

IQAC Meeting 3

Meeting Notice

Internal Quality Assurance Cell

Date: 13/09/2019

Notice


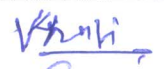
The meeting of committee members related to Internal to Quality Assurance Cell is scheduled on Friday, 20/09/2019. The members are hereby requested to attend the meeting on scheduled date

Agenda of Meeting:

- 1) Confirmation and review of minutes of 2nd IQAC held on 30 /08/2019
- 2) Action taken report of 2nd IQAC meeting held on 03/09/2019
- 3) Review of NAAC work.
- 4) Increase the bandwidth of internet connection
- 5) Modification in course files contents and ARB
- 6) Any point with the permission of chair

Venue : Principal Office
Time : 03.00p.m. To 05.00 p.m.
Chair : Dr. 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	





Dr. Niyaj S. Sheikh
(IQAC Coordinator)

Copy To : Management

Minutes of Meeting

Internal Quality Assurance Cell 3rd Meeting

MEETING MINUTES

Meeting Date : 20/09/2019
Time : 03.00p.m. To 05.00 p.m.
Meeting Place : Principal Office

Internal Quality Assurance Cell 3rd Meeting

Meeting Date: 20/09/2019

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 : 20/09/2019
Meeting Place : Principal Office
Meeting Actual Start : 3.10 pm

4. Agenda of Meeting:

- 1) Confirmation and review of minutes of 2nd IQAC HELD ON 30 /08 /2019.
- 2) Action taken report of 2nd IQAC MEETING HELD ON 30/08 /2019
- 3) Review of NAAC work
- 4) Increase the bandwidth of internet connection
- 5) Modification in course files contents and ARB
- 6) Any point with the permission of chair

5. Proceedings of meeting:

- The meeting was started by welcoming all the members by principal Dr. Jayesh N. Chakravorty Chairperson of Cell.

Agenda 1 : Confirmation and review of minutes of 2nd IQAC held on 30/08/2019.

- Prof Dr. Rakesh W. Ramteke read the minutes of meeting held on 30/08/2019 and review was taken form action take reports.
- The activity report of export of expert talk on “NAAC process and its Documentation “ by Dr. Vijay Wadhai was read by Prof. Kavita Hingane
- Activity report of expert talk on “WHAT, Why and How about Accreditation” by Dr. Rajesh Ingole was read by Dr. Farukh Ahmed.

Agenda2 : Action taken report of 2nd IQAC meeting held on 30/08/2019

- The feedback forms submitted by Prof. Sarika Nande were put forward for discussion in the meeting. After discussion some changes were suggested by Dr. Farukh Ahmed ,one of the External Member.
- It is brought to notice about the renewal date of Moodle subscription and it is decided to renew it on the renewal date. It was suggested to use it at larger platform for improving teaching learning process.
- The academic audit report submitted by Dr. Rakesh Ramteke and his team has been thoroughly discussed and the course of action decided against the suggestion and remark mentioned in the report.

Agenda3: Review of NAAC work

- Dr. Niyaj Sheikh Regarding NAAC work progress highlighted regarding qualitative draft preparation and data collection for generation of excel sheet along with other document was assigned to criterion member and work in progress. Dr. Jayesh Chakravorty ,Principal and Dr. Niyaj Sheikh ,IQAC Coordinator were requested to review completed work.

Agenda4: Increase the bandwidth of internet connection

- It was brought to the notice of IQAC that bandwidth of internet connection is to be increased as per Feedback/ suggestions from students and faculty .it was decided to increase bandwidth of internet connection. Responsibility of Dr. Rakesh Ramteke for follow up and gets the work done.
- The resolution was passed in the meeting and recommended to management for increasing Bandwidth of internet connection

Agenda5 : Modification in course file contents and ARB.

- Dr. Niyaj Sheikh, IQAC Coordination proposed that there is need of addition of some extra points in course file content and ARB. He has suggested that this approved format of IQAC must be used by all departments to maintain similarity in teaching learning process and its evaluation thorough discussion was made among committee members.
- It was decided that course file content must be updated and responsibility assigned to Prof.Bipin Bogekar and Prof. Lokeswari Thadi (NAAC Criteria-2 Coordination).

Agenda 6 : Any point with the permission of chair

- Prof. Lokeswari Thadi brought to notice of committee members with permission of chair that there is need of computer for Computer Lab.
- It was decided that the requirement of Computer is to be verified through Computer Lab and then corrective action would be initiated.

DECISION MADE

- It is decided to increase bandwidth of internet connection.
- Revision of existing content of course file content and ARB. Prof.Bipin Bogekar and Prof. Lokeswari Thadi (NAAC Criteria -2 Coordinator) has given the responsibility.
- Dr.Jayesh Chakravorty assigned the responsibility to verify the requirement of computer through Computer Lab and decide corrective action.

7. MEETING END: 04.50 P.M.



Dr. Niyaj S. Sheikh
IQAC Coordinator



Dr. Jayesh N. Chakravorty
Chair Person
Principal

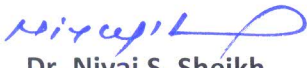
L.K.M. Institute of Management Studies & Research
Kosara, Chandrapur

Internal Quality Assurance Cell 3rd Meeting


Attendance Sheet

Meeting Date : 20/09/2019
Timing : 3.10 pm to 4.50 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	
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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

Action Taken Report

Internal Quality Assurance Cell 3rd Meeting held on 20/09/2019

Sr. No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1	Bandwidth of internet connection	It is decided to increase the existing Bandwidth of internet and to make the entire campus Wi-Fi enabled
2	Revision of contents of course file and ARB	Prof. Bipin Bhogekar and Prof. Lokeswari Thadi (NAAC Criterion -2 Coordinator) were assigned the responsibility through office order dated 22/09/2019 for the revision of course file content Dr. Farukh Ahmed directed to modify the contents of ARB through office order dated 15/5/2018
3	Requirement of new computer for Information Technology and Computer Engineering Department	<ul style="list-style-type: none">• Requirements of the new and latest computer were verified in a meeting with Heads of Computer Engineering and Information Technology.• Decision to purchase the computer was undertaken.