



Kalyani Charitable Trust's
SAPKAL KNOWLEDGE HUB

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



Date: 13/01/2024

MINUTES OF MEETING

The 1st IQAC Meeting for Academic Year 2023-24 (Term – II) was held on 13th Jan 2024, 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) Academic Work-load Distribution
- 2) Registration of SWAYAM Courses.
- 3) Review on Data collection for AQAR.
- 4) Conduction of Student Feedback & Satisfaction Form.
- 5) Discussion on Placement Activities.
- 6) Library Utilization.
- 7) Conduction of Academic & Administrative Audit.
- 8) 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) Review on the minutes of previous IQAC meeting: The co-ordinator read out the minutes and action plan of last IQAC meeting held in Term- I.
- 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. 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.
- 3) Registration of SWAYAM Courses: The review was taken on the oriented programs/ value addition program/ certificate courses for the academic year 2023-24. The registration of student was not found satisfactory. All the faculties were asked to promote and motivate students for enrolment of courses according to their area of interest.
- 4) Data Collection for AQAR: All the staff members were assigned with necessary formats for data collection for submitting AQAR of AY 2022-23. Along with the data the supporting files and necessary documents were needed to be maintained and updated.
- 5) Course Feedback and Satisfaction Survey: The course feedback analysis of last semester was considered for discussion and identified the measures for making improvement in the current semester. Prof. Jagdeep Singh Dhillon was appointed as co-ordinator for the conduction student satisfaction survey.
- 6) Placement Review: The Training & Placement co-ordinator had given the plans and list of companies in pipeline for conducting Drive and Pool Campus placement. The detailed discussion was made it identify the reasons for less selection rate of student and measures to be incorporated for improving the placement ratio.
- 7) Library Utilization: The utilization and accession of books and reading material from library by students and staff was reviewed. The librarian was instructed to take initiatives for increasing the student's utilization of library other than curriculum aspects.
- 8) Conduction of AA- Audit: The IQAC co-ordinator proposed the tentative schedule for conduction of AA- Audit for Academic Year 2023-24 in the month of April. All the teaching faculties and administrative staff were informed to update and maintain the

necessary data and files required. The team of AA-Audit was to be finalized with the permission of Chairperson.

The meeting was concluded by proposing vote to thanks.



Dr. Harish K. Padmanabhan
IQAC Co-ordinator



Dr. Suhas B. Dhande
Chairperson

