



ZIMCA-8-F-04-10

### AGENDA

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

Sr. No	Particular	Details
1.	Date	14 July 2022
2.	Day	Thursday
3.	Time	02:30-03:30 (PM)
4.	Venue	Director Cabin

The agenda of the meeting is as follow:

Sr. No	Agenda	Remark, if Any
1.	Campus to Corporate Training Program	—
2.	Planning of academic activities	—
3.	Campus placement training, drives and opportunities	—
4.	ISO recertification	—
5.	Students SIP	—
6.	Stakeholders feedback	—

Prof. vikrant nangrese  
Member Secretary/ Coordinator



Prof. Sanjay mahadik  
Chairman/Director



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

NARHE | PUNE | INDIA

PUN CODE: IMMP015570

DTE CODE: MB6195

AISHE CODE: C-50909



**MINUTES OF MEETING**

<b>Date</b>	14th July 2022					
<b>Venue</b>	ZIMCA Building Seminar Hall					
<b>Time</b>	02:30-03:30 (PM)					
<b>Chair person</b>	Prof. Sanjay Mahadik					
<b>Participants/ Attendees</b>	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.	Campus to Corporate Training Program	Director and IQAC coordinator have suggested to conduct training programs for the students	The Campus to Corporate Coordinator need to identify the training needs and make a plan of training accordingly	26.08.2022	Campus to Corporate Coordinator	C2C brochure need to prepare
2.	Planning of academic activities	Academic coordinator have discussed the upcoming academic activities with the members in the meeting	Academic coordinator need to prepare and finalize the academic calendar for upcoming year	19.07.2022	Academic Coordinator	-
3.	Campus placement training, drives and opportunities	Director suggested that to identify the placement opportunities for the students	Training and placement coordinator should work for good placement opportunities for the students and for SIP also.	13.09.2022	Placement coordinator	-
4.	ISO recertification	Director raised the point	The ISO coordinator should	15.12.2022	ISO	-



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



PUN CODE: IMMP015570

DTE CODE: MB6195

AISHE CODE: G-50909

		about ISO surveillance audit	start the work for ISO surveillance audit		Coordinator	
5.	Students SIP	Students SIP Diary	The SIP coordinator should prepare the SIP diary for the students and arrange the SIP orientation session for the students by the expert faculty members	10.09.2022	SIP Coordinator	SIP guide need to collect SIP joining, 1 <sup>st</sup> fortnight , 2 <sup>nd</sup> fortnight reports and research proposal from their students
6.	Stakeholders feedback	Director suggested to IQAC coordinator for collecting the feedbacks from various stakeholders timely.	The IQAC coordinator should collect the feedback from the stakeholders and prepare the action taken reports	12.02.2023	IQAC coordinator	Feedback collection, analysis and action taken reports need to prepare
<ul style="list-style-type: none"> <li>Meeting was concluded with Vote of thanks to the chair.</li> </ul>						

*V. Nangare*  
**Prof. Vikrant Nangare**  
 Member Secretary/ Coordinator



*F. Mahadik*  
**Prof. Sanjay Mahadik**  
 Chairman/Director





### ATTENDANCE SHEET

Subject: IQAC Meeting

Date: 14th July 2022

Time: 2.30PM

Sr. No.	Name	Designation/Process Owner	Institute /Department	Attendance
1.	Dr. Ravindra Patil	Asso. Professor	ZIMCA	P
2.	Prof. Vikrant Nangore	Asst. Professor	ZIMCA	P
3.	Prof. Sanjay Mahadik	Incharge Director	ZIMCA	P
4.	Prof. Sachin Wodekar	Asst. Professor	ZIMCA	P
5.	Dr. Ekta Talwar	Asst. Professor	ZIMCA	P
6.	Prof. Varsha Kedar	Asst. Professor	ZIMCA	P
7.	Prof. Mahesh Pardeshi	Asst. Professor	ZIMCA	P
8.			ZIMCA	
9.			ZIMCA	
10.			ZIMCA	
11.			ZIMCA	
12.			ZIMCA	

Chair: Prof. Sanjay Mahadik



Signature: [Signature]



ZIMCA-8-F-04-10

**AGENDA**

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

Sr. No	Particular	Details
1.	Date	25/05/2023
2.	Day	Thursday
3.	Time	02:00-03:30 PM
4.	Venue	Director Cabin

The agenda of the meeting is as follows:

Sr. No	Agenda	Remark, if Any
1.	Guest lecture by Sports and Wellness Club	-
2.	Mentor -Mentee activity updates	-
3.	Celebration of World Environment Day	-
4.	Internal and External Examination	-
5.	Overview of club activities	-
6.	Training and Placement updates	-

*Prof. Vikrant Nangare*  
Member Secretary/ Coordinator



*Prof. Sanjay Mahadik*  
Chairman/Director



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

NARHE | PUNE | INDIA



PUN CODE: IMMP015570

DTE CODE: MB6195

AISHE CODE: C-50909

**MINUTES OF MEETING**

<b>Date</b>	25th May 2023					
<b>Venue</b>	Director Cabin					
<b>Time</b>	02:00-03:30 PM					
<b>Chair person</b>	Prof. Sanjay Mahadik					
<b>Participants/ Attendees</b>	As per attendance sheet					
<p>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.</p>						
Sr. No.	Agenda	Points raised/suggested	Action to be taken	Timelines	Responsibility	Remarks
1.	Guest lecture by Sports and Wellness Club	Director suggested in the meeting to arrange guest session on health and hygiene	Sports and Wellness Club Coordinator should arrange the guest session on health and hygiene for the students and faculty members.	20.07.2023	Sports and Wellness Club Coordinator	Identify the eminent speaker for the same
2.	Mentor –Mentee activity updates	Mentor-Mentee related activities/updates were discussed in the meeting by Mentor-Mentee coordinator.	Each mentor need to conduct the meetings with their mentees as per the schedule and maintain all the records in the prescribed formats	Timely	Mentors	Refer the mentor-mentee schedule
3.	Celebration of World Environment Day	Club coordinator raised the point regarding Celebration of World Environment Day	The club coordinator need to plan of celebration of World Environment Day with Cleanliness drive at Baneshwar, Bhor.	July 2023	Club Coordinator	Take the permission form the respective authorities
4.	Internal and External	Exam coordinator have given the updates	Director advised to Exam Coordinator to conduct the	As per schedule	Exam	-





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

NARHE | PUNE | INDIA



PUN CODE: IMMP015570

DTE CODE: MB6195

AISS-EE CODE: C-50909

	Examination	regarding internal and external examination	internal and external smoothly and as per the plan		Coordinator	
5.	Overview of Club activities	Industrial visit and readers Day celebration should be organized under the club activity	The club coordinator needs to plan of Industrial visit and readers Day celebration for the students.	June 2023	Club Coordinator	Prepare a structured plan for the event and maintain the record
6.	Training and Placement updates	The Placement coordinator have discussed the overview of placement activities	The Placement coordinator should conduct the placement drive for the students	Time to time	T&P Coordinator	-

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

  
Prof. Vikrant Nangare  
Member Secretary/ Coordinator



  
Prof. Sanjay Mahadik  
Chairman/Director



### ATTENDANCE SHEET

**Subject: IQAC Meeting**

**Date: 25/05/2023**

**Time: 02:00-03:30 PM**

Sr. No.	Name	Designation/Process Owner	Institute /Department	Attendance
1.	Dr. R M Patil	ASSO. Professor	ZIMCA	P
2.	Prof. Vikrant Nangare	HOD	ZIMCA	P
3.	Prof. Sanjay Mahadik.	I/c Director	ZIMCA	P
4.	Prof. Sachin Wadekar	ASST. Professor	ZIMCA	P
5.	Prof. Deepak Shirke	ASST. Professor	ZIMCA	P
6.	Prof. Gajanan Nerkar	ASST. Professor	ZIMCA	P
7.	Prof. Sayali Wankhade	ASST. Professor	ZIMCA	P
8.	Prof. Vishwanath Bhirav	ASST. Professor	ZIMCA	P
9.	Prof. Navin Kumar	ASST. Professor	ZIMCA	P
10.	Prof. Shriram Ugale	ASST Professor	ZIMCA	P

Chair: Prof. Sanjay Mahadik



Signature: F. P. Kulkarni





ZIMCA-8-F-04-10

### AGENDA

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

Sr. No	Particular	Details
1.	Date	27/01/2023
2.	Day	Friday
3.	Time	02:30-03:30 PM
4.	Venue	Director Cabin

The agenda of the meeting is as follow:

Sr. No	Agenda	Remark, if Any
1.	SIP Progress	
2.	AQAR 2021-22 Submission	
3.	Overview of club activities	
4.	Overview of C2C training Program	
5.	Guest session	
6.	Review of academic activities	

Prof. Vikrant Nangare  
Member Secretary/ Coordinator



Prof. Sanjay Mahalik  
Chairman/Director



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



PLN CODE: IMMP015570

DTE CODE: MB6195

AISHE CODE: C-50909

**MINUTES OF MEETING**

<b>Date</b>	27/01/2023					
<b>Venue</b>	Director Cabin					
<b>Time</b>	02:30-03:30 PM					
<b>Chair person</b>	Prof. Sanjay Mahadik					
<b>Participants/ Attendees</b>	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	SIP Progress	SIP coordinator has discussed the students' progress about SIP.	Each SIP guide need to maintain the documentation of students SIP as per the plan.	Till SIP completion	SIP Guide	Students need to maintain SIP diary
2	AQAR 2021-22 Submission	Director discussed with the faculty members about the submission of AQAR 2021-22.	IQAC coordinator needs to coordinate to all faculty members and complete the task of AQAR submission as per the deadline.	As per NAAC circular	IQAC Coordinator	Allocate the criterion wise work
3	Overview of club activities	Discussion of various club activities – review and updates for past and future activities	Club coordinator need to coordinate and conduct the club activities as per the plan and maintain the record as per the standard	Time to time	Club Coordinator	Take the geo-tagged photographs
4	Overview of C2C Training Program & Placement activities	The training coordinator have discussed the overview of C2C Program	The C2C coordinator should conduct the all training sessions as per the plan and coordinator with the students and faculty members and maintain all records as per the standard.	Time to time	C2C coordinator & T&P Coordinator	Students attendance need to increase for the C2C program



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



PUN CODE: IMMP015570

DTE CODE: MB6195

AISHE CODE: C-50909

5	Guest Session	Director have suggested to faculty members to organize the guest sessions for the students	The ED cell coordinator and Club coordinator need to arrange some guest sessions for the students in this semester.	10.040.2023	Club Coordinator	Identify the eminent speakers for the guest sessions
6	Review of Academic Activities	Academic coordinator have discussed the academic activities in the meeting	Academic coordinator and course coordinator need to maintain all the academic records as per the plan and format.	Time to time	Academic Coordinator	Course coordinators have to maintain their course file.
<ul style="list-style-type: none"><li>• Meeting was concluded with Vote of thanks to the chair.</li></ul>						

  
Prof. Vikrant Nangare  
Member Secretary/ Coordinator



  
Prof. Sanjay Mahadik  
Chairman/Director





### ATTENDANCE SHEET

**Subject: IQAC Meeting**

**Date: 27/01/2023**

**Time: 2.30PM**

Sr. No.	Name	Designation/Process Owner	Institute /Department	Attendance
1.	Dr. Ravindra Patil	I/C Director	ZIMCA	P
2.	Prof. Vikrant Nangare	Asst. Professor	ZIMCA	P
3.	Prof. Sanjay Mahodik	Asst. Professor	ZIMCA	P
4.	Prof. Sachin Wodekar	Asst. Professor	ZIMCA	P
5.	Prof. Deepak Shirke	Asst. Professor	ZIMCA	P
6.	Ms. Dhiraj Yadav.	Admin. Cleark,	ZIMCA	P
7.	Ms. Ashiwini Jadhav.	Admin Cleark,	ZIMCA	P
8.			ZIMCA	
9.			ZIMCA	
10.			ZIMCA	
11.			ZIMCA	
12.			ZIMCA	

Chair: Prof. Vikrant Nangare



Signature: