

ASM's
Institute of Professional Studies

S. No. 29/1+2A, CTS No. 4695, Wing-B, Old Mumbai Rd, behind Sterling Honda Showroom, Pimpri
Colony, Pune, Maharashtra 411018

IQAC - Minutes of Meeting

Date: **06/03/2018**
Time: **03:00 PM**
Venue: **Board Room, ASM's Institute of Professional Studies.**

Following Members were present for the meeting

Sr. No.	Name	Designation	Signature
1	Dr. S.J. Bokephode, Director ASM's IPS	Chairman	
2	Mr. Vaibhav Pawar, OS	Member	
3	Prof. Sandeep Sarkale, Course Co-ordinator	Member	
4	Dr. G.B. Patil, Professor	Member	
5	Dr. Sanjeet Singh, CEO	Member	
6	Dr. Asha Pachpande, Secretary ASM	Member	
7	Mrs. Rajashree Mahapure, Alumni, ASM's IPS	Member	
8	Prof. Ruchita Ramani, IQAC co-ordinator	Member Secretary	

Meeting started with welcome address by Member Secretary welcomed all member of IQAC to its first meeting and read out the agenda of the meeting

Item 1: To discuss report of two days state level seminar on Research Methodology: tools and Techniques'
IQAC coordinator presented the report of two days State Level Seminar on "Research Methodology: Tools & Techniques" conducted by institute under QIP program of SPPU. Seminar was conducted on 13th and 14th October 2017.

Item 2: To discuss report on one day seminar on 'Role of Quantitative Techniques in Decision Science.
Senior professor Dr. G.B. Patil presented the report of One day University of Pune Sponsored National level seminar two days State Level Seminar on "Role of Quantitative Techniques in Decision Science". Seminar was conducted on 16th & 17th February 2018.

Item 3: To discuss report of INCON 2018.
Director of the institute Dr. S.J. Bokephode presented the report of two days International Seminar 'INCON 2018' which was organized jointly by ASM's IBMR and ASM's IPS on 12th and 13th January 2018.

Item 4: To discuss the results of Midterm examinations.
Dr. Sanjeet Singh, CEO presented the report about the midterm examination, display of results of each subject and consolidated result analysis of the midterm examination.

Item 5: To take review of students attendance during midterm examination and action taken against defaulters.
Dr. Sanjeet Singh presented Attendance report of students for classes and midterm examination. He also presented the report of actions taken against defaulters.

Item 6: Review of academic progress for all subjects.
Academic progress report for all subjects is presented by Prof. Sandeep Sarkale.

Item 7: To discuss the report of additional certification courses.
The report of additional courses Advanced excel and Business communication was presented.

Item 8: To review feedback of different stakeholders about the MBA program curriculum.
IQAC co-ordinator read out the extract of feedback report about the curriculum obtained from Teachers, students, alumni and Industry experts and pointed out the requirement of additional inputs to be given to MBA year students about Agribusiness Management and Digital Marketing.

IQAC coordinator proposed to design syllabus for the course 'Agribusiness Management' in association with Patil Agrotech
Proposed by: Prof Ruchita Ramani
Seconded by: Mrs. Rajashree Mahapure
Resolution passed unanimously.

Item 9: To discuss on the proposal to start new certification programs.
Dr. Sudhakar Bokephode, proposed to start new certification program and proposed the names of Prof. Sandeep Sarkale (Chairman), Dr. Sanjeet Singh (Member), Prof. Isha Bhat (Member) for committee to be formed to design syllabus for the course 'Digital Marketing'
Proposed by: Dr. Sudhakar Bokephode
Seconded by: Dr. G.B. Patil
Resolution Passed unanimously

As there was no other item to discuss, the meeting was adjourned. Member secretary proposed vote of thanks.



Director
Institute of Professional Studies
Nr. PCMC Bldg. Behind Sterling Honda Showroom
Pimpri, Pune 411 016, Ph. No. 65106999

ASM's

Institute of Professional Studies

S. No. 29/1+2A, CTS No. 4695, Wing-B, Old Mumbai Rd, behind Sterling Honda Showroom, Pimpri
Colony, Pune, Maharashtra 411018

IQAC - Minutes of Meeting

Date: 22/06/2018

Time: 03:00 PM

Venue: Board Room, ASM's Institute of Professional Studies.

Following Members were present for the meeting

Sr. No.	Name	Designation	Signature
1	Dr. S.J. Bokehphode, Director ASM's IPS	Chairman	
2	Mr. Vaibhav Pawar, OS	Member	
3	Prof. Sandeep Sarkale, Course Co-ordinator	Member	
4	Dr. G.B. Patil, Professor	Member	
5	Dr. Sanjeet Singh, CEO	Member	
6	Dr. Asha Pachpande, Secretary ASM	Member	
7	Mrs. Rajashree Mahapure, Alumni, ASM's IPS	Member	
8	Prof. Ruchita Ramani, IQAC co-ordinator	Member Secretary	

Item 1: To read and confirm the minutes of last IQAC Meeting.
Draft of the minutes of the previous meeting read out by member secretary and the same was confirmed unanimously by all members of the committee.

Item 2: To discuss about result and its analysis of internal end term examination.
College examination officer presented the report about the end term examination, display of results for each subject and consolidated result analysis of the end term examination and report of university examination.

Item 3: To discuss and approve Subject allocation for the first half of A.Y. 2018-19 based on preferences given by subject teachers.
Subject allocation for the first half of the academic year 2018-19 based on the preferences given by subject teachers is proposed by course co-ordinator and put forth in front of committee for approval.

Proposed by: Prof. Sandeep Sarkale
Seconded by: Dr. Sanjeet Singh.
Resolution passed unanimously.

Item 4: To discuss and finalize academic calendar and the dates of internal examinations for upcoming semester.

College examination officer proposed the date of internal examinations.

Proposed by: Dr. Sanjeet Singh.

Seconded by: Dr. G.B. Patil

Resolution passed unanimously.

Item 5: To discuss on proposal for organizing seminar on economics.

IQAC coordinator proposed to conduct a seminar for students and faculty members to be arranged in the first half of the academic year 2018-19 on 'Economics'

Proposed by: Prof. Ruchita Ramani

Seconded by: Dr. G.B. Patil.

Resolution passed unanimously and IQAC coordinator was instructed to seek financial help from SPPU under its QIP program.

Item 6: To take review of the syllabus drafted for certificate program 'Agribusiness Management' designed in association with 'Patil Agrotech Pvt. Limited.

Dr. G. B. Patil presented draft of syllabus for the subject 'Agribusiness Management' designed in association with Patil Agrotech Pvt. Limited is presented and the same is approved unanimously.

Proposed by: Dr. G.B. Patil

Seconded by: Dr. Sudhakar Bokehphode.

Resolution passed unanimously.

Item 7: To take review of the syllabus drafted for the subject 'Digital Marketing'.

Draft of syllabus for the subject 'Digital Marketing' designed by committee under chairmanship of Prof. Sandeep Sarkale is presented and the same is approved unanimously.

Proposed by: Prof. Ruchita Ramani

Seconded by: Dr. Sudhakar Bokehphode.

Resolution passed unanimously.

Item 8: To take overview of planning of academic activities for upcoming semester.

Director, ASM's IPS instructed Dean Academics and course co-ordinator to prepare time tables of all classes including first shift and second shift taking in to consideration the activities scheduled in academic calendar

As there was no other item to discuss, the meeting was adjourned. Member secretary proposed vote of thanks.



Director
Institute of Professional Studies
Nr. PCMC Bldg. Behind Sterling Honda Showroom
Pimpri, Pune 411 018. Ph. No. 65109999

ASM's

Institute of Professional Studies

S. No. 29/1+2A, CTS No. 4695, Wing-B, Old Mumbai Rd, behind Sterling Honda Showroom, Pimpri Colony, Pune, Maharashtra 411018

IQAC - Minutes of Meeting

Date: 24/08/2018
Time: 03:00 PM
Venue: Board Room, ASM's Institute of Professional Studies.

Following Members were present for the meeting

Sr. No.	Name	Designation	Signature
1	Dr. S.J. Bokephode, Director ASM's IPS	Chairman	
2	Mr. Vaibhav Pawar, OS	Member	
3	Prof. Sandeep Sarkale, Course Co-ordinator	Member	
4	Dr. G.B. Patil, Professor	Member	
5	Dr. Sanjeet Singh, CEO	Member	
6	Dr. Asha Pachpande, Secretary ASM	Member	
7	Mrs. Rajashree Mahapure, Alumni, ASM's IPS	Member	Absent
8	Dr. Lalit Kanore, IQAC co-ordinator	Member Secretary	

Item 1: To read and confirm the minutes of last IQAC Meeting.
Dr. G.B. Patil Presented draft of minutes of previous meeting and the same was confirmed unanimously by all committee members.

Item 2: To appoint new IQAC coordinator.
Chairman IQAC Proposed the name of Dr. Lalit J. Kanore for the post IQAC co-ordinator in place of prof. Ruchita Ramani.

Proposed by: Dr. Sudhakar Bokephode
Seconded by: Dr. Asha Pachpande
Resolution passed unanimously.

Item 3: To take review of planning of state level seminar on Economics.
IQAC coordinator informed all committee members that ASM's IPS in association with SPPU under its QIP program is organizing two days State Level Seminar On "Importance of Economics in Decision Making". He also informed committee members about financial assistance given by SPPU. Seminar is scheduled on 5th and 6th October 2018

Item 4: To review a proposal for organizing seminar/workshop on IP awareness.
IQAC coordinator proposed to hold seminar/workshop on IP awareness or Patents for students of ASM's IPS and nearby colleges.

Proposed by: Dr. Lalit J. Kanore
Seconded by: Dr. S.J. Bokephode

Resolution passed unanimously and instructed Dr. Lalit Kanore to identify resource person and also instructed to prepare and send proposal for the same.

Item 5: To review midterm examination and other academic activities.
The report about the midterm examination, display of results for each subject and consolidated result analysis of the midterm examination is presented by Dr. Sanjeet Singh.

Item 6: To review academic progress report for all subjects of current semesters.
Dr. Sanjeet Singh presented attendance report of students for classes and midterm examination presented. He also presented the report of actions taken against defaulters.

Item 7: To review report of additional certificate programs 'Advance excel' and 'Business Communication'.
The report of additional courses Advanced excel and Business communication was presented by Dr. G. B. Patil.

As there was no other item to discuss, the meeting was adjourned. Member secretary proposed vote of thanks.



Director
Institute of Professional Studies
Nr. PCMC Bldg. Behind Sterling Honda Showroom
Pimpri, Pune 411 018, Ph. No. 65106990

