

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: 30/08/2019

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. 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	Dr. Lalit Kanore, IQAC co-ordinator	Member Secretary	

Item 1: To read and confirm the minutes of last IQAC Meeting.

Member Secretary presented draft of minutes previous meeting and the same was confirmed unanimously by all committee members.

Item 2: To review proposal of event 'MINDSCAPE-2019'.

Director IPS proposed to conduct ASM's flagship event 'MINDSCAPE' in the month of October 2019.

Proposed by: Dr. Sudhakar Bokephode

Seconded by: Dr. Asha Pachpande

Resolution to organize MINDSCAPE 2019 passed unanimously and director was instructed to prepare detailed proposal and put forth the same in front of higher authorities for approval.

Item 3: To review proposal of one day seminar on 'Transformation of HR for Industry 4.0'.

Dr. G. B Patil proposed to conduct one day seminar on 'Transformation of HR for Industry 4.0' in the month of November 2019. He also presented the detailed plan of the same in front of all committee members. All committee members unanimously accepted the proposal subject to approval from higher authorities.

Proposed by: Dr. G.B. Patil

Seconded by: Dr. Sanjeet Singh

Resolution to organize MINDSCAPE

Item 4: To review completion report of teaching plans as per new format.
Prof. Sandeep Sarkale Informed all committee members about completion of Teaching plan for all courses of 2019 pattern as per the new format finalized in the previous meeting.**Item 5:** To review different CCE parameters designed by subject teachers.
Dr. Sanjeet Singh Presented summarized report of different CCE parameters designed by respective subject teachers and presented report on Rubrics designed by subject teachers for CCE's designed by them.**Item 6:** To review report of FDP conducted on CO-PO mapping and attainment level.
Dr. Lalit J. Kanore Presented report of FDP conducted by IQAC co-ordinator on 'Co-PO mapping and attainment level'.

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 441 018, Ph. No. 95109999



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IQAC - Minutes of Meeting

Date: 30/12/2019
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. 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	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 of event 'MINDSCAPE 019' conducted in the month of October 2019.
Professor Sandeep Sarkale Presented report of conduction of event 'MINDSCAPE 2910' in the month of October 19.

Item 3: To review report of one day seminar on 'Transformation of HR for Industry 4.0' conducted on 20th November 2019.
Dr. G. B. Patil Presented report of one day seminar on 'Transformation of HR for Industry 4.0' conducted on 20th November 2019.

Item 4: To review academic activities conducted for first half of the academic year 2019-20.
Prof. Sandeep Sarkale Presented academic review report for first half of the academic year 2019-20 and explained the implementation of planned academic activities and actions taken against deviations.

Item 5: To review report of additional certification program.
Progress report of additional certification programmes presented by Dr. G.B. Patil.

Item 6: To review analysis of CCE's.
Dr. Sanjeet Singh Presented analysis of internal CCE's for all subjects.

Item 7: To review CO attainment level for all subjects based on CCE's.
IQAC co-ordinator presented CO attainment level (direct attainment level) for all subjects based on the performance of the students in CCE's.

Item 8: To discuss the implementation of exit interview policy for each course for indirect attainment of CO's.
IQAC coordinator proposed to take exit interview of all students based on their perspective about attainment level of CO's corresponding to each course.

Proposed by: Dr. Lalit J. Kanore.
Seconded by: Dr. Sudhakar Bokephode.
Resolution passed unanimously and course coordinator asked to see it happens.

Item 9: To review and approve subject allocations, timetable, and academic calendar for upcoming semester.
Course coordinator Presented subject allocation, timetables, and academic calendar for upcoming semester and the same were approved by all members of IQAC.

Item 10: To discuss any other issue/ subject mentioned by any member of committee. Dr. Asha Pachpande informed that, ASM's Flagship event 'INCON 2020' is scheduled on 10th and 11th January 2020. She instructed IQAC coordinator not to organize any other event/activity that may clash with the INCON 2020.

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. 85109995

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IQAC - Minutes of Meeting

Date: **13/03/2020**
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. Bokphode, Director ASM's IPS	Chairman	<i>[Signature]</i>
2	Mr. Vaibhav Pawar, OS	Member	<i>[Signature]</i>
3	Dr. Vikas Barbate, Course Co-ordinator	Member	<i>[Signature]</i>
4	Dr. G.B. Patil, Professor	Member	<i>[Signature]</i>
5	Prof. Isha Bhatte, CEO	Member	<i>[Signature]</i>
6	Dr. Asha Pachpande, Secretary ASM	Member	<i>[Signature]</i>
7	Mrs. Rajashree Mahapure, Alumni, ASM's IPS	Member	<i>[Signature]</i>
8	Dr. Lalit Kanore, IQAC co-ordinator	Member Secretary	<i>[Signature]</i>

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 approve appointment of Dr. Vikas Barbate as new Course- coordinator and new member of IQAC in place of Prof. Sandeep Sarkale.
IQAC coordinator proposed Name of Dr. Vikas Barbate for Course co-ordinator and as a new member of IQAC in place of Prof. Sandeep Sarkale.
Proposed by: Dr. Lalit J. Kanore.
Seconded by: Dr. Sudhakar Bokphode.
Resolution passed unanimously.

Item 3: To approve appointment of Prof. Isha Bhatte as CEO (Internal Assessment) and as a new member of IQAC in place of Dr. Sanjeet Singh.
Director of ASM's IPS and Chairman IQAC proposed Name of Prof. Isha Bhatte for the post of CEO (Internal Assessment) and as a new member of IQAC in place of Dr. Sanjeet Singh.

Proposed by: Dr. Sudhakar Bokphode.
Seconded by: Dr. Lalit J. Kanore.
Resolution passed unanimously.

Item 4: To review result analysis of Midterm examination.
The report about the midterm MCQ examination, display of results for each subject and consolidated result analysis of the midterm examination is presented by Dr. Vikas Barbate. He also presented the reports of different CCE components designed by subject teachers of respective subjects

Item 5: To review attendance report for classes as well as for examination.
Prof. Isha Bhatte presented attendance report of students for classes and midterm examination. She also presented the report of actions taken against defaulters.

Item 6: To review academic progress report.
Academic progress report for all subjects is presented by Dr. Vikas Barbate.
Item 7: To review report of additional courses.
The report of additional courses was presented by Dr. Vikas Barbate.

Item 8: To discuss any other issue/ subject mentioned by any member of committee. Dr. Asha Pachpande informed that ASM is planning to organize an event on 'IKIGAI' probably in the month of June or July. She also informed that this event will be for all staff members as well as all students of ASM group.

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



[Signature]
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IQAC - Minutes of Meeting

Date: 26/06/2020
Time: 03:00 PM
Venue: Online Video Conferencing (Zoom Platform).

Following Members were present for the meeting

Sr. No.	Name	Designation	Signature
1	Dr. S.J. Bokephode, Director ASM's IPS	Chairman	<i>[Signature]</i>
2	Mr. Vaibhav Pawar, OS	Member	<i>[Signature]</i>
3	Dr. Vikas Barbate, Course Co-ordinator	Member	<i>[Signature]</i>
4	Dr. G.B. Patil, Professor	Member	<i>[Signature]</i>
5	Prof. Isha Bhate, CEO	Member	<i>[Signature]</i>
6	Dr. Asha Pachpande, Secretary ASM	Member	<i>[Signature]</i>
7	Mrs. Rajashree Mahapure, Alumni, ASM's IPS	Member	Absent
8	Dr. Lalit Kanore, IQAC co-ordinator	Member Secretary	<i>[Signature]</i>

Member secretary, Dr. Lalit Kanore welcomed all IQAC committee members to first IQAC meeting to be held in online mode using Zoom platform.

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 the proposal to conduct seminar (online mode) on 'Intellectual Property rights'

Director of the institute proposed to conduct a seminar on 'Intellectual property rights'. All committee members after discussion unanimously permitted to arrange seminar/webinar on IPR in the month of September 2020. All members instructed IQAC coordinator to prepare detailed budget and obtain approval from higher authorities.

Proposed by: Dr. Sudhakar Bokephode.
Seconded by: Dr. Lalit J. Kanore.
Resolution passed unanimously.

Item 3: To review report of 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.

Item 4: To discuss the challenges faced by subject teachers while conducting classes in online mode.

Discussion held on difficulties faced by subject teachers to complete the remaining syllabus in online mode.

Item 5: To review proposal to buy licensed copy of Zoom platform or any other platform. Course- coordinator proposed to have minimum 2 licenced copy of Zoom platform one for MBA 1st year and other for MBA 2nd Year so that subject teachers can conduct classes without time constraints.

After a long discussion and comparing other options, it was unanimously decided to use Microsoft Teams for all lectures to be conducted in online mode for upcoming semester. Head of the institute is requested to prepare proposal for the same.

Proposed by: Dr. Vikas Barbate.
Seconded by: Prof. Isha Bhate.
Resolution passed unanimously.

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



[Signature]
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