

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

Minutes of the Meeting	IQAC MEETING	Academic Year: 2019-2020
Date: December 17 <sup>th</sup> , 2019		
Agenda for the Meeting		
Sr. No.	Description	Discussion by
1	Review of previous meeting	Dr. Sachin Kulkarni
2	Discuss revised AQAR format	Dr. Sachin Kulkarni
3	Initiate Library Calendar	Mr. Murlidhar Ghodke
4	Discussed academic progress and evaluation details of the students	Ms. Mrunali Saner
5	Any other points with the permission of the Chair	

Members Present:

Sr. No.	Name of the member	Designation
1	Dr. Rajendra Takale	Head of the institution
2	Dr. Sachin Kulkarni	IQAC Coordinator
3	Mr. Sagar Manjarekar	Registrar
4	Mrs. Vidya Khachane Ms. Mrunali Saner Ms. Rajashree Dighe Mr. Ujjval More	Faculty Members
5	Mr. Murlidhar Ghodke	Librarian
6	Mr. Abhishek Bokey	Management Members
7	Mr. Niranjan Maradkar Ms. Payal Parmaj	Students
8	Mr. Satish Kalokhe	Local Member

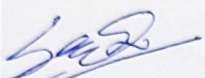
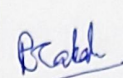
Agenda Item No.1: Dr. Sachin Kulkarni welcomed all the present members and read the minutes of the last meeting. The minutes were reviewed by the members and approved.

Agenda Item No. 2: Dr. Sachin Kulkarni reviewed and discussed in depth the content of AQAR 2019-20 of Akemi Business School is expected as per revised guidelines. After thorough discussion some changes were suggested by the members. Further it was suggested to submit it criteria wise to the IQAC Coordinator.

Agenda Item No. 3: Mr. Murlidhar Ghodke proposed that Library Calendar to be prepared for Akemi Business School for making effective and systematic utilization of resources, committee suggested to prepare Library Calendar as soon as possible.

Agenda Item No. 4: Ms. Mrunali Saner gave detailed information about student's academic progress and evaluation details for the students. It was discussed in the meeting and it was suggested that continuous & concurrent evaluation as suggested by Savitribai Phule University to be implemented without any deviation.

Dr. Sachin Kulkarni proposed vote of thanks

Prepared by:  Dr. Sachin Kulkarni IQAC Coordinator	Approved by:  Dr. Rajendra Takale Incharge Director
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Akemi Business School  
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Director  
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Minutes of the Meeting	IQAC MEETING	Academic Year: 2019-2020
Date: April 02 <sup>nd</sup> , 2020		
Agenda for the Meeting		
Sr. No.	Description	Discussion by
1	Review of previous meeting	Dr. Sachin Kulkarni
2	To initiate online classes through Virtual mode because of pandemic situation	Mr. Mrunali Saner
5	Any other points with the permission of the Chair	

Members Present:

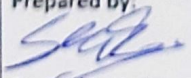
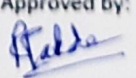
Sr. No.	Name of the member	Designation
1	Dr. Rajendra Takale	Head of the institution
2	Dr. Sachin Kulkarni	IQAC Coordinator
3	Mr. Sagar Manjarekar	Registrar
4	Ms. Mrunali Saner Ms. Rajashree Dighe Mr. Ujjval More	Faculty Members
5	Mr. Murlidhar Ghodke	Librarian
6	Mr. Niranjan Maradkar Ms. Payal Parmaj	Students

Online Meeting conducted over Zoom Platform

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: Ms. Mrunali Saner proposed that Akemi Business School should start with Online classes for the students. All the members suggested all options available like Microsoft Teams and Google Meet and it was agreed unanimously to conduct Online Classes on Zoom Platform until further changes in the restrictions imposed by the government.

Dr. Sachin Kulkarni proposed vote of thanks

Prepared by:  Dr. Sachin Kulkarni IQAC Coordinator	Approved by:  Dr. Rajendra Takale Incharge Director
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**ACTION TAKEN REPORT**  
Academic Year 2019-20

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 introduce skill development courses and value based education from the AY 2020-2021.
2. Online Classes to be conducted on Microsoft Teams platform.

**A T R Based on faculty feedback:**

1. Opportunity to attend Online FDP was requested by the faculty
2. Online Classes to be conducted on a robust platform of Microsoft Teams.

**A T R Based on alumni feedback:**

1. Students should be given practical training to compliment better job prospects.
2. Workshops to be arranged for developing communication skills with active participation of the alumni from the AY 2020-2021.

  
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