

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
No. PCMC Bldg, Behind Sterling Honda Showroom
Pimpri, Pune 411 018, Ph. No. 85108990



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IQAC - Minutes of Meeting

Date: 21/12/2018
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. Bokehode, 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.
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 and approve new scheme for concurrent comprehensive evaluations.
It was proposed to have minimum 3 CCE components for external subjects and 5 CCE components for internal subjects. It was further proposed to give freedom to the respective subject teacher to prepare his/her own combination of CCE components.
Proposed by: Dr. Lalit Kanore
Seconded by: Dr. Sudhakar Bokehode
Resolution passed unanimously.

Item 3: To review report of state level seminar "Importance of Economics in Decision Making". Conducted on 5th and 6th October 2018.
Director of the institute presented report of two days State Level Seminar On "Importance of Economics in Decision Making". Conducted on 5th and 6th October 2018.

Item 4: To review the report of seminar on awareness on patent conducted on 20 October 2018.
IQAC coordinator informed all committee members that, as decided in the previous meeting, a seminar on patent is organised by the institute on 20 October 2018. He also presented the report of the same.

Item 5: To discuss about ASM's flagship event 'INCON 2019' to be organized jointly in association with ASM's IBMR on 11th and 12th January 2019.
Prof. Sarkale informed all committee members about upcoming international conference 'INCON 2019' to be organized jointly in association with ASM's IBMR on 11th and 12th January 2019

Item 6: To review planning and financial assistance given by SPPU for of organizing state level seminar on Digital marketing.
Director of ASM's IPS informed all committee members that, institute has received a financial assistance from SPPU under its QIP program for conduction of a two-day National Level Seminar "Digital Marketing- An Effective Tool For Brand Building". He also informed that the seminar will be conducted in the first week of February 2019.

Item 7: To review result analysis report on end term examinations.
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.

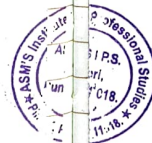
Item 8: To discuss and approve subject allocation for upcoming semester.
Subject allocation for the second half of the academic year 2018-19 on the basis of the preferences given by subject teachers is proposed by course co-ordinator and put forth in front of committee for approval.
All committee members unanimously agreed and accepted the subject allocation

Item 9: To discuss and approve calendar for activities to be conducted in upcoming semester.
College examination officer proposed the date of internal examinations and the same was accepted by all committee members unanimously. Course co-ordinator proposed the detailed academic calendar. All committee members unanimously accepted the academic calendar.

Item 10: To review proposal on effective use of MS power point tool.
Proposed to conduct inhouse training session for all faculty members on 'How to use MS Power-point tool' to enhance learning experience. Dr. Lalit J. Kanore took this responsibility and agreed to organise such inhouse FDP for all faculty members of ASM's IPS.

Proposed by: Dr. G.B. Patil
Seconded by: Dr. Sudhakar Bokehode
Resolution passed unanimously.

Item 10: To discuss any other issue/ subject mentioned by any member of committee. Dr. Asha Pachpande informed that ASM's IBMR is also organizing two-day seminar on "Decision Science- A Tool for Business Development" on 15th and 16th February 2019. She proposed Institute should sponsor all students of ASM's IPS to attend this seminar.
As there was no other item to discuss, the meeting was adjourned. Member secretary proposed vote of thanks.



Director
Institute of Professional Studies
N: PCM/C Bldg, Behind Sterling Honda Showroom
Pimpri, Pune 411 018, Ph. No. 6510699

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IQAC - Minutes of Meeting

Date: 06/03/2019
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. Bokehode, 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	Dr. Lalit Kanore, 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 review report about midterm MCQ examination and result analysis of the same.
Prof. Sandeep Sarkale presented the report about the midterm MCQ examination, display of results for each subject and consolidated result analysis of the midterm examination is presented. He also presented the reports of different CCE components designed by subject teachers of respective subjects

Item 3: To review attendance report for classes as well as for examination.
Dr. Sanjeet Singh presented attendance report of students for classes and midterm examination. He also presented the report of actions taken against defaulters.

Item 4: To review academic progress report.
Academic progress report for all subjects and the report of additional certificate courses is presented by Prof. Sandeep Sarkale.

Item 5: To review report of feedback obtained from teachers, students, alumni and industry experts about 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 Mathematics and business statistics.

Item 6: To discuss and to take decision about introduction new certificate program.
IQAC coordinator proposed to introduce new certificate course in the name 'Mathematics for Managers' from next academic year.
Proposed by: Dr. Lalit Kanore
Seconded by: Dr. Sudhakar Bokehode
Resolution passed unanimously.

Item 7: To discuss any other issue/ subject mentioned by any member of committee.
Dr. Sudhakar Bokehode proposed to appoint a committee under chairmanship of Dr. Lalit J. Kanore to design syllabus for the additional certification program 'Mathematics for Managers'. He also proposed the names of Prof. Sandeep Sarkale and Prof. Sagar Satpute as members of committee.
Proposed by: Dr. Sudhakar Bokehode
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.



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IQAC - Minutes of Meeting

Date: **22/06/2019**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. Bokehode, 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	Dr. Lalit Kanore, 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 review report about end term examination and result analysis of the same.

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 different options and challenges related to new MBA syllabus to be implemented from academic year 2019-20.

Discussion held on new syllabus of MBA program to be implemented from the academic year 2019-20. IQAC co-ordinator explained the highlights of new syllabus, he also explained all members about OBE and different choices offered to the students in the new curriculum.

Item 4: To review the proposal for imparting training to the staff members regarding new MBA curriculum.

Proposed to train all faculty members about new syllabus and different options available in new curriculum.

IQAC co-ordinator informed all members of the committee about the FDP programs that SPPU is going to arrange to make all subject teachers familiar to new syllabus.

Dr. G. B. Patil proposed that institute should send and sponsor faculty members to attend these FDP's.

Proposed by: Dr. G.B. Patil

Seconded by: Dr. Sudhakar Bokehode

Resolution passed unanimously.

Item 5: To review and finalize subject allocations for the first half of A. Y. 2019-20.

Subject allocation for the first half of the academic year 2019-20 on the basis of the preferences given by subject teachers is proposed by course co-ordinator and put forth in front of committee for approval.

All committee members unanimously agreed and accepted the subject allocation

Item 6: To discuss and finalize new scheme for Comprehensive concurrent evaluation for MBA 2019 pattern subjects.

In lined with new syllabus, it was proposed to have 3 components for all subjects except university level elective subjects. It was also proposed to give full freedom to the respective teacher to design own CCE schema.

Proposed by: Dr. Lalit Kanore

Seconded by: Dr. Sanjeet Singh

Resolution passed unanimously.

Item 7: To review format of new teaching plan.

Proposed new format for Teaching plan that incorporates all the provisions of new MBA program syllabus 2019 pattern.

Proposed by: Dr. Lalit Kanore

Seconded by: Dr. Sudhakar Bokehode

Resolution passed unanimously.

Item 8: To review the need of calculation of CO attainment level.

Dr. Lalit Kanore explained the need of course attainment level to be calculated for each course at the end of semester. All members unanimously decided to calculate course attainment level for each course (2019 pattern courses) and instructed IQAC co-ordinator to gain more insights about course outcomes and course attainment level and also instructed to educate all faculty members about the same.

Proposed by: Dr. Lalit Kanore

Seconded by: Dr. G. B. Patil

Resolution passed unanimously.

Item 9: To review and approve draft of syllabus for the new certification program "Mathematics for Managers".

Draft of syllabus for the subject "Mathematics for Managers", prepared by committee of three teachers under chairmanship of Dr. Lalit Kanore is presented and put forth for approval.

Proposed by: Dr. Lalit Kanore

Seconded by: Dr. Sanjeet Singh

Resolution passed unanimously.

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

