

INTERNAL QUALITY ASSURANCE CELL (IQAC)

A.Y.2022-23 (1st Meeting)

Minutes of Meeting


Date of Meeting: 21/10/2022,

Meeting Time: 02.30PM

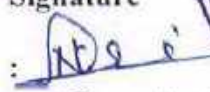
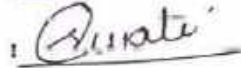
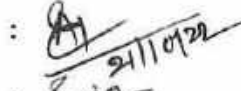



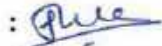
The following points were discussed:

1. **Academic:** For academic improvement, prepare a list of students who have less than 20% attendance. This list should include the name of the student, their attendance percentage, and any other relevant information for Concurrent Evaluation purpose. Submit all details of last term academics to Prof. Shivshakti Nanda on or before 05/11/2022.
2. Submit the Teaching Plan with rubrics, Pre-Reads, and co-teaching plan to Academic Coordinators on or before 05/11/2022 as per instructions given.
3. **MOOC:** To communicate with Dr. Yogesh Gaikwad Sir for more information about MOOC (Massive Open Online Course)
4. **Planning GROW activities** as per following:
 - Ensure that the individual is fully engaged in the process and has ownership of the goal.
 - Ask open-ended questions and actively listen to the individual's responses.
 - Encourage the individual to think critically and reflect on their experiences.
 - Celebrate milestones and accomplishments along the way.
 - Evaluate progress regularly and adjust the action plan as needed.
5. **IQAC:** Staff members should submit personal file with all documents to Mr. ANKUSH PINGALE.


IQAC Coordinator


Director

The following members were present:

Name	Signature
Dr.Nitin Chaudhari	: 
Mrs.Swati Lakhgaonkar	: 
Mr.Ankush Pingale	: 
Mr.Sanjay Salve	: 
Mrs.Hema Darne	: 
Mrs, Aditi Kulkarni	: 
Mr.Shilpa Mahajan	: 



INTERNAL QUALITY ASSURANCE CELL (IQAC)

A.Y.2022-23 (2nd Meeting)


Minutes of Meeting

Date of Meeting: 17/12/2022_


Meeting Time: 03.00PM

The following points were discussed:


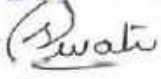

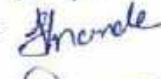



1. The First IQAC meeting was conducted on 21/10/2022. The minutes of the meeting were read out with a formal discussion with all members.
2. It is discussed that on the grounds of activities conducted in AY 2021-22, similar activities can be planned in AY 2022-23 Sem I. Apart from this, the focus is also required on Industry-Institute Interaction under Industry Samvaad Series, Summer Internship, Industry Projects, and Placements. The activities currently are on-going and the progress is satisfactory. The review would be taken at regular intervals.
3. Arrange expert sessions of Dr.Vanita Bhula to MBA & MCA students separately.
4. Plan an Industrial visit at BSE/HYDERABAD/GUJARAT & submit the proposal for the same.
5. It is discussed to conduct various activities under Board of Student Development, Skill development program, Workshop/FDP/ STTP/ Seminar /Webinar, Sports and Cultural Activities Conducted


IQAC Coordinator




Director

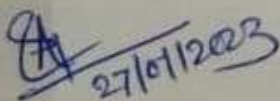
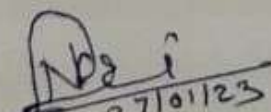
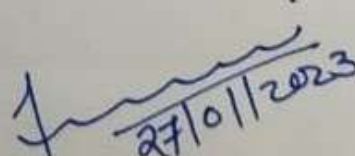
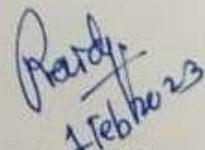
The following members were present:

Name	Signature
Dr.Nitin Chaudhari	: 
Mrs.Swati Lakhgaonkar	: 
Mr.Ankush Pingale	: 
Mrs.Shivshakti Nanda	: 
Mrs.Hema Darne	: 
Mrs, Aditi Kulkarni	: 
Mr.Shilpa Mahajan	: 
Dr.Niraj Chaudhari	: 

Members were present: All Teaching & Support Staff

Following points were discussed

Description	Discussion on	Action Required	Target Date	Remark
Admissions MBA & MCA A.Y.2023-24	Theme	" Cooperate & Coordinate"	--	
	Admission Target-MBA	<ul style="list-style-type: none"> Teaching Staff: 10 Admissions. Support Staff: 03 Admissions Total DMI Staff: 28 Nos. Total MBA Admission Target: Around 161 Focus on Only Non-Working Students 	--	
	Phone Call to Database	<ul style="list-style-type: none"> Admission call / Message will provide by Dr.NKC Database is already provided. Focus on phone calls and counseling for admission conversion. Update daily call details on admission drive. Communicate with students on following points: <ul style="list-style-type: none"> CET Registration Process CET Preparation Documentation & Requirement. Study Material 	04/02/2023	Appreciation for maximum Database submitted by Ashok Bhusare
	Presentations	<ul style="list-style-type: none"> Staff members should try to visit in graduate colleges for admission information and CET Registration Process. CET Coaching sessions will starts from 28/01/2023 initially for Bhonsala. 	04/02/2023	Ankush Pingale, Shivshakti Nanda &
	Marketing Material	<ul style="list-style-type: none"> Focus on Integrating Marketing Strategies including Paper News, DMI Pamphlets, DMI Video, Hoarding, Social Media and other. Every Staff will assign duty. 	04/02/2023	Shilpa Mahajan Etc.
	Responsibilities	<ul style="list-style-type: none"> Admission Drive : ARP Coaching Sessions: All Teaching Staff Pamphlet&Brochure Design: SMG & Dr.NCC Study Material: SM & SB(in proper format) Word/Document Formatting: KK & MG Hoarding & Quotations: VL, ND & SJ Suggestion Box: ARP, SN, ARB, LN DMI Video: RT, HD, AB, VU, KB FC Wireless N/W: ICT Team 	04/02/2023	

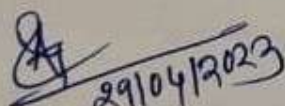

Mr. Ankush Pingale
SDO, DMIMCS

Dr. Nitin Chaudhari
Admission I/C

Dr. Preeti Kulkarni
Director

Mr. Rahul Vaidya
Chairman

Members were present: Dr.Preeti Kulkarni(DR.PMK),Dr.Shriram Zade(DR.SSZ),Dr.Nitin Chaudhari (DR.NKC),
DR.Vaibhav khatavkar (DR.VK), Swati Lakhgaonkar (SRL),Sanjay Salve(SSS),Ankush Pingale (ARP),
Aditi Kulkarni (ARK), Shilpa Mahajan (SSM),Mr.Laxmikant Narkhede (NK), Mrs.Kirti Bhalerao (KB)

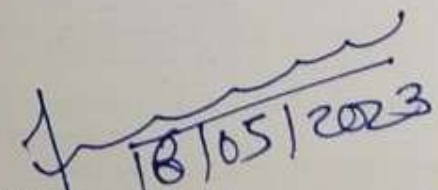
Following points were discussed

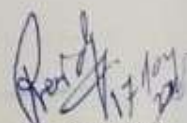
Description	Action Required	Action Taken	Target Date	Remark
Academic Audit Work	<ul style="list-style-type: none"> Need to submit academic files to the Academic Coordinator. Complete the work of attendance sheets. 	All Teaching Staff	29/04/2023	Update files per requirements
Admissions	<ul style="list-style-type: none"> Update Daily work of admission on Drive. Submit admission work report to Dr. Nitin Chaudhari Focus on the phone calls/ Emails/ Whatsapp and counseling for admission conversion. Staff members should try to visit in graduate colleges. 	All Staff	-	-
Carnival Activity	<ul style="list-style-type: none"> Prepare a detail plan of activities and finalize it from Dr. Nitin Chaudhari Approve the budget from authorities 	Coordinators: 1. Aditi Kulkarni 2. Hema Darne 3. Shilpa Mahajan 4. Shivshakti Nanda	08 TH & 09 TH May 2023	Target is More Than 750 graduate registrations
Adventure Camp	<ul style="list-style-type: none"> Discuss with Mr. Santosh Jagtap Sir about further process. 	Ankush Pingale	1 ST , 2 ND , 3 RD & 4 TH June 2023	-

Completed Task: Placement Policy, Security Policy


29/04/2023
Mr. Ankush Pingale
S.D.O.


29/4/23
Dr. Shriram Zade
Dy. Director


18/05/2023
Dr. Preeti Kulkarni
Director


Mr. Rahul Vaidya
Chairman

Minutes of Meeting- 12/05/2023 at 01.30 PM.

Members were present: Mr.Rahul Vaidya(RVV),Dr.Preeti Kulkarni(DR.PMK),Dr.Shriram Zade(DR.SSZ),
DR.Vaibhav khatavkar (DR.VK), Swati Lakhgaonkar (SRL),Sanjay Salve(SSS),Ankush Pingale (ARP),
DR.Niraj Chaudhari(DR.NCC), Hema Darane(HSD),Aditi Kulkarni (ARK),Shivshakti Nanda(SVN),
Shilpa Mahajan (SSM), Kirti Bhalerao (KRB), Aishwarya Borse(ARB)

The following points were discussed

Description	Action Required	Action Taken	Target Date	Remark
DMI Carnival Activity	<ul style="list-style-type: none"> Need to submit a detailed report with analysis. (Total Numbers reached and reported through Calls, Emails, Institute Visits, Whatsapp, Social Media, etc.) 	ARK, SVN HSD, SSM	15/05/2023	List out the outcomes & submit.
Semester Calendar	<ul style="list-style-type: none"> Prepare and submit a final copy of the Calendar including all departmental activities like EXAM, RESEARCH, Industry Samvaad, Days Celebration, BSD, Extra Curricular Activities, etc. 	SRL & DR.VK	-	Exam & Research dept. Should submit the detail of activities.
Industry Samvaad	<ul style="list-style-type: none"> Organized IS Sessions separately. Arranged one Master Class session every Month. Provide IS session details before 4 days on all platforms. Prepare the IS Calendar with SOP and take approval from Director. 	ARK & HSD	19/05/2023	The coordinator should focus on proper execution of the IS.
Academic Audit Work	<ul style="list-style-type: none"> Prepare subject-wise Co-teaching details. At the time of Co-teaching sessions, the faculty should seat inside the class. 	SRL & DR.VK	15/05/2023	Update the files as per requirements.
	<ul style="list-style-type: none"> Academic Coordinator should check all the details of the teaching and learning process on LMS. Need to submit academic files to the Academic Coordinator. Prepare the Attendance Analysis report. 		--	
Placement Status	<ul style="list-style-type: none"> Placement department should submit all details of placed students & coming plan. 	LN & KB	19/05/2023	--
Research Planner	<ul style="list-style-type: none"> Coordinator not reported till today. Submit all details/Reports in writing to Director. 	DR.NKC	--	--
Admission Planner	<ul style="list-style-type: none"> Submit all Completed and Coming activity details/reports in writing to Director. 	DR.NKC	--	--
Other Discussion	<ul style="list-style-type: none"> Finalized the SOP for all activities. 	SRL, DR.VK & DR.PMK	26/05/2023	--
	<ul style="list-style-type: none"> CO&PO Mapping Session 	SRL, DR.VK	13/05/2023	--
	<ul style="list-style-type: none"> Mumbai Workshop Presentation to Staffs. 	ARK & HSD	16/05/2023	--
	<ul style="list-style-type: none"> 15TH AUG. & 26TH JAN. Preparation 	ARP	--	--

Mr.Ankush Pingale
S.D.O.

Dr.Shriram Zade
Dy. Director

Dr.Preeti Kulkarni
Director

Mr.Rahul Vaidya
Chairman