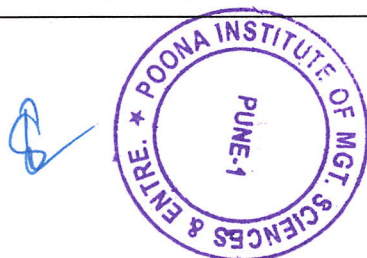


Internal Quality Assurance Cell (IQAC) Committee

(Effective from August 2020)

Chairperson : Head of the Institution	
Dr. Porinita Banerjee (<i>Director - Incharge, PIMSE</i>)	Chairperson : Head of the Institution
One Member of the Management	
Hon. Mr. Hani Ahmed Farid (<i>Gen. Secretary, AKI Trust</i>)	Management Representative
Teachers to represent all levels (Three to eight)	
Dr. Zarina Shaikh (<i>Associate Professor</i>)	Member
Dr. Sheena Abraham (<i>Assistant Professor</i>)	Member
Dr. Vasimraja Sayed (<i>Assistant Professor</i>)	Member
Mr. Mohd.Talha Ahmed (<i>Assistant Professor</i>)	Member
Mr. Zafar Ahmed Khan (<i>Assistant Professor</i>)	Member
Mr. Akbar Khan (<i>Assistant Professor</i>)	Member
Senior Administrative Officers	
Mr. Abdul Raheman Kalyani (<i>Junior Clerk</i>)	Member
One nominee from Trust, Students, Alumni	
Dr. Hanif Lakdawala (<i>Trustee, AKI Trust</i>)	Member
Ms. Leonette Denis Henry (<i>Alumni</i>)	Member
Ms. Ilkal Nida Nahid (<i>Student</i>)	Member
One nominee from Employers/Industrialists/Stakeholders	
Mr. Abraham Varghese (<i>Founder, ASCK Consultant</i>)	Member
One of the senior teachers as Coordinator of IQAC	
Mrs. Lubna Shaikh (<i>Assistant Professor</i>)	IQAC Coordinator





Y. & M. Anjuman Khairul Islam's
**POONA INSTITUTE OF MANAGEMENT
SCIENCES & ENTREPRENEURSHIP**

(A Religious & Linguistic Minority Institution, Recognized by DTE, Govt. of Maharashtra, Affiliated to Savitribai Phule Pune University.)
Approved by AICTE, New Delhi ISO 9001-2015 Certification
Office : K. B. Hidayatullah Road, Camp, Pune - 411 001. Tel. : 020 26448781 Website : www.pimse.ac.in Email : director.pimse@gmail.com

NOTICE

Date: 04/10/2020

This is to inform all the committee members of IQAC that an online meeting is scheduled on Tuesday, 6th October, 2020 at 12 noon via Zoom Platform.

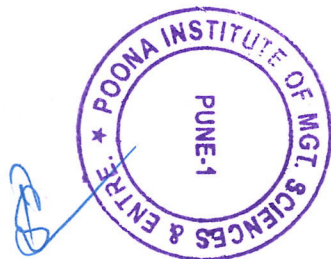
Meeting Details are as follows:

Meeting ID: 851 0969 8373

Password: 336063

Agenda:

- To read and confirm the minutes of the previous meeting dated 10th June, 2020
- To plan a FDP for equipping faculties with online lecture delivery methodology.
- To plan for sessions to prepare the students with the challenges faced by entrepreneurs
- To plan for organizing Certification course on Startup.
- Any other matter with the permission of the Chair.



**Dr. Porinita Banerjee
Director (Incharge)**

Chairperson : Head of the Institution	
Dr. Porinita Banerjee (<i>Director-Incharge, PIMSE</i>)	Chairperson : Head of the Institution
One Member of the Management	
Mr. Hani Ahmed Farid (<i>Chairman, AKI Trust</i>)	Management Representative
Teachers to represent all levels (Three to eight)	
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One nominee from Employers/Industrialists/Stakeholders	
Mr. Abraham Varghese (<i>Founder, ASCK Consultant</i>)	Member
One of the senior teachers as Coordinator of IQAC	
Mrs. Lubna Shaikh (<i>Assistant Professor</i>)	IQAC Coordinator

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AKI Poona Institute of Management Sciences & Entrepreneurship
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the meeting

Day & Date: Tuesday, 6th October, 2020

Meeting Mode: Online Via Zoom Platform

Time: 12:00 noon

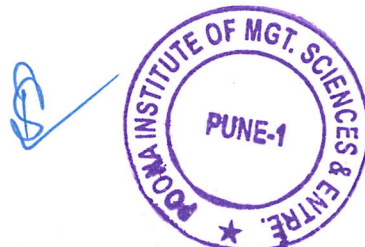
The online meeting was held on **Tuesday, 6th October, 2020**, at 12:00 noon via Zoom Platform. Following are the minutes of the meeting. IQAC Coordinator welcomed all the members

Agenda:

- To read and confirm the minutes of the previous meeting dated 10th June, 2020.
- To plan a FDP for equipping faculties with online lecture delivery methodology.
- To plan for sessions to prepare the students with the challenges faced by entrepreneurs
- To plan for organizing Certification course on startups.
- Any other matter with the permission of the Chair.

The meeting was conducted under the Chairmanship of Director Dr. Porinita Banerjee

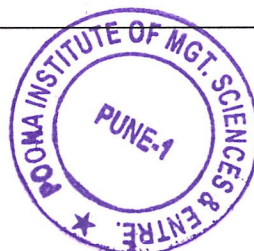
- **To read and confirm the minutes of the previous meeting dated 10th June 2020.**
 - The minutes of the previous meeting dated 10th June 2020 were read and confirmed



- **To plan for FDP for equipping faculties with online lecture delivery methodology**
 - It has been decided to organize a FDP to show the changing methods for delivering lectures during Covid-19.
- **To plan for sessions to prepare the students with the challenges faced by entrepreneurs.**
 - It has been discussed to equip the students with sessions on the changing mind set and challenges faced by the entrepreneurs
- **To plan for organizing Certification course on startups**
 - It has been decided to organize session on startups

As there was no other matter, the meeting ended with Vote of Thanks by the IQAC Coordinator

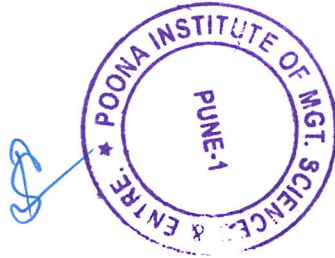
Name	Present / Absent
Dr. Porinita Banerjee	Present
Mr. Hani Ahmed Farid	Absent
Dr. Zarina Shaikh	Present
Dr. Sheena Abraham	Absent
Dr. Vasimraja Sayed	Present
Mr. Mohd.Talha Ahmed	Present
Mr. Zafar Ahmed Khan	Present
Mr. Akbar Khan	Present



Mr. Abdul Raheman Kalyani	Present
Dr. Hanif Lakdawala	Absent
Mr. Abraham Varghese	Present
Ms. Leonette Denis Henry	Absent
Ms. Ilkal Nida Nahid	Present
Mrs. Lubna Shaikh	Present



Dr. Porinita Banerjee
Director (Incharge)





Y. & M. Anjuman Khairul Islam's
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INTERNAL QUALITY ASSURANCE CELL


Action Taken Report – 2020-2021

Meeting no. 1

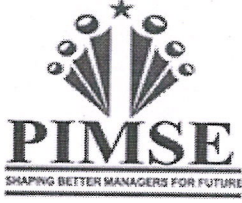
Date of Meeting: 6th October 2020

Minute	Action Taken
To plan a FDP for equipping faculties with online lecture delivery methodology.	FDP for guidelines on improving lecture delivery was organized on 5 th December 2020.
To plan for sessions to prepare the students with the challenges faced by entrepreneurs	Insightful lecture on "Success stories of Rural Entrepreneurs" was organized on 2 nd January 2021 and a session on Session on "Entrepreneurial Global Mindset" was organized on 16 th October 2020.
To plan for organizing Certification course on startups	Certification course Fundamentals of startups was conducted from 18 th January to 4 th February 2021.


Mrs. Lubna Shaikh
IQAC Coordinator


Dr. Porinita Banerjee
Director (Incharge)





Y. & M. Anjuman Khairul Islam's
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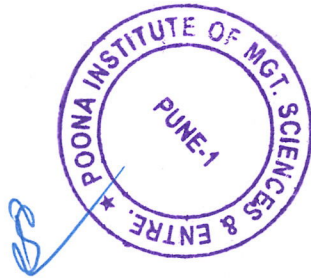
NOTICE

Date: 21/01/2021




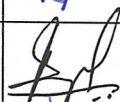
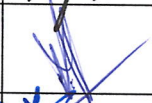
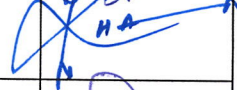


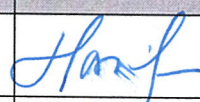

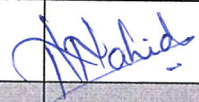
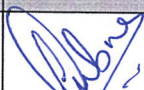
This is to inform all the committee members of IQAC that a meeting is scheduled on Saturday, 23rd January, 2021 in the Board room at 11:00 am.

Agenda:

- To read and confirm the minutes of the previous meeting dated 26th September, 2020
- To plan for orientation and induction program for the students
- To plan for providing session on employability skills and role of managers after MBA
- To plan for organizing sessions for faculties and students to provide practical knowledge of research.
- To plan to encourage students for using National digital Library NDL.
- To plan to organize career guidance session for student.
- Any other matter with the permission of the Chair



**Dr. Porinita Banerjee
Director (Incharge)**

Chairperson : Head of the Institution		Signature
Dr. Porinita Banerjee (<i>Director-Incharge, PIMSE</i>)	Chairperson : Head of the Institution	
One Member of the Management		
Mr. Hani Ahmed Farid (<i>Chairman, AKI Trust</i>)	Management Representative	
Teachers to represent all levels (Three to eight)		
Dr. Zarina Shaikh (<i>Associate Professor</i>)	Member	
Dr. Sheena Abraham (<i>Assistant Professor</i>)	Member	
Dr. Vasimraja Sayed (<i>Assistant Professor</i>)	Member	
Mr. Mohd. Talha Ahmed (<i>Assistant Professor</i>)	Member	
Mr. Zafar Ahmed Khan (<i>Assistant Professor</i>)	Member	
Mr. Akbar Khan (<i>Assistant Professor</i>)	Member	
Senior Administrative Officers		
Mr. Abdul Raheman Kalyani (<i>Junior Clerk</i>)	Member	
One nominee from Trust, Students, Alumni		
Dr. Hanif Lakdawala (<i>Trustee, AKI Trust</i>)	Member	
Ms. Leonette Denis Henry (<i>Alumni</i>)	Member	
Ms. Ilkal Nida Nahid (<i>Student</i>)	Member	
One nominee from Employers/Industrialists/Stakeholders		
Mr. Abraham Varghese (<i>Founder, ASCK Consultant</i>)	Member	
One of the senior teachers as Coordinator of IQAC		
Mrs. Lubna Shaikh (<i>Assistant Professor</i>)	IQAC Coordinator	




AKI Poona Institute of Management Sciences & Entrepreneurship
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the meeting

Day & Date: Saturday, 23rd January. 2021

Venue: Board room

Time: 11 am

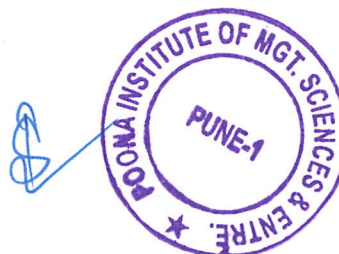
The meeting was held on Saturday, 23rd January. 2021, at 11 am in Board room. Following are the minutes of the meeting. IQAC Coordinator welcomed all the members.

Agenda:

- To read and confirm the minutes of the previous meeting dated 6th October, 2020.
- To plan for orientation and induction program for the students
- To plan for providing session on employability skills and role of managers after MBA.
- To plan for organizing sessions for faculties and students to provide practical knowledge of research.
- To plan to encourage students for using National digital Library NDL.
- To plan to organize career guidance session for student.
- Any other matter with the permission of the Chair




The meeting was conducted under the Chairmanship of Director Dr. Porinita Banerjee

- **To read and confirm the minutes of the previous meeting dated 6th October 2020.**
 - The minutes of the previous meeting dated 6th October 2020 were read and confirmed

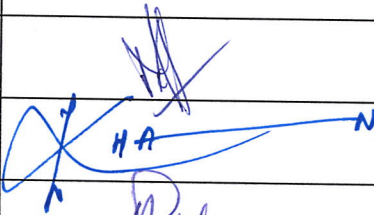
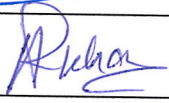

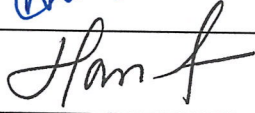


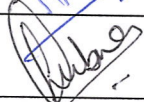


- **To plan for orientation and induction program for the students**
 - It has been decided to organize orientation and induction program for the students.
- **To plan for organizing session on employability skills and role of managers after MBA.**
 - It has been discussed to organize session on employability skills and role of managers after MBA
- **To plan for organizing sessions for faculties and students to provide practical knowledge of research**
 - It has been decided to organize workshop and session for giving practical knowledge about research to faculties and students
- **To plan to encourage students for using National digital Library NDL**
 - It has been decided to encourage students to use NDL
- **To plan to organize career guidance session for students**
 - It has been decided to organize career guidance session for students

As there was no other matter, the meeting ended with Vote of Thanks by the IQAC Coordinator

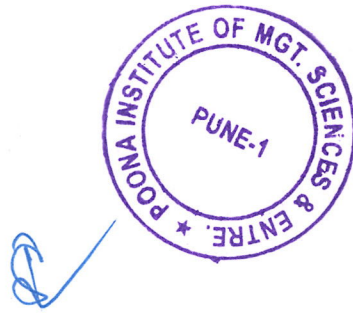
Name	Signature
Dr. Porinita Banerjee	
Mr. Hani Ahmed Farid	
Dr. Zarina Shaikh	
Dr. Sheena Abraham	




Dr. Vasimraja Sayed	
Mr. Mohd. Talha Ahmed	
Mr. Zafar Ahmed Khan	
Mr. Akbar Khan	
Mr. Abdul Raheman Kalyani	
Dr. Hanif Lakdawala	
Mr. Abraham Varghese	
Ms. Leonette Denis Henry	
Ms. Ilkal Nida Nahid	
Mrs. Lubna Shaikh	



Dr. Porinita Banerjee
Director (Incharge)





Y. & M. Anjuman Khairul Islam's
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INTERNAL QUALITY ASSURANCE CELL

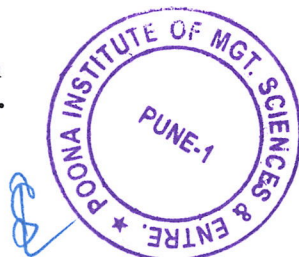
Action Taken Report – 2020-2021


Meeting no. 2

Date of Meeting : 23rd January 2021

Minute	Action Taken
To plan for orientation and induction program for the students	Orientation & Induction Program was organized on 15 th February & 27 th February 2021
To plan for providing session on employability skills and role of managers after MBA .	A Corporate Guest Lecture on Reality Bytes was organized on 12 th May 2020,
To plan for organizing sessions for faculties and students giving practical knowledge of research.	Research workshop on "Research Methods in management" was organized on 30 th January 2021 and "Designing questionnaire in research" was organized on 13 th February 2021 and Workshop on "Identification of cloned journal in research" on 22 nd February 2021.
To plan for encouraging students for using NDL	An online workshop on National Digital Library was organized on 29 th March, 2023
To plan to organize career guidance session	A session on "Entrepreneurial Endeavors: MBA Career Paths Beyond Corporate with Career Counseling" was organized on 22 nd March 2021


Mrs. Lubna Shaikh
IQAC Coordinator




Dr. Porinita Banerjee
Director (Incharge)



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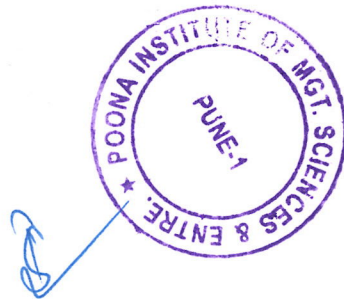
NOTICE

Date: 08/04/2021




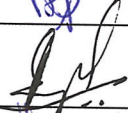

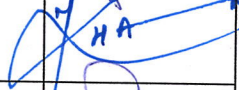
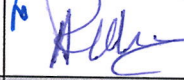

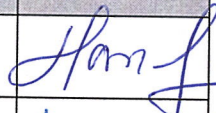

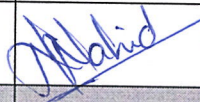
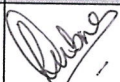
This is to inform all the committee members of IQAC that a meeting is scheduled on Saturday, 10th April. 2021 at Board room at 11:00 am.

Agenda:

- To read and confirm the minutes of the previous meeting dated 23rd January, 2021.
- To plan for organizing certification courses on post Covid-19 business transformation.
- To plan for conducting session on importance of reasoning and cognitive ability.
- Any other matter with the permission of the Chair.



Dr. Porinita Banerjee
Director (Incharge)

Chairperson : Head of the Institution		Signature
Dr. Porinita Banerjee (<i>Director-Incharge, PIMSE</i>)	Chairperson : Head of the Institution	
One Member of the Management		
Mr. Hani Ahmed Farid (<i>Chairman, AKI Trust</i>)	Management Representative	
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One of the senior teachers as Coordinator of IQAC		
Mrs. Lubna Shaikh (<i>Assistant Professor</i>)	IQAC Coordinator	




AKI Poona Institute of Management Sciences & Entrepreneurship
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the meeting

Day & Date: Saturday, 10th April. 2021

Venue: Board room

Time: 11:00 am

The meeting was held on Saturday, 10th April. 2021, at 11:00 am in Board room. Following are the minutes of the meeting. IQAC Coordinator welcomed all the members

Agenda:

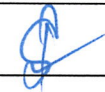


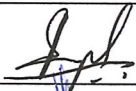
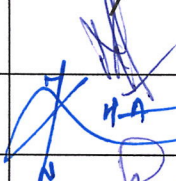
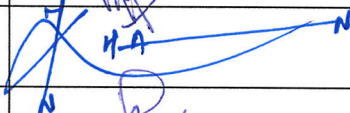

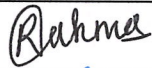
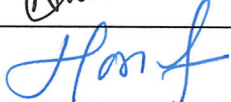
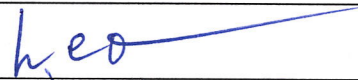
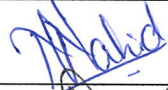

- To read and confirm the minutes of the previous meeting dated 23rd January, 2021.
- To plan for organizing certification courses on post Covid business transformation
- To plan for conducting session on the importance of reasoning and cognitive ability
- Any other matter with the permission of the Chair

The meeting was conducted under the Chairmanship of Director Dr. Porinita Banerjee


- **To read and confirm the minutes of the previous meeting dated 23rd January 2021.**
 - The minutes of the previous meeting dated 23rd January 2021 were read and confirmed
- **To plan for organizing certification courses on post covid business transformation**
 - It has been decided to offer certification courses on post covid business transformation to students.
- **To plan for conducting session on the importance of reasoning and cognitive ability .**
 - It has been discussed to conduct session on the importance of reasoning and cognitive ability for the students



As there was no other matter, the meeting ended with Vote of Thanks by the IQAC Coordinator

Name	Signature
Dr. Porinita Banerjee	
Mr. Hani Ahmed Farid	
Dr. Zarina Shaikh	
Dr. Sheena Abraham	
Dr. Vasimraja Sayed	
Mr. Mohd. Talha Ahmed	
Mr. Zafar Ahmed Khan	
Mr. Akbar Khan	
Mr. Abdul Raheman Kalyani	
Dr. Hanif Lakdawala	
Mr. Abraham Varghese	
Ms. Leonette Denis Henry	
Ms. Ilkal Nida Nahid	
Mrs. Lubna Shaikh	




Dr. Porinita Banerjee
Director (Incharge)



Y. & M. Anjuman Khairul Islam's
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INTERNAL QUALITY ASSURANCE CELL

Action Taken Report – 2020-2021

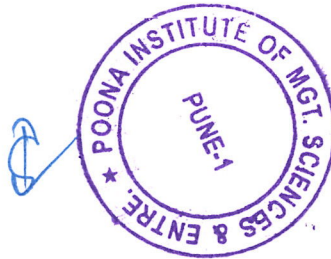
Meeting no. 3

Date of Meeting: 10th April 2021

Minute	Action Taken
To plan for conducting session on importance of reasoning and cognitive ability	Certification course "Enhancing reasoning and cognitive abilities" was organized from 17 th June 2021 to 3 rd July 2021
To plan for organizing certification courses on post covid business transformation	"Strategical Transformation of Business from Brick to Click" was conducted from 5 th July 2021 to 22 nd July 2021

Mrs. Lubna Shaikh
IQAC Coordinator

Dr. Porinita Banerjee
Director (Incharge)





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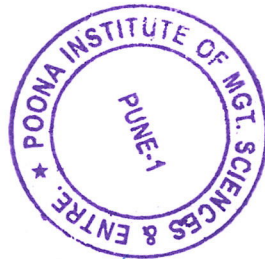
NOTICE

Date: 01/07/2021

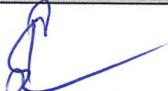
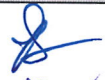



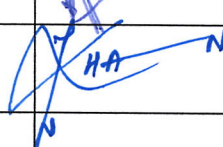
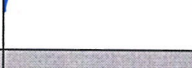

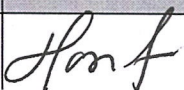
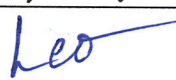
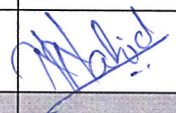
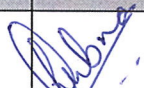
This is to inform all the committee members of IQAC that a meeting is scheduled on Friday, 2nd July. 2021 at Board room at 11:00 am.

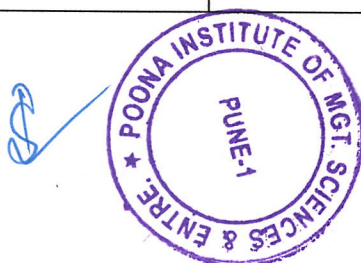
Agenda:

- To read and confirm the minutes of the previous meeting dated 10th April, 2021
- To plan for organizing Alumni mentorship series for the students
- To plan for addressing the students on the updated guidelines of SIP due to Covid 19.
- To discuss to organize an Academic Administrative Audit.
- Any other matter with the permission of the Chair



**Dr. Porinita Banerjee
Director (Incharge)**

Chairperson : Head of the Institution		Sign
Dr. Porinita Banerjee (<i>Director-Incharge, PIMSE</i>)	Chairperson : Head of the Institution	
One Member of the Management		
Mr. Hani Ahmed Farid (<i>Chairman, AKI Trust</i>)	Management Representative	
Teachers to represent all levels (Three to eight)		
Dr. Zarina Shaikh (<i>Associate Professor</i>)	Member	
Dr. Sheena Abraham (<i>Assistant Professor</i>)	Member	
Dr. Vasimraja Sayed (<i>Assistant Professor</i>)	Member	
Mr. Mohd. Talha Ahmed (<i>Assistant Professor</i>)	Member	
Mr. Zafar Ahmed Khan (<i>Assistant Professor</i>)	Member	
Mr. Akbar Khan (<i>Assistant Professor</i>)	Member	
Senior Administrative Officers		
Mr. Abdul Raheman Kalyani (<i>Junior Clerk</i>)	Member	
One nominee from Trust, Students, Alumni		
Dr. Hanif Lakdawala (<i>Trustee, AKI Trust</i>)	Member	
Ms. Leonette Denis Henry (<i>Alumni</i>)	Member	
Ms. Ilkal Nida Nahid (<i>Student</i>)	Member	
One nominee from Employers/Industrialists/Stakeholders		
Mr. Abraham Varghese (<i>Founder, ASCK Consultant</i>)	Member	
One of the senior teachers as Coordinator of IQAC		
Mrs. Lubna Shaikh (<i>Assistant Professor</i>)	IQAC Coordinator	



AKI Poona Institute of Management Sciences & Entrepreneurship
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the meeting

Day & Date: Friday, 2nd July. 2021

Venue: Board room

Time: 11:00 am

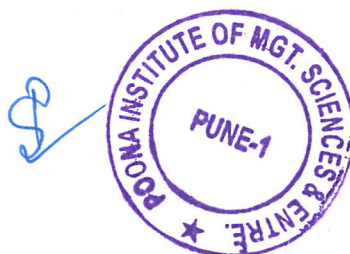
The meeting was held on Friday, 2nd July. 2021, at 11:00 am in Board room. Following are the minutes of the meeting. IQAC Coordinator welcomed all the members

Agenda:

- To read and confirm the minutes of the previous meeting dated 10th April, 2021.
- To plan for organizing Alumni mentorship series for the students.
- To plan for addressing the students on the updated guidelines of SIP due to Covid.
- To discuss to organize an Academic Administrative Audit.
- Any other matter with the permission of the Chair.






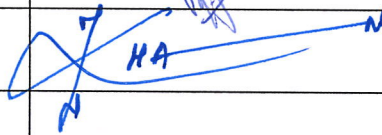


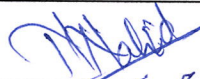

The meeting was conducted under the Chairmanship of Director Dr. Porinita Banerjee

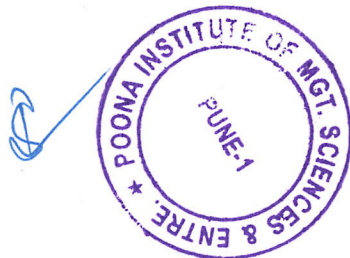
- **To read and confirm the minutes of the previous meeting dated 10th April 2021.**
 - The minutes of the previous meeting dated 10th April 2021 were read and confirmed
- **To plan for organizing Alumni mentorship series for the students**
 - It has been decided to organize on Saturdays Alumni mentorship series sessions for the students on various trends and practices in the industry.
- **To plan for addressing the students on the updated guidelines of SIP due to covid.**
 - It has been discussed to address the students on the updated guidelines of SIP due to covid




- **To discuss to organize an Academic Administrative Audit**
 - It has been decided to organize an Academic Administrative Audit through an external committee

As there was no other matter, the meeting ended with Vote of Thanks by the IQAC Coordinator

Name	Signature
Dr. Porinita Banerjee	
Mr. Hani Ahmed Farid	
Dr. Zarina Shaikh	
Dr. Sheena Abraham	
Dr. Vasimraja Sayed	
Mr. Mohd. Talha Ahmed	
Mr. Zafar Ahmed Khan	
Mr. Akbar Khan	
Mr. Abdul Raheman Kalyani	
Dr. Hanif Lakdawala	
Mr. Abraham Varghese	
Ms. Leonette Denis Henry	
Ms. Ilkal Nida Nahid	
Mrs. Lubna Shaikh	




Dr. Porinita Banerjee
Director (Incharge)



Y. & M. Anjuman Khairul Islam's
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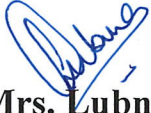
INTERNAL QUALITY ASSURANCE CELL

Action Taken Report – 2020-2021

Meeting no. 4

Date of Meeting: 2nd July 2021

Minute	Action Taken
To plan for organizing Alumni mentorship series for the students	Alumni mentorship series was organized, on 10 th July 2021, 17 th July 2021, 24 th July 2021, 31 st July 2021, 7 th August 2021, 11 th Sept 2021.
To plan for addressing the students on the updated guidelines of SIP due to covid	Guidance session for "Summer Internship Project" was organized on 7 th September 2021


Mrs. Lubna Shaikh
IQAC Coordinator


Dr. Porinita Banerjee
Director (Incharge)

