



SGMSPM's
SHARADCHANDRA PAWAR INSTITUTE OF
MANAGEMENT, OTUR
PUNE - 412409

Approved by AICTE, Recognized by DTE (Govt. of Maharashtra), Affiliated to Savitribai Phule Pune University

Date: 01/07/2020

IQAC Meeting Notice

Respected Sir/Madam,

This is to inform you that the IInd Meeting of the Internal Quality Assurance Cell (IQAC) of Sharad Chandra Pawar Institute of Management Otur, is scheduled on 07/07/2020 at 2.00 pm in the boardroom.

Agenda of the Meeting

1. To review the Minutes of 1st IQAC Meeting.
2. To organise faculty development programme.
3. To discuss and confirm guidelines for effective functioning of all cells formed in the institute. (For e.g. Social Responsibilities Cell, Placement Cell, ED Cell, and Alumni Cell etc.)
4. To take review of stakeholders feedback for academic year 2019-20 and decide course of action.
5. To review the progress of NAAC work.
6. To discuss any other matter with permission of chairperson.

You are requested to attend the meeting.

Dr. Kakad Ramesh Bandu
Coordinator- IQAC
IQAC Co Ordinator
Sharadchandra Pawar
Institute of Management
At-Dumbarwadi, Post-Khamundi,
Tal-Junnar, Dist-Pune 410504

S. K. Chand
Chairman-IQAC
Director
Sharadchandra Pawar Institute of Management
Otur (Dumbarwadi), Tal. Junnar. Dist.- Pune



Director
Sharadchandra Pawar Institute of Management
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Minutes of Meeting

The second meeting of the Internal Quality Assurance Cell (IQAC) of Sharad Chandra Pawar Institute of Management Otur, was held on 07/07/2020 at 02.00 pm in the boardroom.

Following subjects were discussed in the meeting.

1. To confirm and finalise the Minutes of 1st IQAC Meeting in the institute

Resolution: The minutes of meeting of first IQAC were read and confirmed.

2. To organise Faculty development programme

In order to know the Procedure NAAC to the faculty members it was resolved to organise faculty development programme. All members agreed for same.

Resolution: It was resolved that internal FDP will be organized on National Assessment and Accreditation Council (NAAC) Process

3. To discuss and confirm guidelines for effective functioning of all cells formed in the institute (For e.g. Social Responsibilities Cell, Placement Cell, ED Cell, Alumni Cell etc.)

The institute has formed various cells in the institute such as IQAC, Social Responsibilities Cell, Placement Cell, ED Cell, Alumni Cell etc. It is necessary to form objectives and conduct the activities under each cell and keep record of it.

Thus following common guidelines were issued to all cells in the institute.

- 1) A cell must formulate policy stating, objectives, functions and rules /code of conduct for its functioning.
- 2) Cell must have faculty coordinator and student coordinators
- 3) Responsibilities of the members must be documented
- 4) Regular meetings must be conducted and record of meeting must be created (For example quarterly/half yearly/annually)



Sunil
Director
Sharadchandra Pawar Institute of Management
Otur (Dumbarwadi), Tal. Junnar. Dist. - Pune



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- 5) Cell should carry out various activities/events/organise workshop/competition under preview of cell.
- 6) Coordinator should keep create record /documentation of cell.

Resolution: It was resolved that composition of all statutory and non-statutory committees for A.Y. 2020-21 was updated and confirmed by all IQAC members. Cell guidelines are read and confirmed by all members.

4. To take review of stakeholders feedback for academic year 2019-20 and decide course of action

Dr. Kakad Ramesh Bandu IQAC Coordinator shared the students' feedback report regarding Teaching, syllabus and concurrent evaluation and MBA programme. Major points are as follows:

- New syllabus was well received by all students
- Faculty class coordinators suggested that Course outcomes (COs) and Programme Outcomes (POs) must be formulated and communicated to all students.
- Director S. K. Chand suggested all members to use case studies and group activities while teaching. He also informed all members to organise various activities for students.

All members agreed for the same

Resolution: Stakeholder's feedback was reviewed and course of action was decided as mentioned above.

5. To review the progress of NAAC work

IQAC Coordinator reported the progress of NAAC work for every criterion. It was suggested by all members that an MIS or ERP system must be installed at the institute to keep a record in electronic format. It was decided to draft the proposal to the management to seek approval for purchase of Vridhhi ERP Software. Hon. Secretary Vaibhav Tambe agreed to process the proposal positively.



Sunil
Director

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Established: 24th Aug 1980

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Resolution: NAAC work progress was reviewed. It was resolved to draft proposal for purchase of ERP and send it for management's approval

6. To discuss any other matter with permission of chairman

No points were raised during the meeting.

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Action Taken Report

No.	Topic	Action Taken
1	To review the Minutes of 1 st IQAC Meeting.	The minutes of meeting of first IQAC were read and confirmed.
2	To organise Faculty Development Programme	FDP was conducted on the topic on National Assessment and Accreditation Council (NAAC) Process
3	To discuss and confirm guidelines for effective functioning of all cells formed in the institute.	<ul style="list-style-type: none">Cell Guidelines were issued to all cells functioning in the instituteVarious statutory and Non-statutory committees were formed
4	To take review of stakeholders feedback for academic year 2019-20 and decide course of action.	<ul style="list-style-type: none">COs and POs were formulated for each courseVarious activities such Book Review, Personal Grooming Session and Social activities were organized.
5	To review the progress of NAAC work.	<ul style="list-style-type: none">NAAC work progress was reviewed
6	Any other matter with permission of chairperson.	No points were raised by IQAC members

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