



ZEAL EDUCATION SOCIETY'S
**ZEAL INSTITUTE OF MANAGEMENT AND COMPUTER
APPLICATION (ZIMCA)**
NARHE | PUNE | INDIA

WON CODE: INMP015570 DTE CODE: NRB6195 AISHE CODE: C-50909



AGENDA

This is hereby informed to all that the meeting is scheduled as per the details mentioned below:

Sr. No	Particular	Details
1.	Date	02.08.2022
2.	Day	Tuesday
3.	Time	3.00PM
4.	Venue	Director Cabin

The agenda of the meeting is as follow:

Sr. No	Agenda	Remark, if Any
1.	Review of previous meeting	-
2.	Mentor-mentorship Program	-
3.	Training & Placements	-
4.	Review of Remedial Sessions	-
5.	Teaching, Learning and Evaluations	-
6.	Stakeholders Feedback	-

Member Secretary/ Coordinator



Chairman/Director



ZETA EDUCATION SOCIETY'S
**ZEAL INSTITUTE OF MANAGEMENT AND COMPUTER
APPLICATION (ZIMCA)**

NARHE | PUNE | INDIA

PUN CODE: INM/P015570

DTE CODE: MB6195

AISHE CODE: C-50900



MINUTES OF MEETING

Date	02.08.2022
Venue	Director's Cabin
Time	3.00 PM
Chair person	Dr. R. M. Patil
Participants/ Attendees	As per attendance sheet

IQAC coordinator commenced the meeting by welcoming all members of IQAC meeting. He reads all minutes of last IQAC meeting. Every member approved the minutes of last meeting.

Sr. No.	Agenda	Points raised/suggested	Action to be taken	Timelines	Responsibility	Remarks
1.	Mentor-mentorship program	<ul style="list-style-type: none"> - To design the mentorship program - To understand the importance of mentorship program for mentor and mentees - To define the roles and responsibilities of mentor - To maintain all records 	<ul style="list-style-type: none"> - The respective coordinator has to appoint the mentor for the students and communicate with them - The coordinator and mentors has to maintain all records of mentorship program - Each mentor has to conduct meetings with their mentees as per the plan 	End of Semester	Prof. Varsha Kedar	
2.	Training & Placements	<ul style="list-style-type: none"> - Campus placements, training drives and opportunities for training and placements 	<ul style="list-style-type: none"> - The training and placement coordinator has to identify the various companies for students - The T & P coordinator need to arrange training programs for the students 	Round the year	Prof. Sachin Wadekar	
3.	Review of remedial sessions	<ul style="list-style-type: none"> - Class Coordinator have given the review of remedial sessions organized for students from 26.07.2022 	<ul style="list-style-type: none"> - The class coordinator has to collect the feedback from the students about remedial sessions - Maintain all the records of remedial sessions 	One week	Prof. Varsha Kedar	
4.	Teaching, learning	<ul style="list-style-type: none"> - To maintain all records 	<ul style="list-style-type: none"> - All subject faculties have to 	End semester	All subject	The subject





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	and evaluations	of Teaching, learning and evaluations	maintain the record of their evaluations, course file and finalize the internal marks of the students.		faculty	faculties have to show assessmets sheets (Term paper) to the students.
5.	Stakeholders Feedback	- To collect the feedback from various stakeholders	-The IQAC coordinator has to collect and analyze the feedback from various stakeholders to improve the quality of all processes of the institute.	End of the academic year	Prof. Vikrant Nangare	

• Meeting was concluded with Vote of thanks to the chair.

Member Secretary/ Coordinator



Chairman/Director



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ATTENDANCE SHEET

Subject: IQAC Meeting

Date: 02.08.2022

Time: 3.00 PM

Sr. No.	Name	Designation/Process Owner	Institute /Department	Attendance
1.	Dr. Ashwini Sovani	Head, ZGMI	ZIMCA	Present
2.	Dr. R. M. Patil	Director	ZIMCA	Present
3.	Prof. Vikrant Nangare	Assit. Professor	ZIMCA	Present
4.	Prof. Sanjay Mahadik	Assit. Professor	ZIMCA	Present
5.	Prof. Sachin wadkar	Assit. Professor	ZIMCA	Present
6.	Dr. Ekta Talwar	Assit. Professor	ZIMCA	Present
7.	Prof. Varsha Kedar	Assit. Professor	ZIMCA	Present
8.	Prof. Deepak Shirke	Assit. Professor	ZIMCA	Present
9.	Mrs. Sampada Deshmukh	Librarian	ZIMCA	Present
10.	Mr. Shivaji Mahnwar	Office Superintendent	ZIMCA	Present

Chair: Dr. R. M. Patil



Signature: [Signature]



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AGENDA

This is hereby informed to all that the meeting is scheduled as per the details mentioned below:

Sr. No	Particular	Details
1.	Date	02.12.2021
2.	Day	Thursday
3.	Time	11.30AM
4.	Venue	Director Cabin

The agenda of the meeting is as follow:

Sr. No	Agenda	Remark, if Any
1.	Review of last meeting	-
2.	Club Formation	-
3.	Teaching, Learning & Evaluations	-
4.	Accreditation	-
5.	International Women's Day Planning	-
6.	Alumni Meet Planning	-
7.	Any other issues with the process owner	-

Member Secretary/ Coordinator



Chairman/Director



ZEAL EDUCATION SOCIETY'S
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MINUTES OF MEETING

MINUTES OF MEETING						
Date	02.12.2021					
Venue	Director's Cabin					
Time	11.30AM					
Chair person	Dr. R. M. Patil					
Participants/ Attendees	As per attendance sheet					
IQAC coordinator commenced the meeting by welcoming all members of IQAC meeting. He reads all minutes of last IQAC meeting. Every member approved the minutes of last meeting.						
Sr.N o.	Agenda	Points raised/suggested	Action to be taken	Timelines	Responsibility	Remarks
1	Club Formation	<ul style="list-style-type: none">- Dr. R.M. Patil suggested forming the various clubs for the students to improve their skillsets.	<ul style="list-style-type: none">- The club coordinators have to form the different clubs with the concern of all faculty members and students.- The club coordinators have to define the roles and responsibilities of student's club coordinators.- The club coordinator need to coordinates and maintain all the data of the various club activities.	During the semester	Prof. Varsha kedar	<ul style="list-style-type: none">- Readers' Delight Club- Techyroom- Wellness Club- ZSR Club- Antrang Club- Digital Media Club- Investment Club- EID Cell & Incubation cell
2	Teaching, Learning & Evaluations	<ul style="list-style-type: none">- The academic coordinator suggests that all subject faculty members have to prepare the plan for their subjects as per the index	<ul style="list-style-type: none">- The subject faculties need to prepare their course plan, evaluation plan.- Program Coordinator need to finalize lecture timetable and work load distribution and communicate to all	Feb-2022	All Course Coordinator	





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		of course file, - IQAC coordinator suggested about ISO recertification audit process in the AY-2021-22 - Dr. R. M. Patil also raised the point for preparation for ISO audit.	faculty members. - IQAC coordinator needs to explain the internal and external audit process to all process owners. - Respective process owner need to work on their process and maintain all the required documents as per the ISO standard.				
3	Accreditation				March 2022	Prof. Vikrant Nangare and All Process Owner	
4	International Women's Day Planning	- Club coordinator suggested to celebrate International Women's Day	- The club coordinator should have made the overall plan to celebrate the international women's day with concern with faculty members and students. - Coordinator has to prepare the report of the event.		5 th March 2022	Prof. Varsha Kedar	
5	Alumni Meet Planning	- Prof. Sachin Wadekar has suggested to plan the Alumni Meet in the meeting. All faculties have agreed for the alumni meet.	- Alumni coordinator should have finalized the date of alumni meet and communicate to all alumnus. - The coordinator also has to finalize the budget, overall plan and allocation of work among faculties and students for smooth conduction of alumni meet.		20 th April 2022	Prof. Sachin Wadekar	
6	Any other issues with the process owner	- Process owners have discussed the plan of ISO certification and AQAR submission for the AY-2020-21	- All process owner need to prepare and maintain their process data for the AQAR submission and ISO Audit.		12.02.2022	All Process Owner	

• Meeting was concluded with Vote of thanks to the chair.

Member Secretary/ Coordinator

Chairman/Director



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ATTENDANCE SHEET

Subject: IQAC Meeting

Date: 02.12.2021

Time: 11.30AM

Sr. No.	Name	Designation/Process Owner	Institute /Department	Attendance
1.	Dr. Ashwini Sovani	Head, ZGMI	ZIMCA	Present
2.	Dr. R. M. Patil	Director	ZIMCA	Present
3.	Prof. Vikrant Nangure	Assit. Professor	ZIMCA	Present
4.	Prof. Sanjay Mahadik	Assit. Professor	ZIMCA	Present
5.	Prof. Sachin wadekar	Assit. Professor	ZIMCA	Present
6.	Dr. Ekta Talwar	Assit. Professor	ZIMCA	Present
7.	Prof. Varsha Kedar	Assit. Professor	ZIMCA	Present
8.	Prof. Deepak Shirke	Assit. Professor	ZIMCA	Present
9.	Prof. Arund Ghumaste	Assit. Professor	ZIMCA	Present
10.	Mrs. Sampada Deshmukh	Librarian	ZIMCA	Present
11.	Mr. Shivaji Mahwar	Office Superintendent	ZIMCA	Present

Chair: Dr. R. M. Patil



Signature: [Signature]



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AISHE CODE: G-50909



AGENDA

This is hereby informed to all that the meeting is scheduled as per the details mentioned below:-

Sr. No	Particular	Details
1.	Date	22.04.2022
2.	Day	Friday
3.	Time	2.00PM
4.	Venue	Director Cabin

The agenda of the meeting is as follow:-

Sr.No	Agenda	Remark, if Any
1.	Review of previous meeting	NIL
2.	ERP Training	NIL
3.	ZIMCA Newsletter	NIL
4.	SIP Progress	NIL
5.	Qlo-Lab Sessions	NIL
6.	Teaching, Learning & Evaluations	NIL





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Member Secretary/ Coordinator

Chairman/Director

MINUTES OF MEETING

Sr.N o.	Agenda	Points raised/suggested	Action to be taken	Timelines	Responsibility	Remarks
1	ERP Training	- Dr. R M Patil has suggested conducting the ERP training for the teaching and non-teaching members.	- The ERP coordinator needs to make certain arrangement for ERP training and communicate to teaching and non-teaching members.	08.05.2022	Prof. Sachin Wadekar	
2	ZIMCA Newsletter	- Dr. Ashwini Sovani suggested the idea to publish the newsletter - All faculty members have appreciate this idea to publish newsletter	- ZIMCA Newsletter coordinator needs to prepare the budget, collecting the articles, poetry, creative work, news etc. from the students and faculty members and publish in the event - She also should form the students and faculty committee for the	June 2022	Mrs. Sampada Deshmukh	





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3	SIP Progress	<ul style="list-style-type: none"> - Dr. R M Patil has taken the SIP process record and suggests some points for the improvement in the process of SIP. 	<ul style="list-style-type: none"> - SIP coordinator has to communicate about SIP updates to the students and their guides and she require maintaining all the data of SIP. - SIP coordinator also needs to plan of internal and external viva-voce of the students. 	Till SIP submission	Dr. Ekta Talwar	
4	Glo-Lab Sessions	<ul style="list-style-type: none"> - Dr. Ekta Talwar has suggested that to conduct the Glo-Lab session for the students (advanced learner) with international speaker. 	<ul style="list-style-type: none"> - The coordinator need to prepare a plan for Glo-lab session for the students. - Need to maintain all the required data. 	04.05.2022	Dr. Ekta Talwar & Prof. Varsha Kedar	
5	Teaching, Learning & Evaluations	<ul style="list-style-type: none"> - To maintain all records of Teaching, learning and evaluations 	<ul style="list-style-type: none"> - All subject faculties have to maintain the record of their evaluations, course file and finalize the internal marks of the students. 	End semester	All subject faculty	The subject faculties have to show assessments sheets (Term paper) to the students.

• Meeting was concluded with Vote of thanks to the chair.

Member Secretary/ Coordinator



Chairman/Director





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AISHE CODE: C-50909



ATTENDANCE SHEET

Subject: IQAC Meeting

Date: 22.04.2022

Time: 2.00 PM

Sr. No.	Name	Designation/Process Owner	Institute /Department	Attendance
1.	Dr. Ashwini Sovani	Head, ZGMI	ZIMCA	Present
2.	Dr. R. M. Patil	Director	ZIMCA	Present
3.	Prof. Vikrant Nangare	Assit. Professor	ZIMCA	Present
4.	Prof. Sanjay Mahadik	Assit. Professor	ZIMCA	Present
5.	Prof. Sachin wadekar	Assit. Professor	ZIMCA	Present
6.	Dr. Ekta Talwar	Assit. Professor	ZIMCA	Present
7.	Prof. Vansha Kedar	Assit. Professor	ZIMCA	Present
8.	Prof. Deepak Shirke	Assit. Professor	ZIMCA	Present
9.	Prof. Anand Ghumaste	Assit. Professor	ZIMCA	Present
10.	Mrs. Sampada Deshmukh	Librarian	ZIMCA	Present
11.	Mr. Shivaji Mahwar	Office Superintendent	ZIMCA	Present

Chair: Dr. R. M. Patil



Signature: F. Kulkarni