

Gokhale Education Society's
J.D.C. Bytco Institute of Management Studies and Research, Nashik 5
Minutes of the Internal Quality Assurance Cell meeting: Friday, 2nd July, 2021

The meeting of the Internal Quality Assurance Cell was held on: Friday, 2nd July, 2021, 2021 at 11.30 using Google Meet.

Following business was transacted in the meeting:

1. Dr. Mrs. S.T. Aurangabadkar welcomed the members
2. Dr. Smita Kachole read the minutes of the previous meeting and they were confirmed
3. Dr. Smita Kachole reported that AQAR 2019-20 that was submitted on 23rd March 2021 was accepted on 5th May 2021 after corrections. She also reported that NAAC has given suggestion about obtaining program code for all courses. The Institute has requested the University for the codes and communication is awaited. Another suggestion by NAAC is to start new Diploma programmes.
4. Dr. Smita Kachole presented a brief report of the working of the Institute in 2020-21
5. A Plan of action and tentative academic calendar for 2021-22 was presented and was approved.
6. The meeting then terminated with a vote of thanks to the chair.

Smita Kachole
Dr. Smita P. Kachole
IQAC Coordinator



S.T. Aurangabadkar
Dr. Mrs. S. T. Aurangabadkar
Director

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**Plan of action and Action taken Report
Year 2020-21**

	Plan of action	Achievements/Outcomes
1	To invite companies to participate in Placement drive programme	Online placement drive was conducted
2	Investage to be organized in March/April 2020 for small investors of Nashik	Investage 2020 was organised on 27 th October 2020 in online mode on Microsoft Teams platform
3	To Purchase equipments –Smart board / Laptop	A laptop, 2 headphones and one camera was purchased. One year subscription of Microsoft Teams was purchased
4	To conduct FDP on reskilling for online teaching	Faculty Development Program on Skilling to teach post COVID 19 was conducted from 5 th June to 11 th June 2020
5	Conducting Induction Program for MBA Part I	Induction Program for MBA I was conducted from 8 th February 2021 to 13 th February 2021
6	Organizing Ice breaking a best practice activity	An online Ice-breaking program was conducted on 27 th March 2021
7	Conducting career guidance sessions for MBA II	Employability Enhancement & Youth Livelihood Program conducted from 21 st to 26 th September 2020 as a part of Placement Cell Training activity in association with Mahindra Pride Classroom, an initiative by Naandi Foundation of Mahindra & Mahindra Group of Companies. The program was for 18 hours followed by separate mock interviews for students The Job Prep from Class of 1991 was conducted on 1 st Nov 2020 by alumni of the Institute in India and overseas to provide valuable career guidance. Three other sessions were conducted for career guidance
8	Participation in NIRF	YES
9	To organize alumni interaction with Students in online mode	1. Alumni Meet was conducted on 2 nd August 2020 where students had open house with the alumni in online mode. 2. The Job Prep from Class of 1991 was conducted on 1st Nov 2020 by alumni of the Institute in India and overseas to provide valuable career guidance.

		Three other sessions were conducted for career guidance
10	To conduct social and cultural week Abhiviyakti 2021 with online mode and with social distancing	Abhiviyakti 2021 was conducted in online mode during 30 th March 2021 to 1 st April 2021
11	ISO Audit to be conducted	One internal ISO audit was conducted on 16 th January 2021
12	To conduct state level webinar and publish proceedings with ISBN	Two Day National Level 28 th Annual E-Conference was organised on the theme Towards Transformation: Role Of Teachers In New Normal in collaboration with MCEAM on 6 th and 7 th March 2021 in online mode Educare was published with ISBN978-81-948184-7-2
13	To conduct various guest lectures and seminars for students using web platform	A total of 16 different programs like FDP, Investage, webinars and workshops were organised. This included sessions by 58 different speakers including guest faculty, alumni and the faculty members of the Institute
14	To complete digitization of Institute library	In process
15	To seek feedback and Analyze	Feedback has been collected for first and third semester and analysis is in process
16	To prepare academic calendar for the second term 2020-2021	Academic calendar is prepared



M. Wanghadekar
Director
 J.D.C. Bytco IMSR,
 Nashik-05.