



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: 08/07/2021

IQAC Meeting Notice

Respected Sir/Madam,

This is to inform you that the fourth Meeting of the Internal Quality Assurance Cell (IQAC) of Sharad Chandra Pawar Institute of Management Otur, is scheduled on 15/07/2021 at 03.00 pm in the boardroom.

Agenda of the Meeting

- 1) To confirm and finalise the minutes of 3<sup>rd</sup> IQAC meeting held in the institute.
- 2) To discuss progress of student mentorship programme.
- 3) To take follow up of SIP and Dissertation submission by students.
- 4) To review result analysis.
- 5) To take review of NAAC work.
- 6) To organise faculty development programme.

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



Dr. Sunil Losarwar Ganpatrao  
Chairman-IQAC  
Director

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

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



15th Aug 1998

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**Minutes of Meeting**

The fourth meeting of the Internal Quality Assurance Cell (IQAC) of Sharad Chandra Pawar Institute of Management Otur, was held on 15/07/2021 at 03.00 pm in the boardroom.

Following subjects were discussed in the meeting.

**1. To confirm and finalise the minutes of previous meeting held in the institute**

**Resolution:** IQAC Coordinator opened the meeting with welcoming all members. Minutes of 3<sup>rd</sup> IQAC meeting were read and confirmed by all members.

**2. To discuss progress of student mentorship programme**

The progress of mentorship was discussed by all staff members in the committee. However Mr. Tambe Amol Bhiku Shankar proposed that MBA-II year student's SIP guide can be appointed as their mentors as it is convenient to take follow up and counsel the SIP students due to frequent meetings between SIP guide and SIP student. The issue of student's attendance was also discussed during the meeting.

**Resolution:** It was resolved that SIP guide can be appointed as Mentors for their SIP students. Mr. Tambe Amol Bhiku was given responsibility to prepare notice regarding same.

**3. To take follow up of SIP and Dissertation submission by students**

Mr. Amit Ghotane took review of SIP students from all SIP guides present in the meeting. The students were given format for the SIP and Dissertation. All staff reported satisfactory progress of SIP and Dissertation. Also it was discussed that attaching company certificate is not compulsory due to covid -19 spread.

**Resolution:** The SIP and Dissertation progress was reviewed.



*Sunil*

**Director**

Sharadchandra Pawar Institute of Management  
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ESTD 1985 Aug 12th

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**4. To review result analysis**

Chairman of IQAC S. K. Chand took the review of university result. It was discussed that due to Covid -19 situation the hardcopies of university result for Sem-II and IV were not received, hence result analysis was made for Sem-I and Sem-III. The result was satisfactory.

**Resolution:** Academic result was reviewed.

**5. To take review of NAAC work**

Coordinator of IQAC Dr. Kakad Ramesh Bandu shared the progress of NAAC work. It was discussed that some NAAC work is still pending. He shared the list of NAAC work pending by staff. Director S. K. Chand gave instructions to all staff to complete the NAAC work in due date. All agreed for the same.

**Resolution:** It was resolved that pending NAAC work may be reallocated among all staff.

**6. To organise Internal faculty development programme**

In order to know the Procedure of Filling IIQA & SSR to the faculty members it was resolved to organise internal faculty development programme. All members agreed for same.

**Resolution:** It was resolved that internal FDP will be organized on Procedure of Filling IIQA & SSR.

Dr. Kakad Ramesh Bandu  
Coordinator-IQAC  
**IQAC Co Ordinator**  
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**Action Taken Report**

No.	Topic	Action Taken
1	To confirm and finalise the minutes of 3 <sup>rd</sup> IQAC meeting held in the institute	<ul style="list-style-type: none"> <li>Minutes of 3<sup>rd</sup> IQAC Meeting were finalized and confirmed</li> </ul>
2	To discuss progress of student mentorship programme	<ul style="list-style-type: none"> <li>Students mentorship programme was reviewed and SIP guides were appointed as Mentors for their SIP students.</li> </ul>
3	To take follow up of SIP and Dissertation submission by students	<ul style="list-style-type: none"> <li>The progress of SIP and Dissertation was reviewed</li> </ul>
4	To review academic result	<ul style="list-style-type: none"> <li>Review of academic result was taken</li> </ul>
5	To take review of NAAC work	<ul style="list-style-type: none"> <li>Review of NAAC was taken and pending work was reallocated amongst all staff</li> <li>It was decided to make SSR payment in the month of December 2020.</li> </ul>
6	To organise internal faculty development programme	<ul style="list-style-type: none"> <li>Internal FDP was conducted on the topic "Procedure of Filling IQA &amp; SSR" on 22<sup>nd</sup> November 2021</li> </ul>

*Dr. Kakad*

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