



Rajgad Dnyanpeeth's

# Rajgad Institute of Management Research & Development, Pune-43

Approved by AICTE, Recognized by DTE (Govt. of Maharashtra),  
Affiliated to Savitribai Phule Pune University

Ref: RIMRD/IQAC/20-21/1

Date: 5/9/2020

## E-Notice regarding IQAC Meeting

Dear Sir/Madam,

This is to inform you that the 8<sup>th</sup> Meeting of IQAC of the institute is scheduled online on google platform on 9/9/2020 at 4.00pm. The agenda of the meeting is given below.

### Agenda of the Meeting

- 1) To confirm and finalise the minutes of 7<sup>th</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 discuss new format of performance appraisal for academic year 2019-20
- 5) To review result analysis
- 6) To take review of NAAC work
- 7) To organise faculty development programme
- 8) To develop e-contents and MCQs for students
- 9) To propose vote of thanks

You are therefore requested to kindly make it convenient to attend the meeting online on google platform.

Dr. Prajakta Warale  
Coordinator-IQAC

**IQAC Coordinator**  
Rajgad Dnyanpeeth's  
Rajgad Institute of Management  
Research and Development,  
Dhankawadi, Pune - 411 043



Dr. D.B. Bharati  
Chairman-IQAC

**Director**  
Rajgad Dnyanpeeth's  
Rajgad Institute of Management  
Research and Development  
Dhankawadi, Pune - 43

## **MINUTES OF MEETING OF 8<sup>th</sup> IQAC MEETING HELD ON 09/09/2020 AT 4.00PM**

The 8<sup>th</sup> online meeting of the IQAC of was held on 09-09-2020 at 4pm on google platform.

Following members were present for the meeting

1. Dr.Bhagyashri Patil
2. Dr. Rohan Dahivale
3. Mr.Nankumar Badave
4. Mr.Abhay Pathak
5. Mrs.Priyanka Ranshing
6. Ms.Manjiri Kalyankar
7. Ms.Madhuri Kakade
8. Mrs.Pooja Waghmare
9. Mrs.Snehal Sadavarte
10. Mr.Nkhil Kakade
11. Dr.Prajakta Warale
12. Dr.D.B.Bharati

Following member remained absent with permission of Chairman.

Ms. Madhuri Patil  
Ms. Bhagyashri Deshpande  
Mr. Swamy Panjala  
Mr. Manoj Khamkar  
Mr. Sagar Bhande

### **Subject No.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 7<sup>th</sup> IQAC meeting were read. MoMs were confirmed by all members.

### **Subject No.2: To discuss progress of student mentorship programme**

The progress of mentorship was discussed by all staff members in the committee. However Mr.Abhay Pathak 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 students attendance was also discussed during the meeting.

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

**Subject No.3: To take follow up of SIP and Dissertation submission by students**

Dr. Rohan Dahivale 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.

**Subject No.4: To discuss new format of performance appraisal for academic year 2019-20**

Dr. Prajakta Warale, Coordinator - IQAC shared new guidelines of AICTE regarding performance appraisal. The guidelines were incorporated in the newly designed performance appraisal form. The form was shared online and instructions were given on how to fill the form.

**Resolution:** It performance appraisal form was approved by committee members and it was decided to implement new performance appraisal form from academic year 2019-20. All members agreed for same.

**Subject No.5: To review result analysis**

Chairman of IQAC Dr. D. B. Bharati 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.

**Subject No.6: To take review of NAAC work .**

Coordinator of IQAC Dr. Prajakta Warale shared the progress of NAAC work. It was discussed that some NAAC work is still pending. She shared the list of NAAC work pending by staff. Director Dr. D. B. Bharati gave instructions to all staff to complete the NAAC work in due date. Dr. Prajakta Warale also shared that NAAC has replied to the query regarding payment and visit date. According to NAAC, the institute can make the payment once institute becomes fully functional. All agreed for the same.

**Resolution:** It was resolved that pending NAAC work may be reallocated among all staff. Also payment can be made in December 2020 so that the visit can be organised in January 2021.



**Subject No.7: To organise faculty development programme**

IQAC Coordinator Dr. Prajakta Warale informed all staff that a faculty development programme (e-fdp) has been organised on 12<sup>th</sup> September on Data and Analytics Dr. Gopal Krishna Sharma of Fiserve India Pvt. Ltd. is a resource person for the FDP. FDP is organised online on google platform. All staff members were asked to register for the FDP through google form.

**Subject No.8: To develop e-contents and MCQs for students**

IQAC Coordinator Dr. Prajakta Warale stated the importance of developing e-content. On the background of covid-19, it is important to develop e-content and prepare MCQs for practice to students in exam preparation. CEO of the institute informed that this time university is going to conduct exam online. Hence it is important to prepare MCQs question bank for all subjects. Also e-content should be put on institute website with protected password.

**Resolution:** It was resolved that all teaching staff will develop e-content and prepare MCQs.

**To propose vote of thanks**

IQAC Coordinator Dr. Prajakta Warale proposed vote of thanks to all members present for the meeting.



Dr. Prajakta Warale  
Coordinator-IQAC



Dr. D.B. Bharati

Chairman-IQAC  
Director

Rajgad Dnyanpeeth's  
Rajgad Institute of Management  
Research and Development  
Rajgad, Dist. Solapur - 43

**N.B.** Minutes of Meeting of 8<sup>th</sup> IQAC are displayed on institute website.



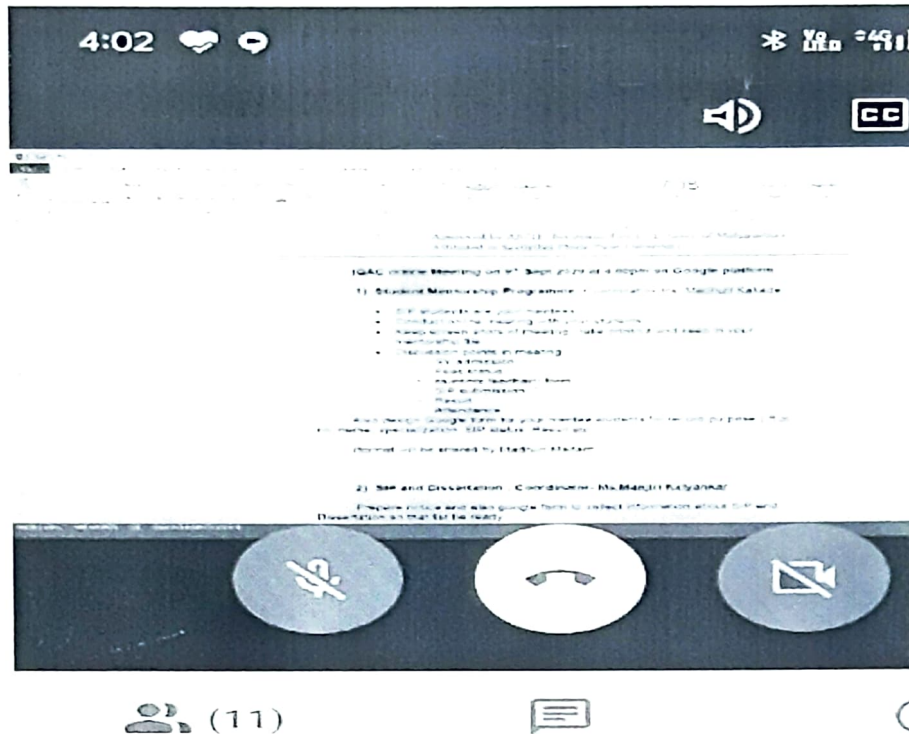


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## Screenshots of meeting



Also in the meeting (7)



Abhay Pathak



Dr. Rohan Dahivale



Manjiri Kalyankar



Pooja Waghmare



Rohini Gujar



Students feedback form  
 SIP submission  
 Result  
 Attendance  
 Also design Google form for your mentee students for record purpose (Roll no, name, specialization, SIP status, Result, etc)  
 (format will be shared by Madhuri Madam)

## 2) SIP and Dissertation - Coordinator- Ms.Manjiri Kalyankar

Prepare notice and also google form to collect information about SIP and Dissertation so that list be ready.

## 3) Performance Appraisal Form (2019-20) -Coordinator- Dr.Prajakta Warale

Performance Appraisal form is designed/ send by Dr.Rohan Dabholkar

- 4) Result Analysis - Coordinator- Ms.Manjiri Kalyankar and Ms. Pooja Waghmare
- 5) Student Feedback Analysis - Dr.Prajakta Warale
- 6) Reformation of NAAC, Work
- 7) FDP on Data and Analytics on 12<sup>th</sup> Sept 2020



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 Research & Development, Pune-43

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## Performance Appraisal Form Academic Year- 2019-2020

Faculty Information			
Name of Faculty	Dr. Manjiri Kalyankar		
Designation	Coordinator		
Department	Management		
Academic Year	2019-2020		
Form No.	FAC-001		

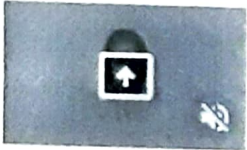
  

PART-I [ACADEMIC PERFORMANCE] (To be filled by Faculty)			
(A) List the courses taught at institute during current academic year			
Sr. No.	Course Title	Semester	% University Result
1	Management Information Systems	I	85%
2	Business Analytics	I	80%

(10)



MADHURI KAKADE (You)



Dr. Prajakta Warale



Dr. Prajakta Warale



Manjiri Kalyankar

Also in the meeting (6)



Abhay Dabholkar

(11)



MADHURI KAKADE (You)



Dr. Prajakta Warale

NEW



Dr. Prajakta Warale



Manjiri Kalyankar

Also in the meeting (7)



Abhay Dabholkar

4:27

Dr. Devidas Bharati

D. Institute Activities (Max Points: 10)			
Sl. No.	Activity	Credit Points	Comments
1	To be filled by the Institute	(To be filled by the Institute)	
2			
3			
4			
5			
E. UG Maintained at Institute Level (Max Credit: 10)			
Sl. No.	Activity	Credit Points	Comments
1	To be filled by the Institute	(To be filled by the Institute)	
2			
3			
4			
5			
F. Continuing Education (Max Credit: 10)			
Sl. No.	Activity	Credit Points	Comments
1	To be filled by the Institute	(To be filled by the Institute)	
2			
3			
4			
5			

(11)



(12)



MADHURI KAKADE (You)



Dr. Prajakta Warale



Abhay Pathak



Dr. Devidas Bharati



Also in the meeting (7)



Dr. Baban Dabivale



MADHURI KAKADE (You)



Dr. Prajakta Warale



Dr. Prajakta Warale



Manjiri Kalyankar



Also in the meeting (8)



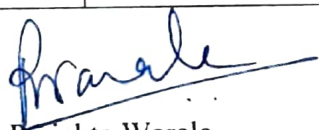
Abhay Pathak





**Action Taken Report of 8<sup>th</sup> IQAC Meeting Held on 09-09-2020**

Subject No.	Subject Name	Action Taken
1	To confirm and finalise the minutes of 7 <sup>th</sup> IQAC meeting held in the institute	<ul style="list-style-type: none"> <li>Minutes of 7<sup>th</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 discuss new format of performance appraisal for academic year 2019-20.	<ul style="list-style-type: none"> <li>Performance appraisal form incorporating new guidelines of AICTE was approved and all faculties submitted</li> </ul>
5	To review academic result	<ul style="list-style-type: none"> <li>Review of academic result was taken</li> </ul>
6	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>
7	To organise faculty development programme	<ul style="list-style-type: none"> <li>E-FDP was organised on 12<sup>th</sup> Sept 2020 on the topic Data and Analytics</li> </ul>
8	To develop e-contents and MCQs for students	<ul style="list-style-type: none"> <li>E-Contents were created and displayed on the institute website</li> <li>MCQs were created and distributed amongst students</li> <li>You tube channels were created by the teaching staff</li> </ul>
9	To propose vote of thanks	<ul style="list-style-type: none"> <li>IQAC Coordinator Dr. Prajakta Warale proposed vote of thanks to all members present for the meeting.</li> </ul>



Dr. Prajakta Warale

Coordinator-IQAC

**IQAC Coordinator**

Rajgad Dnyanpeeth's

Institute of Management

Research and Development,

Lihankowadi, Pune - 411 043





Dr. D.B. Bharati

Chairman-IQAC

**Director**

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Attendance of the online IQAC Meeting 09-09-2020

Sr.No.	Name of the Member	Signature
1	Dr.Bhagyashri Patil	
2	Dr..Rohan Dahivale	
3	Mr..Nandkumar Badave	
4	Mr.Abhay Pathak	
5	Mrs.Priyanka Ranshing	
6	Ms.Manjiri Kalyankar	
7	Ms.Madhuri Kakade	
8	Mrs.Pooja Waghmare	
9	Mrs.Snehal Sadavarte	
10	Mr.Nkhil Kakadedeshmukh	
11	Dr.Prajakta Warale	
12	Dr.D.B.Bharati	

