



**Zeal Education Society's
Zeal Institute of Management and Computer Application, Pune**

Internal Quality Assurance Cell

Agenda

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

Sr. No	Particular	Details
1.	Date	12-10-2023
2.	Day	Thursday
3.	Time	3.00 PM
4.	Venue	Director Cabin

The agenda of the meeting is as follow:

Sr. No	Agenda	Remark, if Any
1.	Review of Previous Meeting	
2.	Review of Remedial Sessions	
3.	Discuss IQAC Calendar	
4.	Review Teaching Learning and Evacuations	
5.	Review Students Training initiatives	

ZIMCA/AG/002/03/2023-24

Member Secretary/ Coordinator

Chairman/Director

Annexure-II: Meeting Attendance



**Zeal Education Society's
Zeal Institute of Management and Computer Application, Pune
[ISO-EOMS 21001:2018 Standard]**

Attendance sheet

Subject: IQAC Meeting

Date: 12/10/2023

Time: 03.00 PM

Sr. No.	Name	Designation	Status
1.	Prof. Sanjay Mahadik	Chairman	Present
2.	Mr. Jayesh Katkar	Management Representative	Present
3.	Mr. Uddhav Shid	Local Body Representative	Present
4.	Prof. Pandurang Patil	Head Management Programmes	Present
5.	Prof. Vikrant Nangare	IQAC Coordinator	Present
6.	Prof. Sachin Wadekar	Teaching Representative	Present
7.	Prof. Deepak Shirke	Teaching Representative	Absent
8.	Mrs. Ashwini Jadhav	Non-Teaching Representative	Present
9.	Mr. Praful Nare	Alumni Representative	Present
10.	Mr. Gokul Mohite	Industry Representative	Absent
11.	Ms. Rojin Mulani	Student Representative	Present
12.	Mr. Mayur Kadam	Student Representative	Present

ZIMCA/AS/003/03/2023-24

Chair: Prof. Sanjay Mahadik

Signature: 



**Zeal Education Society's
Zeal Institute of Management and Computer Application, Pune-41
Internal Quality Assurance Cell (IQAC)**

MINUTES OF MEETING						
Date	12.10.2023					
Venue	Director's Cabin					
Time	3.00 PM					
Chair person	Prof. Sanjay Mahadik					
Participants/ Attendees	As per attendance sheet					
Meeting started with the welcome and permission of the chair- Prof. Sanjay Mahadik						
Sr. No.	Agenda	Points raised/suggested	Action to be taken	Timelines	Responsibility	Remarks
1	Mentor-Mentee Program	<ul style="list-style-type: none">- To design a mentorship program- Define roles and responsibilities of mentor	<ul style="list-style-type: none">- Respective Mentorship Coordinator allocate students to mentor- Records would checked by IQAC	End of Semester	Prof. Mitali Karmarkar	

2	Review of Result Improvement Sessions	- Program Coordinator and Class Coordinator given responsibility to arrange and review of Result Improvement sessions	-Program Coordinator plans sessions for backlog students under Result Improvement	Two Weeks	Prof. Sayali Wankhade	
3	Discuss IQAC Calendar	-Discusses IQAC calendar with Chairman and all members	-Actual execution of IQAC calendar by IQAC Coordinator	End of Semester	Prof. Vikrant Nangare	
4	Review Teaching and Learning and Evacuations	-Academic audit plans to review teaching learning and evaluations process	-Academic and Exam Audit plans by Program Coordinator	End of Semester	Prof. Sayali Wankhade	
5	Review Students Training initiatives	-Training to enhance skills of students plans from next week	-Training Coordinator should identify trainer to arranged training sessions for students	One Week	Prof. Navin Kumar	

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

ZIMCA/MOM/004/03/2023-24

Prepared by: Prof. Vikrant Nangare

Chairman/Director

Approved By: Director



**Zeal Education Society's
Zeal Institute of Management and Computer Application, Pune**

Internal Quality Assurance Cell

Agenda

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

Sr. No	Particular	Details
1.	Date	03-01-2024
2.	Day	Wednesday
3.	Time	3.00 PM
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.	ISO and NAAC accreditation	
4.	Review Teaching Learning and Evaluations	
5.	Discuss Alumni interaction and Meet	
6.	Discuss stakeholders Feedback	

ZIMCA/AG/002/03/2023-24

Member Secretary/ Coordinator


Chairman/Director

Annexure-II: Meeting Attendance



**Zeal Education Society's
Zeal Institute of Management and Computer Application, Pune
[ISO-EOMS 21001:2018 Standard]**

Attendance sheet

Subject: IQAC Meeting

Date: 03/01/2024

Time: 03.00 PM

Sr. No.	Name	Designation	Status
1.	Prof. Sanjay Mahadik	Chairman	Present
2.	Mr. Jayesh Katkar	Management Representative	Present
3.	Mr. Uddhav Shid	Local Body Representative	Present
4.	Prof. Pandurang Patil	Head Management Programmes	Present
5.	Prof. Vikrant Nangare	IQAC Coordinator	Present
6.	Prof. Sachin Wadekar	Teaching Representative	Present
7.	Prof. Deepak Shirke	Teaching Representative	Present
8.	Mrs. Ashwini Jadhav	Non-Teaching Representative	Absent
9.	Mr. Praful Nare	Alumni Representative	Present
10.	Mr. Gokul Mohite	Industry Representative	Present
11.	Ms. Rojin Mulani	Student Representative	Absent
12.	Mr. Mayur Kadam	Student Representative	Present

ZIMCA/AS/003/03/2023-24

Chair: Prof. Sanjay Mahadik

Signature: _____



**Zeal Education Society's
Zeal Institute of Management and Computer Application, Pune-41
Internal Quality Assurance Cell (IQAC)**

MINUTES OF MEETING						
Date	03.01.2024					
Venue	Director's Cabin					
Time	3.00 PM					
Chair person	Prof. Sanjay Mahadik					
Participants/ Attendees	As per attendance sheet					
Meeting started with the welcome and permission of the chair- Prof. Sanjay Mahadik						
Sr. No.	Agenda	Points raised/suggested	Action to be taken	Timelines	Responsibility	Remarks
1	Club Formation	- Prof. Sanjay Mahadik suggest to form clubs for students activities and Prof. Sachin Wadekar appoints as club head	- Formation of different clubs by Prof. Sachin Wadekar	One Week	Prof. Sachin Wadekar	

2	ISO Audit	Surveillance pending work and plans internal audit next week	-Discuss ISO -Prof. Deepak Shirke will take review of ISO work and plans internal audit next week	One week	Prof. Deepak Shirke	
3	NAAC Submission	AQAR 2022-23	- Review of AQAR 2022-23 - AQAR Completion review will be taken by IQAC Coordinator	Two week	Prof. Vikrant Nangare	
4	Review Learning and Evacuations	Teaching and Evaluations process	-Academic and Exam Audit plans by Program Coordinator	End of Semester	Prof. Sayali Wankhade	
5	Discuss Alumni interaction and Meet	-Prof. Sachin Wadekar discuss alumni meet and alumni interaction	-Alumni meet plans proposed by Prof. sachin Wadekar	Nexr Month	Prof. Sachin Wadekar	
6	Discuss Stakeholders Feedback	-Academic Coordinator, Alumni Coordinator and IQAC shared Feedback Collected from Stakeholders	- Analysis and Action taken report would be prepared			
<ul style="list-style-type: none"> Meeting was concluded with Vote of thanks to the chair. 						

ZIMCA/MOM/004/03/2023-24

Prepared by: Prof. Vikrant Nangare

Approved By: Director

Zeal Education Society's
Zeal Institutes of Management and
Computer Application , Pune

**INTERNAL QUALITY
ASSURANCE CELL (IQAC)**

Annual Report 23-24

www.zimca.in

naac.zimca@zealeducation.com

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INTERNAL QUALITY ASSURANCE CELL

OBJECTIVE

The primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution

VISION

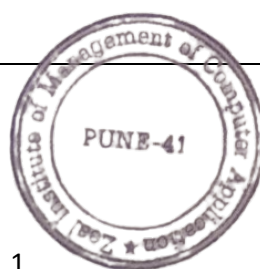
The Internal Quality Assurance Cell (IQAC), established in accordance to NAAC guidelines, aim to work towards quality sustenance and enhancement of the academic and administrative performance of the Institution.

MISSION

- Developing a system for conscious, consistent and catalytic improvement in the performance of its principal stakeholders, that is staff and students of the Institution.
- Promoting innovative practices that continually improves the effectiveness of the learning experiences of students/staff.
- Upholding the goals of quality enhancement and sustenance towards organizing various activities and programmes on the Campus.
- Promoting a learner centric environment for students and staff that foster the mission and vision of the Institution.

FUNCTIONS

- Development and application of quality benchmarks / parameters for the various academic and administrative activities of the institution.
- Dissemination of information on the various quality parameters of higher education.
- Organisation of workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes / activities leading to quality improvement.
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- Organising orientation programmes for the Staff and the Administrative Staff.
- Administering Feedback Mechanism for the College



The role of the Chairman

1. The role of the Chairman of the IQAC is crucial in ensuring the effective functioning of the Cell. Following are the important functions of the Chairman:
2. Conduct timely meetings of the IQAC
3. Dissemination of resolutions/decisions of IQAC to the respective departments/ institutions /individuals in a timely manner
4. Dissemination of information on various quality parameters
5. Documentation of the various programs / activities leading to quality improvement in the Institute
6. Coordinate with the team members of various Quality related activities of the Institute.
7. Preparation of the Annual Quality Assurance Report (AQAR)
8. Timely and efficient execution of the decisions of IQAC Committee

The role of the IQAC

1. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
2. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
3. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
4. Dissemination of information on various quality parameters of higher education.
5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
6. Documentation of the various programmes/activities leading to quality improvement.
7. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
8. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
9. Development of Quality Culture in the institution.
10. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.



1. EOMS ISO 21001:2018

ZIBACAR has implemented Educational Organisations Management System in accordance with ISO 21001:2018 for the scope of MBA and MCA. The Certification body is Quality Austria.



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Succeed with Quality

CERTIFICATE

Quality Austria Central Asia Private Limited (A Division of Peacock Global Company) Awards this Certificate to

Zeal Institute of Management & Computer Application

S. No. 39, Behind Bhairavnath Temple Narhe-Dhayari road Narhe, Pune-411 041 Maharashtra, India

To Provide PG Courses, M.B.A. in Finance, HR, Marketing, Operations, Supply Chain and Business Analytics

EAC 37

The validity of this Certificate will be maintained on annual surveillance audits and a renewal audit before expiry of certificate.

Registration No. IND/EOMS/02
Originally Registered. 07/11/2019
Issue Date : 12/11/2022
Expiry Date : 06/11/2025
Issue No. 03

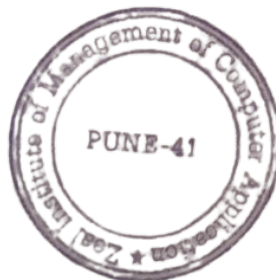
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NABCB
ISO 9001

RAMESH J. KOREGAVE
Director

Quality Austria Central Asia Private Limited
12-B, Okhla Industrial Phase II, New Delhi - 110 025, India

To check the current validity of the certificate please call at +91 11 4600 1551 or visit our e-mail to marketing@qacert.com
The current validity of the certificate can also be verified at our website www.qualityaustriacert.com



2. PREPARATION OF ACADEMIC CALENDAR

The IQAC at ZIBACAR meticulously plans the academic calendar by establishing the academic year framework, identifying key academic events, and incorporating institutional, national, and regional events. Regular internal assessments, faculty development programs, and co-curricular activities are scheduled to ensure comprehensive educational and developmental opportunities. The draft calendar is reviewed, approved, and communicated to all stakeholders, allowing for necessary adjustments throughout the year.

- a) Training and Add on Courses
- b) Students Induction program
- c) ISO
- d) Newsletter

3. RESULT IMPROVEMENT PROGRAM

A result improvement program is typically designed to help students enhance their academic performance and achieve better results. The program is conducted for those students who are failed in University exam.

4. CONDUCT OF PSYCHOMETRIC TEST FOR PERSONALITY IDENTIFICATION

Conducting psychometric tests for management students offers several benefits. Firstly, it provides valuable insights into students' aptitudes, personality traits, and preferences, aiding in career guidance and decision-making. Secondly, it helps identify strengths and areas for improvement, enabling personalized development plans tailored to each student's needs. Institute has conduct this test from www.youth4work.in portal of AICTE.



PSYCHOMETRIC TEST

Conducted by TechTycons Club.
Club Owner : Prof. Renuka Dewangan

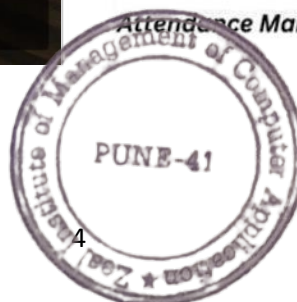
DATE
21 SEPT 2023

TIME
03:00-05:00 PM

Venue: Computer Lab

Attendance Mandatory

MBA-I,



5. FEEDBACK MECHANISM

Feedback on syllabus by the students, faculty, alumni and employers was collected which was given to the department of Statistics for analysis. The analysis reports were given to the Programme coordinators and the observation were being and the suggestions were being implemented shared to be communicated to the respective Boards of Studies for further consideration. The feedback provision is available at ERP portal.

6. INDUCTION PROGRAM

The induction program as per AICTE for MBA and MCA aims to acclimate new students to the academic environment and bridge any gaps in their knowledge. It focuses on familiarizing students with the institutional culture, values, and expectations while providing essential skills for their academic journey. Additionally, it encourages the development of interpersonal skills and fosters a sense of community among students.

Physical Activity	• National Sports day and Adventures sports at Bhor
Creative Arts	• Rangoli and Poster design
Mentoring and Universal Human Values	• Session by Sahajyog and Universal Human values
Other Activity	• Best out of Waste
Familiarization with College, Department/Branch	• Academics, Exam and Placement orientation
Literary Activity	• EBSCO session
Proficiency Modules	• Psychometric test
Lectures & Workshops by Eminent People	• Personality Development Session by Ms. Snehal Rede, Skill Development session by Dr. Ravi Ahuja
Visits in Local Area	• Visit to Baneshwar and Parvati Museum
Extra-Curricular Activities in College	• Mad-Ads activity by entrepreneurship development cel

7. STUDENTS SATISFACTION SURVEY

As mandated by NAAC, IQAC conducts SSS to gather valuable feedback from students about various aspects of their educational experience. It helps institutions understand students' needs, preferences, and concerns, enabling them to make informed decisions to improve teaching quality, facilities, support services, and overall student satisfaction.




Director
Zeal Institute of Management
& Computer Application
Pune - 411 041.