



MAHARASHTRA EDUCATION SOCIETY'S
(SINCE 1860)

INSTITUTE OF MANAGEMENT AND CAREER COURSES (IMCC)

131, Mayur Colony, Kothrud, Pune - 411038, Maharashtra, India | Tel.: 020-25466271, 25466273, 25463453.
e-mail: director.imcc@mespune.in | www.mesimcc.org | NBA Accredited MCA Programme

(Recognized by Savitribai Phule Pune University)

Ref. No.: MES IMCC/COMMITTEE/ 225/2022-23

Date: 10/05/2022

OFFICE ORDER

Sub.: Appointment of Internal Quality Assurance Cell (IQAC)

Ref.No. : As per directives of All India Council for Technical Education (AICTE), New Delhi and UGC guidelines

http://www.naac.gov.in/images/docs/AQAR_ONLINE/IQACAQAR_Guideline_Affiliatedcollege-12-03-2020.pdf

Madam / Sir,

With reference to above mentioned subject, you have been appointed on the Committee as per the guidelines prescribed by AICTE / UGC guidelines. Your appointment is for the period from **01/06/2022 to 31/05/2024**. Please attend the meeting/s and provide your valuable guidance/knowledge/support to address the related issues.


Director

Copy to 1) All Committee Members.

S N	Name Of Staff	Profession	Mobile & Email	Role	Associate with
1.	Dr. Santosh Deshpande Director	Teaching	9822766911 director.imcc@mespune.in	Chairperson	Institute
2.	Dr.Ravindra Vaidya Professor & HOD –MCA	Teaching	9422285207 rpv.imcc@mespune.in	Teachers to Represent all Level	Institute
3.	Dr.Manasi Bhate Head –T & P, Associate Professor	Teaching	9890266634 msb.imcc@mespune.in	Member	Institute
4.	Dr.Ashwini Patil Assistant Professor	Teaching	9766833806 asp.imcc@mespune.in	Member	Institute
5.	Dr.Ravikant Zirmite Associate Professor	Teaching	9970733222 rsz.imcc@mespune.in	Member	Institute
6.	Mrs. Apurwa Barve Assistant Professor	Teaching	9881248064 aab.imcc@mespune.in	Member	Institute
7.	Mrs. Darshana Yadav Assistant Professor	Teaching	9764000630 dpy.imcc@mespune.in	Member	Institute



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S N	Name Of Staff	Profession	Mobile & Email	Role	Associate with
8	Mr. Prashant Patil Registrar	Non-Teaching	7020658412 pbp.imcc@mespune.in	Member	Institute
9	Mr. Shridhar Ranade Senior Clerk	Non-Teaching	9922787011 svr.imcc@mespune.in	Member	Institute
10	Miss. Prajakta Kulkarni	Student	8828082655 prajaktakulkarni070@gmail.com	Member	Institute
11	Miss. Leena Vaidya	Student-Alumni	9370318121 leenavaidya2212@gmail.com	Member	Institute
12	Mr. Chandrashekhar Gokhale	Industry Representative	8605929292 cgokhale@astute.co.in	Member	Industry
13	Mr. Siddhant Chhothe	Industry Representative	9890349342 info@tekvision.in	Member	Industry
14	Dr. Girish Bodhankar	Teaching	9867255499 gab.imcc@mespune.in	Assistant Co- ordinator	Institute
15	Dr. Jayashree Patil Assistant Professor	Teaching	9890971380 jsp.imcc@mespune.in	Coordinator	Institute

2) Publication to Institute website


DIRECTOR
Maharashtra Education Society's
Institute of Management & Career Courses (IMCC)
IMCC Campus, 131, Mayur Colony, Kothrud,
Pune-411038.



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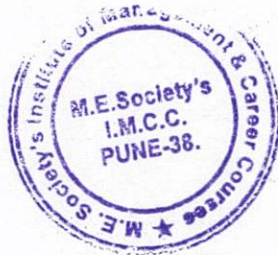
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IMCC Campus, 131, Mayur Colony, Kothrud, Pune - 411038, Maharashtra, India | Ph.: +91-020-25463453 / 6271 / 73
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Internal Quality Assurance Cell (iQAC) Constituted for the period 1/6/2020 to 31/5/22

Sr. No.	Name	Role In the Committee	Contact Number	Designation
1	Dr. Santosh Deshpande	Chairman	9822766911	Director
2	Dr. Ravindra Vaidya	Member	7020426559	Professor, and HoD Computer Department
3	Dr. Manasi Bhate	Member	9890266634	Placement Officer
4	Dr. Jayashree Patil	Coordinator	9890971380	iQAC Coordinator
5	Dr. Ashwini Patil	Member	9766833806	MCA Coordinator
6	Dr. Ravikant Zirmite	Member	9970733222	Associate Professor
7	Mrs. Apurva Barve	Member	9881248064	Training Officer
8	Mrs. Darshana Yadav	Member	9764000630	Coordinator, Extracurricular activities
9	Dr. Geetanjali Vaidya	Member	9881202057	Professor, Electrical Engineering, PVG's College of Engineering & Technology
10	Prof. Shalaka Ghodke	Member	9552560631	Program Head, BCA, BBA(CA), MIT WPU, Pune.
11	Mr. Nitin Jagadale	Member	9970190926	Manager RMG - D CROW

Date : 27/5/2020



(Signature)
Dr. Santosh Deshpande
Director, IMCC

DIRECTOR
Maharashtra Education Society's
Institute of Management & Career Courses (IMCC)
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NOTICE

All Members of the IQAC of MES' IMCC are hereby requested to kindly make it convenient to attend the Meeting scheduled as below :-

- Date : 21st March 2022
- Time : 1.30 pm
- Venue : Meeting Room

AGENDA

1. Review and confirm Minutes of the last meeting.
2. Approval of the modified Vision Mission of the institute.
3. Finalization of all policies sanctioned in PCC including course files format, CO PO mapping process, stakeholder feedback action plan, etc.
4. Discussion on Marketing/Branding of the institute
5. Discussion on selection of Best Practises for institute
6. Finalization of Extended Profile w.r.t. NAAC
7. Discussion and finalization of Service Rules
8. Discussion and approval of Performance Appraisal System
9. Any other point with permission of the chairman.

Dr. Girish Bodhankar
IQAC, Asst. Coordinator



Dr. Jayashree Patil
IQAC, Coordinator



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Minutes of Meeting

The IQAC meeting was held on 21st March 2022 at 1:30 pm. Following members were present for the meeting.


- | | |
|--------------------------|-------------------------------------|
| 1. Dr. Santosh Deshpande | (Director) |
| 2. Dr. Ravindra Vaidya | (Head of Department) |
| 3. Dr. Manasi Bhate | (Head of Training & Placement Cell) |
| 4. Mrs. Darshana Yadav | (Extracurricular coordinator) |
| 5. Mrs. Apurva Barve | (Training Coordinator) |
| 6. Dr. Ashwini Pail | (MCA Program Coordinator) |
| 7. Dr. Girish Bodhankar | (MBA Program Coordinator) |
| 8. Dr. Jayashree Pail | (IQAC, Coordinator) |

Minutes of the meeting

1. Review and finalize last meeting minutes
Dr. Jayashree Patil read minutes of the last meeting. All members noted and agreed on those points.
2. Approval of the modified Vision Mission of the institute. The IQAC coordinator briefed everyone about NAAC related activities held from August 2021 to February 2022. All members noted the same.
3. **Approvals of various templates for documents**
Dr. Girish Bodhankar suggested a common template for event / activity report, attendance report, and faculty files. All members discussed it and finalized the all format.
4. **First Audit for NAAC**
Dr. Girish Bodhankar explains the schedule of the first audit process starting from 9th, March, 2022. Detailed schedules were discussed among the members. Inputs also given by Dr. Ravindra Vaidya, Prof. Darshana Yadav
5. **Any other point with permission of the chairman.**
Discussion held on the policies which are to be prepared by the departments and various cells related to the academic and administrative activities.


Dr. Girish Bodhankar
IQAC, Asst. Coordinator




Dr. Jayashree Patil
IQAC, Coordinator



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Date: 4/3/2022

NOTICE

All Members of the IQAC of MES' IMCC are hereby requested to kindly make it convenient to attend the Meeting scheduled as below :-

- Date : 5 March 2022
- Time : 1.30 pm
- Venue : Meeting Room

AGENDA

1. Overview of the activities held till date
2. NAAC Progress
3. Planning for next course of action
4. Any other point with the permission of Chairman

Dr. Girish Bodhankar

(IQAC, Asst. Coordinator)

Dr. Jayashree Patil

(IQAC, Coordinator)





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Minutes of Meeting

The IQAC meeting was held on 5th March 16, 2022 at 1:30 pm. Following members were present for the meeting.

- | | |
|--------------------------|-------------------------------------|
| 1. Dr. Santosh Deshpande | (Director) |
| 2. Dr. Ravindra Vaidya | (Head of Department) |
| 3. Dr. Manasi Bhate | (Head of Training & Placement Cell) |
| 4. Mrs. Darshana Yadav | (Extracurricular coordinator) |
| 5. Mrs. Apurva Barve | (Training Coordinator) |
| 6. Dr. Ashwini Pail | (MCA Program Coordinator) |
| 7. Dr. Girish Bodhankar | (MBA Program Coordinator) |
| 8. Dr. Jayashree Pail | (IQAC, Coordinator) |

Minutes of the meeting

1. Review and finalize last meeting minutes
Dr. [Jayashree Patil](#) read minutes of the last meeting. All members noted and agreed on those points.
2. **Overview of the activities held till date**
The IQAC coordinator briefed everyone about NAAC related activities held from August 2021 to February 2022. All members noted the same.
3. **Approvals of various templates for documents**
Dr. [Girish Bodhankar](#) suggested a common template for event / activity report, attendance report, and faculty files. All members discussed it and finalized the all format.
4. **First Audit for NAAC**
Dr. Girish Bodhankar explains the schedule of the first audit process starting from 9th, March, 2022. Detailed schedules were discussed among the members. Inputs also given by Dr. Ravindra Vaidya, Prof. Darshana Yadav
5. **Any other point with permission of the chairman.**
Discussion held on the policies which are to be prepared by the departments and various cells related to the academic and administrative activities.

Dr. Girish Bodhankar
IQAC, Asst. Coordinator



Dr. Jayashree Patil
IQAC, Coordinator



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NBA Accredited MCA Programme

Date:21/9/2020

Internal Quality Assurance Cell (iQAC)

Minutes of the Meeting


iQAC meeting was held on 19/9/2020 at 1:30 pm at Meeting room. Following members were present for the meeting.

- | | |
|--|-------------------------|
| 1. Dr. Santosh Deshpande (Director) | 5. Mrs. Apurwa Barve |
| 2. Dr. Ravindra Vaidya (Head of Dept.) | 6. Mrs. Darshana Yadav |
| 3. Dr. Manasi Bhate | 7. Mrs. Ashwini Patil |
| 4. Dr. Ravikant Zirmite | 8. Mrs. Jayashree Patil |


Minutes of Meeting:

- 1. Read and confirm the Minutes of the last meeting.**
iQAC coordinator briefed everyone about the minutes of the last meeting. All members noted and confirmed those minutes.
- 2. NIRF ranking**
It was decided that IMCC will apply for NIRF 2021 ranking. The criteria were discussed and the required documents collections were disseminated.
- 3. Document standardization**
Mrs Darshana Yadav suggested a common format for PPT which can be used for all formal presentations. All other members were agreed on that and it was decided to demonstrate it to all faculties
- 4. Any other subject with the permission of the chairman.**
Review of online activities

The meeting ended with vote of thanks proposed by iQAC coordinator


Mrs. Jayashree Patil
iQAC, Coordinator




Dr. S. D. Deshpande
Chairman



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Date:13/7/2020

Internal Quality Assurance Cell (iQAC)

Minutes of the Meeting

iQAC meeting was held on 11/7/2020 at 1:30 pm at Meeting room. Following members were present for the meeting.

- | | |
|--|-------------------------|
| 1. Dr. Santosh Deshpande (Director) | 5. Mrs. Jayashree Patil |
| 2. Dr. Ravindra Vaidya (Head of Dept.) | 6. Dr. Ravikant Zirmite |
| 3. Dr. Manasi Bhate | 7. Mrs. Apurwa Barve |
| 4. Mrs. Ashwini Patil | 8. Mrs. Darshana Yadav |

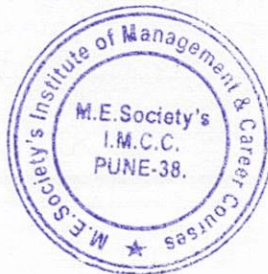
Agenda

- Vision Mission statements finalization
- Welcome of new members

Minutes of Meeting:

- 1. Read and confirm the Minutes of the last meeting.**
iQAC coordinator briefed everyone about the minutes of the last meeting. All members noted and confirmed those minutes.
- 2. Finalization of revised Vision and Mission statements**
Three versions of Vision Mission statements were proposed by committee of Mrs. Jayashree Patil, Mrs. Apurwa Barve and Dr. Bhate. After brainstorming session revised Vision Mission statements for Institute was finalised and new PEO aligned to those statements were designed.
- 3. Welcome of new members**
Two members form IMCC were added for monitoring NBA activities. Director sir welcome two members viz Mrs. Apurwa Barve and Mrs Darshana Yadav

Mrs. Jayashree Patil
iQAC, Coordinator



Dr. S. D. Deshpande
Chairman