



Rajgad Dnyanpeeth's  
**Rajgad Institute of Management  
Research & Development, Pune-43**

Approved by AICTE, Recognized by DTE (Govt. of Maharashtra),  
Affiliated to Savitribai Phule Pune University

Date: 30/8/2023

**Notice Regarding IQAC Meeting**

This is to inform you that the Meeting of IQAC of the institute is scheduled to be held on 1/9/2023 at 4 p.m. in the boardroom. The agenda of the meeting is given below.

Agenda of the Meeting:-

1. To confirm and finalize the minutes of previous meeting held in the institute
2. To review mentorship files for A.Y.2023-24.
3. To conduct Mid Term Examination.
4. To organize activities under Social Soul.
5. To conduct Internal FDP.
6. To take updates regarding AQAR criteria work.
7. To propose vote of thanks

You are therefore requested to kindly make it convenient to attend the meeting.

**Dr. Rohan Dahivale**

**IQAC Coordinator**

**Dr. D. B. Bharati**

**Director**





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### **Minutes of Meeting**

The meeting of the IQAC of was held on 1/9/2023 at 4 pm in the boardroom.

Following members were present for the meeting:

1. Dr. Swarupa Thopte
2. Dr. Prajкта Warale
3. Ms. Manjiri Kalyankar
4. Dr. Amol Nikam
5. Mr. Ajim Tamboli
6. Ms. Shreya Gaikwad
7. Mr. Manoj Khamkar
8. Mr. Sagar Bhande
9. Dr. Rohan Dahivale
10. Dr. D. B. Bharati

**1. Subject no. 1: To confirm and finalize the minutes of previous meeting held in the institute**

To confirm and finalize the minutes of previous meeting held in the institute IQAC Coordinator opened the meeting with welcoming all members. Minutes of previous IQAC meeting were read. MoMs were confirmed by all members

**2. Subject no. : To review mentorship files for A.Y.2023-24**

The committee discussed the progress of mentorship among all staff members. The IQAC Coordinator reviewed the completion of the mentorship files for all mentors. All faculty mentors were instructed to obtain the signatures of their mentees on the mentorship forms.



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**3. Subject no. 3: To conduct Mid Term Examination**

The decision was made to conduct the Mid Term Examination for MBA I and MBA II year students this month, with Dr. Amol Nikam, CEO, assigned to coordinate the examination.

**4. Subject No. 4: To organize activities under Social Soul.**

During the meeting, it was proposed to organize activities under the *Social Soul* initiative to promote community engagement and social responsibility. The goal is to involve both students and staff in meaningful projects that contribute to society while fostering a sense of unity and purpose within the institution. Dr. Amol Nikam will coordinate the activity.

**5. Subject no. 5: To conduct Internal FDP**

The committee discussed the plan to conduct an Internal Faculty Development Program (FDP) aimed at enhancing teaching skills and professional development. The program will focus on current educational trends, innovative teaching methods, and technology integration. Dr. Rohan Dahivale will coordinate the FDP.

**6. Subject no. 6: To take updates regarding AQAR criteria work**

The committee discussed the progress of the AQAR criteria work, ensuring all necessary data and documentation are being updated on time. Each heads was asked to provide timely updates to meet the required standards.



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7. Subject no.: To propose vote of thanks

IQAC Coordinator Dr. Rohan Dahivale proposed vote of thanks to all members present for the meeting.

**Dr. Rohan Dahivale**  
**IQAC Coordinator**

**Dr. D. B. Bharati**  
**Director**



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**Action Taken Report on IQAC meeting held on 1/9/2023 at 4 pm in the boardroom.**

Sr. No.	Subject	Action Taken
1	To confirm and finalize the minutes of previous meeting held in the institute	Minutes of previous meeting were finalized and confirmed
2	To review mentorship files for A.Y.2023-24.	Mentorship files for A.Y.2023-24 were Reviewed by IQAC coordinator.
3	To conduct Mid Term Examination.	Meeting related to midterm exam was conducted by CEO Dr. Amol Nikam. All roles & responsibilities were discussed with all faculty members.
4	To organize activities under Social Soul.	Social Soul activity conducted by Dr. Amol Nikam. 1. Free Health Checkup Camp on 26/09/2023 2. Tree Plantation on 21/10/2023
5	To conduct Internal FDP	Internal FDP was held on 30 <sup>th</sup> & 31 <sup>st</sup> Oct. 2023.
6	To take updates regarding AQAR criteria work	All criteria head updates their work to IQAC coordinator
7	To propose vote of thanks	IQAC Coordinator Dr. Rohan Dahivale proposed vote of thanks to all members Present for the meeting.

**Dr. Rohan Dahivale**

**IQAC Coordinator**

**Dr. D. B. Bharati**

**Director**



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Attendance of IQAC meeting held on 1/9/2023.

Sr. No.	Name of Faculty	Signature
1	Mrs. Swaroopa Thopte	
2	Dr. Prajakta Warale	
3	Ms. Manjiri Kalyankar	
4	Dr. Amol Nikam	
7	Mr. Ajim Tamboli	
8	Ms. Shreya Gaikwad	
9	Mr. Manoj Khamkar	
10	Mr. Sagar Bhande	
11	Dr. Rohan Dahivale	
12	Dr. D. B. Bharati	