



Kalyani Charitable Trust's
SAPKAL KNOWLEDGE HUB

K. R. SAPKAL COLLEGE OF MANAGEMENT STUDIES
Sapkal Knowledge Hub, Kalyani Hills, Anjaneri, Nashik-422213.



Date: 05/08/2023

MINUTES OF MEETING

The 1st IQAC Meeting for Academic Year 2023-24 (Term – I) was held on 05th August 2023, Saturday at 10.00 am in Conference Room. The following members of the committee were present for the meeting:

Participants:

1) Dr. Suhas B. Dhande	Chairperson
2) Dr. Harish K. Padmanabhan	Co-ordinator
3) Prof. Ajeet S. Wagh	Member
4) Dr. Sunetra S. Jain	Member
5) Prof. Jagdeep Singh Dhillon	Member
6) Prof. Sarad N. Patil	Member
7) Mr. Prabhakar P. Narawade	Member
8) Mr. Ganesh R. Buwa	Member
9) Mr. Umesh U. Salve	Member
10) Mr. Sharad N. Sanap	Member

Agenda of Meeting:

- 1) IQAC – Composition and Overview.
- 2) Academic Work-load Distribution
- 3) Discussion on Institute Academic Calendar and Activities.
- 4) Induction Program – Committee, Guest Finalization and Curriculum Overview.
- 5) SIP Guide Re-allocation for MBA – II and New guide allocation for MBA- II (Lateral Students)
- 6) NAAC Criteria wise work allocation for AQAR.
- 7) New course Proposal: BBA.

- 8) Research Publication of staff / students.
- 9) Book Requirement for current Semester.
- 10) Any other matter with the permission of Chairperson.

Minutes:

The meeting began with welcome address of the Chairperson who welcomed all the members.

The agenda of meeting was presented and discussed before the committee.

- 1) IQAC – Composition and Overview: The staff members were given brief insight about IQAC, its composition and role in for grooming students and teachers. The new composition list of IQAC was announced in the meeting.
- 2) Academic Work-load Distribution: The academic work load for MBA- I and MBA-II was distributed among the entire staff member with respect to their area of specialization and subject expertise.
- 3) Overview of Academic Implementation: All the faculties were advised to maintain their academic documentation which includes a) Course File b) Students Attendance c) Formative Evaluation d) Supplementary Activities e) Evaluation Calendar - of their respective subject (work-load) assigned. It was informed that every month review meeting will be conducted to know the functioning of teaching-learning process and take necessary measures for improving any lacunas if any.
- 4) Finalization of Institute Academic Calendar and Activities: Based on the university academic calendar, Prof. A.S. Wagh has been assigned the role for finalizing the Institute Academic Calendar by assigning slots for Internal Exam, Industrial Visits, Extra-Curricular activities, Events – Seminar/Guest Lecture, Training Activities etc. He was further asked to finalize the Class Time-Table, Subject allocation and Subject Elective.
- 5) Induction Program – The Induction Program for incoming MBA- I and Lateral Students will be organized by Dr. Sunetra Jain as a Program Co-ordinator. The committee has been finalized with mutual discussion by considering the roles and responsibilities for smooth execution of Induction Program.
- 6) SIP Guide Allocation: Based on the completion of Internship by students, Prof. A.S. Wagh was advised to assign faculty guide for MBA- II. The faculties are directed to conduct review session of student project work.
- 7) Allocation of Extra Curricular Responsibility: The committee members were assigned additional responsibility for smooth execution of both academics and extra-curricular

activities. At the same time, the concerned person was assigned with core responsibility so that student can have a Single Point of Contact (SPC).

- 8) Research Publication: All the staff members were advised to get research article publication in their area of interest. In addition, the guides were asked to select minimum 02 good project reports for article publication along with students.
- 9) Book Requirement for Current Semester: All the faculties were asked to submit the book, Journal requirement with Library of their respective subject and any other supplementary reading material.
- 10) New course Proposal: As per direction of Hon. Management, it is decided to submitted proposal for new course in management i.e. BBA. Prof.H.K.Padmanabhan was appointed a co-ordinator and take necessary course of action considering the norms of AICTE Handbook.

The meeting was concluded by proposing vote to thanks.



Dr. Harish K. Padmanabhan
IQAC Co-ordinator



Dr. Suhas B. Dhande
Chairperson

