

Amrutvahini Institute of Management & Business Administration, Sangamner

Internal Quality Assurance Cell (IQAC)

Date: 14/08/2020

Meeting Notice


All IQAC Member, Teaching & Non-Teaching Staff are hereby informed that the meeting of IQAC has been scheduled on 14th August at 3.00pm at AIMBA Meeting Hall to discuss the below mentioned agenda. Kindly Note

Agenda

1. Review of the previous Meeting held.
2. To Discuss various activities to be taken in the current year
3. Admission for MBA-I & MBA-II
4. Any other issues with prior preparation of the chairperson.





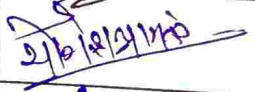


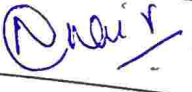

Prof.N.M.Nair
Coordinator-IQAC




Dr.B.M.Londhe
Chairman-IQAC

Amrutvahini Institute of Management and Business Administration, Sangamner
Internal Quality Assurance Cell

Attendance Sheet

| Sr.No. | Name of the Member | Designation | Signature |
|--------|--------------------------|----------------------------------|---|
| 1. | Hon.BalasahebGunjalPatil | Local Society Member | |
| 2. | Mr.Anil.Shinde | Management Representative Member | |
| 3. | Dr.B.M.Londhe | Chairperson |  |
| 4. | Mr.SanjayDighe | Industry Member | |
| 5. | Prof. R.B.Gawali | Teacher Member |  |
| 6. | Prof.N.S.Bhand | Teacher Member |  |
| 7. | Dr.S.K.Nimbalkar | Teacher Member |  |
| 8. | Mr.YogeshAmle | Alumni Member |  |
| 9. | Mr.B.M.Shinde | Administrative Member |  |
| 10. | Miss. Anshula Deshmukh | Student Member |  |
| 11. | Prof.N.M.Nair | Co-ordinator |  |



Amrutvahini Institute of Management & Business Administration, Sangamner

Internal Quality Assurance Cell (IQAC)

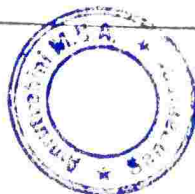
Minutes of Meeting

Date : 14/08/2020

Time: 03:00pm

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| Sr. No. | Agenda | Minutes |
|---------|---|--|
| 1. | Previous Meeting review | <ul style="list-style-type: none">• Previous meeting review was taken by the Chairman. |
| 2. | To Discuss various activities to be taken in the current year | <ul style="list-style-type: none">• It was decided the Institute will be organizing a E-conference sponsored by AICTE in the month of October or November• To improve the overall point of ranks it was decided to reshuffle the NAAC criteria amongst all faculty members as per their respective profile.• It was decided to implement new admission strategies to attract quality students towards the institute.• Review of college committees need to be done so that their work flow is not disturbed which also helps in maintaining proper record.• Institute should try to start Ph.D research centre at the institute• After detailed discussing it was decided that for students, institute will be taking rigorous efforts for have an overall development of the students• It was decided that the internal evaluation for students should be consistent and common for all students. Some liberty can be given to internal subjects• Institute will be organizing Industrial visits for the practical exposure for students.• It was also unanimously decided to organizes Alumni interaction so that they can exchange thoughts and experiences from their field/• For MBA-I induction and orientation program will be organized.• For MBA-I & MBA-II Mentorship program will also be conducted for the academic year 2020-21• Because of online lecture faculties should try to take some online activities like GD, Mock Interview, Apti Test etc. |



| | | |
|----|---|---|
| | | <ul style="list-style-type: none"> • It was also decided to conduct parent meet to make aware to the parents about various initiative taken by institute for overall development. • It was strictly instructed to all faculties to observe student discipline in the campus. |
| 3. | Admission for MBA-I & MBA-II | <ul style="list-style-type: none"> • It was decided that institute will start provisional admission booking for MBA-I • As per last year merit list admission booking should be followed • It was decided to link payment gateway with admission form from next year for speedy recovery of pending fees. • From next year fees install should be reduced. • After recovering full fees only the documents should be returned back to students |
| 4. | Any other issues with prior preparation of the chairperson. | ----- |


Prof.N.M.Nair
 Coordinator-IQAC




Dr.B.M.Londhe
 Chairman-IQAC

Amrutvahini Institute of Management & Business Administration, Sangamner

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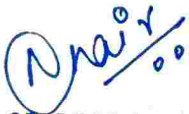
Date: 20/12/2020

Meeting Notice


All IQAC Member, Teaching & Non-Teaching Staff are hereby informed that the meeting of IQAC has been scheduled on 20th December 2020 at 4.00pm at AIMBA Meeting Hall to discuss the below mentioned agenda. Kindly Note

Agenda

1. Review of the previous Meeting held.
2. Admission 2021
3. Syllabus Review
4. Any other issues with prior permission of the chairperson



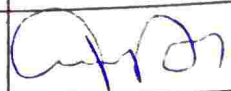


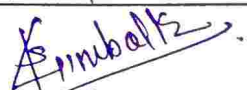

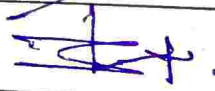
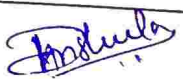

Prof.N.M.Nair
Coordinator-IQAC



Dr.B.M.Londhe
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Amrutvahini Institute of Management and Business Administration, Sangamner
Internal Quality Assurance Cell

Attendance Sheet

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| 1. | Hon.BalasahebGunjalPatil | Local Society Member | |
| 2. | Mr.Anil.Shinde | Management Representative Member | |
| 3. | Dr.B.M.Londhe | Chairperson |  |
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Amrutvahini Institute of Management & Business Administration, Sangamner

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Date : 20/12/2020


Time: 04:00pm

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| Sr. No. | Agenda | Minutes |
|---------|---|--|
| 1. | Previous Meeting review | <ul style="list-style-type: none">• Previous meeting review was taken by the Chairman. |
| 2. | Admission 2021 | <ul style="list-style-type: none">• The review of admission status was taken and it was decided to increase the booking of provisional admission to 100 students.• It was asked to all staff member to try and increase the booking, and at least they should try and bring new 3 admission booking up to 25 Dec 2020• EWS & SEBC candidates are eligible for scholarship• ATMA & MAT scores can be considered for this year's admission. |
| 3. | Syllabus Review | <ul style="list-style-type: none">• The review of online lecture and status of syllabus of MBA-II year was reviewed.• It was asked to all faculties to complete their syllabus upto 10th Jan 2021. |
| 4. | Any other issues with prior preparation of the chairperson. | <ul style="list-style-type: none">• Director sir asked the status about the SPPU proposal to those faculties who are eligible to submit it and asked them to submit it before deadline without any delays. |


Prof.N.M.Nair
Coordinator-IQAC




Dr.B.M.Londhe
Chairman-IQAC

Amrutvahini Institute of Management & Business Administration, Sangamner

Internal Quality Assurance Cell (IQAC)

Date: 11/01/2021

Meeting Notice

All IQAC Member, Teaching & Non-Teaching Staff are hereby informed that the meeting of IQAC has been scheduled on 11th January 2021 at 4.00pm at AIMBA Meeting Hall to discuss the below mentioned agenda. Kindly Note

Agenda

1. Review of the previous Meeting held.
2. Admission process 2021
3. NAAC AQAR Submission
4. Online Activity for MBA-II
5. Any other issues with prior permission of the chairperson



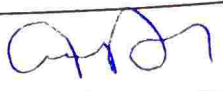


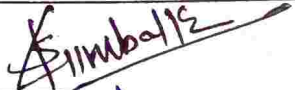
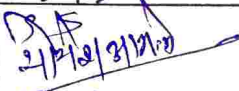
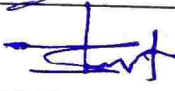
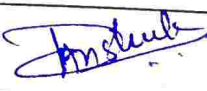
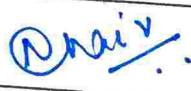
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Amrutvahini Institute of Management & Business Administration, Sangamner
Internal Quality Assurance Cell (IQAC)


Minutes of Meeting

Date : 11/01/2021


Time: 04:00pm

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| Sr. No. | Agenda | Minutes |
|---------|---|--|
| 1. | Previous Meeting review | <ul style="list-style-type: none">• Previous meeting review was taken by the Chairman. |
| 2. | Admission Process 2021 | <ul style="list-style-type: none">• MBA-I Admission process has started and students will be reporting to the institute for confirmation, hence considering the pandemic and safety of the staff and students following process was finalized for students admission<ul style="list-style-type: none">i. At entry Mr.Panpind will sanitize all students entering in the campusii. Prof.L.D.Shah & Mr.Sonawamne will sit in Conference hall for document verification and counselingiii. Dr.N.S.Bhand & Dr.S.K.Nimbalkar will do online seat acceptanceiv. Admission form will be filled by Prof.D.B.Wakchaure/Prof.S.G.Gunjaj,/Mr.C.B.Kahandal and Mr.Deepak Kadlagv. Original Documents to be collected by Mr.B.M.Shinde & Mr.Sachin Ahervi. Calling will be done by Prof.N.S.Jondhale, Prof N.N.Dighe, Prof.R.B.Gawali & Prof. N.M.Nair |
| 3. | NAAC AQAR Submission | <ul style="list-style-type: none">• All faculties had been assigned different criteria of NAAC and on the basis of that it was decided that NAAC AQAR report to be submitted on 20/02/2021. |
| 4. | Online Activity for MBA-II | <ul style="list-style-type: none">• It was decided to start online activity for MBA-II year• Mock Interview – NND & DBW• Group Discussion – NSJ / SGG• Aptitude – LDS / NMN• Resume Writing - RBG |
| 5. | Any other issues with prior preparation of the chairperson. | ----- |


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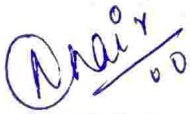
Date: 07/03/2021

Meeting Notice

All IQAC Member, Teaching & Non-Teaching Staff are hereby informed that the meeting of IQAC has been scheduled on 7th March 2021 at 4.00pm at AIMBA Meeting Hall to discuss the below mentioned agenda. Kindly Note

Agenda

1. Review of the previous Meeting held.
2. Brainstorming on how to increase students involvement
3. Discipline in Campus
4. Project Submission date
5. Appointment on new class teachers for MBA-I year
6. Any other issues with prior permission of the chairperson



Prof.N.M.Nair
Coordinator-IQAC






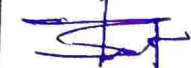






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Internal Quality Assurance Cell (IQAC)

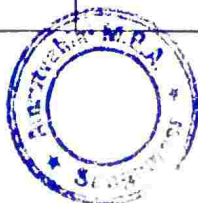
Minutes of Meeting

Date : 07/03/2021

Time: 04:00pm

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| Sr. No. | Agenda | Minutes |
|---------|---|---|
| 1. | Previous Meeting review | <ul style="list-style-type: none">• Previous meeting review was taken by the Chairman. |
| 2. | Brainstorming on how to increase students involvement | <ul style="list-style-type: none">• It detail discussion and brainstorming was done on how to improve the involvement of the students in class.• All faculty members gave their inputs and some of the key suggestions were-<ul style="list-style-type: none">○ Improving the skill set as per specialization○ Increasing reading habits○ Dividing students as per learning levels (Slow learners & Fast learners)○ Increasing entrepreneur skills○ Giving financial rewards to students for various activities○ Introducing the concept of student of the Month / week○ Creating video of their own and reviewing their performances○ Preparing skill matrix score card○ Motivating each students to speak everyday in class○ More Activities Like GD, PI to be included○ Indentify their Knowledge skills & abilities○ Creating an environment where learning is done through story telling |
| 2. | Discipline in Campus | <ul style="list-style-type: none">• It was observed that some students are not maintaining discipline in the campus.• It was asked to the faculties to identify those students and call them for explaining the AIMBA campus culture• Staff was also asked to maintain proper decoram infront of the students. |



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| 4. | Project Submission date | <ul style="list-style-type: none"> • It was decided the last date for submitting the hard copies of project will be 20th March 2021. • Those who will submit embodied copies after 20th March 2021 will be charged fine on per day basis. |
| 5. | Appointment on new class teachers for MBA-I year | <ul style="list-style-type: none"> • Prof. S.G.Gunjal was appointed as the class teacher of MBA I Year Div A • Prof D B Wakchaure was appointed as class teacher of MBA I year Div B • The work of Previous Class teacher was handed over to the new class teachers |
| 6. | Any other issues with prior permission of the chairperson | <ul style="list-style-type: none"> • It was decided that AQAR Report of NAAC to be filled upto 20th March 2021 • Guest Lecture to be properly planned & Coordinated • Online class test to be conducted on 22 March to 27 March 2021 • It was also decided to start Amrut trophy in offline mode • Mentoring to be started and students should be allocated accordingly • Dr. R B Gawali, Dr.N N Dighe and Prof N S Jondhale to be appointed as Admission committee members. |



Prof.N.M.Nair
Coordinator-IQAC





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Chairman-IQAC

Amrutvahini Institute of Management & Business Administration, Sangamner

Internal Quality Assurance Cell (IQAC)

Compliance Report on resolutions taken in IQAC Meetings for the Academic Year 2020-21

1. IQAC Meeting conducted on 14/08/2020

- a. NAAC criteria was redistributed among all faculties as per their respective profile and work domain.
- b. Institute successfully faced LIC for Ph.D research centre and got approval for the same
- c. Aggressive admission strategy was implemented for the year 2021
- d. After instructions given by the faculties, few students completed online course.
- e. Mentorship activity was successfully conducted in the year for MBA-I & MBA-II
- f. Parent Meet was also organized to make aware to the parents about various development activities carried out in the institute.
- g. Institute also changed the fees collection strategy of students

2. IQAC Meeting Conducted on 20/12/2020

- a. The review of online lecture and status of syllabus of MBA-II year was reviewed. It was asked to all faculties to complete their syllabus upto 10th Jan 2021.
- b. Various faculties who are eligible, submitted the research proposal to Savitribai Phule Pune university.
- c. It was communicated that ATMA & MAT scores are now eligible to admission. The booking status increased to 110 students.

3. IQAC Meeting Conducted on 11/01/2021

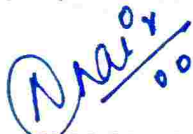
- a. All faculty members were assigned work related to admission, and all did their respective work with full dedication and care.
- b. Institute started online activities for student development like. Mock Interview, Group Discussion , Aptitude – LDS / NMN, and Resume Writing



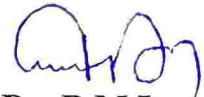
- c. Awareness about MBA CET was made in the nearby locality all the faculty members
- d. Admission coordinators completed their assigned responsibilities in a very effective manner

4. IQAC Meeting Conducted on 07/03/2021

- a. To increase student's involvement various initiative was taken such as Dividing students as per learning levels (Slow learners & Fast learners), Improving the skill set as per specialization
- b. Staff was also asked to maintain proper decoram infront of the students.
- c. Due to Covid-19 Pandemic further academic work was badly hampered
- d. Prof. S.G.Gunjal was appointed as the class teacher of MBA I Year Div A
- e. Prof D B Wakchaure was appointed as class teacher of MBA I year Div B
- f. AQAR Report of NAAC to be filled upto 20th March 2021
- g. Dr. R B Gawali, Dr.N N Dighe and Prof N S Jondhale to be appointed as Admission committee members.



Prof N.M.Nair
Coordinator -IQAC



Dr. B.M.Londhe
Chairman-IQAC