



CHME Society's

**Dr. Moonje Institute**

Of Management & Computer Studies

(Affiliated to S.P. Pune University & Approved by AICTE New Delhi)

Bhonsala Military College Campus Rambhoomi, Nashik – 422 005

Ph. No. (0253) 2309617,2342840, Tele fax-(0253) 2309617

23/9/2020

## Minutes of IQAC Meeting held on 19/9/2020 at 2.00 pm

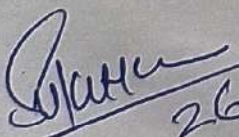
### Attendance

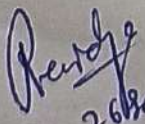
- 1) Dr Preeti Kulkarni-Director-Dmi
- 2) Dr Shriram Zade- Dy Director
- 3) Mr Mahesh Kulkarni-Programe Coordinator
- 4) Dr Nitin Chaudhari- HOD MBA
- 5) Miss Rajeshwari Rasal-HOD MCA
- 6) Mrs Swati lakhalgaonkar –faculty
- 7) Mr Satej Kitkule-faculty
- 8) Mr Sanjay Salve-faculty
- 9) Mrs Shital Gujarathi-faculty
- 10) Mr Ankush pingale-faculty
- 11) Mrs Shilpa Mahajan-Librarian
- 12) Mr Ramesh Thakare-Office Superintendent

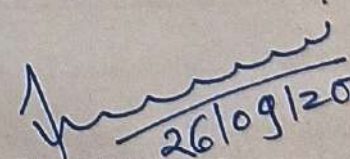
### Subjects Discussed and resolved

- 1) All faculty members will give a list of resource persons who can be called for guest lectures in Institute to HOD MBA & HOD Activity
- 2) The academic calendar of 2020 is to be prepared & submitted on 21/9/2020
- 3) A calendar of all webinars to be held in year must be prepared by MCA&MBA DEPT
- 4) MCA VIVA-VOCE EXAM ON 21/9/2020 & MBA VIVA-VOCE EXAM ON 22/9/2020
- 5) Students Fees balance Information should be collected from accounts . Students who have pending dues must be followed up by SMS, Phone calls.
- 6) The generator must be repaired before University exam. The necessary follow up must be done by office superintendent.

- 7) Many students have given option to give University exam in Physical mode so necessary arrangements must be made
- 8) A letter of welcome to New authorities will be prepared and sent by Mr Mahesh Kulkarni
- 9) The existing Fee Must be continued in next year resolved unanimously
- 10) Dr Shriram Zade sir Suggested that Additional Technical staff is required for IT Infrastructure maintenance which can be hired on part time basis.
- 11) Additional Teaching staff is required for MBA Course which will be approved on completion of Ist Year Admission process And assessment of situation.
- 12) The completion certificate of Building Plan is yet to be received from Nasik Municipal Corporation this follow up will be done by Asst prof Satej Kitkule. With Hon chairman DMI & Hon Guardian of DMI
- 13) A Note is to be sent to Bhonsala Bhavan for Guidance on Criteria of medical certificate which is to be accepted in case of employees by Asst prof Satej Kitkule
- 14) Weekly report must be submitted in format every Monday to, HOD ACTIVITIES. Swati lakhalgaonkar who will Forward it to Director DMI
- 15) Mr Mahesh kulkarni suggested that Institute can ask to Bhonsala bhavan of Any surplus manpower in any Units of society who can help DMI In academic & Administrative works.
- 16) All staff will work for 100 percent admission for MBA & MCA.
- 17) Professional help must be taken to increase the footprint of dr Moonje Institute in social media like Facebook, twitter, LinkedIn,
- 18) Guidelines for admission must be prepared by HOD MBA, MCA Admission committee for Admission Process of MBA & MCA .
- 19) CCTV is to be installed in Meeting hall. All meetings Audio-Visuals must be recorded henceforth.

  
26.9.2020  
Asst Prof Satej Kitkule  
IQAC -Cordinator

  
26 Sept 2020  
CHAIRMAN  
Dr. Moonje Institute  
Nashik.

  
26/09/2020  
Dr Preeti Kulkarni  
Director -DMIMCS



(06/11/2020, 2.30 PM, Meeting Hall, DMIMCS)

**Attended By –**

Dr. Preeti Kulkarni	- Director, DMIMCS
Dr. Shriram Zade	- Deputy Director, DMIMCS
Mr. Satej Kitkule	- Asst. Prof – MBA & IQAC Coordinator
Mrs. Shital Gujrathi	- Asst. Prof – MBA & Incubatin Coordinator
Mr. Sanjay Salwe	- Asst. Prof – MBA
Mrs. Shilpa Mahajan	- Librarian
Mr. Ankush Pingale	- Asst. Prof – MBA
Mr. Mahesh Kulkarni	- Asst. Prof – MCA & Programme Coordinator

**Agenda / Discussion Points –**

1. UGC Guidelines for reopening - From Director Dr. Preeti Kulkarni
2. Revised Work Allotment - From Director Dr. Preeti Kulkarni
3. Regarding CA Examination - From Satej Kitkule
4. Open Discussion

**Minutes –**

1. **UGC Guidelines for reopening** - Hon. Director shared & discussed UGC guidelines regarding reopening of educational institutes.  
**Prospective Action – It is recommended to wait for State Govt. & SPPU circular in this regard & act upon accordingly. Meantime, DMI nodal officer, Mr. Satej Kitkule to take review of arrangement for same.**
2. **Revised Work Allotment** - Hon. Director discussed proposed revised work allotment to streamline individual profile as per requirement of external agencies & CHME Society.  
**Prospective Action – It is suggested to all to give their inputs on the same subject vide e-mail to Hon. Director.**



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3. **Reg. CA Examination** – Satej Kitkulesir gave status information about preparation of CA exam. Hon. Director suggested to put office note reg. human resource requirement on priority.  
**Prospective Action** – Satej Kitkule sir is placing office note on priority.

4. **Open Discussion** – (With Permission of Hon. Director – In Chair)

a. **E-database subscription** - Raised by Mrs. Shilpa Majahan  
Librarian gave information about point.

**Prospective Action** – It is suggested to place same point with all preparations at next meeting.

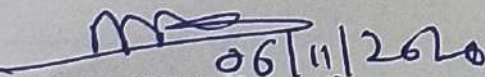
b. **Reg. colliding events** - Raised by Mr. Mahesh Kulkarni

Programme Coordinator suggested that no DMI organized event be kept at the time of any pre-scheduled activity like weekly meeting.

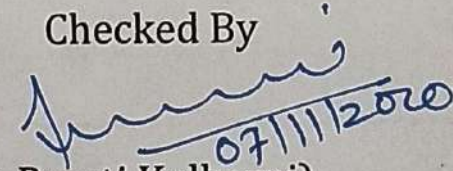
**Prospective Action** – Unanimously Recommended. Office to notify accordingly.

5. The Meeting concluded with vote of thanks to Chair.

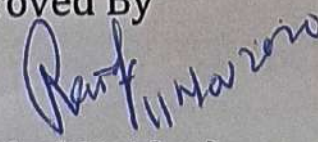
Compiled By

  
(Mahesh Kulkarni)  
Programme Coordinator

Checked By

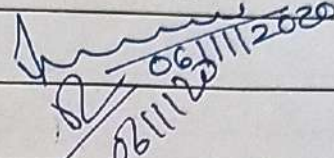
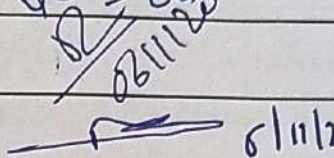
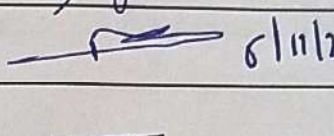
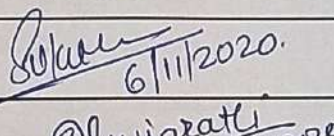
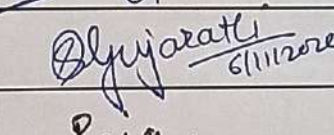
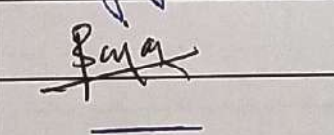
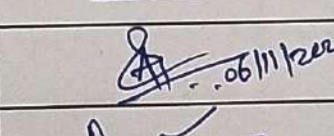
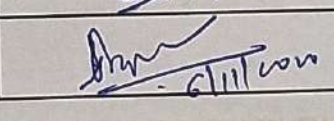
  
(Dr. Preeti Kulkarni)  
Director

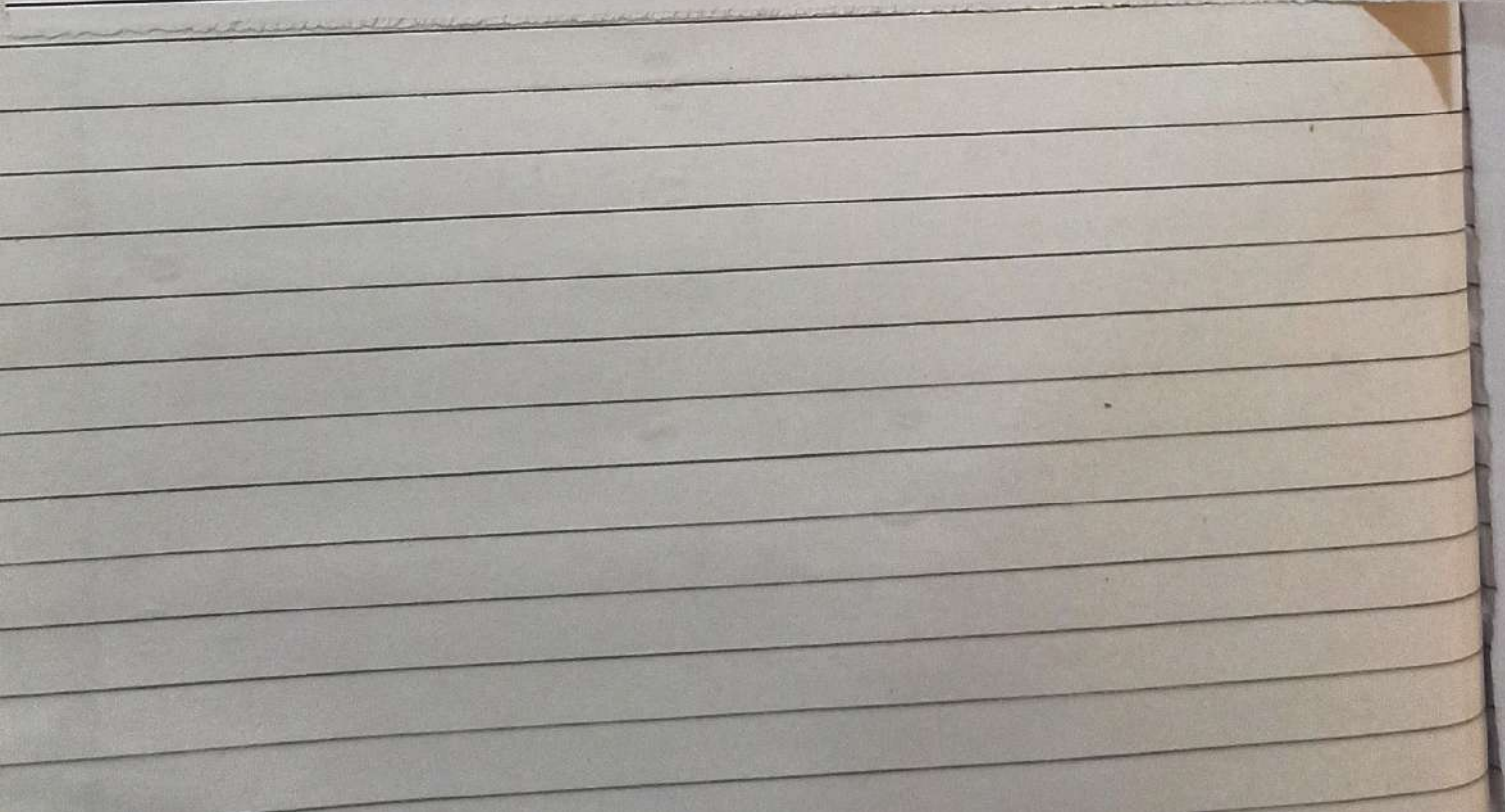
Approved By

  
(Hon. Rahul Vaidya)  
Chairman

# Attendance Sheet

06/11/20 time : 2.30 PM

Sr. No.	Name	Sign
1	DR. Preeti Kulkarni	 06/11/2020
2	Shriram S. Zade	 06/11/20
3	Mahesh A. Kulkarni	 6/11/20
4	Nitin Chaudhari	—
5	Swati Lakhgaonkar	—
6	Satej Kitkule	 6/11/2020.
7	Shital Desale Gujarathi	 6/11/2020
8	Sanjay Salve	
9	Rajeshwari N. Rasal	—
10	Ankush R. Pingale	 06/11/2020
11	Shilpa Mahajan	 6/11/2020





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**(01/01/2021, 2.30 PM, Meeting Hall, DMIMCS)**

**Attended By -**

- |                          |  |
|--------------------------|--|
| • Hon. Mr. Rahul Vaidya  | - Chairman, DMIMCS                     |
| • Dr. Preeti Kulkarni    | - Director, DMIMCS                     |
| • Dr. Shriram Zade       | - Programme Coordinator                |
| • Dr. Nitin Chaudhari    | - MBA-HoD & Admission In-charge        |
| • Mrs. Shilpa Mahajan    | - Librarian                            |
| • Mrs. Swati Lakhgaonkar | - Asst. Prof. - MBA & T.P.O.           |
| • Mr. Satej Kitkule      | - Asst. Prof. - MBA & IQAC Coordinator |
| • Mr. Sanjay Salve       | - Asst. Prof. - MBA                    |
| • Mr. Anuksh Pingale     | - Asst. Prof. - MBA                    |
| • Mr. Mahesh Kulkarni    | - Programme Coordinator                |

**Final Agenda / Discussion Points -**

\* From Sanjay Salve -

1. Visit of Vaibhavji Khatwkar for Shramanubhav & COEP Mentoring
2. Faculty Seating arrangements
3. Summer Internship Projects Follow Up
4. Faculty & Student Of DMI Mentoring

\* From Mahesh Kulkarni

1. Reg. MCA F.D.P.

\* Open Discussion

**Minutes -**

- Sanjay Salve sir gave update about visit of Vaibhavji Khatwkar for Shramanubhav and COEP Mentoring as follows -

Vaibhav Khatawkar - Western Maharashtra Head Vanvasi Kalyan Ashram for Youth Meetings with 1. Dr. Preeti Kulkarni  
2. Dr. Ajit Bhandakkar 3. Mahesh Kulkarni 4. Rahul Vaidya  
(Telephonic)


Discussion Points as a COEP Support role of Bhau Institute of Innovation, Entrepreneurship and Leadership of COEP FDP for MCA in Future Discussion Points as a Janjati Kalyan Ashram Internship for Social Projects Shramanubhav Shibir Alumni



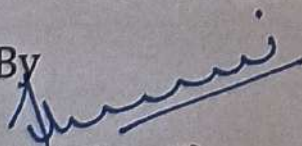
Network to connect Software for Alumni Database Participation in Western Region Shramanubhav Shibir Vaibhavji spent three days with us to understand our Shramanubhav Project in detail. We discussed some more extension activities of Shramanubhav. Vaibhavji also visited the Sites of Check Dam in Peth Taluka of Ranvahir Cluster. Review will be taken by DMI, CHME Society and VKA Team for Future course of action.

- Regarding Seating arrangement, Sanjay Salve sir focused on professional arrangement to be made & Hon. Chairman Sir suggested forming infrastructure committee for the same to liaison with society office & architecting in this regard.
- Sanjay Salve sir gave status information about Summer Internship Projects by MBA-2 students & its deadline by 9th of Jan. 2021.
- Regarding student mentoring, Sanjay Salve sir focused on effective course-wise implementation & Hon. Chairman Sir suggested linking this activity to academics through project guidance.
- Mahesh Kulkarni ssir gave status information about MCA FDP hosted by DMI on 28<sup>th</sup> Dec. and DMI participation in other 5 FDP's. Hon. Chairman & other members appreciated efforts taken by MCA faculties for academic excellence.
- Open Discussion Points
  - Hosting FDP with either SPPU/COEP on Shramanubhav.
  - SPPU QIP - Audit completed. & SPPU - BSW grants
  - DMI academic calendar
  - 60-60 working & non-working students for MBA & 15-15 for MCA.
- The Meeting concluded with vote of thanks to Chair.

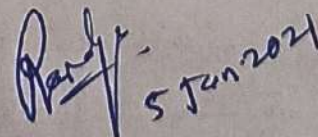
Compiled By

  
(Mahesh Kulkarni)  
Programme Coordinator

Checked By

  
(Dr. Preeti Kulkarni)  
Director

Approved By

  
(Hon. Mr. Rahul Vaidya)  
Chairman



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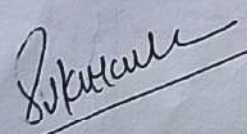
## NOTICE-IQAC

Date: 30/ 03/2021


All the Staff members of **Dr Moonje Institute** are informed to remain present for IQAC Meeting to be held on 03/4/2021 at 9.00 am in Meeting Hall

### Agenda

- 1) To Discuss & finalise action plan for Steps to be taken to Improve learning Process
- 2) To Discuss the Action plan for Infrastructure Development
- 3) To Discuss Students issues & Ways to resolve them
- 4) To Discuss Milestone Paln-I

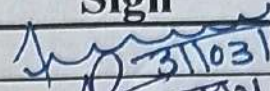



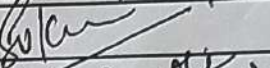
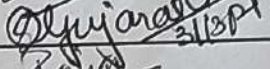

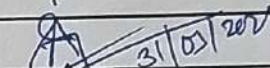
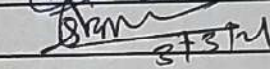
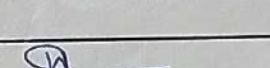


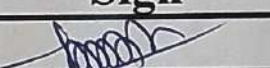
  
Asst Prof. Satej Kitkule  
IQAC Coordinator




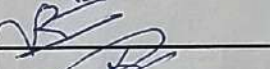

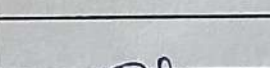

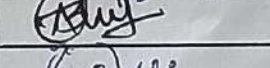
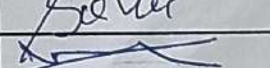

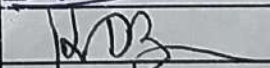
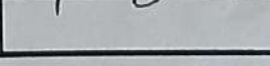

  
30/03/2021  
Dr preeti Kulkarni  
Director

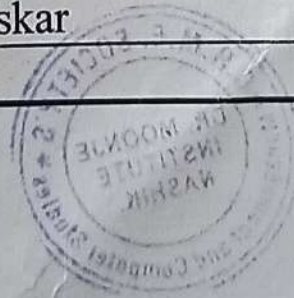


## DMI TEACHING STAFF

Sr. No.	Name	Sign
1	Dr. Preeti Kulkarni	 31/03/2021
2	Shriram S. Zade	 31/3/21
3	Mahesh A. Kulkarni	 3/03/2021
4	Nitin Chaudhari	
5	Swati Lakhalgaoonkar	 Swati / 31/3/21
6	Satej Kitkule	
7	Shital Desale Gujarathi	 Shital Desale / 31/3/21
8	Sanjay Salve	
9	Rajeshwari N. Rasal	
10	Ankush R. Pingale	 31/03/2021
11	Shilpa Mahajan	 Shilpa / 31/3/21
12	Shivshakti Nanda	
13	Hema Darne	

## DMI NON-TEACHING STAFF

Sr. No.	Name	Sign
1	Ramesh Thakare	
2	Vaishali Ushir	
3	Kiran Kharde	
4	Sukhada Bhalerao	
5	Vishvanath Lohar	
6	Kirti Bhalerao	
7	Ashok Bhusare	
8	Deepak Salve	
9	Gorane Raosaheb	
10	Shamrao Jadhav	
11	Karuna Baviskar	





CIIME Society's

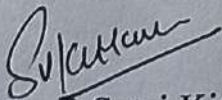
Dr. Moonje Institute of Management & Computer Studies ,Nashik  
(Affiliated to University of Pune & Approved by AICTE New Delhi)  
Bhonsala Military College Campus Rambhoomi, Nashik - 422 005  
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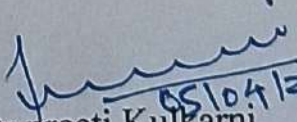
Date: 03/04/2021

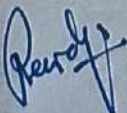
## MINUTES OF IQAC –MEETING HELD ON 03/04/2021

Following were the discussion points and outcome of IQAC –MEETING Held on 3/4/2021 of Dr Moonje Institute .

- 1) To Improve the effectiveness of teaching & learning process a Multiple choice question bank must be prepared and kept in library for students after completion of syllabus by each faculty member.
- 2) The students must be provided pre-reads for subjects & Topics
- 3) The exam & Concurrent evaluation must be more rigorous
- 4) The short answer and Long answer must be included in concurrent along with MCQ
- 5) Visiting faculty must also contribute in MCQ
- 6) Smart boards must be purchased for better Teaching learning
- 7) A tablet PC is required for urgent dissemination of classwork links  
Library & reading room must be separated for better utilization
- 8) Problems of exam department must be solved by Committee of Academic coordinator, exam head, Deputy Director & Director.
- 9) The students must not be allowed to change their specialization
- 10) All criteria In charge must prepare their AQAR Document before 30/4/2021 for AY 2019-20
- 11) A Paid version of Zoom or Google meet must be taken for lectures purpose
- 12) Students must submit covid negative report if they are ill and taken leave from online sessions
- 13) The staff must mutually decide on ways of Correct students who have not attended minimum attendance criteria.
- 14) The Milestone plan –I was discussed and the progress of working on it was reviewed.

  
Asst Prof. Satej Kitkule  
IQAC Coordinator

  
Dr preeti Kulkarni  
Director  
05/04/2021

  
Mr Rahul Vaidya  
Chairman-DMI



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DR. MOONJE INSTITUTE OF MANAGEMENT & COMPUTER STUDIES, NASHIK

Approved by AICTE New Delhi & Affiliated to Savitribai Phule Pune University

Accredited by NAAC B+

Date: 03/ 04/2021

## ATTENDANCE-IQAC-MEETING 3/4/2021

SR NO	NAME	SIGN
01	Dr. Shriram Zade	
02	Ms. Ankush R. Pingale	03/04/2021
03	Ms. Kiteen Kharde	03/04/21
04	Hemal Dasne	
05	Ms. Shilpa S. Mahajan	03/04/2021
06	Swati Lakhyaonkar	
07	Dr Nitin K. Chaudhari	
08	Rajeshwari Rasal	
09	Sanjay Sahe	
10	Ramogh Thiakar	

Asst Prof. Satej Kitkule  
IQAC Coordinator

03/04/2021  
Dr preeti Kulkarni  
Director