



Dr. Moonje Institute of Management  
and Computer Studies

Central Hindu Military Education Society's.  
**Dr. Moonje Institute of Management & Computer Studies**  
(Affiliated to S.P. Pune University & Approved by AICTE New Delhi)  
(Accredited by NAAC with B+ Grade)  
Bhonsala Military College Campus Rambhoomi, Nashik - 422 005  
☎ Ph. No. (0253) 2342840, 9175917050  
PUN Code : IMMN017930, DTE Code . 5119, Exam Code : 0688  
Email: office@moonjeinstitute.com Website www.moonjeinstitute.com



## Criterion 6

### Governance, Leadership and Management

# 6.5 Internal Quality Assurance System



**Director**  
Dr. Moonje Institute,  
Nashik



उद्योगः कर्मसु कोशलम्  
Dr. Moonje Institute of Management  
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### Index Criteria 6.5

6.5.2	<p><b>Quality assurance initiatives of the institution include:</b></p> <ol style="list-style-type: none"><li>1. Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented</li><li>2. Academic and Administrative Audit (AAA) and follow-up action taken</li><li>3. Collaborative quality initiatives with other institution(s)</li><li>4. Participation in NIRF and other recognized rankings</li><li>5. Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc</li></ol>
	<p><b>Internal Quality Assurance Cell (IQAC) Minutes of Meetings</b></p>



**Director**

Dr. Moonje Institute,  
Nashik



**CHME 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  
Ph. No. (0253) 6519128 Tele fax-(0253) 2309617

## **IQAC NOTICE**

Date: 05/03/2019

All DMI Staff members should be present for IQAC Meeting on Wednesday, 06/03/2019 as per following Time Scheduled.

**Time: 10.30 am**

**Venue: IQAC Room**

**Dr.Preeti Kulkarni**  
**Director,DMIMCS**

The Meeting was held for discussion about the Next Academic Year Planning under IQAC on 06<sup>th</sup> March 2019 at 12.10 pm.

Following Members were present:

- Dr.Preeti Kulkarni
- Dr.Shriram Zade
- Mr.Mahesh Kulkarni
- Mr.Satej Kittkule
- Mr.Nitin Chaudhari
- Mrs .Aparna Havaladar
- Mr.Ankush Pingale

Following points were discussed:

- 1) Discussion was held on the criteria wise activities to conduct in Next academic year.
- 2) It is decided to any activity, hence forth will be held only after regular lectures.
- 3) It is decided to conduct any five activities of Social cause guided by CHMES (like Seva Vasti Survey , Shramanubhav Shibir etc. ) in a year.
- 4) It is decided to the Human rights subject can be linked to seva-wasti survey.
- 5) Orientation programme will be held in 2<sup>nd</sup> week of August 2019.
- 6) Publication of DMI Journal will be published next year under the guidance of Dr. Zade sir as being In-charge of Research & Higher education related work.
- 7) EDP for Students under Incubation Center activities.
- 8) Performance Appraisal System for staff will be designed by Satej Kittkule & Mahesh Kulkarni.
- 9) Drip Irrigation system need to implement in DMI Garden.
- 10) It is decided to the Periodic Audit of Library from next year.
- 11) It is decided to organize six guest lectures every SEM under Campus-to-Campus program.
- 12) It is decided to provide Remedial coaching programme for students.
- 13) The DMI Carnival, DMI Info Mgmt. Fiesta & Sports Week to be merged in the next year. i.e. three days activity.
- 14) It is decided to plan Parents & alumni meet in the second semester.



- 15) It is decided to make IQAC PLAN for Annual Quality Assurance Report (AQAR) to be developed by Dr. Shriram Zade, Satej Kitkule, Ankush Pingale.
- 16) It is decided to transfer Alumni fee henceforth in the alumni association account for alumni association audit.
- 17) It is decided to provide Alumni registration link on DMI Website for alumni of DMI.
- 18) It is decided to plan Competitive Exam related workshop - Near Diwali.
- 19) It is decided to provide Yoga & Meditation for First year students.
- 20) Scholarship for meritorious students from DMI can be planed in next academic year.
- 21) It is decided to organize Mega job fair by placement department for graduates and post graduates students (target 70 + companies).
- 22) It is decided to create Green bank for all DMI Teaching, Non-Teaching Staff and students (i.e. one person one plant) at the start of academic year.
- 23) It is decided to make plans of 20 Golden hours industry work for students with faculty for student development and evaluation process as per new curriculum from next year.
- 24) It is decided to provide concurrent evaluation instruction sheet to every student for internal submission by Prof. Nitin Chaudhari and Prof. Apana Hawaldar will provide student wise evaluation sheet.
- 25) It is decided to issue letter of Campus In-Charge to Prof. Mahesh Kulkarni along with Infrastructure Audit.
- 26) Discussion was held on Military Training Schedule, Green Gym & Green Audit.
- 27) It is decided to plan for DMI NGO Establishment.

**Satej Kitkule-IQAC**

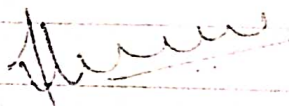
Satej Kitkule

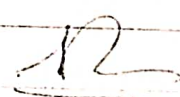
IQA Meeting  
Attendance

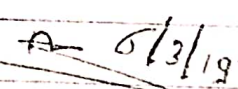
Date: - 06/03/20

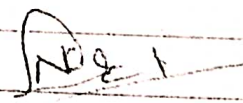
Time: - 12:10 pm  
End Time: - 04:05 pm


Sl. No      Name of staff      Sign.

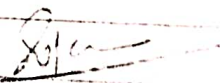
1) Dr. Preeti Kulkarni - 


2) Dr. Sharad Zade - 

3) Prof. Mahesh Kulkarni - 

4) Prof. Nitin Chandhari - 

5) Prof. Aparna Hawaldar - 

6) Prof. Subij Kulkule - 

7) Prof. Ankush Pingale - 



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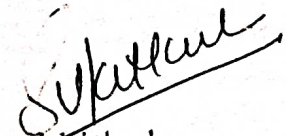
Date: 2/5/19

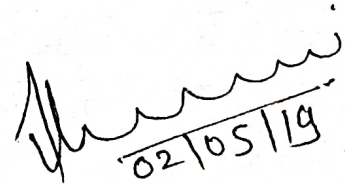
## NOTICE

All Staff Members are informed that a IQAC-Meeting is organized on 9/5/2019 at 11.00 am in IQAC Room . Kindly attend the same.

### AGENDA

- 1) Three months update & Report of each criteria
- 2) Future plans for Development.

  
Satej kitkule  
IQAC Coordinator

  
02/05/19  
Dr. Preeti Kulkarni  
Director-DMIMCS



Internal Quality Assurance Cell Meeting  
Attendance

Sr. No.	Name	Sign of Faculty
1	Dr. Ajit Bhandakkar	
2	Dr.P.M. Kulkarni	
3	Dr. S.S. Zade	
4	Mr. M. A. Kulkarni	<u>ma</u> 17/05/19
5	Mrs. A. J. Havaladar	
6	Mr. N. K. Chaudhari	
7	Mrs. S. R. Lakhalgaonkar	
8	Mr. S. V. Kitkule	<u>Sukule</u>
9	Ms R.N. Rasal	<u>Rasal</u>
10	Mrs. V. R. Nikam	<u>Nikam</u> 17/05/19
11	Mrs. S. M. Gujarathi	<u>Gujarathi</u> 17/5/19
12	Mrs. K. K. Oak	<u>Oak</u> 17/5/19
13	Ms D. M. Suryawanshi	
14	Ms R. R. Lalwani	<u>Rl</u>
15	Ms. R. R. Rathore	
16	Mr. S.S. Salve	
17	Mr. A.R. Pingale	<u>Ar</u> 17/05/19
18	Mrs. A.S. Deshpande	
19	Mrs. S.V. Nanda	
20	Ms. S. Mahajan	<u>S Mahajan</u>
21	Mr. Ramesh Thakare	<u>Ramesh</u>
22	Mr. Kiran Kharde	
23	Mrs. Vaishali Ushir	
24	Mr. Vishwanath Lohar	<u>Vishwanath</u>
25	Mrs. Kirti Bhalerao	<u>Kirti</u>
26	Mr. Ashok Bhusare	<u>Ashok</u>
27	Mrs. Sukhada Bhalerao	
28	Ms. Komal Kurhe	



9  
The IQAC- Meeting was held to discuss about various activities to be held the Academic Year 2019-20  
on 17/5/2019 at 11.00 Am.

Following Members were present:

- Dr.Preeti Kulkarni
- Mr.Mahesh Kulkarni
- Mr.Satej Kitkule
- Mr.Ankush Pingale
- Ms Rajeshwari Rasal
- Mrs vaishali nikam
- Mrs shital gujrathi
- Mrs kavita oak
- Ms renuka lalwani
- Mr ankush pingale
- Mrs shilpa Mahajan
- Mr Ramesh Thakare
- Mr vishwanath lohar
- Mrs kirti Bhalerao

Following points were discussed:

- 1) Discussion was held about how admission process for MBA & MCA Courses it was decided that each faculty as well as support staff shall help in Admission process.
- 2) Green campus initiative will be implemented with help of students mr satej kitkule & Rajeshwari rasal will be conducting.
- 3) Sewa vasti work +nirmal wari+aarogya doot &other activity will be conducted by mrs renuka lalwani
- 4) Mrs shital desale will now be working in incubation center as incharge and mr sanjay salve will help her in process the incubation center will give detailed proposal for entire work including CSR ACTIVITY FUNDING.
- 5) Military training consisting strategic planning lectures to be conducted in academic year
- 6) Mudra event+cultural activities will be conducted by mr sanjay salve & Anuya Deshpande
- 7) A language academy will be set up in institute and mrs kavita oak will be incharge of activity 6 languages are to be taught and a detailed proposal will be prepared to implement same.
- 8) Students industrial visit & study tour for a longer duration outside maharashtra will be arranged. mr satej kitkule will be co ordinating.

- 9) Every Friday one industrial visit will be arranged to the industries near Nasik
- 10) Personality development programme will be conducted by Shivshakti Nanda
- 11) Sports week will be conducted in institute and Mr. Ankush Pingale will conduct activity.
- 12) Each faculty member will contribute to the college magazine which will be collected by Rasal Madam before 25/5/2019 to be published first week of June 2019
- 13) The Shramanubhav Shibir Phase-I will be held in institute premises itself which will be residential in nature. Phase two will be conducted at outside place to be decided later.
- 14) Board of students development activities will be completed by Mr. Satej Kitkule and also Mr. Ankush Pingale will help in paper work & implementation
- 15) A session to teach table manners will be conducted in Boys school mess for students
- 16) Each student will undergo psychometric mapping test at start of new session to know his area of inclination and aptitude. This activity will be conducted by HR Faculty - Lakhgaonkar, Kitkule & Salve
- 17) It is decided that the backside of institute near auditorium will be developed into green landscape with students help.
- 18) It is decided that a pond with lotus flowers will be developed next to auditorium exit gate. Mr. Satej Kitkule will take task to completion.
- 19) It is decided that for better maintenance of institute each part will be divided and each faculty will be in charge of his/her section
- 20) Adventure camp will be conducted during December to avoid heat.
- 21) 20 Golden hours work is to be completed by students of institute and Mrs. Shivshakti Nanda will be in charge of activity. A detailed proposal will be prepared by Shivshakti Nanda Madam.
- 22) It is decided to make ADVANCE EXCEL compulsory for all fresh admission students.
- 23) Haat Bazaar a marketing concept for self-help groups and & adivasis will be conducted and a detailed proposal will be prepared by Mr. Satej Kitkule
- 24) A mega job fair will be conducted and placement team will prepare a detailed proposal and implement it



**Satej Kitkule-**  
**IQAC-CO ORDINATOR**



**Dr. Preeti Kulkarni**  
**Director-DMIMCS**



C.H.M.E Societies  
**Dr. Moonje Institute of Management Computer Studies**  
**Nasik-5**

**Internal Quality Assurance Cell**


**Notice**

Date: 28/10/2018

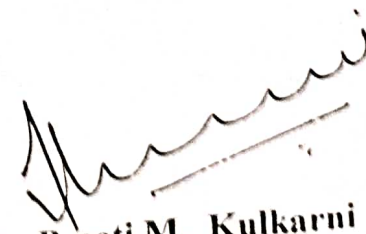
All the Internal Quality Assurance Cell members are informed that a Meeting of cell is organized on **Thursday - 1<sup>st</sup> November, 2018** at DMI Meeting Hall, Time: 3.00pm regarding following agenda. Kindly attend the same.

**Agenda of IQAC Meeting**

- 1) Regarding Planning and conduct of university exam of MBA&MCA Courses.
- 2) Regarding cleanliness and Campus maintenance work to be conducted in institute
- 3) Regarding purchase of sports equipment for Institute
- 4) Regarding conduct of survey in slum area and preparation of project work
- 5) Regarding purchase of Books for library
- 6) Regarding academic planning for Semester II & IV of MBA & MCA

  
Mr Satej Kittkule  
Co-ordinator-IQAC



  
Dr. Preeti M. Kulkarni  
Chairman-IQAC



**C.H.M.E Societies**  
**Dr. Moonje Institute of Management Computer Studies**  
**Nasik-5**

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**Minutes of Internal Quality Assurance Cell Meeting held on  
1/11/2018**


1. Resolved that Prof Nitin chaudhari under guidance of Dr preeti Kulkarni will form the necessary team to conduct University exams and accordingly a schedule of activities will be drawn up.
2. Resolved that Mr Ramesh Thakare, Prof Satej Kitkule, and Mr Kiran kharde will Complete the routine campus mantainance work with help of Agencies appointed by parent society.
3. Resolved that Mr Ankush Pingale will communicate with parent society and complete the process of sports equipment purchase
4. Resolved that Dr shriram zade along with team consisiting of staff members satej kitkule, Renuka lalwani & Ashok bhusare will conduct.survey of identified slum area in 4 Four working days also the team for analysis work will also be formed by dr zade
5. Resolved that shilpa Mahajan liabrarian will compile a detail list of books to be purchased in AY 2018-19 With help of staff members and complete the procedure within time frame
6. Resolved that H-O-D MBA,MCA with guidance from Director DMIMCS will prepare academic plan for next semester commencing from January 2019.

The meeting ended with formal vote of thanks.

  
Satej Kitkule

Co-ordinator IQAC

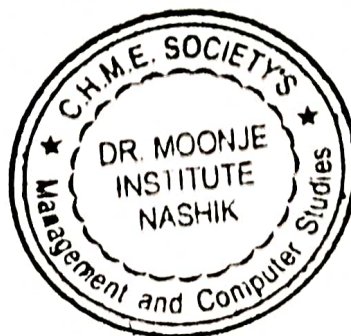


  
Dr.Preeti M. Kulkarni  
Chairman-IQAC

**Attendance of Internal Quality Assurance Cell members**

**Meeting Held on: 01/11/2018**

SR. NO.	NAME	SIGN
1	Dr Ajit Bhandakkar	<i>Ajit</i>
2	Dr Preeti M. Kulkarni	<i>Preeti</i>
3	Dr. Shriram Zade	<i>Shriram</i>
4	Mr.SatejKitkule	<i>Satej</i>
5	Mr.MaheshKulkarni	<i>Mahesh</i>
6	Mr.NitinChaudhari	<i>Nitin</i>
7 x	Mrs.AparnaHavaladar	<i>Aparna</i>
8	Mrs.Swatilakhalgaonkar	<i>Swati</i>
9	Ms.RajeshwariRasal	<i>Rajeshwari</i>
10 x	Mrs.RohiniKurundkar	<i>Rohini</i>
11	Mr.AnkushPingale	<i>Ankush</i>
12	Mr.RameshThakare	<i>Ramesh</i>
13	Ms.Laxmi Reddy	<i>Laxmi Reddy</i>
14	Mr.ShekharChaudhari	<i>Shekhar</i>
15	Mr.TejasGhate	



C.H.M.E Societies

**Dr. Moonje Institute of Management Computer Studies  
Nasik-5**

**Internal Quality Assurance Cell**

**Notice**

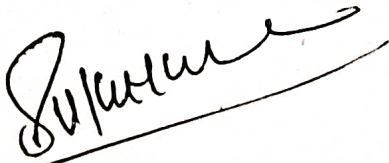
**Day: Thursday**

**Date: 27 /09/2018**

All the Internal Quality Assurance Cell members are informed that a Meeting of cell is organized on **Saturday - 29<sup>st</sup> Sept. 2018** at DMI Meeting Hall, Time: 3.00pm regarding following agenda. Kindly attend the same.

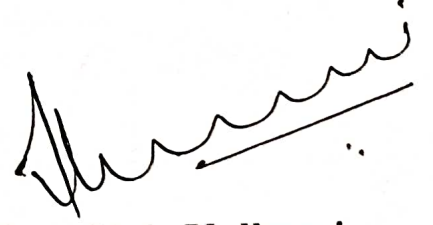
**Agenda of IQAC Meeting**

- 1) Regarding Academic Development Activities to be undertaken.
- 2) Regarding organization of Industrial visits for students
- 3) Organization Guest lectures of various Resource persons
- 4) Regarding progress of various works for NAAC Inspection
- 5) Any other subject with permission of Hon. Chairman-IQAC



**Mr Satej Kitkule**

**Co-ordinator-IQAC**



**Dr. Preeti M. Kulkarni**

**Chairman-IQAC**



**C.H.M.E Societies**  
**Dr. Moonje Institute of Management Computer Studies**  
**Nasik-5**

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**Minutes of Internal Quality Assurance Cell Meeting held on**  
**29/9/2018**

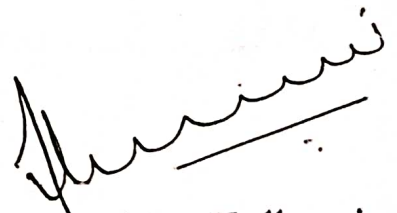
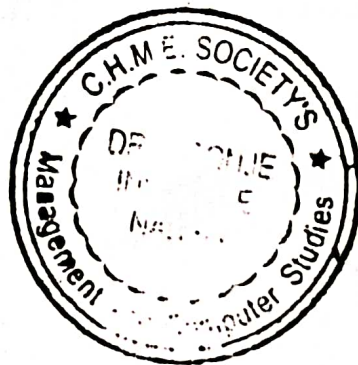
1. Resolved that detailed Note of various academic activities for MBA & MCA Students shall be prepared by HOD MBA & MCA.
2. Resolved that Mr satej kitkule will communicate with industry professionals for arrangeing Visits
3. Resolved that Mr Ankush Pingale & mrs vaishali Nikam will plan the series of Guest lectures for both MBA & MCA
4. Resolved that IQAC Committee will monitor the various works for NAAC along with various Criteria Incharge.

The meeting ended with formal vote of thanks.



Satej Kitkule

Co-ordinator IQAC



Dr.Preeti M. Kulkarni

Chairman-IQAC

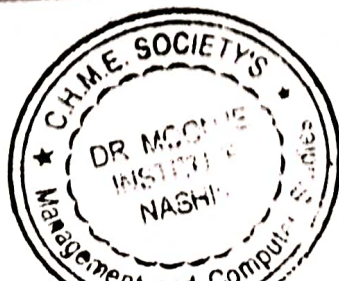
**C.H.M.E Societies**  
**Dr. Moonje Institute of Management Computer Studies**  
**Nasik-5**

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**Attendance of Internal Quality Assurance Cell members**

**Meeting Held on: 29/09/2018**

SR. NO.	NAME	SIGN
1	Dr Ajit Bhandakkar	<i>Ajit Bhandakkar</i>
2	Dr Preeti M. Kulkarni	<i>Preeti M. Kulkarni</i>
3	Dr. Shriram Zade	<i>Shriram Zade</i>
4	Mr.SatejKitkule	<i>Satej Kitkule</i>
5	Mr.MaheshKulkarni	<i>Mahesh Kulkarni</i>
6	Mr.NitinChaudhari	<i>Nitin Chaudhari</i>
7	Mrs.AparnaHavaladar	<i>Aparna Havaladar</i>
8	Mrs.Swatilakhalgaonkar	<i>Swati</i>
9	Ms.RajeshwariRasal	<i>Rajeshwari Rasal</i>
10	Mrs.RohiniKurundkar	<i>Rohini Kurundkar</i>
11	Mr.AnkushPingale	<i>Ankush Pingale</i>
12	Mr.RameshThakare	<i>Ramesh Thakare</i>
13	Ms.Laxmi Reddy	
14	Mr.ShekharChaudhari	<i>Shekhar Chaudhari</i>
15	Mr.TejasGhate	



C.H.M.E Societies  
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**Internal Quality Assurance Cell**

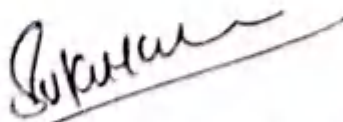
**Notice**

**Date:28 /10/2018**

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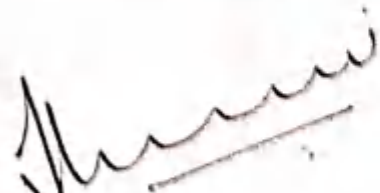
**Agenda of IQAC Meeting**

- 1)Regarding Planning and conduct of university exam of MBA&MCA Courses.
- 2)Regarding cleanliness and Campus maintenance work to be conducted in institute
- 3)Regarding purchase of sports equipment for Institute
- 4)Regarding conduct of survey in slum area and preparation of project work
- 5)Regarding purchase of Books for liabrary
- 6)Regarding academic planning for Semester II & IV of MBA & MCA



**Mr Satej Kittkule**  
**Co-ordinator-IQAC**





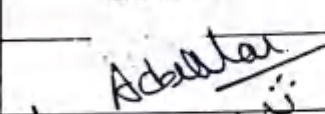
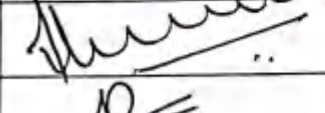
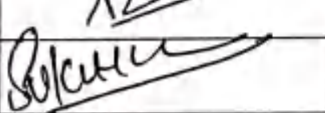
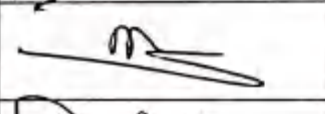
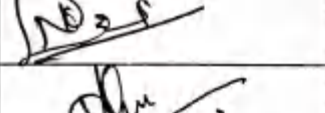
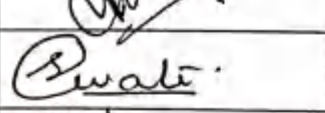
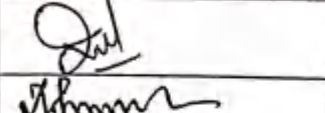
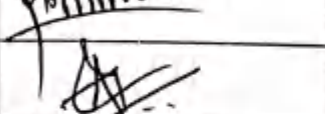
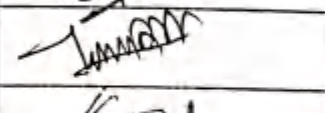
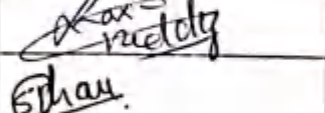
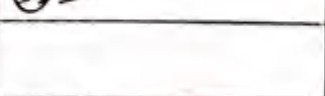



**Dr.Preeti M. Kulkarni**  
**Chairman-IQAC**

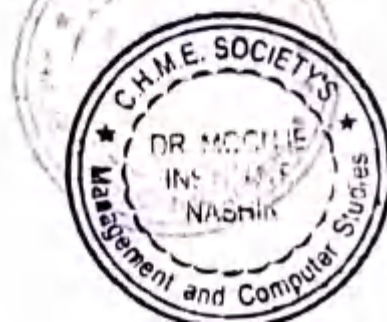


**C.H.M.E Societies**  
**Dr. Moonje Institute of Management Computer Studies**  
**Nasik-5**

**Internal Quality Assurance Cell members**

**Meeting to be Held on: 1/11/2018**

SR. NO.	NAME	SIGN
1	Dr Ajit Bhandakkar	
2	Dr Preeti M. Kulkarni	
3	Dr. Shriram Zade	
4	Mr.SatejKitkule	
5	Mr.MaheshKulkarni	
6	Mr.NitinChaudhari	
7	Mrs.AparnaHavaladar	
8	Mrs.Swatilakhalgaonkar	
9	Ms.RajeshwariRasal	
10	Mrs.RohiniKurundkar	
11	Mr.AnkushPingale	
12	Mr.RameshThakare	
13	Ms.Laxmi Reddy	
14	Mr.ShekharChaudhari	
15	Mr.TejasGhate	



**C.H.M.E Societies**  
**Dr. Moonje Institute of Management Computer Studies**  
**Nasik-5**

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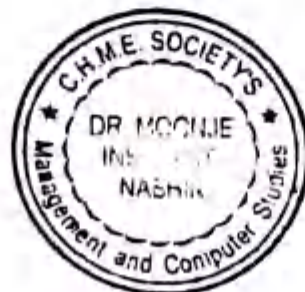
**Minutes of Internal Quality Assurance Cell Meeting held on  
1/11/2018**

1. Resolved that Prof Nitin chaudhari under guidance of Dr preeti Kulkarni will form the necessary team to conduct University exams and accordingly a schedule of activities will be drawn up.
2. Resolved that Mr Ramesh Thakare, Prof Satej Kitkule, and Mr Kiran kharde will Complete the routine campus mantainance work with help of Agencies appointed by parent society.
3. Resolved that Mr Ankush Pingale will communicate with parent society and complete the process of sports equipment purchase
4. Resolved that Dr shriram zade along with team consisting of staff members satej kitkule, Renuka lalwani & Ashok bhusare will conduct.survey of identified slum area in 4 Four working days also the team for analysis work will also be formed by dr zade
5. Resolved that shilpa Mahajan liabrarian will compile a detail list of books to be purchased in AY 2018-19 With help of staff members and complete the procedure within time frame
6. Resolved that H-O-D MBA,MCA with guidance from Director DMIMCS will prepare academic plan for next semester commencing from January 2019.

The meeting ended with formal vote of thanks.

  
Satej Kitkule

Co-ordinator IQAC



  
Dr.Preeti M. Kulkarni

Chairman-IQAC

**C.H.M.E Societies**  
**Dr. Moonje Institute of Management Computer Studies**  
**Nasik-5**

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**Attendance of Internal Quality Assurance Cell members**

**Meeting Held on: 01/11/2018**

SR. NO.	NAME	SIGN
1	Dr Ajit Bhandakkar	<i>A. Bhandakkar</i>
2	Dr Preeti M. Kulkarni	<i>P. M. Kulkarni</i>
3	Dr. Shriram Zade	<i>Shriram Zade</i>
4	Mr.SatejKitkule	<i>Satej Kitkule</i>
5	Mr.MaheshKulkarni	<i>Mahesh Kulkarni</i>
6	Mr.NitinChaudhari	<i>Nitin Chaudhari</i>
7	Mrs.AparnaHavaladar	<i>Aparna Havaladar</i>
8	Mrs.Swatilakhalgaonkar	<i>Swati</i>
9	Ms.RajeshwariRasal	<i>Rajeshwari Rasal</i>
10	Mrs.RohiniKurundkar	<i>Rohini Kurundkar</i>
11	Mr.AnkushPingale	<i>Ankush Pingale</i>
12	Mr.RameshThakare	<i>Ramesh Thakare</i>
13	Ms.Laxmi Reddy	<i>Laxmi Reddy</i>
14	Mr.ShekharChaudhari	<i>Shekhar Chaudhari</i>
15	Mr.TejasGhate	





**C.H.M.E. Societies**  
**Dr. Moonje Institute of Management Computer Studies, Nasik-5**

**Internal Quality Assurance Cell (IQAC)**

**NOTICE**

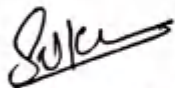
**Day : Thursday**

**Date : 18/8/2018**

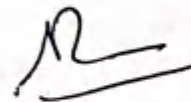
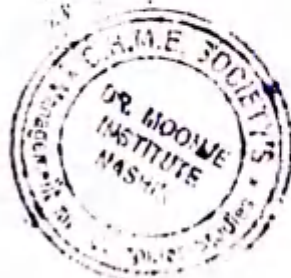
All the Internal Quality Assurance Cell members are informed that a meeting will be held on **Tuesday – 21<sup>st</sup> August 2018** at DMI Meeting Hall, Time: 3.30 pm regarding following agenda. Kindly attend the same.

***Agenda of Meeting***

- 1) To discuss Admissions of AY-2018-19
- 1) To discuss Academic Planning & Calendar
- 2) To discuss the NAAC work after S.S.R. Submission.
- 3) To discuss the students Induction and orientation Programme
- 4) To discuss students activities to be conducted in the Semester
- 5) Any other matter Concerned with permission of Hon.Chairman,IQAC



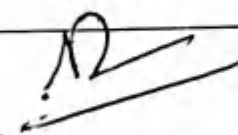
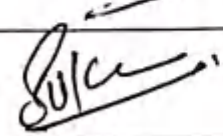

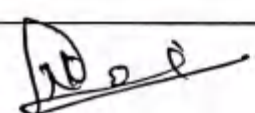
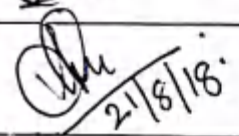
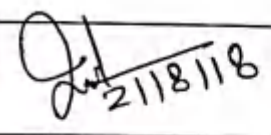
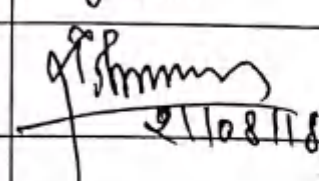
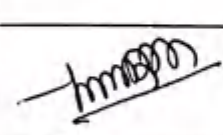
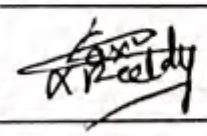
**Satej Kitkule**  
**Co-ordinator-IQAC**



**Dr. Shriram Zade**  
**Chairman-IQAC**

**CHME Society,s**  
**Dr. Moonje Institute of Management Computer Studies**  
**Nasik-5**

**Internal Quality Assurance Cell Members (IQAC)**

SR. NO.	NAME	SIGN
1	Dr. Shriram Zade	
2	Mr.Satej Kitkule	
3	Mr.Mahesh Kulkarni	
4	Mr. Nitin Chaudhari	
5	Mrs.Aparna Havaladar	 21/8/18
6	Mrs.Swati lakhalgaonkar	
7	Ms.Rajeshwari Rasal	 21/8/18
8	Mrs.Rohini Kurundkar	 21/8/18
9	Mr.Ankush Pingale	
10	Mr.Ramesh Thakare	
11	Ms.Laxmi Reddy	
12	Mr.Shekhar Chaudhari	
13	Mr.Tejas Ghate	

**Minutes of Internal Quality Assurance Cell Meeting held on 21/08/2018**

Following points were discussed –

- Hon chairman IQAC Congratulated all members of DMI for Successful SSR completion & upload.
- IQAC Co-ordinator started the Meeting with discussion regarding completion on SSR within given deadline & Student Survey Report.
- Discussion held about Admission of MBA & MCA A. Y. 18-19. MBA Admissions Completed with 120 intake & plan to increase MCA admission. About MCA Admissions following points discussed –
  - i) More than one CET for MCA must be made available by Government.
  - ii) Discussion Reframing of MCA from 3 yr course to 2 yr course
  - iii) Integrated of BCA+MCA 5 years Course should be started by University.
  - iv) MCA CET Coaching will be provide to all the students by Dr. Moonje Institute.
  - v) Follow up of MCA students from available data will be done by faculty members.
- The Academic Planning & Calendar of A.Y. 18-19 was discussed & finalized. Also the status of Lectures according to time-table was discussed.
- The various activities to be done after SSR submission for NAAC visit was Discussed. Common files & Master files for NAAC purpose would be prepared.
- Induction & Orientation Program for First year MBA & MCA students will be planned. The names of probable Guest names were discussed.



- Various Student activities, Industrial visits of students to big Industrial Corporations was planned & discussed.
- Some other matter discussed with the permission of Hon. Chairman, IQAC like –
  - i) Studentingera website
  - ii) Smart Cloud Campus
  - iii) Innovation Club
  - iv) Result Analysis
  - v) Banner creation
  - vi) Rain water Harvesting
- The meeting ended with vote of Thanks.



Satej Kitkule  
Co-ordinator -IQAC




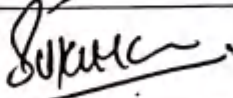
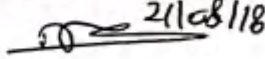
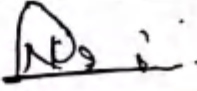
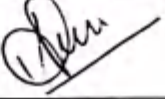
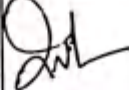
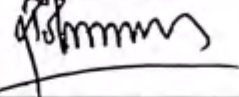
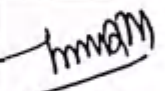
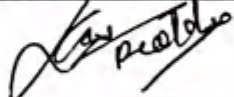

Dr. Shriram Zade  
Chairman-IQAC

**CHME Society,s**  
**Dr. Moonje Institute of Management Computer Studies**  
**Nasik-5**

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**Attendance of Internal Quality Assurance Cell Members (IQAC)**

**Meeting Held on: 21/08/2018**

<b>SR. NO.</b>	<b>NAME</b>	<b>SIGN</b>
1	Dr. Shriram Zade	
2	Mr.Satej Kitkule	
3	Mr.Mahesh Kulkarni	 21/08/18
4	Mr. Nitin Chaudhari	
5	Mrs.Aparna Havaldar	
6	Mrs.Swati lakhalgaonkar	
7	Ms.Rajeshwari Rasal	
8	Mrs.Rohini Kurundkar	
9	Mr.Ankush Pingale	
10	Mr.Ramesh Thakare	
11	Ms.Laxmi Reddy	
12	Mr.Shekhar Chaudhari	
13	Mr.Tejas Ghate	



Date: 06-11-2019

### MINUTES-IQAC-MEETING

Following are the minutes of IQAC meeting Held on 5-11-2019 at 2.00 pm in Meeting Hall

- 1) Dr. Nitin Chaudhari detailed the programmes of MBA Which were successfully conducted & those which are scheduled in next term & also Mrs Aparna Havaldar briefed about completion status of MCA Programme
- 2) Prof Mahesh Kulkarni informed that routine maintenance is completed and a detailed note of requirement is sent to CHME Society office for approval
- 3) Dr Nitin chaudhari informed that necessary preparation of University exam is completed and stationery requisition is also sent to university. Notice of staff duties is also completed.
- 4) The OS Mr ramesh thakare informed that students exam forms have been sent & successfully uploaded on university portal hall tickets will be shortly received
- 5) It was Decided that HOD MBA & MCA will organize guest lectures for syllabus subjects accordingly following resource persons have been finalized Dr.Mrs Harshada Aurangabadkar, Dr Rupali Khaire, Mr vivek kanade, CA Suyog Tikekar, Mrs Rajitha Nair.
- 6) It was decided to organize guest lecture on binomial Distribution for MCA Students & Mrs Priyanka Palkar will be resource person HOD MCA Will coordinate the activity.
- 7) It was decided to organize a lecture on enterprise performance management for MBA-II Students & resource person will be Dr harshada Aurangabadkar HOD MBA coordinate event
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- 9) It was decided to celebrate Indira Gandhi Jayanti & Rashtriya ekatmata Divas on 19/11/2019 jointly by staff and students



**Director**  
**Dr. Moonje Institute**  
**Nashik.**



- 10) It was decided to celebrate Pandit Nehru Jayanti , Birsa Munda jayanti& Constitution day on respective Dates jointly by staff and students
- 11) It was decided to organize a Interactive session on digital marketing & Entrepreneurship on 27/11/2019 by Mr Abhijeet Deshpande
- 12) Mrs Shivshakti Nanda will attend the FDP on question paper pattern based on CO & PO to be organized by Pune University dept of MBA.
- 13) It was decided that students of MCA will participate in Placement drive of trixaware technologies Placement coordinator will coordinate
- 14) It was decided that 7 faculty members will participate in FDP on MBA-CBCS-OBE 2019 organised by MET Institute nasik
- 15) It was decided to celebrate Saviribai Phule Jayanti on due date jointly by Students and staff
- 16) It was decided that 1 faculty & Girl students will participate in programme organized by nasik police on Violence against Women.
- 17) It was decided to participate in business competition organized by Pune university The head of Innovation & Incubation will coordinate.



IQAC-Coordinator



Director-DMIMCS



CHME Society's

**Dr. Moonje Institute Of Management & Computer Studies**

(Affiliated to University of Pune & Approved by AICTE New Delhi)

Accredited by NAAC B+

Bhonsala Military College Campus Rambhoomi, Nashik - 422 005

Ph. No. (0253) 6519128 Tele fax-(0253) 2309617

## MINUTES-IQAC-MEETING

7/2/2020

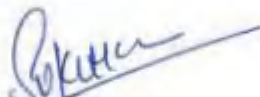
Following are the minutes of IQAC meeting Held on 06-02-2020 at 2.00 pm in Meeting Hall

- 1) Dr. Nitin Chaudhari detailed the programmes of MBA Which were successfully conducted & those which are scheduled in next term & also Mrs Aparna Havaladar briefed about completion status of MCA Programme
- 2) Asst prof Satej Kitkule informed the meeting that university of pune has given detailed circular about the steps to be taken for revention of covid pandemic outbrake in college.
- 3) .Dr Nitin chaudhari & Mrs aparna havaladar informed that institute has started online lectures and counseling on ZOOM Platform & Google meet.for students
- 4) HOD MBA&MCA informed the members about the progress of students in academics.
- 5) The cultural Activities coordinator will coordinate organization of various days like chocolate day, Mismatch day, Pot painting competition,Traditional Day,Kite Decoration competition in consultation with students.
- 6) It was decided that Placement co ordinator will facilitate participation of students in Placement drive of Incredible technologies ltd
- 7) Dr shriram Zade Deputy Director will organize Interactive session of Shri Krishna dhandas from Iskon temple Nashik
- 8) It was decided that HOD-MBA & MCA Will organize a workshop on Admission process for MBA & MCA ASPIRANTS
- 9) It Was decided thata essay competition for Students will be organized and the details will be chalked out by HOD MBA & MCA
- 10) It was decided that students will be motivated to participate in quiz competition organized by ABVP
- 11) It was decided that 20 students and one faculty member will participate in social work for Nirmal wari at Trimbakeshwar
- 12) The institute has received Grant for organizing a state level seminar on Data Analysis in changing environment under QIP Of Pune University accordingly a committee under chairmanship of Director ,HOD MBA & MCA & seminar coordinator will finalise the schedule and other details
- 13) It was decided that Republic Day will be celebrated Jointly by students and staff on 26/1/2020
- 14) It was decided that An industrial visit To Hyderabad for students of mba & mca will be organized and the details will be finalized by director,HOD MBA&MCA & Activity coordinator



**Director**  
**Dr. Moonje Institute,**  
**Nashik.**

- 15) It was decided that cultural event Carnival will be organized by Institute for students and Director, HOD MBA, MCA and other staff members will coordinate the event
- 16) It was decided to organize a two day sports events for students under guidance of Prof Ankush Pingale
- 17) It was decided to nominate 11 students for skill development programme organized by JDC Bytco IMSR, Nashik.
- 18) It was decided to celebrate Chattrapati Shivaji Maharaj Jayanti & organize a blood donation camp jointly in Institute Student welfare officer 7 office staff will jointly organize same on due date
- 19) It was decided to organize residential Sharmanubhav Shibir in Collaboration with Vanvasi Kalyan Ashram & Prof Sanjay Salve will coordinate the activity
- 20) It was also decided that Marathi Bhasha Din will be celebrated in Institute on due date and Library will organize event Also Sant Gadge Baba Maharaj Jayanti will be celebrated by student and staff on due date 24/2/2020
- 21) It was decided that Residential Adventure Camp for Students be organized in collaboration with Bhonsala Adventure Foundation and dates and other modalities will be finalized by Student Development Officer Asst Prof Satej Kitkule
- 22) The Institute will celebrate National Science Day on 28/2/2020
- 23) It was decided to organize one day seminar on Self employment on 6/3/2020 for students of MBA & MCA & Hon Rishikesh Joshi member CHME SOCIETY & CDC DMI will be resource person
- 24) It was also decided to organize one day workshop on employability And resource person will be Mr Mangesh Bhanage from Nashik
- 25) It was decided to invite Mr Ramesh Patange expert on constitution to deliver a session on constitution of India for Students & Public on 8/3/2020 Mr Sanjay Salve will coordinate the activity
- 26) It was decided to nominate 3 students to participate in Nirbhay Kanya Yojna programme organized by Nutan Arts Science & Commerce College Laslagaon on 6/3/2020 the student development officer will coordinate the activity

  
IQAC-Coordinator



  
Director-DMIMCS



The IQAC- Meeting was held to discuss about various activities to be held the Academic Year 2019-20 on 17/5/2019 at 11.00 Am.

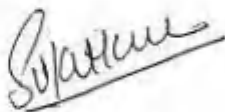
Following Members were present:

- Dr.Preeti Kulkarni
- Mr.Mahesh Kulkarni
- Mr.Satej Kitkule
- Mr.Ankush Pingale
- Ms Rajeshwari Rasal
- Mrs vaishali nikam
- Mrs shital gujrathi
- Mrs kavita oak
- Ms renuka lalwani
- Mr ankush pingale
- Mrs shilpa Mahajan
- Mr Ramesh Thakare
- Mr vishwanath lohar
- Mrs kirti Bhalerao

Following points were discussed:

- 1) Discussion was held about how admission process for MBA & MCA Courses it was decided that each faculty as well as support staff shall help in Admission process.
- 2) Green campus initiative will be implemented with help of students mr satej kitkule & Rajeshwari rasa will be conducting.
- 3) Sewa vasti work +nirmal wari+aarogya doot &other activity will be conducted by mrs renuka lalwani
- 4) Mrs shital desale will now be working in incubation center as incharge and mr sanjay salve will help her in process the incubation center will give detailed proposal for entire work including CSR ACTIVITY FUNDING.
- 5) Military training consisting strategic planning lectures to be conducted in academic year
- 6) Mudra event+cultural activities will be conducted by mr sanjay salve & Anuya Deshpande
- 7) A language academy will be set up in institute and mrs kavita oak will be incharge of activity 6 languages are to be taught and a detailed proposal will be prepared to implement same.
- 8) Students industrial visit & study tour for a longer duration outside maharashtra will be arranged. mr satej kitkule will be co ordinating.

- 9) Every friday one industrial visit will be arranged the industries near nasik
- 10) Personality development programme will be conducted by shivshakti nanda
- 11) Sports week will be conducted in institute and mr ankush pingale will conduct activity.
- 12) Each faculty member will contribute to the college magazine which will be collected by rasal madam before 25/5/2019 to be published first week of june 2019
- 13) The shramanubhav shibir Phase-I will be held in institute premises itself which will be residential in nature. Phase two will be conducted at outside place to be decided later.
- 14) Board of students development activities will be completed by mr satej kitkule and also mr ankush pingale will help in paper work & implementation
- 15) A session to teach table manners will be conducted in Boys school mess for students
- 16) Each student will undergo psychometric mapping test at start of new session to know his area of inclination and aptitude this activity will be conducted by HR FACULTY- Lakhalgaonkar, Kitkule & Salve
- 17) It is decided that the backside of institute near auditorium will be developed into green landscape with students help.
- 18) It is decided that a pond with lotus flowers will be developed next to auditorium exit gate mr satej kitkule will take task to completion.
- 19) It is decided that for better maintenance of institute each part will be divided and each faculty will be in charge of his/her section
- 20) Adventure camp will be conducted during December to avoid heat.
- 21) 20 Goden hours work is to be completed by students of institute and mrs shivshakti nanda will be in charge of activity a detailed proposal will be prepared by shivshaktinanda madam.
- 22) It is decided to Make ADVANCE EXCEL compulsory for all fresh admission students.
- 23) Haat bazaar a marketing concept for self help groups and & adivasis will be conducted and a detailed proposal will be prepared by mr satej kitkule
- 24) A mega job fair will be conducted and placement team will prepare a detailed proposal and implement



Satej Kitkule-  
IQAC-CO ORDINATOR



Dr. preeti kulkarni  
Director-DMIMCS



Date: 06-11-2019

### MINUTES-IQAC-MEETING

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**Director**  
**Dr. Moonje Institute**  
**Nashik.**



- 10) It was decided to celebrate Pandit Nehru Jayanti , Birsa Munda jayanti& Constitution day on respective Dates jointly by staff and students
- 11) It was decided to organize a Interactive session on digital marketing & Entrepreneurship on 27/11/2019 by Mr Abhijeet Deshpande
- 12) Mrs Shivshakti Nanda will attend the FDP on question paper pattern based on CO & PO to be organized by Pune University dept of MBA.
- 13) It was decided that students of MCA will participate in Placement drive of trixaware technologies Placement coordinator will coordinate
- 14) It was decided that 7 faculty members will participate in FDP on MBA-CBCS-OBE 2019 organised by MET Institute nasik
- 15) It was decided to celebrate Saviribai Phule Jayanti on due date jointly by Students and staff
- 16) It was decided that 1 faculty & Girl students will participate in programme organized by nasik police on Violence against Women.
- 17) It was decided to participate in business competition organized by Pune university The head of Innovation & Incubation will coordinate.



IQAC-Coodinator



Director-DMIMCS



CHME Society's

**Dr. Moonje Institute Of Management & Computer Studies**

(Affiliated to University of Pune & Approved by AICTE New Delhi)

Accredited by NAAC B+

Bhonsala Military College Campus Rambhoomi, Nashik - 422 005

Ph. No. (0253) 6519128 Tele fax-(0253) 2309617

**MINUTES-IQAC-MEETING 7/2/2020**

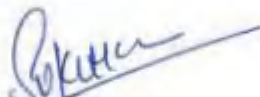
Following are the minutes of IQAC meeting Held on 06-02-2020 at 2.00 pm in Meeting Hall

- 1) Dr. Nitin Chaudhari detailed the programmes of MBA Which were successfully conducted & those which are scheduled in next term & also Mrs Aparna Havaladar briefed about completion status of MCA Programme
- 2) Asst prof Satej Kitkule informed the meeting that university of pune has given detailed circular about the steps to be taken for revention of covid pandemic outbrake in college.
- 3) .Dr Nitin chaudhari & Mrs aparna havaladar informed that institute has started online lectures and counseling on ZOOM Platform & Google meet.for students
- 4) HOD MBA&MCA informed the members about the progress of students in academics.
- 5) The cultural Activities coordinator will coordinate organization of various days like chocolate day, Mismatch day, Pot painting competition,Traditional Day,Kite Decoration competition in consultation with students.
- 6) It was decided that Placement co ordinator will facilitate participation of students in Placement drive of Incredible technologies ltd
- 7) Dr shriram Zade Deputy Director will organize Interactive session of Shri Krishna dhandas from Iskon temple Nashik
- 8) It was decided that HOD-MBA & MCA Will organize a workshop on Admission process for MBA & MCA ASPIRANTS
- 9) It Was decided thata essay competition for Students will be organized and the details will be chalked out by HOD MBA & MCA
- 10) It was decided that students will be motivated to participate in quiz competition organized by ABVP
- 11) It was decided that 20 students and one faculty member will participate in social work for Nirmal wari at Trimbakeshwar
- 12) The institute has received Grant for organizing a state level seminar on Data Analysis in changing environment under QIP Of Pune University accordingly a committee under chairmanship of Director ,HOD MBA & MCA & seminar coordinator will finalise the schedule and other details
- 13) It was decided that Republic Day will be celebrated Jointly by students and staff on 26/1/2020
- 14) It was decided that An industrial visit To Hyderabad for students of mba & mca will be organized and the details will be finalized by director,HOD MBA&MCA & Activity coordinator



**Director**  
**Dr. Moonje Institute,**  
**Nashik.**

- 15) It was decided that cultural event Carnival will be organized by Institute for students and Director, HOD MBA, MCA and other staff members will coordinate the event
- 16) It was decided to organize a two day sports events for students under guidance of Prof Ankush Pingale
- 17) It was decided to nominate 11 students for skill development programme organized by JDC Bytco IMSR. Nasik.
- 18) It was decided to celebrate Chattrapati Shivaji Maharaj Jayanti & organize a blood donation camp jointly in Institute Student welfare officer 7 office staff will jointly organize same on due date
- 19) It was decided to organize residential Sharmanubhav Shibir in Collaboration with Vanvasi Kalyan Ashram & Prof Sanjay Salve will coordinate the activity
- 20) It was also decided that Marathi Bhasha Din will be celebrated in Institute on due date and Library will organize event Also Sant Gadge Baba Maharaj Jayanti will be celebrated by student and staff on due date 24/2/2020
- 21) It was decided that Residential Adventure Camp for Students be organized in collaboration with Bhonsala Adventure Foundation and dates and other modalities will be finalized by Student Development Officer Asst Prof Satej Kitkule
- 22) The Institute will celebrate National Science Day on 28/2/2020
- 23) It was decided to organize one day seminar on Self employment on 6/3/2020 for students of MBA & MCA & Hon Rishikesh Joshi member CHME SOCIETY & CDC DMI will be resource person
- 24) It was also decided to organize one day workshop on employability And resource person will be Mr Mangesh Bhanage from Nashik
- 25) It was decided to invite Mr Ramesh Patange expert on constitution to deliver a session on constitution of India for Students & Public on 8/3/2020 Mr Sanjay Salve will coordinate the activity
- 26) It was decided to nominate 3 students to participate in Nirbhay Kanya Yojna programme organized by Nutan Arts Science & Commerce College Laslagaon on 6/3/2020 the student development officer will coordinate the activity

  
IQAC-Coordinator



  
Director-DMIMCS





**Date: 19-03-2020**

### **MINUTES-IQAC-MEETING**

Following are the minutes of IQAC meeting Held on **18-03-2020** at 2.00 pm in Meeting Hall

- 1) Dr. Nitin Chaudhari detailed the programmes of MBA Which were successfully conducted & those which are scheduled in next term & also Mrs Aparna Havaladar briefed about completion status of MCA Programme
- 2) Asst prof Satej Kitkule informed the meeting that university of pune has given detailed circular about the steps to be taken for revention of covid pandemic outbreak in college. Maximum work should be completed by email, mobile communication, the CHME society has appointed vendor to supply sanitization material & also thermal screening of all visitors. No visitor will be allowed without appointment. All staff members who have family members treated for covid related illness must submit Covid negative report & should not come to college without authorization.
- 3) The list of hospitals where treatment of covid is available for staff and students was shared in nasik city.
- 4) Dr Nitin chaudhari & Mrs aparna havaladar informed that institute has started online lectures and counseling on ZOOM Platform & Google meet. for students
- 5) The director of institute informed that plans are being made to complete work in case a lockdown or emergency situation arises.
- 6) In view of grim pandemic situation the director of Institute suggested to keep Information technology updated for online lectures and other tasks accordingly mr vishwanath lohar IT DepT, & Mrs rajeshwari rasal were asked to prepare plan and implement same
- 7) The meeting ended with vote of thanks

**IQAC-Coordinator**



**Director-DMIMCS**



CHME Society's

**Dr. Moonje Institute**

Of Management & Computer Studies

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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

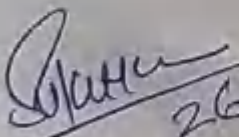
- 1) Dr Preeti Kulkarni-Director-Dmi
- 2) Dr Shriram Zade- Dy Director
- 3) Mr Mahesh Kulkarni-Programe Coordinator
- 4) Dr Nitin Chaudhari- HOD MBA
- 5) Miss Rajeshwari Rasal-HOD MCA
- 6) Mrs Swati lakhalgaonkar –faculty
- 7) Mr Satej Kitkule-faculty
- 8) Mr Sanjay Salve-faculty
- 9) Mrs Shital Gujarathi-faculty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

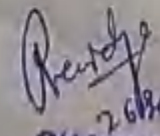
### Subjects Discussed and resolved

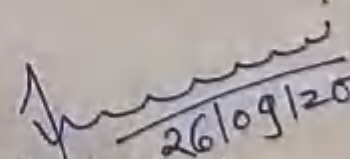
- 1) All faculty members will give a list of resource persons who can be called for guest lectures in Institute to HOD MBA & HOD Activity
- 2) The academic calendar of 2020 is to be prepared & submitted on 21/9/2020
- 3) A calendar of all webinars to be held in year must be prepared by MCA&MBA DEPT
- 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 1st 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  
Nasik

  
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.**



Central Hindu Military Education Society's

**Dr. Moonje Institute of Management & Computer Studies**

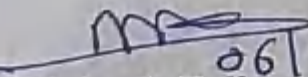
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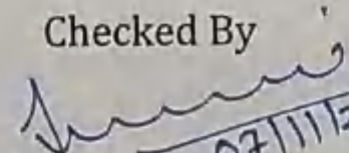
Phone No. - (0253) 2309617 / 2342840 / 6519128

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.

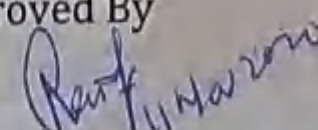
Compiled By

  
06/11/2020  
(Mahesh Kulkarni)  
Programme Coordinator

Checked By

  
07/11/2020  
(Dr. Preeti Kulkarni)  
Director

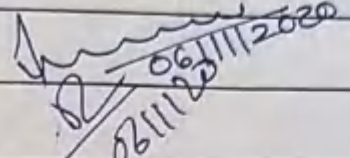
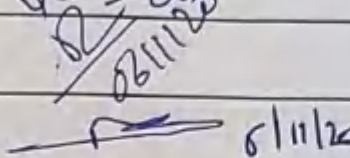
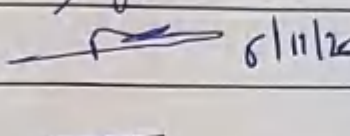
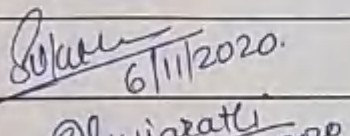
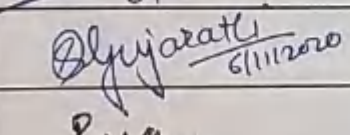
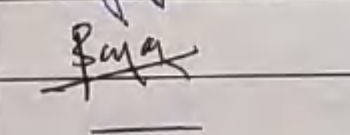
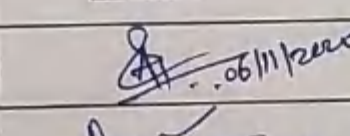
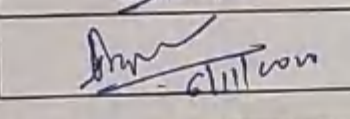
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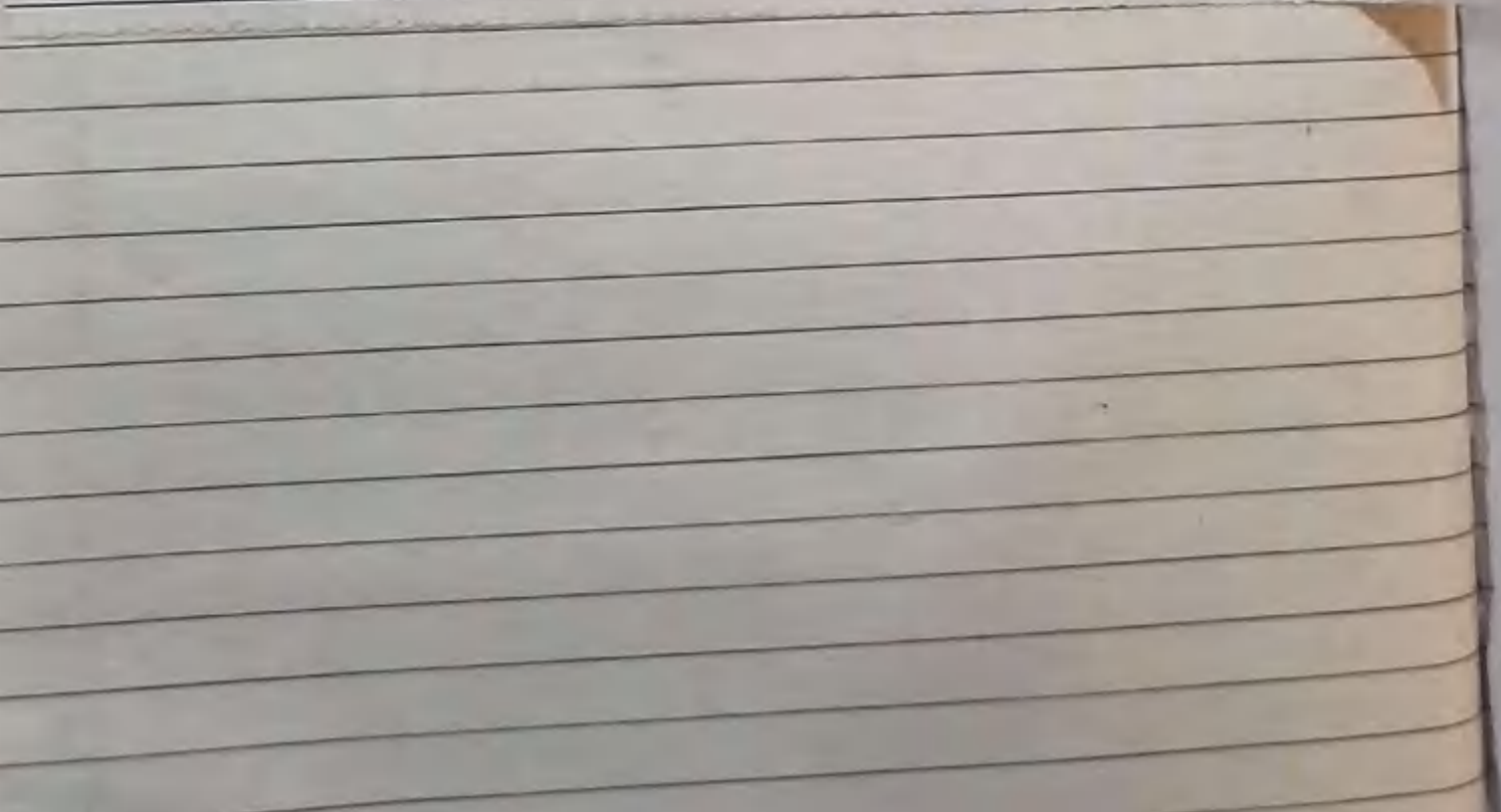
  
(Hon. Rahul Vaidya)  
Chairman



# Attendance Sheet

02 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	 6/11/2020
4	Nitin Chaudhari	—
5	Swati Lakhgaonkar	—
6	Satej Kitkule	 6/11/2020
7	Shital Desale Gujarathi	 6/11/2020
8	Sanjay Salve	 6/11/2020
9	Rajeshwari N. Rasal	—
10	Ankush R. Pingale	 6/11/2020
11	Shilpa Mahajan	 6/11/2020







Central Hindu Military Education Society's

**Dr. Moonje Institute of Management & Computer Studies**

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

B. M. College Campus, Rambhoomi, Gangapur Road, Nashik - 5

Phone No. - (0253) 2309617 / 2342840 / 6519128

**(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)

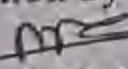
Discussion Points as a COEP Support role of Bhau Institute of Innovation, Entrepreneurship and Leadership of COEP FDP for MCA in Future Discussion Points as a Janjati Kalyan Ashram Internship for Social Projects Shramanubhav Shibir Alumni



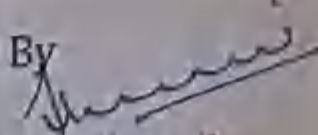
Network to connect Software for Alumni Database Participation in Western Region Shramanubhav Shibir Vaibhavji spent three days with us to understand our Shramanubhav Project in detail. We discussed some more extension activities of Shramanubhav. Vaibhavji also visited the Sites of Check Dam in Peth Taluka 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.

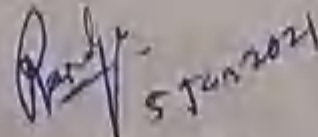
Compiled By

  
(Mahesh Kulkarni)  
Programme Coordinator

Checked By

  
(Dr. Preeti Kulkarni)  
Director

Approved By

  
(Hon. Mr. Rahul Vaidya)  
Chairman





C.H.M.E. SOCIETY'S

DR. MOONJE INSTITUTE OF MANAGEMENT & COMPUTER STUDIES, NASHIK

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

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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

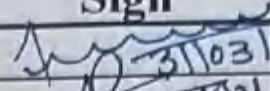
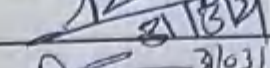

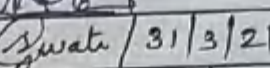
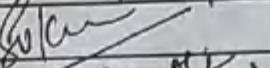
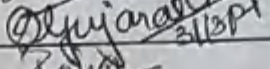
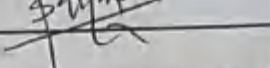
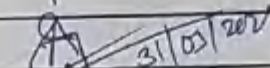
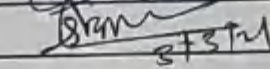


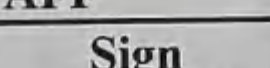
Asst Prof. Satej Kitkule  
IQAC Coordinator



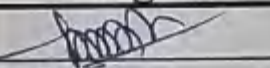
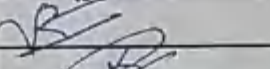
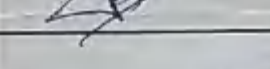
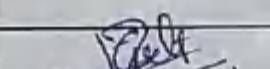
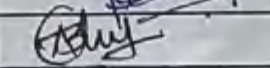
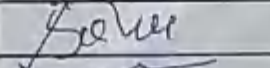

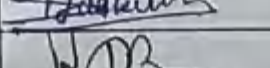
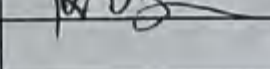
Dr preeti Kulkarni  
Director



## 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

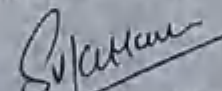
Dr. Moonje Institute of Management & Computer Studies, Nashik  
(Affiliated to University of Pune & Approved by AICTE New Delhi)  
Bhousala Military College Campus Rambhoomi, Nashik - 422 005  
Accredited by NAAC with B+ Grade  
Ph. No. (0253) 6519128 Tele fax-(0253) 2309617

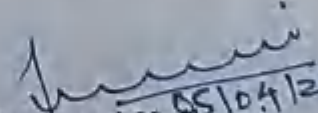
Date: 03/04/2021

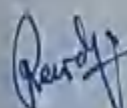
### MINUTES OF IQAC - MEETING HELD ON 03/04/2021

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









Central Hindu Military Education Society's

## DR. MOONJE INSTITUTE OF MANAGEMENT & COMPUTER STUDIES

(Approved by AICTE, New Delhi & Affiliated to Savitribai Phule Pune University)(Accredited by NAAC with B+ Grade)

Bhonsala Military College Campus, Rambhoomi, Gangapur Road, Nashik – 422 005,

Ph. No. : (0253) 2309617,2342840 | Mob. No. 8087019128 | Fax : (0253) 2342840

Website : www.moonjeinstitute.com | www.dmi.bhonsala.in | Email : moonje\_institute@rediffmail.com

Contact : 9175917050, 9175927050 | Placement : 9175937050 | Office : 91759475050



DMI

(Estd. 2002)

Chairman

**Mr. Rahul V. Vaidya**

M. Tech., AMPI, MBA, PGDFS

Director

**Dr. P. M. Kulkarni**

Ph.D.

Ref. No. : DMI /

Date :

### Internal Quality Assurance Cell-IQAC Meeting 8 /2/2022

#### Agenda- Reporting points- IQAC

- 1 AQAR Submitted for 2019-2020
- 2 AQAR Submission for 2020-2021 in progress
- 3 Academic Results of MBA & MCA First Term
- 4 Research Center for Management & Computers is fully Functional Interviews of shortlisted First batch of Students completed
- 5 Symposium On Budget 2022 Held successfully on 5/2/2022
- 6 Interactive Session & Book Launch of Building Bridges Written by shri Vaibhav Dange Sir held
- 7 Training & placement Proposal With Momentum HR services Nasik is In final stage of clearance

#### Agenda- Discussion points IQAC

- 1 NBA-National Board of Accreditation Certification
- 2 Conducting value addition courses for Students of MBA&MCA
- 3 Faculty Development Programmes for staff
- 4 Management Development Programmes for Staff & students
- 5 Infrastructure requirements A) pantry & Canteen for staff, Students, furniture & Fixtures.

Mr. Satej Kitkule  
Faculty & IQAC Coordinator



Dr. Preeti Kulkarni  
Director



Central Hindu Military Education Society's

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DMI

(Estd. 2002)

Chairman

**Mr. Rahul V. Vaidya**

M. Tech., AMPI, MBA, PGDFS

Director

**Dr. P. M. Kulkarni**

Ph.D.

Ref. No. : DMI /

Date :

Date: 08/02/2022

## IQAC MEETING 8-2-2022 ATTENDENCE

Sr.No	NAME	Designation	POSITION IN IQAC	Signature
01	Mr Hemant Deshpande	Secretary-CHMES-Nasik Division	Management Representative	—
02	Dr Ajit Bhandakkar	Gaurdian-Dr Moonje Institute	Management Representative	<i>Ajit</i>
03	Mr Rahul Vaidya	Chairman- Dr Moonje Institute	Management Representative & Industrialist	<i>Rahul</i>
04	Dr Preeti Kulkarni	Director- Dr Moonje Institute	Chairperson IQAC	<i>Preeti</i>
05	Dr Shriram Zade	Deputy Director- Dr Moonje Institute	Teaching Staff Representative	<i>Shriram</i>
06	Mrs Swati lakhalgaonkar	AssistantProfessor & Academic Coordinator-MBA	Teaching Staff Representative	<i>Swati</i>
07	Miss Rajeshwari Rasal	Assistant professor-MCA & Academic Coordinator-MCA	Teaching Staff Representative	<i>Rajeshwari</i>
08	Dr Nitin Chaudhari	Assistant professor-MBA & Head Research,Innovation&Incubation	Teaching Staff Representative	<i>Nitin</i>
09	Mr Vihay Aghao	Industrialist & CollegeDevelopmentCommittee Member	Management Representative& Industrialist	—
10	Mr Atharva Naniwadekar	Student-MBA I	Member	<i>Atharva</i>
11	Mr Ketan Fulzele	Student-MBA II	Member	—
12	Ms Niharika kapure	Student-MCA I	Member	<i>Niharika</i>
13	Mr Vivek Patil	Student-MCA II	Member	<i>Vivek</i>
14	Ms Dimpal Patil	Student-MCA III	Member	<i>Dimpal</i>
15	Mr Satej Kitkule	Assistant Professor-MBA	IQAC Coordinator	<i>Satej</i>



**CHME Society's**  
**Dr. Moonje Institute of Management and Computer Studies, Nashik.**

**Internal Quality Assurance Cell (IQAC)**

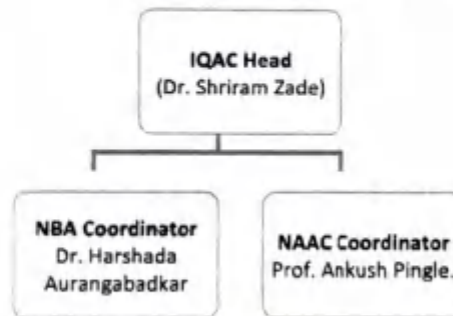
**Minutes of Meeting**

Meeting of IQAC cell was conducted as on 14/07/2022 at Meeting Hall at 2.30 pm.

Following Members were present for the meeting:

1. Dr. Preeti Kulkarni – Director , DMI
2. Dr. Shriram Zade- Dy. Director, DMI
3. Prof. Ankush Pingle – Asst. Prof. ,DMI
4. Dr. Harshada Aurangabadkar- Asst. Prof., DMI
5. Dr. Niraj Chaoudhari - Asst. Prof., DMI

1. It was proposed that above present members will work as a core team for IQAC
2. Following Structure was proposed for the smooth Functioning of IQAC :



3. Work allocation as per criteria's of NBA and NAAC as follows:
  - i) NAAC Criteria:

Sr. No	Criteria	Mark/Weightage	Coordinatotr
1	Curricular Aspects	95	Prof.Sanjay Salve
2	Teaching-learning and Evaluation	350	Dr.Nitin Chaudhari and Prof. Neeraj Chaudhari
3	Research, Innovations and Extension	105	Dr.Harshada Aurangabdkar
4	Infrastructure and Learning Resources	99	Prof..Rajeshwari Rasal and Prof. Shilpa Mahajan





5	Student Support and Progression	110	Prof.Swati Lakhalgaoonkar and Prof. Aditi Kulkarni
6	Governance, Leadership and Management	92	Prof.Shital Gujarathi and Prof Hema Darne
7	Institutional Values and Best Practices	100	Mr.Ankush Pingale

ii) NBA Criteria :

Criteria No.	Criteria	Mark/Weight age	Coordinators
1	Vision, Mission & Program Educational Objectives	50	Prof. Hema Darne
2	Governance, Leadership & Financial Resources	100	Prof. Rajeshwari Rasal
3	Program Outcomes & Course Outcomes	100	Prof. Swati Lakhalgaoonkar
4	Curriculum & Learning Process	125	Dr. Nitin Chaudhari
5	Student Quality and Performance	100	Prof. Aditi Kulkarni and TPO
6	Faculty Attributes and Contributions	220	Dr. Harshada Aurangabadkar and Prof. Shilpa Mahajan
7	Industry & International Connect	130	Prof. Shital Gujrathi
8	Infrastructure	75	Prof. Ankush Pingle
9	Alumni Performance and Connect	50	Prof. Sanjay Salve
10	Continuous Improvement	50	Prof. Neeraj Chaudhari
	<b>Total</b>	<b>1000</b>	



4. It was suggested that all staff members have to attend expert training on the accreditation procedure. The NBA process had recently been successfully completed by the experts listed below.

Proposed Names of Experts for the process orientation:

1. Dr.Sachin Pachorkar- Associate Prof.-KBT COE
2. Dr.Singh-Prof.-Indira Institute of Management, Pune
3. Dr.Santosh Deshpande- Director,IMCC, Pune.

*Harshada Aurangabadkar*

Prepared by

Dr. Harshada Aurangabadkar

*Shriram Zade*  
15/7/22

Dy.Director

Dr. Shiram Zade

*Preeti Kulkarni*

Director

Dr. Preeti Kulkarni

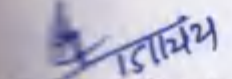


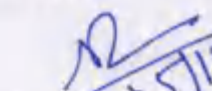
Members were present: MR.RV, DR.PMK,DR.SZ, DR.NC, SRL, RR, ARP, SSS, SVK, SMG, HD, SM

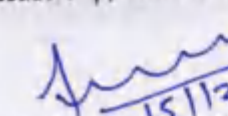
Following points were discussed:

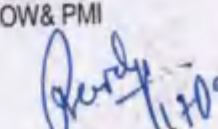
Description	Discussion on	Action Required	Action By	Target Date	Remark
Admissions	<ol style="list-style-type: none"> <li>MBA &amp; MCA Admissions after CAP-1.</li> <li>MAB &amp; MCA CAP-2</li> <li>Non CAP.</li> <li>Regular &amp; Working Inquires.</li> </ol>	<ul style="list-style-type: none"> <li>- Need to work on Social Media Marketing</li> <li>- Need to focused on Admissions up to 23/12/2021</li> </ul>	DR.NC/ SRL	30/12/2021	Work in Process
Academic	<ol style="list-style-type: none"> <li>Timetable</li> <li>Subject Allocation MBA &amp; MCA</li> <li>MBA-1 &amp; MCA-1 Commencement Date</li> <li>Required Visiting Faculty</li> </ol>	<ul style="list-style-type: none"> <li>- Commencement Date is 03/01/2022 for new admissions.</li> <li>-Need to take action on less attendance &amp; should focus to Improve student attendance on regular basis.</li> <li>-Need to prepare Visiting Faculty List as per discussion</li> <li>-Submit teaching plan of MBA 2 with rubrics to Ac.Co.</li> </ul>	SRL & RR	17/12/2021	Work in Process
IQAC	<ol style="list-style-type: none"> <li>AQAR Submission</li> <li>CDC Meeting</li> </ol>	<ul style="list-style-type: none"> <li>-Criteria Heads should start work on AQAR Submission till 26/12/2021</li> <li>-Need to focus on quality work of IQAC.</li> <li>-Coordinator should arrange/schedule meetings on regular basis.</li> <li>-SVK should submit daily report to DR.SZ regarding submission status of AQAR(2020-21).</li> </ul>	SVK & Criteria Heads	26/12/2021	Work in Process
Research Policy	Ready and Submitted	Till no discussion with Hon. Ajit Bhandakkar Sir	MR.RV/ DR.PMK		Pending

Completed Task: Leave & Vacation Policy, Industry Samvaad, Moonje Day Celebration.  
Discussion on: Dr. Moonje Center for Public Policy & Leadership, Activities of AMDISA, GROW& PMI

  
Anil Keshav Pingale  
Faculty-MBA

  
Dr. Shriram Zade  
Dy. Director

  
Dr. Preeti Kulkarni  
Director

  
Mr. Rahul Valdya  
Chairman



**Minutes of Online Faculty Meeting- 22<sup>nd</sup> Oct. 2021 at 01.00pm.**

Date: 22/10/2021

**Following Members were present**

Dr. Shriram Zade  
Mrs. Poochewari Rasal  
Mrs. Shilpa Mahajan

Mr. Rahul Vaidya  
Mr. Ankush Pingale

Dr. Nitin Chaudhari  
Mr. Sanjay Salve

Mr. Satej kitkule  
Mrs. Shital Gujarathi

Mrs. Swati Lakhgaonkar  
Mrs. Kirti Bhalerao

**Following points were discussed:**

Description	Discussion on	Action Required	Action By	Target Date	Remark
	Budget Approved & Quotation Received	Finalized Costing of Marketing DM,PN,RC, Television etc.	DR.NC	29/10/2021	Work in Proce
	Data Entry Completed & Data Verified	Provide all data for discussion	SVK	26/10/2021	Submit report MR.RV
	Fee Structure Finalized by MR.RV	Restructuring as per guidance of DR.PMK	DR.NC	26/10/2021	Completed
	Admission,Academic,Exam, Sport,SWO Completed and ready for discussion	Research, Placement, Incubation, SIP, Social Media, & Code of Conduct in Process	Dept Heads	12/10/2021 19/10/2021 26/10/2021	Monday onwar for discussion
	Draft Ready and Submitted by DR.PMK	Only Need to finalized	MR.RV	08/10/2021 12/10/2021 15/10/2021 26/10/2021	Pending
	Data Collected and sent	-Quality Presentation with PMI,GROW & IS Details -Need to be finalized	SRL & SMG	12/10/2021 15/10/2021 25/10/2021	SMG work on Presentation
	Important points of NEP	Submit GroupWise allocation.	SRL & ARP	26/10/2021	Work in Proce
	CL,SL,Instructions & End semester Vacations	Provide all Data to MR.RV with Information	DR.PMK, DR.SZ & RT	08/10/2021 12/10/2021 15/10/2021	Within 1 Month from today
	-Draft Submitted to DR.PMK & MR.RV	Industry, Placement & Student Brochures Separately	SMG	12/10/2021 15/10/2021 26/10/2021	Pending
	Design provided to vendor	Need to take Quotations	SMG	15/10/2021 26/10/2021	Work in Proce
	Office note sent to Bhavan	Need to finalized Date	SVK	26/10/2021	Work in Proce
	-Part of MAK Profile	Need to allot someone			
	Communication Done & Confirmation of 2 Guest		ARP	Ongoing	Work in Proce-
	Requirement of material and machinery's for master class	Work on AV room requirements.	SSS	29/10/2021	

**Completed/Ongoing Task:** Alumni Meet, Farewell, Media Training-Self-study of 20 LinkedIn modules  
Dr.Moonje Sir Info.- Shilpa Mahajan should make Separate Section in Library etc.

*[Signature]*  
22/10/2021  
Mr. Ankush Pingale  
Faculty-MBA

*[Signature]*  
22/10/21  
Dr. Shriram Zade  
Dy. Director

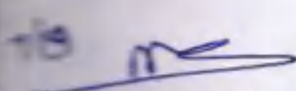
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25/10/2021  
Dr. Preeti Kulkarni  
Director


*[Signature]*  
25/10/2021  
Mr. Rahul Vaidya  
Chairman

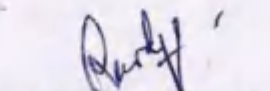
**Faculty Meeting Minutes**  
**(Saturday, 04/09/2021, 1.00 PM) – ONLINE MODE**

Dr. Rahul Vaidya	Dr. Preeti Kulkarni	Dr. Shriram Zade (AB)
Dr. Nitin Chaudhari	Rajeshwari Rasal	Swati Lakhalgaonkar
Satej Kitkule	Shital Gujrathi	Sanjay Salve
Ankush Pingale (AB)	Shilpa Mahajan	Kirti Bhalerao (AB)
Mahesh Kulkarni		

Sl. No.	Agenda	By	Status
1.	OPEN DISCUSSION POINTS (NO PRIOR AGENDA POINTS RECEIVED.)		
	1. CET Workshop on 8 <sup>th</sup> Sept. 2021 for BMC students	Dr. Nitin Chaudhari	
	2.		
	3. CA Exam (Dec-2021)	Satej Kitkule	Mahesh Kulkarni & Satej Kitkule to be in Lead Role.
	4. Industry Sanwad SoP	Mahesh Kulkarni	MAK, SRL & RR to compile.
	5. Social Media Report		Gujrathi Madam to submit w.r.t. SoP.
	6. Ganesh Utsav	Satej Kitkule	Discussed to be celebrated confining to Covid norms.
	7. GROW program	Dr. Zade	Discussed
	8. PMI Industry Session	Dr. Zade	Nashik MIDC expert to be involved.

  
 (Mahesh Kulkarni)  
 Faculty Meeting  
 Coordinator

  
 (Dr. Preeti Kulkarni)  
 Director  
 DMIMCS

  
 (Rahul Vaidya)  
 Chairman  
 DMIMCS



INTERNAL QUALITY ASSURANCE CELL (IQAC)

A.Y.2022-23 (1<sup>st</sup> Meeting)


Minutes of Meeting

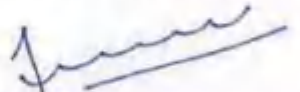
Date of Meeting: 21/10/2022,

Meeting Time: 02.30PM

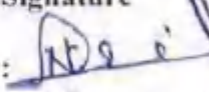
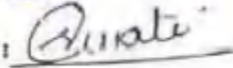
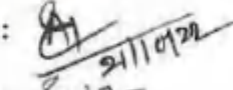
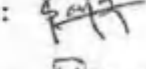
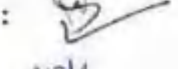
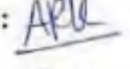

The following points were discussed:

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 (2<sup>nd</sup> Meeting)**

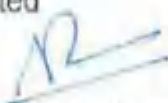
**Minutes of Meeting**

**Date of Meeting:** 17/12/2022

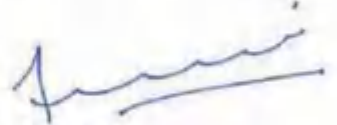
**Meeting Time:** 03.00PM

**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	: 

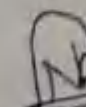
Members were present: All Teaching & Support Staff

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

  
27/01/2023

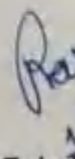
Mr.Ankush Pingale  
SDO,DMIMCS

  
27/01/23

Dr.Nitin Chaudhari  
Admission I/C

  
27/01/2023

Dr.Preeti Kulkarni  
Director

  
1 Feb 23

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



**CHME Society's Dr. Mounje Institute of Management & Computer Studies, Nashik**

Date: 13/05/2023

**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 Vaithav khatavkar (DR.VK), Swati Lekhalgaonkar (SRL), Sanjay Salve(SSS), Ankush Pingale (ARP),  
 DR.Niraj Chaudhari(DR.NCC), Hema Darane(HSD), Adib Kulkarni (ARK), Shivshakti Nanda(SVN),  
 Shriya Mahapatra (SSM), Kirti Bhalekar (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"> <li>Need to submit a detailed report with analysis. (Total Numbers reached and reported through Calls, Emails, Institute Visits, Whatsapp, Social Media, etc.)</li> </ul>	ARK, SVN HSD, SSM	15/05/2023	List out the outcomes & submit.
Semester Calendar	<ul style="list-style-type: none"> <li>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.</li> </ul>	SRL & DR.VK	-	Exam & Research dept. Should submit the detail of activities.
Industry Samvaad	<ul style="list-style-type: none"> <li>Organized IS Sessions separately.</li> <li>Arranged one Master Class session every Month.</li> <li>Provide IS session details before 4 days on all platforms.</li> <li>Prepare the IS Calendar with SOP and take approval from Director.</li> </ul>	ARK & HSD	19/05/2023	The coordinator should focus on proper execution of the IS.
Academic Audit Work	<ul style="list-style-type: none"> <li>Prepare subject-wise Co-teaching details.</li> <li>At the time of Co-teaching sessions, the faculty should seat inside the class.</li> </ul>	SRL & DR.VK	15/05/2023	Update the files as per requirements.
	<ul style="list-style-type: none"> <li>Academic Coordinator should check all the details of the teaching and learning process on LMS.</li> <li>Need to submit academic files to the Academic Coordinator.</li> <li>Prepare the Attendance Analysis report.</li> </ul>		--	
Placement Status	<ul style="list-style-type: none"> <li>Placement department should submit all details of placed students &amp; coming plan.</li> </ul>	LN & KB	19/05/2023	-
Research Planner	<ul style="list-style-type: none"> <li>Coordinator not reported till today.</li> <li>Submit all details/Reports in writing to Director.</li> </ul>	DR,NKC	--	--
Admission Planner	<ul style="list-style-type: none"> <li>Submit all Completed and Coming activity details/reports in writing to Director.</li> </ul>	DR,NKC	--	--
Other Discussion	<ul style="list-style-type: none"> <li>Finalized the SOP for all activities.</li> </ul>	SRL, DR.VK & DR,PMK	26/05/2023	--
	<ul style="list-style-type: none"> <li>CO&amp;PO Mapping Session</li> </ul>	SRL, DR.VK	13/05/2023	--
	<ul style="list-style-type: none"> <li>Mumbai Workshop Presentation to Staffs.</li> </ul>	ARK & HSD	16/05/2023	--
	<ul style="list-style-type: none"> <li>15<sup>TH</sup> AUG &amp; 26<sup>TH</sup> JAN. Preparation</li> </ul>	ARP	--	--

*ARP*  
 Mr. Ankush Pingale  
 S.D.O.  
 13/05/2023

*Dr. Shriram Zade*  
 Dr. Shriram Zade  
 Dy. Director  
 13/05/2023

*Dr. Preeti Kulkarni*  
 Dr. Preeti Kulkarni  
 Director  
 15/05/2023

*Mr. Rahul Vaidya*  
 Mr. Rahul Vaidya  
 Chairman  
 28 May 2023