

Akemi Education Society 's
AKEMI BUSINESS SCHOOL
Marunji, Pune 411 057

| Minutes of the Meeting | IQAC MEETING | Academic Year: 2018-2019 |
|-------------------------------------|---|--------------------------|
| Date: April 24 th , 2019 | | |
| Agenda for the Meeting | | |
| Sr. No. | Description | Discussion by |
| 1 | Review of previous meeting | Dr. Sachin Kulkarni |
| 2 | Review of the progress of the preparedness for NAAC PTV scheduled in May 2019 | Dr. Sanjay Dharmadhikari |
| 3 | Review of feedback received from students, faculty and alumni | Mrs. Mrunali Saner |
| 4 | Finalization of ATR for AY 2018-2019 | Dr. Sachin Kulkarni |
| 5 | Any other points with the permission of the Chair | |

Members Present:

| Sr. No. | Name of the member | Designation |
|---------|--|-------------------------|
| 1 | Dr. Sanjay Dharmadhikari | Head of the institution |
| 2 | Dr. Sachin Kulkarni | IQAC Coordinator |
| 3 | Mr. Vaibhav Khare | Administrative Officer |
| 4 | Mrs. Vidya Khachane Mrs. Mitali Talukdar Ms. Mrunali Saner Ms. Meenu Tiwari | Faculty Members |
| 5 | Mr. Murlidhar Ghodke | Librarian |
| 6 | Mr. Abhishek Bokey Mrs. Vibha Bokey | Management Members |
| 7 | Mr. Satish Kalokhe | Local Member |

Agenda Item No.1: Dr. Sachin Kulkarni welcomed all the present members and read the minutes of the last meeting. The minutes were reviewed by the members and approved.

Agenda Item No. 2: Dr. Dharmadhikari reviewed and discussed in depth readiness of Akemi Business School was discussed in the meeting. After through discussions, some changes were suggested by the members and then the plan was approved. Further it was suggested that work allocation to be done for the following work:

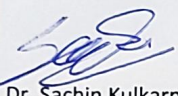
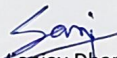
- a. Formal invitations to the statutory body
- b. Document readiness

- c. Student Orientation about PTV
- d. Alumni orientation about PTV
- e. Hospitality and travel arrangements for PTV members


Agenda Item No. 3: Summary of feedbacks received from students, faculty and alumni was tabled by Mrs. Mrunali Saner for the approval of the members.


Agenda Item No. 4: ATR for AY 2018-2019 was tabled by Dr. Sachin Kulkarni for the discussions, suggestions and recommendations of the members. The ATR was accepted and was suggested that the same should be presented to the management for further approvals, if any.

Dr. Sachin Kulkarni wished every one good luck for the PTV and proposed vote of thanks

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| Prepared by:  Dr. Sachin Kulkarni IQAC Coordinator | Approved by:  Dr. Sanjay Dharmadhikari Director |
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Director
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ACTION TAKEN REPORT
Academic Year 2018-19

The structured feedback mechanism was devised to be taken at the end of every academic year and such feedback was taken as per the designed format. The action taken report is based on feedback received from stakeholders as below.

A T R Based on student feedback:

1. Based on the feedback from student it was decided to discontinue the Certificate Course In Digital Marketing and Advance Excel for academic year 2018-19.
2. Student feedback suggested to introduce new subject like Business Analytics and Digital Marketing from next syllabus change.
3. Student feedback suggested that while designing syllabus of MBA, foreign university syllabus should be referred.

A T R Based on faculty feedback:

1. FDP arranged on GST for faculty by university.
2. E Library access for students.
3. Workshop arranged on Disaster Management for students by university.

A T R Based on alumni feedback:

1. Guest lectures was arranged by industry person.
2. Workshops are arranged for developing communication skills.



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