



**ASM's**

**Institute of Professional Studies**

S. No. 29/1-2A, CTS No. 4695, Wing-B, Old Mumbai Rd, behind Sterling Honda Showroom, Pimpri Colony, Pune, Maharashtra 411018

**IQAC - Minutes of Meeting**

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Date: **27/08/2022**  
Time: **03:00 PM**  
Venue: **Board Room ASM's IPS,**

Following Members were present for the meeting:

Sr. No.	Name	Designation	Signature
1	Dr. S. J. Bokephode, Director ASM's IPS	Chairman	<i>[Signature]</i>
2	Mr. Amol Ghanate, OS, Admin Officer	Member	<i>[Signature]</i>
3	Dr. Vikas Barbate, Teacher Representative	Member	<i>[Signature]</i>
4	Dr. Vikas Vidhate, Teacher Representative	Member	<i>[Signature]</i>
5	Prof. Ishu Bhat, Teacher Representative	Member	<i>[Signature]</i>
6	Dr. Asha Pachpande, Secretary, ASM.	Member	<i>[Signature]</i>
7	Mrs. Rajashree Mahapure, Nominee from local Society (Alumni)	Member	<i>[Signature]</i>
8	Mr. Ashfak Mulla, MD, Filtra Engineering Limited Nominee from Employers	Member	<i>[Signature]</i>
9	Dr. Lalit J. Kanore, IQAC co-ordinator	Member Secretary	<i>[Signature]</i>

**Item 1:** To read and confirm the minutes of last IQAC Meeting.  
Member Secretary presented draft of minutes previous meeting and the same was confirmed unanimously by all committee members.

**Item 2:** To review Mode of teaching pedagogy used for current semester.  
Dr. Vikas Barbate informed that, after removal of restrictions imposed by local, state, and central government, classes of current semester are being conducted in offline mode. He also informed IQAC members that MS Teams will be used as LMS during current semester.

**Item 3:** To review and approve plan of induction program.  
Course co-ordinator proposed the detailed plan of 3- week induction program based on AICTE guidelines. The same of approved unanimously by all committee members.  
Proposed by: Dr. Vikas Barbate  
Seconded by: Prof. Vikas Vidhate  
The resolution passed unanimously.

**Item 4:** To review CO attainment levels of subject of semester 1 and 2 of 2021-23 batch.  
IQAC coordinator informed all committee members about CO attainment level of all courses of semester 1 and semester 2 for 2021-23 batch. He also informed all members about attainment of PO (partial) for 2020-22 batch.

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**Item 5:** To review PO attainment level for 2020-22 batch based CCE, ESE of semester 1,2 and 3 and CCE's of semester 4.  
IQAC Co-ordinator informed all committee members about PO attainment level for 2020-22 batch, he also informed that the PO attainment level calculated is tentative and final PO attainment level can only be calculated after declaration of university result.

**Item 6:** To finalize academic activities for upcoming semester.  
The course co-ordinator informed all members that the classes of MBA 3<sup>rd</sup> semester are commencing from 1<sup>st</sup> November 2022 and classes of first semester will commence as per the guidelines declared by DTE. review progress report of academic activities for current semester.  
CEO also shared the tentative calendar of CCE's to be conducted during upcoming semesters.

**Item 7:** To finalize co-curricular and other activities.  
IQAC co-ordinator proposed to conduct START UP conclave in the month of December, INCON 2023 in the month of January 2023.  
Dr. Asha Pachpande accepted the proposal and instructed Head of the institute to prepare detailed budget for the same and get it approved from management of ASM through CDC.  
Proposed by: Dr. Lalit Kanore  
Seconded by: Dr. Asha Pachpande  
The resolution passed unanimously.

**Item 8:** To discuss any other issue/ subject mentioned by any member of committee.  
Head of the institute instructed IQAC co-ordinator to start preparing for NAAC documentation process and set deadline to submit IQA by the end of December 2022 and SSR by the end of February 2023  
Proposed by: Dr. Sudhakar Bokephode  
Seconded by: Dr. Asha Pachpande  
Resolution passed unanimously.

As there was no other item to discuss, the meeting was adjourned. Member secretary proposed vote of thanks.

*[Signature]*  
IQAC Co-ordinator

Co-ordinator  
ASM's Institute of Professional Studies  
Pimpri, Pune-18



**Director**  
Institute of Professional Studies  
N: POK Bdg, Behind Sterling Honda Showroom  
Pimpri, Pune 411 018, Pin. No. 05110699

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ASM'S

**Institute of Professional Studies**

S. No. 29/1+2A, CTS No. 4695, Wing-B, Old Mumbai Rd. behind Sterling Honda Showroom, Pimpri Colony, Pune, Maharashtra 411018

**IQAC - Minutes of Meeting**

Date: 24/12/2022  
Time: 03:00 PM  
Venue: Board Room, ASM's IPS.

Following Members were present for the meeting

Sr. No.	Name	Designation	Signature
1	Dr. S. J. Bolephode, Director ASM's IPS	Chairman	<i>[Signature]</i>
2	Mr. Amol Ghanate, OS, Admin officer	Member	<i>[Signature]</i>
3	Dr. Vikas Barbate, Teacher Representative	Member	<i>[Signature]</i>
4	Dr. Vikas Vidhate, Teacher Representative	Member	<i>[Signature]</i>
5	Prof. Ishu Bhatte, Teacher Representative	Member	<i>[Signature]</i>
6	Dr. Asha Pachpande, Secretary, ASM	Member	<i>[Signature]</i>
7	Mrs. Rajashree Mahapure, Nominee from local Society (Alumni)	Member	<i>[Signature]</i>
8	Mr. Ashraf Mulla, MD, Filtra Engineering Limited Nominee from Employers	Member	<i>[Signature]</i>
9	Dr. Lalit J. Kanore, IQAC co-ordinator	Member Secretary	<i>[Signature]</i>

**Item 1:** To read and confirm the minutes of last IQAC Meeting.  
Draft of the minutes of the previous meeting read out by member secretary and the same was confirmed unanimously by all members of the committee.

**Item 2:** To review report of Induction program.  
Course co-ordinator presented the detailed report of 3- week long inductions program conducted for the 2022-24 batch.

**Item 3:** To take review of event 'START UP- conclave'.  
IQAC co-ordinator presented report of 'START UP conclave conducted on 17th December 2022.

**Item 4:** To review result analysis of university examination.  
Professor Isha Bhatte, college examination officer presented the analysis of result of April-May 2022 theory examination conducted by SPPU in August 2022. The pass percentage of the students is found satisfactory.

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**Item 5:** To review course attainment levels.  
CEO presented the detailed report of attainment levels of all courses. A sharp decline was observed in the attainment levels of all courses despite better pass percentage. CEO explained that this was the first written examination after pandemic period and students could not score good marks in the examination.  
In this regard Dr. Asha Pachpande instructed IQAC co-ordinator to work on writing skills of the students so that they can perform better in next theory examination.  
Proposed by: Dr. Asha Pachpande  
Seconded by: Dr. Sudhakar Bolephode  
The resolution passed unanimously.

**Item 6:** To review preparation of INCON 2023 and finalize and approve non-budgeted expenses related to conduction of INCON 2023.  
IQAC co-ordinator presented preparation of INCON 2023 he also presented expected expenditure for procurement of some equipments apart from budget allocated for INCON 2023.  
Dr. Asha Pachpande instructed IQAC co-ordinator to prepare itemise list of expenditure and get the same approved from CDC.  
Proposed by: Dr. Asha Pachpande  
Seconded by: Dr. Sudhakar Bolephode  
The resolution passed unanimously.

**Item 7:** To approve the submission of IIQA to NAAC portal.  
IQAC co-ordinator presented draft of IIQA form along with all statutory declarations posted on institute's website and asked for the permission to finalize the draft and approval for submission of the same through NAAC web-portal.  
Dr. Sudhakar Bolephode appreciated the efforts of IQAC cell and approved the draft of IIQA prepared by IQAC. He further suggested to put forth this draft for final approval in front of CDC.  
Proposed by: Dr. Sudhakar Bolephode  
Seconded by: Mr. Amol Ghanate.  
The resolution passed unanimously.

As there was no other item to discuss, the meeting was adjourned. Member secretary proposed vote of thanks.

IQAC Co-ordinator  
*[Signature]*

Co-ordinator  
Institute of Professional Studies  
Pimpri, Pune-18

Director  
Institute of Professional Studies  
M. PCAC Bldg, Behind Sterling Honda Showroom  
Pimpri, Pune 411 018, Pin. No. 0510949



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**ASM's Institute of Professional Studies**  
 S. No. 29/1+2A, CTS No. 4695, Wing-B, Old Mumbai Rd, behind Sterling Honda Showroom, Pimpri  
 Colony, Pune, Maharashtra 411018

**IQAC - Minutes of Meeting**

Date: 08/04/2023  
 Time: 03:00 PM  
 Venue: Board Room ASM's IPS.

Following Members were present for the meeting.

Sr. No.	Name	Designation	Signature
1	Dr. S. J. Bokehode, Director ASM's IPS	Chairman	<i>[Signature]</i>
2	Mr. Amol Ghannate, OS, Admin officer	Member	<i>[Signature]</i>
3	Dr. Vikas Barbhate, Teacher Representative	Member	<i>[Signature]</i>
4	Dr. Vikas Vidhate, Teacher Representative	Member	<i>[Signature]</i>
5	Prof. Isha Bhat, Teacher Representative	Member	<i>[Signature]</i>
6	Dr. Asha Pachpande, Secretary, ASM.	Member	<i>[Signature]</i>
7	Mrs. Rajashree Mahapur, Nominee from local Society (Alumni)	Member	<i>[Signature]</i>
8	Mr. Ashak Mulla, MD, Filtra Engineering Limited Nominee from Employers	Member	<i>[Signature]</i>
9	Dr. Lalit J. Kanore, IQAC co-ordinator	Member Secretary	<i>[Signature]</i>

**Item 1:** To read and confirm the minutes of last IQAC Meeting.  
 Draft of the minutes of the previous meeting read out by member secretary and the same was confirmed unanimously by all members of the committee.

**Item 2:** To review progress of Academic activities for the first half of the Academic year 2022-23.

Dr. Vikas Barbhate presented report of conduction and implementation of planned academic activities as per the academic calendar and remedial action taken to bridge the gap between planning and implementation of activities.  
 Prof. Isha Bhat, CEO presented report of CCE's conducted by course teachers.

**Item 3:** To review report of INCON 2023.  
 IQAC co-ordinator presented report of INCON 2023, he also discussed the challenges he faced in organizing such a big event.

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**Item 4:** To review the progress of NAAC related work and to approve submission of SSR. IQAC co-ordinator presented progress report of documentation process SSR and its supporting documents. He also requested committee members to approve the SSR and allow us to submit SSR as the due date of the same is 21<sup>st</sup> April 2023.  
 Dr. Asha Pachpande, after going through the documentation thoroughly, approved the SSR and instructed head of the institute to put forth the proposal of submission of SSR before CDC.  
 Proposed by: Dr. Asha Pachpande  
 Seconded by: Dr. Vikas Vidhate.

As there was no other item to discuss, the meeting was adjourned. Member secretary proposed vote of thanks.

*[Signature]*  
 Co-ordinator  
 Asm's Institute of Professional Studies  
 Pimpri, Pune-18

*[Signature]*  
 Director  
 Institute of Professional Studies  
 Mr. PCMC Bldg, Behind Sterling Honda Showroom  
 Pimpri, Pune 411 018, Ph. No. 95109999



# Institute of Professional Studies

S.No. 291+2A, CTS No. 4695, Wing-B, Old Mumbai Rd. behind Sterling Honda Showroom, Pimpri  
Colony, Pune, Maharashtra 411018

**पेशेविकी**  
राष्ट्रीयता कायमकारितासाठी

**PROCEEDING**  
FOR MEETING

संस्था - राष्ट्रीय स्तर अंतर्गत  
राष्ट्रतरातील शीर्ष संस्थेतील व उत्कृष्टताप्राप्त  
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## IQAC - Minutes of Meeting

Date: 17/06/2023  
Time: 03:00 PM  
Venue: Board Room ASM's IPS.

Following Members were present for the meeting

Sr. No.	Name	Designation	Signature
1	Dr. S.J. Bolephode, Director ASM's IPS	Chairman	
2	Mr. Amol Ghanate, OS	Member	
3	Dr. Vikas Barhate, Course Co-ordinator	Member	
4	Prof. Vikas Vidhate Asst. Professor	Member	
5	Prof. Isha Bhat, CEO	Member	
6	Dr. Asha Pachpande, Secretary ASM	Member	
7	Mrs. Rajashree Mahapure, Alumni, ASM's IPS	Member	
8	Dr. Lalit Kanore, IQAC co-ordinator	Member Secretary	

**Item 1:** To read and confirm the minutes of last IQAC Meeting.  
Draft of the minutes of the previous meeting read out by member secretary and the same was confirmed unanimously by all members of the committee.

**Item 2:** To take review of mode of conduction of classes in the purview of new guidelines issued by local/state/central government.  
Course coordinator informed all committee members about academic activities conducted during current semester. He informed all members that, due to the relaxations given by concerned authorities, all the academic activities are being conducted in 100% offline mode from current semester. He also presented report on the deviations between planned dates and dates of implementation of different academic activities of previous semester. He also explained the actions taken by the institute to against the deviations.

**Item 3:** To review result analysis of university results for semester 3 on 202-22 batch and semester 1 of 2021-23 batch.  
College examination officer informed all committee members about university results for semester 3 of 2020-22 batch and semester 1 of 2021-23 batch. She also presented result analysis of the same.

**Item 4:** To review CO attainment levels of all courses of semester 3 of 2020-22 batch and semester 1 of 2021-23 batch.  
Course co-ordinator presented course attainment levels for each course of semester-3 of 2020-22 batch and semester 1 of 2021-23 batch.  
Partial attainment level of PO for 2020-22 batch is calculated and is presented by Dr. Vikas Barhate. It is observed the PO attainment level is marginally better than the targeted attainment level.

**Item 5:** To review partial PO attainment level of 2020-22 batch.  
IQAC coordinator presented PO attainment level partially based on CO attainment levels of courses up to semester 3 it is observed that there is marginal difference between targeted attainment level and achieve attainment level.

**Item 6:** To discuss any other issue/ subject mentioned by any member of committee.  
Management representative instructed Director, IPS and Teaching staff representative to conduct academic activities rigorously in the next semester to increase PO attainment level for the 2020-22 batch significantly.

As there was no other item to discuss, the meeting was adjourned. Member secretary proposed vote of thanks.

Co-ordinator  
ASM's Institute of Professional Studies  
Pimpri, Pune-18

**Director**  
Institute of Professional Studies  
Nr. PCMC Bldg. Behind Sterling Honda Showroom



In & date