

**The Agenda and minutes
for meeting (Academic Year
2018-2019)
Of
Internal Quality assurance
Cell(IQAC)**



MGM

INSTITUTE OF MANAGEMENT

**MGM Institute of Management
Internal Quality Assurance Cell (IQAC)**

Meeting Notice

Dear Sir/Madam,

It is my pleasure to inform you that the 15th meeting of the Internal Quality Assurance Cell of MGM Institute of Management is scheduled on 16/7/2018 at 2:30 a.m. at conference hall, MGM Institute of Management. The brief-agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the same.

Prof. Tanuja Dubey
(Member Secretary)

Dr.(Col) Pardeep Kumar
(Director)

Copy to:

Members (Senior teachers of MGM IOM):

- Prof.Ashish Gadekar
- Prof.Anil Palve (Coordinator Academics)
- Dr.Pooja Deshmukh
- Prof.Asmita Joshi
- Dr. Harshali Deshmukh
- Prof.Abhijeet Thakur
- Shrushti Surana & Divya Munot (Student coordinator)

External Expert Members:

- Dr.Mrs.Prapti Deshmukh-(Principal,G.Y.Pathrikar college)
- Dr.S.A.Somwanshi-(Ex-Director ,MGM IOM)
- Mr.Ashish Wagh(Alumni member and industry expert)

Admin Official:

- Dr.Abhijeet Thakur

Agenda points of 15th Meeting of IQAC

1. Discussion on activities of academic calendar for next session-
2. Commencement of classes
3. Changes in academic and administrative committees-
4. Local Inspection Committee Visit in May 18
5. Setting Up Music Club-Procurement of Equipment
6. MDRA B-School Survey 2018
7. Counseling activities for Students
8. Academic and Administrative Audit (AAA) for the Institutes
9. Visit of Research centre committee
10. Certification Course

Minutes of meeting held on 16/7/2018

- 1. Discussion on activities of academic calendar for next session-** Foundation course has a deep impact on the quality of instructions or education to be imparted subsequently. Prof. Rajlaxmi had asked for suggestions related to guest lectures, Prof. Anil Palve asked for suggestions related to Co curricular activities, foundation course and other activities for academic calendar scheduling. Suggestions were given by faculty members as well as Director and other expert members which will be incorporated in the next foundation course.
- 2. Commencement of classes-**It was decided to conduct 10 days Foundation Course before commencement of classes to have strong foundation for students of MBA-Ist year. The syllabus for the classes was then shown on the PPT and more suggestions were asked. Dr. Prapti Deshmukh said that foundation course should include some classes on Mathematics also, which was agreed to by all. The committee was informed that basic Mathematics classes will be organized and more time will be allotted for the same.
- 3. Changes in academic and administrative committees-**Director said that as changes must be made to different academic and administrative committees and the performance of old committees was appreciated. Co-ordinator academics and administrative office were instructed to prepare the list of new committees.
- 4. Local Inspection Committee Visit in May 2018 :** The visit has taken place in the month of May. A primary purpose of the inspection is to check whether an adequate and

effective quality system has been established (defined, documented and implemented) in the institute.

- 5. Setting Up Music Club-Procurement of Equipment:** In the meeting It was felt that there should be some recreational activities for students on further discussion it was decided by all the members to setup music club for students which will help them to improve their singing abilities and will able to learn different type of music. It is the place where students can express themselves uninhibitedly, relieves stress and built long lasting memories to cherish forever.
- 6. MDRA B-School Survey 2018:** Marketing and Development Research Associates (MDRA) survey is national surveys helps to know our rank at national level and it helps to improve quality. The Director intimated to the committee about the participation in the Business Today-MDRA Best Business Schools ranking 2018. The parameters broadly cover nine sections i.e. Institute Profile, Student Diversity, Fees & Funding, Selection Process, Learning Experience, Living Experience, Future Orientation, Placement Performance and Contact Details. Prof. Tanuja Dubey will be responsible to provide the data
- 7. Counseling activities for Staff and Students** Mentoring student is a unique feature of MGM INSTITUTE OF MANAGEMENT . It is a process of creating a supporting relationship with faculty, parents and students aiming at comprehensive development of students. In this activity, Mentor helps a less experienced student to bring with them a higher level of experience for values of life. Mentoring helps to shape an individual's beliefs and values in a positive way. There are many benefits of mentorship in student development that includes communication, interpersonal relationship, and leadership skills along with creative thinking and motivating students for extracurricular activity. IQAC initiated the Faculty development training programs to meet the requirements of Mentoring. . A meeting of faculty and student (Mentor and Mentee) is conducted on regular basis. Observations about students are recorded in the progress card. Parents are also well informed about various aspects of development of their ward by sending sms or letters.

8. **Academic and Administrative Audit (AAA) for the Institutes :** The director informed to the cell about the that Academic and Administrative Audit (AAA), are very essential for the excellence in Higher Education. These are interrelated concepts. Thus in order to have a quality oriented academic, there should be a strong administrative background. Cell gave the permission to do the audit. Institute will approach the AAA committee which will include members from sister institutes for conducting audit.
9. **Visit of Research centre committee:** The cell was given the details about research centre. The idea was initiated in this month and the institute started procuring the necessary things required to set the research centre including infrastructure, books, plagiarism software etc. Cell gave the permission & approved a Budget of Rs. 1.25 lakh for the research centre.
- 10. Certification Course** Every student is required to select any one choice of specialization from the following specializations from semester III. The specializations offered are Marketing Management, Financial Management, Production & Materials Management and Human Resource Management. While pursuing MBA course, students can simultaneously pursue certificate courses at MGM Institute of Management With the permission of cell and other statutory bodies, certification courses have been started by the institute to add more skills in students. The course is designed based on spacilization
- Following certificate courses are conducted at MGM Institute of Management,
1. Certificate course in Financial Derivatives
 2. Certificate course in Digital Marketing
 3. Certificate course in Labour & Industrial Laws

Member Secretary

**MGM Institute of Management
Internal Quality Assurance Cell (IQAC)**

Meeting Notice

Dear Sir/Madam,

It is my pleasure to inform you that the 16th meeting of the Internal Quality Assurance Cell of MGM Institute of Management is scheduled on 15/10/2018 at 2:30 a.m. at conference hall, MGM Institute of Management. The brief-agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the same.

Prof. Tanuja Dubey
(Member Secretary)

Dr.(Col) Pardeep Kumar
(Director)

Copy to:

Members (Senior teachers of MGM IOM):

- Prof.Ashish Gadekar
- Prof.Anil Palve (Coordinator Academics)
- Dr.Pooja Deshmukh
- Prof.Asmita Joshi
- Dr. Harshali Deshmukh
- Prof.Abhijeet Thakur
- Shrushti Surana & Divya Munot (Student coordinator)

External Expert Members:

- Dr.Mrs.Prapti Deshmukh-(Principal,G.Y.Pathrikar college)
- Dr.S.A.Somwanshi-(Ex-Director ,MGM IOM)
- Mr.Ashish Wagh(Alumni member and industry expert)

Admin Official:

- Dr.Abhijeet Thakur

Agenda points of 16th Meeting of IQAC

1. Management Development Program(MDP) 2018
2. Faculty Development Program(FDP) 2018
3. Renovation of Hall No. 56
4. Publishing Assimilation, The Research Journal of the Institute 2018
5. Preparation to Conduct Heritage Run & Organizing Duathlon and Triathlon Competitions in Dec,2018
6. ISO Training for One Day in the View of ISO Recertification.

Minutes of meeting held on 15/10/2018

- 1. Management Development Program(MDP) 2018:**The development program was conducted on “Import Export Documentation Procedures and Related GST Aspects” in which both teachers and students participated. There are many students in the institute who are likely to handle their family businesses including export. There is a requirement of giving quality teaching in export procedures to such students. After the implementation of GST, the old tax regime has lost its relevance. It is important to teach new GST related issues. The main goals are to impart the knowledge required to take up EXIM operations and documentation, give an up to date knowledge of rules, regulations of GST in reference to EXIM operations and give an exposure of functioning of Inland Container Depot (ICD).
- 2. Faculty Development Program(FDP) 2018:** The development program was conducted on “Teaching of English Language” in which all the faculty members have taken part. The objective of the program are to impart understanding about the basics of English language teaching to the participants, to acquaint the participants with the tools and activities that can be used to enhance the communication skills of the students and to help the learners to improve the accuracy of the English language their students use and their ability to correct their own errors in speaking.
- 3. Renovation of Hall No. 56:** In the meeting point was put forward that hall number 56 must renovated as per new requirements all members have agreed to this point.
- 4. Publishing Assimilation, The Research Journal of the Institute 2018 :** This is a peer reviewed National Journal of a multidisciplinary nature. It is a forum for Academicians,

Corporate Executives, and Students of Management for discussion, deliberation and resolution of management issues and problems. The vision of the journal is to offer an academic avenue to researchers to publish their original, innovative and high quality research work. It accepts empirical and conceptual submissions that make a significant research contribution to the domain of Finance, Marketing, Human Resource Management, Commerce and Information Technology.

- 5. Preparation to Conduct Heritage Run & Organizing Duathlon and Triathlon Competitions in Dec,2018 :** The 6th Heritage Run was planned to be organized in view of the 36th Foundation Day of MGM trust. Planning of Heritage Run and Triathlon Duathlon events has been done along with roles and responsibilities of staff members in each event. The students will be incorporated in planning and conduct of these events. The committee agreed that the students of MBA should not only take part in the games / sports but also be given the opportunity to organize various events. The committee was assured that adequate opportunity will be given to the students to learn about organization of games and sports.
- 6. ISO Training for One Day in the View of ISO Recertification:** The Director discussed the need for ISO training for One Day in the View of ISO Recertification , new appointment of MR and change in standard.

Other Points

- Director suggested to send data to NIRF which was approved by rest of the members.
- Director declared that IOM will host two programmes namely OLYMPICS and Heritage run as social and promotional activity.A discussion was held on events to organized in these programmes.

Member Secretary

**MGM Institute of Management
Internal Quality Assurance Cell (IQAC)**

Meeting Notice

Dear Sir/Madam,

It is my pleasure to inform you that the 17th meeting of the Internal Quality Assurance Cell of MGM Institute of Management is scheduled on 2/2/2019 at 2:30 a.m. at conference hall, MGM Institute of Management. The brief-agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the same.

Prof. Tanuja Dubey
(Member Secretary)

Dr.(Col) Pardeep Kumar
(Director)

Copy to:

Members (Senior teachers of MGM IOM):

- Prof.Ashish Gadekar
- Prof.Anil Palve (Coordinator Academics)
- Dr.Pooja Deshmukh
- Prof.Asmita Joshi
- Dr. Harshali Deshmukh
- Prof.Abhijeet Thakur
- Shrushti Surana & Divya Munot (Student coordinator)

External Expert Members:

- Dr.Mrs.Prapti Deshmukh-(Principal,G.Y.Pathrikar college)
- Dr.S.A.Somwanshi-(Ex-Director ,MGM IOM)
- Mr.Ashish Wagh(Alumni member and industry expert)

Admin Official:

- Dr.Abhijeet Thakur

Agenda points of 17th Meeting of IQAC

1. Workshop on intellectual property rights
2. Two days State level workshop on Meeting quality demands in education with special reference to management institutes
3. Faculty Development Programme
4. Management Development Program

Minutes of meeting held on 2/2/2019

1. Dr.S.A.Somwanshi said to organized a workshop on Intellectual Property Right . The main aim of workshop is to impart greater awareness about the issue of Intellectual Property Right (IPR), which has gained a special importance for all the domains of socio-economic development. It aid to understand of patentability criteria in details and viable aspect of the patent. so cell is encouraged to conduct the workshop.
2. The Internal Quality Assurance Cell (IQAC) of MGM Institute of Management proposes to organize a Two Days state level Workshop on '**Meeting Quality Demands in Education with Special Reference to Management Institutes**' in the month of April with the assistance from NAAC.
3. Dr.Pooja Deshmukh Suggested to have FDP on Research methodology .Discussion is carried out on inviting resource persons for the same. Prof.Ashish Gadekar suggested to have in house faculties as resource persons which was agreed by all other members of the cell.
4. The Director declared that a MDP is arranged in month of June related to corporate social responsibilities.

Open for any additional points

Review of NSS activities have been taken. Dr.Prapti Deahmukh said that activities are going on satisfactory level.

IQAC meeting was closed.

Member Secretary

**MGM Institute of Management
Internal Quality Assurance Cell (IQAC)**

Meeting Notice

Dear Sir/Madam,

It is my pleasure to inform you that the 18th meeting of the Internal Quality Assurance Cell of MGM Institute of Management is scheduled on 25/6/2019 at 3:30 a.m. at conference hall, MGM Institute of Management. The brief-agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the same.

Prof. Tanuja Dubey
(Member Secretary)

Dr.(Col) Pardeep Kumar
(Director)

Copy to:

Members (Senior teachers of MGM IOM):

- Prof.Ashish Gadekar
- Prof.Anil Palve (Coordinator Academics)
- Dr.Pooja Deshmukh
- Prof.Asmita Joshi
- Dr. Harshali Deshmukh
- Prof.Abhijeet Thakur
- Shrushti Surana & Divya Munot (Student coordinator)

External Expert Members:

- Dr.Mrs.Prapti Deshmukh-(Principal,G.Y.Pathrikar college)
- Dr.S.A.Somwanshi-(Ex-Director ,MGM IOM)
- Mr.Ashish Wagh(Alumni member and industry expert)

Admin Official:

- Dr.Abhijeet Thakur

Agenda points of 18th Meeting of IQAC

1. Discussion on foundation course & activities of academic calendar for next academic year 19-20
2. Commencement of classes for next academic year 19-20
3. Changes in academic and administrative committees for next academic year 19-20
4. AQAR preparation
5. AICTE clean campus survey
6. Any other point with the permission of the chair.

Minutes of meeting held on 25/6/2019

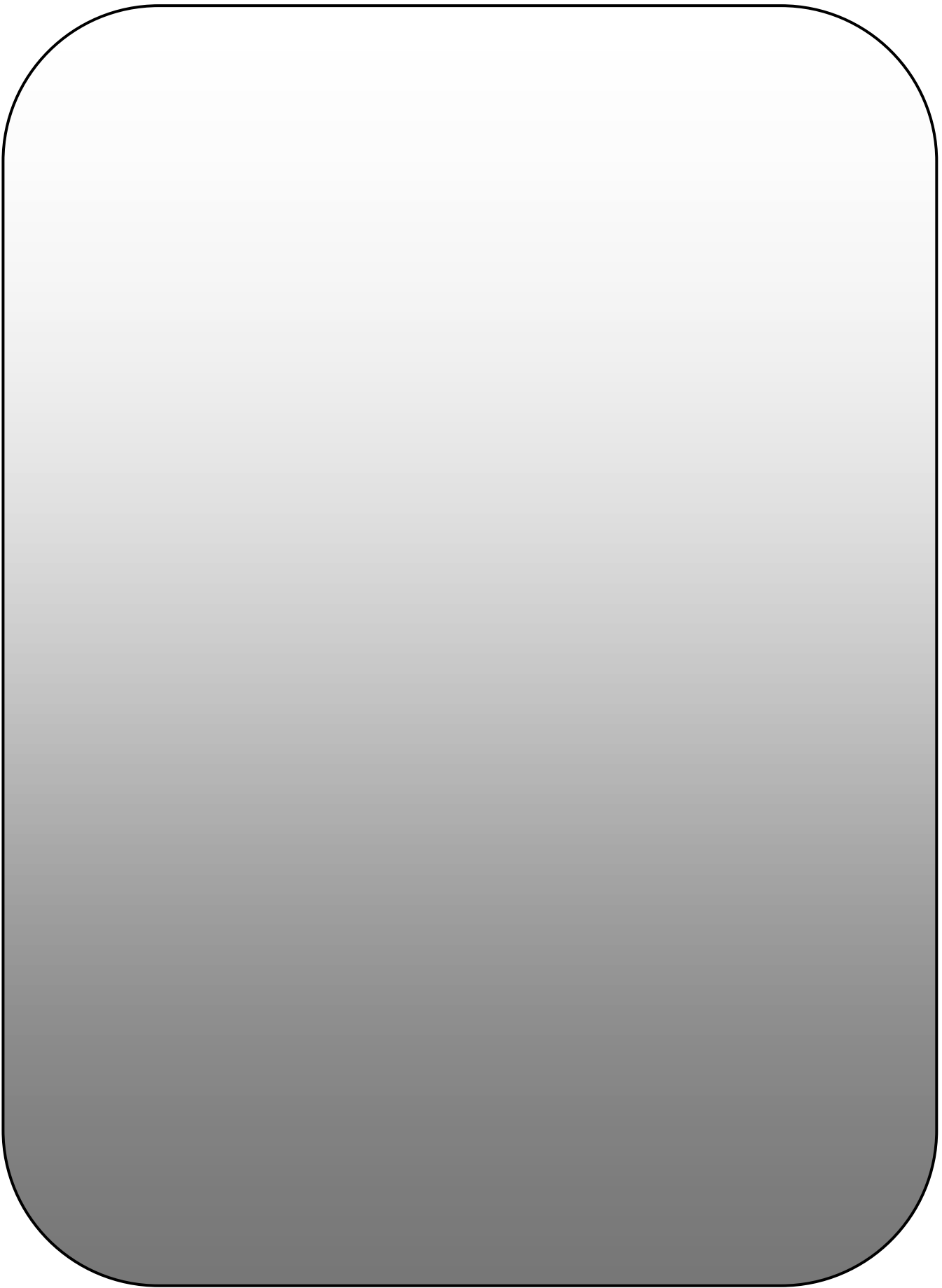
- 1. Discussion on foundation course & activities of academic calendar for next academic year 2019-20:** Foundation course has a deep impact on the quality of instructions or education to be imparted subsequently. Dr. Asmita Joshi had asked for suggestions related to guest lectures, Prof. Anil Palve asked for suggestions related to Co curricular activities, foundation course and other activities for academic calendar scheduling. Suggestions were given by faculty members as well as Director and other expert members which will be incorporated in the next foundation course.
- 2. Commencement of classes for next academic year 2019-20:** It was decided to conduct 10 days Foundation Course before commencement of classes to have strong foundation for students of MBA-Ist year. The syllabus for the classes was then shown on the PPT and more suggestions were asked. Dr. Prapti Deshmukh said that foundation course should include some classes on Mathematics also, which was agreed to by all. The committee was informed that basic Mathematics classes will be organized and more time will be allotted for the same.
- 3. Changes in academic and administrative committees:** Director said that as changes must be made to different academic and administrative committees and the performance of old committees was appreciated. Co-ordinator academics and administrative office were instructed to prepare the list of new committees.
- 4. AQAR preparation:** AQAR preparation was reviewed by other members of IQAC and found it at satisfactory level. Final draft preparation planning was done by members of IQAC which was agreed by other members. Further planning about the same is carried out.

Other Points

5. The coordinator of IQAC announces to take part in AICTE clean campus survey. Data has been uploaded in the websites of AICTE .

6. Dr.Pooja Deshmukh mentioned that she has taken an initiative as research coordinator to motivate faculties for doing research by sending emails. Director declared that in performance appraisal process more emphasis will be given to research and consultancy.
7. Dr.Pooja Deshmukh mentioned that she has taken an initiative for making a subject handbook. Director declared that in performance appraisal process emphasis will be given to publish one subject notebook for benefits of the students.

Member Secretary



**The Agenda and minutes
for meeting (Academic Year
2017-2018)
Of
Internal Quality assurance
Cell(IQAC)**



MGM

INSTITUTE OF MANAGEMENT

MGM Institute of Management

Internal Quality Assurance Cell (IQAC)

Meeting Notice

Dear Sir/Madam,

It is my pleasure to inform you that the 12th meeting of the Internal Quality Assurance Cell of MGM Institute of Management is scheduled on 29/7/2017 at 2:30 a.m. at conference hall, MGM Institute of Management. The brief-agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the same.

Prof. Tanuja Dubey
(Deputy Member Secretary)

Prof.Smita Khursale
(Member Secretary)

Dr.(Col) Pardeep Kumar
(Director)

Copy to:

Members (Senior teachers of MGM IOM):

- Prof.Ashish Gadekar
- Prof.Anil Palve
- Prof.Asmita Joshi
- Prof.Abhijeet Thakur
- Prof.Pooja Deshmukh
- Niyaz Makhmalla (Student coordinator)

External Expert Members:

- Dr.Mrs.Prapti Deshmukh-(Principal,G.Y.Pathrikar college)
- Dr.S.A.Somwanshi-(Ex-Director ,MGM IOM)
- Mr.Ashish Wagh(Alumni member and industry expert)

Admin Official:

- Dr..Abhijeet Thakur

Agenda points of 12th Meeting of IQAC

1. Discussion on activities of academic calendar for next session
2. Commencement of classes and the foundation course for MBA 1st year students.
3. Changes in academic and administrative committees
4. Any other point with the permission of the chair.

Minutes of meeting held on 29 July 2017

- 1. Discussion on activities of academic calendar for next session-** Foundation course has a deep impact on the quality of instructions or education to be imparted subsequently. Prof. Rajlaxmi had asked for suggestions related to guest lectures, Prof. Anil Palve asked for suggestions related to Co curricular activities, foundation course and other activities for academic calendar scheduling. Suggestions were given by faculty members as well as Director and other expert members which will be incorporated in the next foundation course.
- 2. Commencement of classes-**It was decided to conduct 10 days Foundation Course before commencement of classes to have strong foundation for students of MBA-Ist year. The syllabus for the classes was then shown on the PPT and more suggestions were asked. Dr. Prapti Deshmukh said that foundation course should include some classes on Mathematics also, which was agreed to by all. The committee was informed that basic Mathematics classes will be organized and more time will be allotted for the same.
- 3. Changes in academic and administrative committees-**Director said that as changes must be made to different academic and administrative committees and the performance of old committees was appreciated. Co-ordinator academics and administrative office were instructed to prepare the list of new committees.

Points from the Members:

- 4. Procurement of books:** It was brought out by Prof. Ashish Gadekar that e-books must be procured as students are more e-savvy and these books can be accessed from home. This was supported by Prof. Asmita Joshi and Dr. Pooja Deshmukh. The house was informed that e-books on common subjects will be procured in Academic Year 2017-18.

1. There being no more points, the meeting was closed.

Member Secretary

MGM Institute of Management

Internal Quality Assurance Cell (IQAC)

Meeting Notice

Dear Sir/Madam,

It is my pleasure to inform you that the 13th meeting of the Internal Quality Assurance Cell of MGM Institute of Management is scheduled on 23/10/2017 at 2:30 a.m. at conference hall, MGM Institute of Management. The brief-agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the same.

Prof. Smita Khursale
(Member Secretary)

Dr. (Col) Pardeep Kumar
(Director)

Copy to:

Members (Senior teachers of MGM IOM):

- Prof.Ashish Gadekar
- Prof.Anil Palve (Coordinator Academics)
- Dr.Pooja Deshmukh
- Prof.Asmita Joshi
- Prof.Tanuja Dubey
- Niyaz Makhmalla (Student coordinator)

External Expert Members:

- Dr.Mrs.Prapti Deshmukh-(Principal,G.Y.Pathrikar college)
- Dr.S.A.Somwanshi-(Ex-Director ,MGM IOM)
- Mr.Ashish Wagh(Alumni member and industry expert)

Admin Official:

- Dr.Abhijeet Thakur

Agenda points of 13th Meeting of IQAC

1. Discussion on results of University exams.
2. Training of Faculty members.
3. Discussion on Alumni Meet
4. Discussion on National conference to be organized in February 2018
5. School of Artillery, Deolali Visit
6. Discussion related to MGM Olympics and Heritage run
7. Any other point with the permission of the chair

Minutes of meeting held on 23 October 2017

1. Results of University exams May 2017: Coordinator Academics projected the slides of University exam results. The result was as under:

a. MBA 1st Year - 73%

b. MBA 2nd Year – Marketing Management - 62%

Financial Management - 81 %

Human Resource Management - 56%

Production & Operations Management - 80%

The result has shown good progress as compared to AY 2015-16. The same was appreciated by the IQAC and the committee members said that efforts must continue to improve the results as we are not able to meet the quality objective as yet fully.

2. Training of Faculty members: Committee was intimated that the following faculty members have undergone training as mentioned against each:

a. Dr. (Col) Pardeep Kumar – UK India Education & Research Initiative (UKIERI) Programme, Leadership and Faculty Development at Bhuvaneshwar (Odisha) from 4 to 17 October 2017 and at SKIT&M Jaipur Rajasthan.

b. Prof. Rajlaxmi Bhosale – Skill Development (Cultural Differences) Course at Kandy Srilanka through Disha International (a NGO) from 23rd to 31st October.

3. Alumni feedback on Quality improvement: Dr. (Col) Pardeep Kumar intimated the date of Alumni Meet “Memories” which will take place on 10th February, 2018. Prof. Chitra Deshpande (Alumini coordinator) put forth alumni meet plan, which was confirmed by Director. It was decided that we must collect Alumni feedback and ask them suggestions on quality enhancement.

4. National conference and Responsibilities: Dr. (Col) Pardeep Kumar proposed to have national conference on **Managing Farming Crises in India through Farm Loan Waivers and its Impact’** on February 16-17. Discussion was carried out for the same. Prof. Ashish Gadekar suggested a few names of speakers for various sessions which was agreed by all other members.

It was suggested by Prof. Anil Palve that all faculties must write papers on the subject as adequate time was available. My. Niyaz Makhmalla requested that students should also be allowed to present papers. His point was appreciated.

- 5. School of Artillery Visit:** The students of MGMIOM and faculty members along with the Director, Dr. Col Pardeep Kumar planned for a one-day field trip on 9th January 2018 to School of Artillery Deolali for the “Arms and Ammunition Firing Demonstration”. Prof. Anil Palve put forth the plan, which was confirmed by Director. The aim was to give exposure to students to the processes and practices of handling of weapons and highly technical equipment held by the armed forces of India.
- 6. Discussion related to students role in MGM Olympics and Heritage run:** The 5th Heritage Run was planned to be organized in view of the 35th Foundation Day of MGM trust. Three days MGM Olympics has been planned to be held at MGM Sports Stadium, Aurangabad from 08 Nov 2017 to 10 Nov 2017 as a part of celebrations of 35th Foundation Day of MGM. All MGM Institutes/colleges/polytechnic and schools will participate in MGM Olympics. The students will be incorporated in planning and conduct of these events. The committee agreed that the students of MBA should not only take part in the games / sports but also be given the opportunity to organize various events. The committee was assured that adequate opportunity will be given to the students to learn about organization of games and sports.
- 7.** There being no more points, the meeting was closed.

Member Secretary

**MGM Institute of Management
Internal Quality Assurance Cell (IQAC)**

Meeting Notice

Dear Sir/Madam,

It is my pleasure to inform you that the 14th meeting of the Internal Quality Assurance Cell of MGM Institute of Management is scheduled on 12/4/2018 at 2:30 a.m. at conference hall, MGM Institute of Management. The brief-agenda of the meeting is enclosed herewith. You are therefore requested to kindly make it convenient to attend the same.

Prof. Tanuja Dubey
(Member Secretary)

Dr.(Col) Pardeep Kumar
(Director)

Copy to:

Members (Senior teachers of MGM IOM):

- Prof.Ashish Gadekar
- Prof.Anil Palve (Coordinator Academics)
- Dr.Pooja Deshmukh
- Prof.Asmita Joshi
- Dr. Harshali Deshmukh
- Niyaz Makhmalla (Student coordinator)
-
- Prof.Abhijeet Thakur
- Prof.Pooja Deshmukh
- Niyaz Makhmalla (Student coordinator)

External Expert Members:

- Dr.Mrs.Prapti Deshmukh-(Principal,G.Y.Pathrikar college)
- Dr.S.A.Somwanshi-(Ex-Director ,MGM IOM)
- Mr.Ashish Wagh(Alumni member and industry expert)

Admin Official:

- Dr.Abhijeet Thakur

Agenda points of 14th Meeting of IQAC

5. Intimation of change of the Member Secretary
6. Quality of Business Communication Classes
7. Teaching of EXIM Procedures and GST concepts
8. Participation in Business Today-Marketing and Development Research Associates (MDRA) survey 2018
9. Any other point with the permission of the chair

Minutes of meeting held on 12/4/2018

1. The Director, Dr. (Col) Pardeep Kumar introduced Prof. Tanuja Dubey as a Member Secretary in place of Prof. Smita Khursale with effect from 1st January 2018.
2. **Quality of Business Communication Classes:** It has always been noticed that the students need more training in English knowledge and communication skills. Though we have been conducting Business Communication classes, but the results are not up to our satisfaction. It has been increasingly felt that our faculties must be trained to teach Business Communication (including English language) through a trainer so that the quality of English teaching could be improved. After a detailed discussion it was decided that a FDP be conducted on teaching of English language in June/July 2018. This was agreed to and Prof. Rajlaxmi Bhosale was nominated as coordinator of the FDP as she is already trained in the subject.
3. **Teaching of EXIM Procedures and GST concepts:** There are many students in the institute who are likely to handle their family businesses including export. There is a requirement of giving quality teaching in export procedures to such students. After the implementation of GST, the old tax regime has lost its relevance. It is important to teach new GST related issues. Therefore the quality of Instructions on topics like EXIM and GST is required to be improved. It was proposed to conduct a Management Development Program in the Institute in order to train our faculties and industrial personnel in providing in EXIM and GST related aspects. Dr. Harshali Deshmukh was nominated as coordinator of the MDP.
4. **Participation in Business Today-Marketing and Development Research Associates (MDRA) survey 2018:** Participation in national surveys helps to know our rank at national level and it helps to improve quality. The Director intimated to the committee about the participation in the Business Today-MDRA Best Business Schools ranking 2018. The parameters broadly cover nine sections i.e. Institute Profile, Student Diversity, Fees & Funding, Selection Process, Learning Experience, Living Experience, Future Orientation, Placement Performance and Contact Details. Prof. Tanuja Dubey will be responsible to provide the data
5. The house was then open for any additional points.
6. There being no other points, IQAC meeting was closed.

Member Secretary