

IQAC Meeting 2

Meeting Notice

Internal Quality Assurance Cell

Date 26/8/2019

Notice

The meeting of committee members related to Internal Quality Assurance Cell is scheduled Monday; 30 /08 /2019. The members are hereby requested to attend the meeting with related documents and reports on scheduled date

Agenda of Meeting:

1. Confirmation and review of minutes of 1st IQAC Meeting held on 27/07/2019.
2. Action taken report of 1st IQAC Meeting held on 27/07/2019
3. Review of NAAC work.
4. Restructuring stakeholder mechanism.
5. Discuss innovative practices in teaching ,learning and evaluation
6. Any point with the permission of chair.

Venue : Principal Office

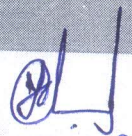
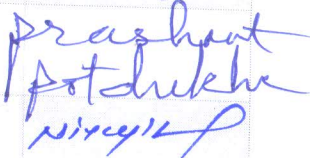
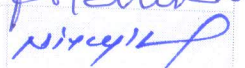
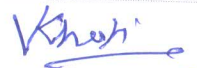
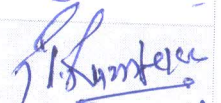
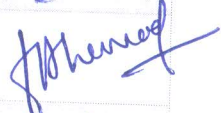
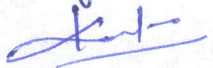

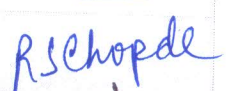

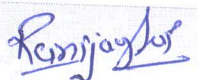
Time : 02.00 p.m. to 04.00 p.m.

Chair : Dr. Jayesh N. Chakravorty




A handwritten signature in blue ink, appearing to read "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 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	

Copy To: Management




Dr. Niyaj Sheikh
(IQAC Coordinator)

Minutes of Meeting

Internal Quality Assurance Cell 2nd Meeting

MEETING MINUTES

Meeting Date : 30/08/2019
Time : 3pm to 4.30 pm
Meeting Place : Principal Office

Internal Quality Assurance Cell 2nd Meeting

Meeting Date: 30/08/2019

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. Vijay Khati	Industrialist	Member
3	Dr. Niyaj S. Sheikh	Faculty	Coordinator
4	Dr. Rakesh W. Ramteke	Faculty	Member
5	Dr. Farukh Sheikh	Faculty	Member
6	Dr. Kavita Hingane	Faculty	Member
7	Smt. Sarika Nande	Faculty	Member
8	Shri. U.M. Dhande	Faculty	Member
9	Miss. Rani Jagtap	Student	Alumni

Absent members :

Following members couldn't attend the meeting and leave of absence is granted to them.

Sr. No	Name	Designation	Position
1	Shri. Prashant Potdukhe	Secretary	Member
2	Smt. Rima Chopde	Faculty	Member

3. Meeting Date : 30/08/2019
Meeting Place : Principal Office
Meeting Actual start : 03.05 p.m.

4. Agenda of Meeting:

1. Confirmation and review of minutes of 2nd IQAC Meeting held on 30 /08 /2019.
2. Action taken report of 1st IQAC Meeting held on 27/07/2019.
3. Review on NAAC work.
4. Restructuring stakeholder feedback mechanism.
5. Discuss innovative practices in teaching ,learning and evaluation
6. Any point with the permission of chair.

5. Proceedings of Meeting:

The Chairperson, Dr.Jayesh N. Chakravorty initiated the meeting with welcoming IQAC members and handed over the session to IQAC Co-ordinator Dr. Niyaj S. Sheikh.

Agenda 1: Confirmation and review of minutes of 1st IQAC meeting held on 27/07/2019

- Dr. Rakesh W. Ramteke read the minutes of meeting held on 27/07/2019 and briefed about the meeting agenda .He also presented a brief report on the activities going through Internal Quality Assurance Cell (IQAC).

Agenda 2: Action taken report of 1st IQAC Meeting held on 27/07/2019

The Chairperson, Dr.Jayesh N. Chakravorty information about following action taken report

- Institute level NAAC Steering committee is formed on 30/07/2019 and it is brought in function immediately from 31/07/2019
- Stake holder committee is formed and Prof. Mrs. Sarika Nande has Coordinator for Institute level, Mission, PEOs and PSOs.
- Dr. Farukh Ahmed has assigned the responsibility of identifying resource person to organize expert lecture on NAAC process and quality enhancement through office order
- Dr. Farukh Ahmed information the committee members that Dr.Vijay Wadhai is invited as resource and he is going to deliver the expert talk on **"NAAC Process and its Documentation "**on date 09/08/2019
- Dr. Jayesh Chakravorty Information that Dr.Rajesh Ingole, Principal ,Sardar Patel Mahavidayala, Chandrapur -442402 ,will be a resource person to deliver an expert talk on **"What, Why and How about Accreditation"** in the month of August 2019.

Agenda 3: Review of NAAC work

Dr. Niyaj Sheikh, NAAC Coordinator presented the list of Criterion wise coordinators and members assigned to each criterion to carry out NAAC work and related documents and data preparation. He provided information about the documentation process and data required for key indicators along with metrics marks distribution for each criterion. IQAC cell was satisfied with work status and suggested the qualitative requirements related work.

Agenda 4: Restructuring stakeholder feedback mechanism

Dr. Niyaj Sheikh, NAAC Coordinator proposed that presently there is program wise deferent mechanism for collecting stakeholder's feedback. Thus there is need of establishing common feedback mechanism at institute level.

Thorough discussion was made. It was decided that common feedback mechanism at institute level must be followed for collecting, analyzing and implementing feedback of all stakeholders. Prof. Sarika Nande (NAAC Criteria-1 Coordinator) has given responsibility to upgrade existing feedback forms for Students, teachers, Alumni, Parent and Employer and asked to submit new formats for the same.

Agenda 5: Discuss innovative practices in teaching, learning and evaluation.

Dr. Rakesh Ramteke emphasizes on student centric method such as experimental, collaborative and participative learning. Creativity and innovation is the essence of teaching and learning process. He brought to the notice of committee members that students are more eager to learn the subject through power point presentation and LMS such as Google class room and Moodle.

It is decided to renew and use Moodle from Academic Year 2019-20.

Agenda 6: Any point with the permission of chair

Mr. Vijay Khatri industry nominee member with the permission of chair, raised an issue of Academic Institutional Audit that to be carried out same as the procedure followed in industries. Thorough discussion has been carried out and it is decided to perform Academic Audit by external Educational and NAAC work related experts.

6. Decision Made :

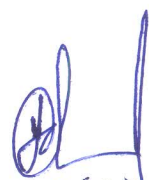
- It is agreed by all members of IQAC that the responsibility for restructuring stakeholder feedback mechanism and forms was given to Prof. Sarika Nande (NAAC Criteria-I Coordinator).
- It is decided to renew and use MOODLE from Academic Year 2019-20.
- Dr. Jayesh Chakravorty, Principal has assigned the responsibility to identify resource person for Institute Academic Audit.

7. MEETING END : 04.50 p.m.

Date : 30/08/2019


Dr. Niyaj S. Sheikh
IQAC Coordinator




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

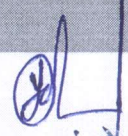
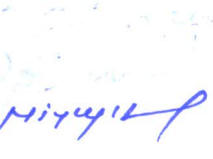


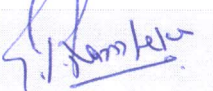





Internal Quality Assurance Cell 2nd Meeting


Attendance Sheet

Meeting Date : 30/08/2019


Timing : 3pm to 4.30 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	
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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
LKM Institute of Management Studies & Research
Kosara, Chandrapur

Action Taken Report

Date : 03/09/2019

Action Taken Report

Internal Quality Assurance Cell 2nd Meeting held on 30/08/2019

Sr. No	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1	Restructuring stakeholder's feedback mechanism.	Prof. Sarika Nande (NAAC Criteria-I coordinator) was given the responsibility through office order dated 04/09/2019 Revised Stakeholders Feedback form is submitted to principal.
2	Renew and use of Moodle	Subscription is decided to be renewed.
3	Institute Academic Audit.	Dr Jayesh Chakravorty. Principal has assigned the responsibility telephonically to Dr. Rakesh Ramteke and his team. The visit was conducted on 16/09/2019 and detailed report is submitted on 24/09/2019



Dr. Niyaj S. Sheikh
IQAC Coordinator



Dr. Jayesh N. Chakravorty

Chair Person
Principal

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

Date : 04/09/2019

Office Order

To,

1. Prof.Sarika Nande

Assistant Professor, Criterion – 1 Coordinator

Dear Sir,

You are requested to prepare feedback forms of stakeholders including students, parents faculty, employer and alumni as per the resolution in the 2nd IQAC meeting held on dated 30/08 /2019.

The revised feedback forms need to be submitted to undersigned as early as possible.




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

Copy To : 1. Management
2. IQAC Coordinator

To,

The Principal

LKM IMSR, Chandrapur

Subject: Feedback form for stakeholders.

Reference: Office order dated 04/09 /2019.

Respected Sir,

We herewith are submitting the revised feedback form for all stakeholders in context of above office order. The senior faculty members and few students' opinion and suggestions are taken into consideration while preparing revised feedback form, The feedback forms for students are already revised in the Odd semester of academic year 2018-19 so it is kept in the same format.

Thanks with Regards



Prof. Sarika Nande

Assistant Professor