

IQAC Meeting 1

Meeting Notice

Internal Quality Assurance Cell

Date:24/07/2019

Notice

The meeting of committee member related to Internal Quality Assurance Cell is scheduled on Saturday, 27/07/2019. The members are hereby requested to attend the meeting on scheduled date.

Agenda of Meeting:

1. To welcome IQAC members
2. To brief the function and objectives of IQAC as per NAAC guidelines
3. To brief the roles and responsibilities of IQAC Members
4. To discuss quality improvement initiative which can be undertaken by IQAC
5. Any other point with permission of chair

Venue : Principal Office

Time : 12 noon to 1 pm

Chair : Dr. Jayesh N. Chakravorty




Jayesh N. Chakravorty

Circulate To:

Sr. No	Name	Designation	Position	Signature
1	Dr. J.N. Chakravorty	Principal	Chairman	
2	Shri. Prashant Potdukhe	Secretary	Member	
3	Dr. Niyaj S. Sheikh	Faculty	Coordinator	
4	Shri. Vijay Khatai	Industrialist	Member	
5	Dr. Rakesh W. Ramteke	Faculty	Member	
6	Dr. Farukh Sheikh	Faculty	Member	
7	Dr. Kavita Hingane	Faculty	Member	
8	Smt. Sarika Nande	Faculty	Member	
9	Smt. Rima Chopde	Faculty	Member	
10	Shri. U.M. Dhande	Faculty	Member	
11	Miss. Rani Jagtap	Student	Alumni	

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Dr. Niyaj Sheikh
(IQAC Coordinator)

Internal Quality Assurance Cell 1st Meeting

Meeting Date: 27/07/2019

1. CHAIR : Dr. Jayesh N Chakravorty , Principal, LKM IMSR, Chandrapur

2. ATTENDANCE :
Present members

Sr. No	Name	Designation	Position
1	Dr. J.N. Chakravorty	Principal	Chairman
2	Shri. Prashant Potdukhe	Secretary	Member
3	Dr. Niyaj S. Sheikh	Faculty	Coordinator
4	Shri. Vijay Khati	Industrialist	Member
5	Dr. Rakesh W. Ramteke	Faculty	Member
6	Dr. Farukh Sheikh	Faculty	Member
7	Dr. Kavita Hingane	Faculty	Member
8	Smt. Sarika Nande	Faculty	Member
9	Smt.Rima Chopde	Faculty	Member
10	Shri. U.M. Dhande	Faculty	Member
11	Miss. Rani Jagtap	Student	Alumni

3. Meeting Date :
Meeting Place : Principal Office
Meeting Actual start : 12.05 p.m.

4. Agenda of Meeting:

1. To welcome IQAC members
2. To brief the function and objectives of IQAC as per NAAC guidelines
3. To brief the roles and responsibilities of IQAC Members
4. To discuss quality improvement initiative which can be undertaken by IQAC
5. Any other point with permission of chair

5. Proceedings of meeting:

Agenda 1: To welcome IQAC members

- The IQAC Coordinator welcomed Shri. Prashant Potdukhe, Dr. J.N. Chakravorty & other committee members. Shri. Prashant Potdukhe where facilitated by Dr. J.N. Chakravorty
- The committee members list is read by IQAC Co-ordinator , Dr. Niyaj Sheikh and all members have given self introduction.
- The Chairperson, Principal Dr. J.N. Chakravorty presented brief about the institute, its development, current status and requested all members to provide valuable input for betterment of the Institute.

Agenda 2: To brief the functions and objectives of IQAC as per NAAC guidelines

- Dr. Niyaj Sheikh gave the brief about objectives and function of IQAC cell as per NAAC guidelines.
- Dr. Farukh A. Sheikh discussed the key indicators of VII criterions of NAAC and the requirements of data and documents required in its support.
- Thorough discussion was made and it is decided that the work of criterion coordinators is to be monitored by IQAC members.

Agenda 3. To brief the roles and responsibilities of IQAC members

- IQAC Co-ordinator, Dr. Niyaj Sheikh gave presentation about the benefits of IQAC along with role of each member in achieving quality enhancement as per NAAC guidelines.
- He further added that IQAC committee is formed at the institute level to look after the NAAC requirements.
- The Chairperson, Dr. J.N. Chakravorty pointed toward conscious, consistent and catalytic programmed actions to improve the academic and administrative performance of the institute

Agenda 4: To discuss quality improvement imitative which can be undertaken by IQAC

- Dr. J. N. Chakravorty has suggested that development of quality benchmarks for academic and administrative activities must be overlooked and emphasis should be given on creation of learner centric environment with arrangement for feedbacks from all stake holders.
- Dr. Rakesh W. Ramteke pointed on the confidence building among the students for undertaking the projects and emphasized on the importance of improving laboratory infrastructure and increasing industry collaboration.
- Dr. Kavita Hingane mentioned that mentor / mentee mechanism should be strengthened further by taking care of small pocket of student by each mentor which will lead to the development of the students as a whole. Further he emphasized that the institute vision

mission statements requires revision and reformulation along with department vision mission.

Agenda 5: Any other point with permission of chair

As the members did not rise any other issue apart from stated agenda for the meeting, no other issues was discussed and meeting was concluded with vote of thanks to all present members

6. DECISIONS MADE:

- Dr. Niyaj S. Sheikh has assigned the responsibility of NAAC Co-ordinator and asked to from criterion wise coordinators and members.
- It is agreed by all members of IQAC that IQAC cell will act as a nodal cell of the institute for coordinating quality –related activities, including and dissemination of good practices
- It was also decided to organize expert lecture on NAAC process and quality enhancement
- It was agreed by all members to form stakeholder committee at institute level as well as at department level to revise vision, mission, PEPs. PSOs statements.

6. MEETING END: 02.15 P.M



Dr. Niyaj S. Sheikh
IQAC Coordinator



Dr. Jayesh N. Chakravorty
Chair Person

Principal
L.K.M. Institute of Management Studies & Research
Kosara, Chandrapur

Date : 27/07/2019


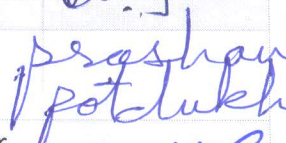
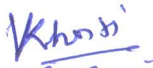
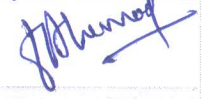
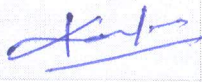

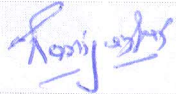
Internal Quality Assurance Cell 1st Meeting


Attendance Sheet

Meeting Date : 27/07/2019


Timing : 12noon to 2.15 pm

Meeting Place : Principal Office

Sr. No	Name	Designation	Position	Signature
1	Dr. J.N. Chakravorty	Principal	Chairman	
2	Shri. Prashant Potdukhe	Secretary	Member	
3	Dr. Niyaj S. Sheikh	Faculty	Coordinator	
4	Shri. Vijay Khati	Industrialist	Member	
5	Dr. Rakesh W. Ramteke	Faculty	Member	
6	Dr. Farukh Sheikh	Faculty	Member	
7	Dr. Kavita Hingane	Faculty	Member	
8	Smt. Sarika Nande	Faculty	Member	
9	Smt. Rima Chopde	Faculty	Member	
10	Shri. U.M. Dhande	Faculty	Member	
11	Miss. Rani Jagtap	Student	Alumni	


Dr. Niyaj S. Sheikh
IQAC Coordinator





Dr. Jayesh N. Chakravorty
Chair Person
Principal
L.K.M. Institute of Management Studies & Research
Kosara, Chandrapur

Action Taken Report


Action Taken Report

Internal Quality Assurance Cell 1st Meeting held on 27/07/2019

Sr. No.	Resolution in the meeting	Action Taken for Implementation & Outcomes
1	Dr. Jayesh Chakravorty has assigned the responsibility of NAAC Co-ordinator and asked to constitute criterion wise coordinators and members	Institute Level NAAC Steering committee is formed on 30/07/2019 and it is brought in function immediately from 31/07/2019.
2	It is agreed by all members of IQAC that IQAC cell will act as anodal cell of the institute for coordinating quality – related activities, including adoption and dissemination of good practices.	Circular regarding IQAC Cell Composition , Objective , Function, Benefits, The Role of Coordinator, Operational Features & monitoring Mechanism is passed to faculty and staff members through Principal 31/07/2019
3	It was also decided to organize expert lecture on NAAC process and quality enhancement.	Dr. Niyaj Sheikh and Farukh Sheikh has assigned the responsibility of arranging resource person for this activity.
4	It was agreed by all members to form stakeholder committee at institute level as well as at department level to revise Vision, Mission, PEOs, PSOs, statements.	Stake holder committee is formed and Prof. Sarika Nande has appointed as coordinator for Institute level committee has assigned the responsibility for respective program Vison , Mission , PEOs and PSOs.


Dr. Niyaj S. Sheikh
IQAC Coordinator




Dr. Jayesh N. Chakravorty
Chair Person
Principal
L.K.M. Institute of Management Studies & Research
Kosara, Chandrapur

Office Order

Date:01/08/2019

The following NAAC steering committee is constituted in academic year 2019-20 in order to work towards NAAC documentation, submit self-study report (SSR) to NAAC and clarifying the queries raised by NAAC DVV center.

NAAC steering committee

Sr. No	Name	Designation	Position
1	Dr. J.N. Chakravorty	Principal	Chairman
2	Shri. Prashant Potdukhe	Secretary	Member
3	Dr. Niyaj S. Sheikh	Faculty	Coordinator
4	Shri. Vijay Khati	Industrialist	Member
5	Dr. Rakesh W. Ramteke	Faculty	Member
6	Dr. Farukh Sheikh	Faculty	Member
7	Dr. Kavita Hingane	Faculty	Member
8	Smt. Sarika Nande	Faculty	Member
9	Smt. Rima Chopde	Faculty	Member
10	Shri. U.M. Dhande	Faculty	Member
11	Miss. Rani Jagtap	Student	Alumni



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Dr. Jayesh N. Chakravorty

Principal
Principal
L.K.M. Institute of Management Studies & Research
Kosara, Chandrapur

Circular

Date: 2/08/2019

As per the resolution passed in the 1st IQAC meeting held on dated 27/07/2019, it is decided to develop awareness IQAC Cell composition , Objective, Function ,Benefits, Role of Coordinator, and Operational Features & Monitoring among faculty and staff members.

All Faculty members & non teaching staff are hereby requested to circulate the related documents attached with circular to their respective faculty and staff members.



Dr. Jayesh N. Chakravorty

Principal

Principal

L.K.M. Institute of Management Studies & Research
Kosara, Chandrapur

Circulate To:

1. All faculty
2. Non teaching staff.
3. Training & Placement Cell
4. Library

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1. Management

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Internal Quality Assurance Cell

Context:

The Management is decided to form *the Internal Quality Assurance Cell to initiate Assessment & Accreditation (A&A) Process of NAAC and overall quality enhancement in teaching learning process*. The committee members are required to carry out responsibilities and duties required for assigned committees and maintain the database with documents of functioning.

The lists of Committees members are as follows:-

Sr. No	Name	Designation	Position
1	Dr. J.N. Chakravorty	Principal	Chairman
2	Shri. Prashant Potdukhe	Secretary	Member
3	Dr. Niyaj S. Sheikh	Faculty	Coordinator
4	Shri. Vijay Khati	Industrialist	Member
5	Dr. Rakesh W. Ramteke	Faculty	Member
6	Dr. Farukh Sheikh	Faculty	Member
7	Dr. Kavita Hingane	Faculty	Member
8	Smt. Sarika Nande	Faculty	Member
9	Smt. Rima Chopde	Faculty	Member
10	Shri. U.M. Dhande	Faculty	Member
11	Miss. Rani Jagtap	Student	Alumni

Objective:

The primary aim of IQAC is

- To Develop a system For Conesus, Consistent and catalytic action to improve and administrative of the institution
- To promote measures for institutional functioning toward quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies:**IQAC shall evolve mechanisms and procedures for**

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- b) The relevance and quality of academic and research programmes.
- c) Equitable access to and affordability of academic programmes for various strata of society.
- d) Optimization and integration of modern methods of teaching and learning
- e) The credibility of evaluation procedures.
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services.
- g) Sharing of research findings and networking with other institutions in India and abroad.

Function:***Some of the functions expected of the IQAC are***

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- b) Facilitating the creation of a learner –centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- c) Arrangement for feedback response from students, parents and other stakeholders on quality related institutional processes.
- d) Dissemination of information on various quality parameters of higher education.
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circle
- f) Documentation of the various programmes/activities leading to quality improvement.
- g) Acting as a nodal agency of the Institution for coordinating quality –related activities, including adoption and dissemination of best practices.
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- i) Development of Quality Culture in the institution.
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits:***IQAC will facilitate / contribute***

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- c) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- d) Provide a sound basis for decision –making to improve institutional functioning.
- e) Act as a dynamic system for quality changes in HELs;
- f) Build an organized methodology of documentation and internal communication.

The Role of Coordinator:

The role of the coordinator of the IQAC is crucial in ensuring in the effective functioning of all the members .The coordinator of the IQAC may be senior person with expertise in quality aspects .She/he may be a full -time functionary or to start with ,she /he a senior academic/administrator entrusted with the IQAC as an additional responsibility may sound knowledge about the computer ,its various functions and usage for effective communication.

Operational Features of the IQAC:

Quality assurance is a by – product of ongoing efforts to define the objectives of an institution ,to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and instrument

For assuring quality .the right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education “is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed to far are broad-based to facilitate institutions towards academic excellence and institution may adapt them to their specific needs.

Monitoring Mechanism:

The institution need to submit yearly the annual Assurance Report (AQAR) to NAAC.

A functional Internal Quality Assurance Cell(IQAC) and timely submission of annual Quality Assurance Reports (AQARs)are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well sustenance initiatives undertaken by them.



A handwritten signature in blue ink, appearing to read "Niyaj Sheikh".

Dr. Niyaj Sheikh

IQAC Coordinator

Office Order

To,

Date: 03/08/2019

1. Dr. Niyaj S. Sheikh
NAAC Coordinator


Dear Sir,

As per the resolution in the 1st IQAC meeting held on dated 27/07/2019, it is decided to organize expert lecture on NAAC process and equality enhancement. The responsibility through this order is assigned to above faculty members to arrange to resource person for this activity.

The date of program and report of activity performed is required to be submitted to undersigned and IQAC Cell.



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Dr. Jayesh N. Chakravorty
Principal
Principal
L.K.M. Institute of Management Studies & Research
Kosara, Chandrapur

Office Order

The following committee has been constituted for redefining vision, Mission statement of Institute .the committee will be responsible for the defining above mentioned statements and they should conduct at least two meeting in this respect with relevant record.

Sr. No	Name	Designation	Position
1	Dr. J.N. Chakravorty	Principal	Chairman
2	Shri. Prashant Potdukhe	Secretary	Member
3	Dr. Niyaj S. Sheikh	Faculty	Coordinator
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8	Smt. Sarika Nande	Faculty	Member
9	Smt.Rima Chopde	Faculty	Member
10	Shri. U.M. Dhande	Faculty	Member
11	Miss. Rani Jagtap	Student	Alumni

The draft in the respect of above mentioned statements be submitted to undersigned on or before 19/08/2019

All faculties are also required to redefine vision ,Mission , Programme Specific Outcomes (PSOs) for respective departments after 19/08/2019 and submit it to undersigned on or before 27/8/2019.They have to follow the guidelines as specified in this circular .

The entire concerned are requested to take the note and act accordingly.



Dr. Jayesh N. Chakravorty

Principal

Principal

**L.K.M. Institute of Management Studies & Research
Kosara, Chandrapur**