informed that the academic feedback form will be introduced with additional parameter with an objective to receive more suggestions from all the stake holders
	Resolution :-
	It was unanimously agreed by all the members to have additional parameters in feedback.
	Proposed By:-Ms.Priya Deshpande
	Approved By:-Dr.Abhay Kulkarni
	As agreed and resolved by all the members
10	Dr.Deepali Sawai suggested to all the members to store the documents in Google drive as it will be helpful to retrieve the documents The suggestion was appreciated and Dr.Abhay Kulkarni communicated to store the documents in google Drive
	Resolution:-
	It was unanimously agreed by all the members to store the documents in google drive
	Proposed By:-Dr.Deepali Sawai
	Approved By:-Dr.Abhay Kulkarni
	As agreed and resolved by all the members
11	Ms.Manisha gave feedback about UDAAN-2013 that was conducted successfully on 24th Feb 2013, inclusion of alumni participation created a bond between present and previous year batch students.
12	Mr.Sanjay Suggested to use Google form for conducting diagnostic test for MCA I Semester I
	Resolution:-
	It was unanimously agreed by all the members to to use Google form for conducting diagnostic test for MCA I Semester I
	Proposed By:-Dr.Deepali Sawai
	Approved By:-Dr.Abhay Kulkarni
	As agreed and resolved by all the members
13	Meeting concluded with vote of thanks proposed by Dr.Abhay

Minutes taken by : Ms.Madhavi Deshpande   Ref.No/2013-2014/IICMR /IQAC /MOM 6-5

INSTITUTE OF INDUSTRIAL & COMPUTER
MANAGEMENT & RESEARCH
[I. I.C.M.R.]

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	020-27650011		Mumbai Public Trust Regn. No. F-324 of 16-07-68
FAX	91 - 020 - 27655880		Website : www.iicmr.org
E - MAIL	info@iicmr.org		

Ref 2013-2014/IICMR /IQAC / 7-2

Date : 03/10/13

Circular

Internal Quality Assurance Cell (IQAC) of IICMR

The Internal Quality Assurance Cell (IQAC) meeting of IICMR will be held on 10th Oct,2013 at 01.30p.m in the board room of IICMR.

You are kindly requested to attend the meeting

Dr. Abhay Kulkarni
Head-IQAC, IICMR.

Enclosure :-Agenda of the IQAC Meeting

DIRECTOR
Institute of Industrial & Computer
Management & Res...

IICMR, Pune-44
Agenda of the Internal Quality Assurance Cell Meeting
Date:- 10th Oct,2013 Time:- 01.30p.m–02.30p.m
Venue: Board Room

Ref. No /2013-2014/IICMR/IQAC /Agenda 7-1

Agenda Point	Description
1	Committee Initiatives for current semester - objectives and intended outcome Plans , Nomination of Student Representatives
2	IQAC Calendar
3	Teaching Quality improvement Initiatives Plan
4	Nomination of Dr.Abhay Kulkarni in the Syllabus revision committee of Pune University
5	Faculty Development Programs
6	Student Cluster Initiatives
7	Inter Departmental Collaborative Programs
8	BCUD – Project – Organic Farming updates
9	Audit Schedules
10	Any Other Point

DIRECTOR
Institute of Industrial & Computer
Management & Research (I.I.C.M.R.)
Nigdi, Pune - 411 044

IICMR, Pune–44
Internal Quality Assurance Cell Meeting
Circular acknowledgement
Date: 10/10/13 Time 01.30p.m-02.30p.m, Venue: Board Room

Ref. No /2013-2014/IICMR/IQAC /Acknowledgement 7-3

Sr.	Name	Designation	Sign
1	Dr.Abhay Kulkarni	Director, Chairman	
2	Dr. Ashwini Kulkarni	Head- Industry Interaction Cell	
3	Dr. Deepali Sawai	Director - Technical	
4	Ms. Madhavi Deshpande	Co-ordinator - IQAC	
5	Ms. Arti Mhaisekar	Teaching Representative	
6	Ms.Manisha Kulkarni	Teaching Representative	
7	Ms.Sonali Saha	Teaching Representative	
8	Ms.Priya Deshpande	Teaching Representative	
9	Mr.Sanjay Mathpati	Teaching Representative	
10	Mrs. Pratima Deshpande	Local Society	
11	Mr. Rajesh Jadhav	Administrative Representative	
12	Mrs.Prabha Naidu	Administrative Representative	
13	Mr. Sangameshwar Modi	Students Representative	
14	Mr. Kunal Bhosale	Students Representative	
15	Mr. Sapan Vaidya	Alumni Representative	
16	Mr. Jay Dholakiya	Industry Representative	

DIRECTOR
Institute of Industrial & Computer
Management & Research [I.I.C.M.R.]
Nigdi, Pune - 411 044

IICMR, Pune-44
Minutes of the Meeting of the Internal Quality Assurance Cell held on
Date:- 10th Oct,2013 Time:- 01.30p.m–02.30p.m, Venue: Board Room

Agenda Point	Description
1	Dr. Abhay Kulkarni started the meeting with welcoming of the members – to the last meeting of 2013 – . He further said that this was the year that concretized the quality initiatives of IICMR – marked with NAAC Accreditation of the Institute. The Initiatives included – formulations of various committees: to look into various spheres of quality principle application in Academic, Research and Administrative spheres. He instructed the committee Chairman and Secretary/Co-ordinators to prepare - objectives and intended outcome Plans for the next year., to enhance the effectiveness of their functioning. Ms Sonali Saha nominated for Language Lab, instead of MS Vrrinda Bura due to her absence. Ms. Vidhya nominated for ASR initiatives, instead of MS Vrrinda Bura due to her absence. **The details of Committee Chairman and Secretary for the year 2013- 14 are as follows:** IQAC: Dr.Abhay Kulkarni [Chairman], Ms Madhavi Deshpande – Co-ordinator Administrative committee: Dr.Abhay Kulkarni [chairmam), Mr.Abhijit Nalawade[Secretary] Purchase and Finance : Dr.Ashwini Kulkarni [Chairman]Mr. Rajesh Jadhav [Secretary] Infrastructure Management: Dr.Abhay Kulkarni [Chairman] Mr. Deogaonkar [Secretary] Computer and Equipment Management: Dr.Deepali Sawai [Chairman] Ms.Kiran Shinde[Secretary] Research and Extension : Dr.Abhay Kulkarni [Chairman] Dr.Deepali Sawai [Secretary] Project and consultancy: Ms. Arati Mhaisekar [Chairman] , Ms.Swapnali Kulkarni [Secretary] Examination committee: Dr.Abhay Kulkarni [Chairman]Mr.Sanjay Mate [Secretary] library Committee: Dr.Aruna Deoskar [chairman]Ms. Manik [Secretary Event management committee: Ms.Swapnali Kulkarni [Secretary]Ms.Kiran Shinde[Co-ordinator MCA] Industry institute interaction: Dr.Ashwini Kulkarni[Chairman]Ms.Renu Mathew[Secretary] Alumni Association Dr. Abhay Kulkarni [Chairman], Ms. Renu Mathew[Secretary] **Statutory Committees:** Grievance Redressal Committee: Dr Abhay Kulkarni– Chairman, Ms. Manisha Kulkarni – Secretary Prevention of Sexual Harassment – Committee: Dr. Ashwini Kulkarni – Chairman Ms. Prabha Naidu – Secretary Student Welfare Council: Dr Abhay Kulkarni– Chairman, Ms.Manisha Kulkarni. Anti Ragging Committee: Dr Abhay Kulkarni– Chairman, Ms. Priya Deshpande Also the committees having student representatives should re nominate the student members,

and document of the same to be included in the minutes, and communicated to IQAC.

2 | Mrs. Madhavi Deshpande Presented the IQAC Calendar – for the year 2013 – 14 :

Sr No	Activity	Month	Status
1	Diagnostic Test and Student Profiling	July –August 2013	In process
2	Bridge Course, Skill Development Initiatives and Value Added Course	July – April 2014	In process
3	Student Mentoring for Personal and Academic Excellence	July – April 2014	In Process
4	Induction Plan – MBA/MCA – 2013 – 14	July –August 2012	Completed
5	National Seminar on ICT – Gurukul Digitally yours	18th – 19th October 2013	Completed
6	Student Cluster Programs MBA/MCA	September – 13 March 2014	In Process
7	Setting up Analytics LAB, licensed Software	August13 - March 14	In Process
8	Horticulture Unit - - increasing plantation, water recycling, water harvesting and biodegradation, bio waste management	August13 - March 14	In Process
9	Setting up IT Clinic	To be initiated	To be initiated
10	e – governance implementation – administration and academic – through ERP	June13 – April 2014	Ongoing
11	Establish Technology Business Incubator.	To be initiated	To be initiated
12	Develop research groups and accordingly research projects of interdisciplinary nature – MBA/MCA Programs	To be initiated	To be initiated
13	Internal Resource Mobilization	Ongoing	Ongoing
14	Teaching Quality Improvement Initiatives	June13 – April 2014	Ongoing
15	Teacher quality Improvement Initiatives	June13 – April 2014	Ongoing
16	Inter Institutional Collaborative Programmes & Inter Departmental Collaborative Programmes	June13 – April 2014	Ongoing
17	Internal Audits	Jan 2014	Pending

	July 2014
3	M. Madhavi briefed about Teaching Quality improvement Initiatives by the MBA Department :
	1. Specialization Wise Industry Visits – MBA 1st &2nd Year 2. Concurrent Evaluation Plan – Generic Electives planned Dr. Deepali Sawai briefed Teaching Quality Improvement Initiatives by the MCA Department : For Student 1.IT Conclave-Completed 2.Guest Session on Technical Writing-in March 2014 3. Guest Session on Cloud Computing-Completed
4	Dr.Ashwini Kulkarni informed all the members regarding nomination of Dr Abhay Kulkarni in the committee established by Pune University for Developing the syllabus of " Executive MBA program" . She further added that this contribution will definitely support in adding value to MBA department.

5	Faculty Development Initiatives by the Departments – Dr. Deepali Briefed - FDP conducted for MCA -
	    1. Data Analysis and Algorithms,
	    2. Information Security and Audit,
	    3. Embedded Technologies
	    4. Cloud Computing
	Ms. Madhavi Briefed FDP conducted for MBA – MBA Faculty members were sent for Orientation Session conducted by Pune University for understanding the new syllabus:-
	1. Accounting for Business
	2. Economics for Business
	3. Business Research Methods
	4. Basics Of Marketing
	5. Organizational behavior
	6.legal Aspects of Business
	7.Internal FDP Conducted on " Google Docs"
	
	Ms. Madhavi Deshpande conducted the FDP organized by UOP – as lead Faculty for subject " OB" & is also lead faculty for Subject " HRM" for Second Semester.

6	Ms.Madhavi informed about the activities of MBA that will be proposed in the student cluster meeting to be held on 25th October under student Cluster -6A.She also informed that students from nearby institutes coming under Group 6A will take the benefit out of this activities
	    • Supply Chain Management- 25.1.2014
	    • UDAAN 2014-15.2.2014
	    • Life skills for Sustainable success-1.3.14
	    • Understanding Business Systems and Procedures-15.3.14
	Resolution:-

	It was unanimously agreed by all the members and Further to this decision it was communicated to the MBA department to start and implement the activities successfully Proposed by : Ms.Madhavi Deshpande Seconded by : Dr.Abhay Kulkarni as resolved and unanimously agreed by all the members
7	Ms. Madhavi Deshpande briefed the training requirement for MBA IT students, and suggested to have a interdepartmental collaboration activity with MCA department for giving inputs to IT specialization students. The idea was welcomed and agreed with the present members. Ms. Manisha will mentor the activity.
8	Dr. Abhay Kulkarni informed that Research project on " Organic Farming" has been sanctioned by the university with a research grant of Rs. 1,70,000/- ,. The project is in progress and harboring good response from the buyers and sellers. IICMR recently has participated in an organic farm products exhibition, and covered by " ABP Maaza". Dr. Abhay Kulkarni interview on organic products was telecasted on T. V. on 22nd Dec.
9	Mrs. Madhavi Informed that the AUDIT Schedules for Jan 2014 are finalized on 10/11th Jan 2014, and requested the respective committee members to be ready with documentation.
10	The meeting concluded with Vote of thanks proposed by Ms.Madhavi

Minutes taken by : Ms.Madhavi Deshpande   Ref. No /2013-2014/IICMR/IQAC /MOM 7-5

DIRECTOR
Institute of Industrial & Computer
Management & Research (I.I.C.M.R)

Ref.2013-2014/IICMR /IQAC / 8-2

Date : 06/01/14

Circular

Internal Quality Assurance Cell (IQAC) of IICMR

The Internal Quality Assurance Cell (IQAC) meeting of IICMR will be held on 13th Jan,2014 at 01.30p.m in the board room of IICMR.

You are kindly requested to attend the meeting

Dr. Abhay Kulkarni
Head-IQAC, IICMR.

Enclosure :-Agenda of the IQAC Meeting

DIRECTOR
Institute of Industrial & Computer
Management & Research [I.I.C.M.R.]
Nigdi, Pune

IICMR, Pune-44
Agenda of the Internal Quality Assurance Cell Meeting
Date :- 13th Jan,2014   Time:- 01.30p.m–02.30p.m
Venue: Board Room

Agenda Points	Description
1)	IICMR PGRC approval
2)	Auditors observations
3)	Committee Communications – for effective functioning
4)	UDAAN and IT Conclave Planning
5)	Add on Courses, JAVA certification (OCJP)
6)	Revised Syllabus Orientation FDP@ IICMR
7)	Feed Back Analysis
8)	Academic Advisory Body functioning and merging with IQAC
9)	AQAR submission
10)	Research and Extension Cell – SPSS Installation –
11)	Any other point

DIRECTOR
Institute of Industrial & Computer
Management & Research |I.I.C.M.R |
Nori-Pune - 411 044

Ref. No /2013-2014/IICMR/IQAC /Attendance 5-4

Sr.No	Name	Designation	Signature
1	Dr.Abhay Kulkarni	Director, Chairman	
2	Dr. Ashwini Kulkarni	Management Representative	
3	Dr. Deepali Sawai	Director - Technical	
4	Ms. Madhavi Deshpande	Coordinator - IQAC	
5	Ms. Arti Mhaisekar	Teaching Representative	
6	Ms.Manisha Kulkarni	Teaching Representative	
7	Ms.Sonali Saha	Teaching Representative	
8	Ms.Priya Deshpande	Teaching Representative	Absent
9	Mr.Sanjay Mathpati	Teaching Representative	
10	Mrs. Pratima Deshpande	Local Society	
11	Mr. Rajesh Jadhav	Administrative Representative	
12	Mrs.Prabha Naidu	Administrative Representative	
13	Mr. Sangameshwar Modi	Students Representative	
14	Mr. Kunal Bhosale	Students Representative	Absent
15	Mr. Sapan Vaidya	Alumni Representative	S.Nail
16	Mr. Jay Dholakiya	Industry Representative	ABSENT

DIRECTOR
Institute of Industrial & Computer
Management & Research [I.I.C.M.R.]
Nigdi, Pune - 411 044

IICMR, Pune-44
Minutes of the Meeting
Internal Quality Assurance Cell
Date:-13th Jan,2014 ,Time:- 01.30p.m–02.30p.m,
Venue: Board Room

Agenda Points	Description
1.	IQAC co-ordinator read the MOM of the last meeting and the said minutes were confirmed. Dr.Abhay Kulkarni Communicated that the approval of IICMR Post Graduation Research Centre is a mile stone and suggested IQAC to coordinate with research committee to plan Quality development Initiatives for fostering research culture in the institute.
2.	Dr.Abhay informed regarding completion of Audit Process for all committees Feedbacks were given to all committees. Following are the observation of Audit:- 1. Academic advisory committee can be merged with IQAC 2. Committees should focus more and work as per the guidelines mentioned in process manual Dr.Abhay appreciated the efforts of the Auditors and said that all the auditors found that the committees were active ,He further added that the change regarding the members and Committee processes is to be communicated through a proper channel
3.	Ms. Madhavi said that she has received Requests for new member's inclusion in Committees. Resolution :- Dr. Ashwini Kulkarni proposed to lay down the process for communication of new committee member. She further guided the process to be established as under : It has been decided that the any changes in the nomination of members in any

	of the Statutory /Non statutory committees shall be communicated to IQAC within seven working days of the said nomination .
	The procedure for amendment in definition of scope of work of committees as mentioned in process manual will be as follows:
	    i) Record on MOM of respective committees
	    ii) Communication and Agreement of change within respective committees, signed by Chairman, Secretary of the respective committees.
	    iii) The communication of the change to IQAC within 7 working days
	    iv) In case of dispute or conflicts regarding the same the matter shall be brought to the notice of IQAC committee within 4 days of Dispute.
	    v) This will enable a just resolution of the matter and smoothen the committee functioning.
	    vi) Formats for the communication to be designed by IQAC.
	Proposed By:-Dr.Ashwini Kulkarni
	Seconded By:- Dr.Abhay Kulkarni
	
	It was resolved and agreed upon by all the members to follow the process as defined

4.	UDAAN-2014 is planned on 15th Feb. 2014 by the team of MBA in association with University of Pune and PMI where eminent personalities from both academic and corporate will contribute as judges. Innovative and original projects are invited from both graduates and post graduates. The objective of including graduates is to motivate young talents and provide platform for innovative projects. IT conclave is planned by MCA where Eminent speakers from IT industry are invited to deliver sessions on latest changing technologies.
5.	• Add on course on English Proficiency, for improving English proficiency especially to the students having rural background to be planned • Oracle Certification Program, Linux will be conducted for MCA students

with an objective to enhance employability skills
- Seminar on Business Intelligence Digital Marketing is planned to give idea about Various BI tools currently available in the market and also new trends in the marketing like social media, Websites, Online advertising and mobile technology.

Dr. Deepali Sawai proposed to start new Add-on course for JAVA certification (OCJP) from June 2014

Resolution 1

It was unanimously agreed by all the members to start new Add-on course for JAVA certification (OCJP) from June 2014.

Proposed by : Dr. Deepali Sawai

Seconded by : Dr. Abhay Kularni

as resolved and unanimously agreed by all the members

6.	Dr. Abhay Kulkarni informed that FDP on Marketing Management will be conducted @ IICMR. Around 90 faculty from different institutes will participate in the FDP. He also said that IICMR MBA faculty members are contributing in syllabus orientation programs by giving valuable inputs.
7.	Dr. Deepali informed that the semester end feedback for teaching Learning Process and all the different activities were taken and analysis of the feedback was completed by both the departments.
8.	Dr. Abhay Kulkarni Proposed merging of academic advisory committee in IQAC as IQAC is active and playing a pivotal role in all the Quality Initiatives leading to development of the institute Resolution:- It was unanimously agreed by all the members and the Academic advisory committee was merged with IQAC Proposed By:-Dr. Abhay Kulkarni Seconded by :- Dr. Deepali Sawai As resolved and unanimously agreed by all the members

9.	Dr. Abhay Kulkarni informed that NAAC AQAR has to be filled online before 30th July. He also instructed both MBA and MCA to submit the required documents to IQAC for submitting AQAR.
10.	Dr.Ashwini Kulkarni suggested the Research and Extension Cell team to have demo SPSS Installation for conducting FDP on SPSS.
11.	The meeting concluded with vote of thanks proposed by Dr.Abhay Kulkarni

Minutes taken by :Ms.Madhavi Deshpande   Ref. No /2013-2014/IICMR/IQAC/MOM/8-S

DIRECTOR
Institute of Industrial & Computer
Management & Research [I.I.C.M.R.]
Nigdi, Pune - 411 044

Ref2013-2014/IICMR /IQAC / 9-2

Date : 28/03/14

Circular

Internal Quality Assurance Cell (IQAC) of IICMR

The Internal Quality Assurance Cell (IQAC) meeting of IICMR will be held on 04th April,2014 at 01.30p.m in the board room of IICMR.

You are kindly requested to attend the meeting

Dr. Abhay Kulkarni
Head-IQAC, IICMR.

Enclosure :-Agenda of the IQAC Meeting

DIRECTOR
Institute of Industrial & Computer
Management & Research I.I.C.M.R.I
Nigdi, Pune - 411 044

IICMR, Pune-44
Agenda of the Internal Quality Assurance Cell Meeting
Date :- 04th April,2014   Time:- 01.30p.m–02.30p.m,
Venue: Board Room

Ref. No /2013-2014/IICMR/IQA/Agenda/ 9-1

Agenda Point	Description
1	Changes In Process Manual – effecting Infrastructure and Computer Lab Maintenance
2	ERP Implementation
3	Research and Extension – Re audit Report, Reorganization
4	Semester End Audit Dates , Scope : Compliance auditing and new semester Audit.
5	Any other Point

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Sr. No	Name	Designation	Signature
1	Dr.Abhay Kulkarni	Director, Chairman	
2	Dr. Ashwini Kulkarni	Management Representative	
3	Dr. Deepali Sawai	Director - Technical	
4	Ms. Madhuri Deshpande	Coordinator - IQAC	
5	Mrs. Arti Mhasekar	Teaching Representative	
6	Ms.Manisha Kulkarni	Teaching Representative	
7	Ms.Susan Saha	Teaching Representative	
8	Ms.Priya Deshpande.	Teaching Representative	
9	Mr.Sanjay Mathapati	Teaching Representative	
10	Ms. Pratima Deshpande	Local Society	
11	Mr. Rajesh Jadhav	Administrative Representative	
12	Ms.Prabha Naidu	Administrative Representative	
13	Mr. Sangameshwar Modi	Students Representative	
14	Mr. Kunal Bhosale	Students Representative	
15	Mr. Sapan Vaidya	Alumni Representative	
16	Mr. Jay Dholakiya	Industry Representative	

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IICMR, Pune-44
Minutes of the Meeting of the
Internal Quality Assurance Cell held on
Date:- 04th April,2014   Time:- 01.30p.m–02.30p.m,
Venue: Board Room

Agenda Point	Description
1.	IQAC co-ordinator read the MOM of the last meeting and the said minutes were confirmed MS. Madhavi Informed that IQAC has received a communication on Changes in Process Manual – effecting Infrastructure and Computer Lab Maintenance: Following observations were made: 1. Change occurs only in changes in definition of Scope of above mentioned committees 2. Both the Committees involved are in agreement of the same, and there is no dispute involved. 3. Hence the change is accepted for execution 4. The change will be communicated to IQAC in the format designed for the same.
2.	ERP Implementation: Mr. Sanjay Mathpati – has taken an FDP on the functional of improved features of ERP system. The FDP received a good response from the faculty members, since it solved queries raised by the faculty members. The improved version of ERP system will improve overall efficiency of the institutional functioning.
3.	Ms. Madhavi Deshpande briefed about the Re audit of Research and Extension Committee that took place on 10th Feb 2014. She further reported that there is a need to enhance the Research and Consultancy Committee Activities since Dr. Aruna also expressed difficulty in taking lead role in Research and Consultancy Committee Following Decisions were taken : 1. Dr. Deepali Sawai has been nominated Secretary of Research and Extension Cell 2. PGRC has been formally established and Ms Sonali Saha to co-ordinate PGRC Activities

	3. Research and Extension cell to reorganize and streamline of Research led activities where the Audit has shown deficit.
4.	Ms Madhavi proposed six monthly Audit cycle to be in second week of November /April, after completion of TLE activities. She further informed her observations regarding the compliances of NC received by the committees, has not been taken with adequate seriousness. Therefore following Decisions were taken : 1. The audit schedule will begin with compliances auditing arising out of NC-s of Previous Audit Cycle. 2. The re auditing will be done within 30 days of date of NON compliance Issued hence forth. It was also decided to create IQAC Stamp , to be printed on Documents audited. This will enhance the seriousness of Audit process.
5.	The meeting concluded with vote of thanks proposed by Dr.Abhay Kulkarni

Minutes taken by :Ms.Madhavi Deshpande   Ref. No /2013-2014/IICMR/IQAC /MOM/5 - 1

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Audyogik Tantra Shikshan Sanstha's
Institute of Industrial & Computer Management and Research
IICMR Internal Quality Assurance Cell (IQAC)
Action Taken Report from the MOM Excerpts of IQAC
Academic year 2013-2014

Sr. No	Action Planned	Action Taken
1)	National Conference on GURUKUL-Digitally Yours.	This program integrated innovative approach and exchange of information through ICT in association with Pune University and AMMI.
2)	National seminar on Cyber Crime & Cyber Security	Cyber Awareness seminar was conducted under AICTE sponsorship
3)	Business Process Excellence 2013	Management Students and faculty members got exposure to recent process improvement methodology with a theme to Explore Excellence
4)	E volume of IICMR Research Journal	Journal of IICMR was published on Institute website from Volume II.
5)	Changes in Academic feedback form	Additional parameter was added in the feedback with an objective to receive more suggestions from all the stake holders
6)	Storing of documents in Google drive	Documents were stored in Google drive
7)	Student cluster meeting	Calendar of proposed student cluster programs prepared for organizing sequentially
8)	New member's inclusion in Committees	The process regarding changes in the nomination of members was incorporated
9)	Add-on course for JAVA certification	OCJP certification conducted for employability enhancement
10)	FDP on Marketing Management	Efforts in giving orientation to faculty members were taken in association with University of Pune regarding revised syllabus of MBA 2013 pattern
11)	Re audit of Research and Extension Committee	As per the inputs received in the audit, the committee was reorganized

Ref. No /2013-2014/IICMR/IQAC/ATR/2

Approved By
Dr.Abhay Kulkarni
Chairman, IQAC

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