

**Date:** 15.01.2021

**Time:** 10:00 AM

**Place:** Virtual Platform, KIAMS Pune



## Minutes of Meeting of IQAC, KIAMS, Pune

### **Meeting Attended by:**

1. Mr. Amarshekhar Bhonagiri (Vice President, Governing Council, KIAMS)
2. Mr. R.R. Deshpande (Member, Governing Council & Representative IQAC, KIAMS)
3. Prof. (Dr.) L.K. Tripathy (Director & Chairman, IQAC, KIAMS)
4. Mrs. Mohini Kudtarkar
5. Prof. Pankaj Roy Gupta
6. Prof. Ashok Patil
7. Prof. Subrata Nandi
8. Prof. Roshan Raju
9. Prof. Kiran Kumar
10. Mr. Kushal Kishore Mishra
11. Mr. Nikhil Pardeshi
12. Mr. Kishor Patil
13. Mr. Sambhaji Patil
14. Dr. R.K. Patnala
15. Mr. Anil Yadav
16. Mrs. Smita D'Aguiar
17. Mr. Prasanna Dusane

The meeting was chaired by Mr. R.R. Deshpande, Management Representative, Governing Council, KIAMS and the following agenda points were discussed:

### **Agenda 1**

#### **1. Review of Previous IQAC MOM**

Dr. L.K. Tripathy, Director & Chairman IQAC, KIAMS Pune presented the minutes of the last meeting held on 22.12.2020 to the members present. As a part of discussion on the Minutes of Meeting (MOM), Mr. R. R. Deshpande informed the members visit to VIIT's Examination department is to be scheduled after talking to the Head of Examination Department Mr. Vivek Deshpande, to explore and understand the best practices being followed in VIIT which can be implemented in KIAMS, Pune. He also observed the following:

- HR process manual and its policy should bring into practice.

- More visibility on Vision, Mission & Values. Each and every employee should know the same.
- Whatever written in process manual should be brought into practice and should be followed by each department.

Mr. Amarshekhar Bhonagiri added that

Each and every department and campus corners should have the Vision, Mission boards on display.

Minutes of Meeting(MOM) and the Process Manual to be discussed in the IQAC meeting need to be circulated amongst the members in anticipation of the IQAC meeting.

Gap identification meetings should be held in every month with the internal auditor

Mr.Prasad regarding the processes and with the help of Mr. Prasad Kale to rectify the gap between the laid down processes and practices.

## Agenda 2

### 2. Process Manual Admission Department

Mr. Kaushal Mishra, Manager – Admissions, Pune presented the draft Admissions Manual. During his presentation he highlighted on various processes related to admissions of 2021-23 Batch with an objective of filling the complete intake of KIAMS.

The presentation was followed by discussions on various points related to admission process.

Mr. Deshpande sir observed that the process manuals have to be benchmarked and from improvement perspective, feedback has to be taken from all stakeholders

Mr. Bhonagiri sir's observations were as follows:

- i. In the Objectives, quality should precede quantity
- ii. In the "Selection and Admission Weightage" Work Experience should be given due importance by making the score more than 5% and Sports and Extra- Curricular activities should not be clubbed with work experience.
- iii. Admitted students have to submit hard copies of relevant documents along with the soft copies, at the time of admission.
- iv. The candidate who score over and above 50% cumulatively should be considered for admissions lest student opting out for other institutes.



It was decided that all relevant points will be added to the draft and the revised version of the Admissions Manual will be circulated to all IQAC members in a week's time.

In the next IQAC meeting, placement manual will be presented.

### **Agenda 3**

#### **3. Updates on NBA work.**

Prof. V. Kiran Kumar Controller of Examinations and SPOC-NBA shared with the members present, the various stages of NBA Accreditation process and the latest update on NBA as per the Self-Assessment Report(SAR). He brought to the notice of members present on self-score as on now which happens to be on the threshold (672/1000).

It was observed by Mr. Bhonagiri sir that each concerned departments should have weekly internal meetings with NBA-SPOC and work hard on raising the score, all faculty members need to work on MOUs /Tie ups with industries /HEIs on domestic front and Governing Council will work out on international collaborations.

### **Agenda 4**

#### **1. Address by Chairman.**

Mr. R.R. Deshpande sir, in his address emphasized that, Vision, Mission and Values statement have to be disseminated amongst all the stakeholders.

IQAC members should speak to their respective departments to identify the gaps i.e. the areas to improve upon and work on so that whatever is written in the manual is practiced. In his concluding remarks he stated that there has to be positive attitude amongst all the employees, which will make improvements happen and that, in turn, over a period of time will help in enhancing the brand image of KIAMS.

**Action Items:**

Sr. No	Items	Description
1.	Finalisation of Admission Process Manual	Mr. Kaushal Mishra will incorporate the suggested points and it will be distributed by 23/01/2021
2.	Visit to VIIT	Prof. V.Deshpande is contacted and the visit will take place in a mutually convenient time.
3.	Internal Meetings at KIAMS	Scheduled on 21/01/2021 with department heads
4.	Placement Process Manual	Prof.Pankaj Roygupta will share it and will be distributed to all members by 23/01/2021

The meeting concluded offering vote of thanks to the Chair.



Kirloskar institute of Advanced  
Management Studies

Director