Internal Quality Assurance Cell (IQAC) Committee

(Effective from August 2020)

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

POONA INSTITUTE OF MGT. SCIENCES & ENTRE. PUNE-1

Y. & M. Anjuman Khairul Islam's
POONA INSTITUTE OF MANAGEMENT SCIENCES & ENTREPRENEURSHIP
(Affillated to Savitribai Phule Pune University, Approved by AICTE, New Delhi & DTE, Maharashtra)
(A Religious and Linguistic Minority Educational Institution)
PIMSE
SHAPING BETTER MANAGERS FOR FUTURE
Office: K. B. Hidayatullah Road, Camp, Pune - 411001.
Tel.: 020-26448781.
Website: http://pimse.edu.in Email: director.pimse@gmail.com
Dr. Porinita Banerjee
Director (Incharge)
M.Com., MBA, M.Phil., PHD.

NOTICE

Date: 17/09/2022

This is to inform all the committee members of IQAC that a meeting is scheduled on Monday, 19th September 2022 in Board room at 11:00 am.

Agenda:

- To read and confirm the minutes of the previous meeting dated 11th June 2022.
- To plan to promote teaching quality for faculty through strategic enhancements and development initiatives.
- To plan for orientation and induction for new students.
- To plan for sessions on behavioural training for students.
- To arrange a session to empower career growth through competitive insights and guidance.
- Any other matter with the permission of the Chair.

Dr. Porinita Banerjee
Director (Incharge)

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

POONA INSTITUTE OF MGT. SCIENCES & ENTRE. PUNE-1

AKI Poona Institute of Management Sciences & Entrepreneurship

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the meeting

Day & Date: Monday, 19th September 2022

Venue: Board room **Time: 11:00 am**

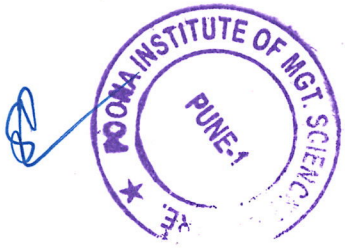
The meeting was held on Monday, 19th September. 2022, at 11 am in Board room. Following are the minutes of the meeting. IQAC Coordinator welcomed all the members

Agenda:

- To read and confirm the minutes of the previous meeting dated 11th June 2022.
- To plan to promote teaching quality for faculty through strategic enhancements and development initiatives.
- To plan for orientation and induction for new students
- To plan for sessions on behavioural training for students.
- To arrange a session to empower career growth through competitive insights and guidance.
- 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 11th June 2022.**
  - The minutes of the previous meeting dated 11th June 2022 were read and confirmed.



- **To plan to promote teaching quality for faculty through strategic enhancements and development initiatives**
    - It has been discussed to organize outbound training programs for faculty members for quality enhancement in teaching.
- **To plan for orientation and induction for new students**
    - It has been decided to organize Orientation and induction program for the newly admitted students.
- **To plan for sessions on behavioural training for students**
    - It has been decided students should be facilitated with training on behavioural techniques.
- **To arrange a session to empower career growth through competitive insights and guidance**
    - It has been decided to empower career growth through competitive insights and guidance 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	

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Dr. Hanif Lakdawala	
Mr. Abraham Varghese	
Ms. Afifa Hadadi	
Mr. Dipankar Hemantkumar Chandewar	
Mrs. Lubna Shaikh	

Dr. Porinita Banerjee
Director (Incharge)

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Dr. Porinita Banerjee
Director (Incharge)
M.Com., MBA, M.Phil., PHD.

INTERNAL QUALITY ASSURANCE CELL

Action Taken Report – 2022-2023

Meeting no. 1

Date of Meeting: 19th September 2022

Minute	Action Taken
To plan to promote teaching quality for faculty through strategic enhancements and development initiatives.	A Management Development Program was organized for the faculty members on 6th October 2022.
To plan for orientation and induction for new students.	Orientation and Induction programme was organized for the new students from 26th November 2022 to 2nd December 2022.
To plan for sessions on behavioral training for students.	Certification course "Rubicon - Behavioral Training" was conducted from 29th Oct. , 31st , 1st 2nd and 3rd November 2022.
To arrange a session to empower career growth through competitive insights and guidance.	A session on "Navigating Success: Expert Guidance for Banking Competitive Examinations" was organized on 28th November 2022, followed with a session on "Expert Guidance for RBI Grade Competitive Examinations" was organized on 2nd December 2022, A session on "People Management Paths: Career Counseling for HRD Students" was organized on 15th February 2023 and "Beyond Data: Career Counseling for Business Analytics Specialization" was organized on 6th March 2023.

Mrs. Lubna Shaikh
IQAC Coordinator

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Dr. Porinita Banerjee
Director (Incharge)

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Dr. Porinita Banerjee
Director (Incharge)
M.Com., MBA, M.Phil., PHD.

NOTICE

Date: 1/12/2022

This is to inform all the committee members of IQAC that a meeting is scheduled on Tuesday, 6th December 2022 at Board room at 11:00 am.

Agenda:

- To read and confirm the minutes of the previous meeting dated 19th September 2022.
- To plan for intra collegiate competition among students.
- To organize training session to map Course Outcomes (CO) with Program Outcomes (PO) for improved educational alignment.
- To discuss providing industrial visits for quality enhancement.
- To plan to secure more industry partnerships and boost alumni engagement via new MoUs, enhancing opportunities for our institution and students.
- To plan for offering hands on training to students about Delnet software.
- To plan for the annual flagship event Festina.
- To discuss conducting certification courses on latest IT trends.
- To plan for organizing research orientation program.
- Any other matter with the permission of the Chair.

Dr. Porinita Banerjee
Director (Incharge)

POONA INSTITUTE OF MGT. SCIENCES & ENTRE. PUNE-1

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

POONA INSTITUTE OF MGT. SCIENCES & ENTRE. PUNE-1

AKI Poona Institute of Management Sciences & Entrepreneurship

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the meeting

Day & Date: Tuesday, 6th December. 2022

Venue: Board room **Time: 11:00 am**

The meeting was held on Tuesday, 6th December. 2022 ,at 11 am in Board room. Following are the minutes of the meeting. IQAC Coordinator welcomed all the members

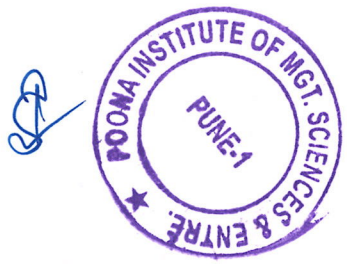
Agenda:

- To read and confirm the minutes of the previous meeting dated 19th September 2022.
- To plan for inter collegiate competition among students.
- To organize training session to map Course Outcomes (CO) with Program Outcomes (PO) for improved educational alignment.
- To discuss providing industrial visits for quality enhancement.
- To plan to secure more industry partnerships and boost alumni engagement via new MoUs, enhancing opportunities for our institution and students.
- To plan for offering hands-on training to students about Delnet software.
- To plan for the annual flagship event Festina.
- To discuss conducting certification courses on latest IT trends.
- To plan for organizing a research orientation program.
- Any other matter with the permission of the Chair.

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

POONA INSTITUTE OF MGT. SCIENCES & ENTRE. PUNE-1

- **To read and confirm the minutes of the previous meeting dated 19th September 2022**
    - The minutes of the previous meeting dated 19th September 2022 were read and confirmed.
- **To plan for intra collegiate competition among students**
    - It has been decided to organize activities for intracollegiate competition.
- **To organize a training session to map Course Outcomes (CO) with Program Outcomes (PO) for improved educational alignment**
    - It has been decided that Faculty members should be given training on Outcome based Education for learning mapping of CO & PO.
- **To discuss providing industrial visits for quality enhancement.**
    - It has been decided to provide more industrial visits, as a part of quality enhancement and providing them with practical exposure.
- **To plan to secure more industry partnerships and boost alumni engagement via new MoUs, enhancing opportunities for our institution and students**
    - It has been decided to initiate more MoUs' and alumni interaction to bridge the gap between industry academia gap.
- **To plan for offering hands-on training to students about Delnet software**
    - It has been decided to provide hands-on training to Students on accessing information from Delnet..
- **To plan for the annual flagship event Festina**
    - It has been decided that the Annual Flagship Event Festina should be organized, the director gave instructions to the Coordinators of the event.
- **To discuss conducting certification courses on latest IT trends**
    - It has been decided to conduct Certification Courses on latest IT tools.



- **To plan for organizing research orientation program**
    - It has been decided to organize a continuous research orientation program 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. Afifa Hadadi	
Mr. Dipankar Hemantkumar Chandewar	
Mrs. Lubna Shaikh	

Dr. Porinita Banerjee
Director (Incharge)

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INTERNAL QUALITY ASSURANCE CELL

Action Taken Report – 2022-2023

Meeting no. 2

Date of meeting: 6th December 2022

Minute	Action Taken
To plan for intra collegiate competition among students	A poster presentation competition was scheduled based on 100 Unicorn companies on 9th December 2022.
To plan for organizing a training session on learning mapping of CO and PO	A FDP on "Outcome Based Education for Academic Excellence" was conducted on 14th December 2022
To discuss providing industrial visits for quality enhancement.	An Industrial Visit to Wiekfield Foods Pvt Ltd was arranged on 16th December 2022, a Visit to Labour Commissioner Office was organized on 1st February 2023, further Industrial visits to Thermax Pvt Ltd, ExcelR and Payatu Pvt. Ltd were organized on 21st January 2023, 17th February 2023 on 24th February 2023 respectively for the students.
To plan to secure more industry partnerships and boost alumni engagement via new MoUs, enhancing opportunities for our institution and students	Alumni mentorship session for "MBA: Road Map To Success" was organized on 31st December 2022, a session on "Bombay Stock Exchange" was conducted on 7th January 2023, A session on 23rd, January 2023 on "Industry Expectation from Management Graduates" in association with NIPM was organized, Corporate session on "Importance of Branding" in

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	association with Hindustan Times was organized on 24th January 2023. Hindustan Times conducts Quiz competition once in every month. Practical implementation of "Peer to Peer Website Development" was demonstrated by Alumni on 27th January 2023.
To plan for offering hands on training to students about Delnet software	Library department conducted a Workshop on "How to use Delnet" on 25th January 2023.
To plan for the annual flagship event Festina	Annual Flagship event Festina was organized on 11th February 2023.
To discuss conducting certification courses on latest IT trends.	Certification courses "Data Analytics using Power BI and Tableau" and "Cloud Fundamentals" were organized from 2nd Jan. 2023 to 20th January 2023, and 13th March 2023 to 1st April 2023 respectively
To plan for organizing a research orientation program	PMA Students Chapter was inaugurated on 31st January 2023 along with Panel Discussion on "Industry 4.0: Opportunities and Challenges for Entrepreneurs" was organized on 31st January 2023, Business Research Proposal Presentation Competition was conducted on 9th February 2023. A session on effective ways of wealth creation was organized.

Mrs. Lubna Shaikh
IQAC Coordinator

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Dr. Porinita Banerjee
Director (Incharge)

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Dr. Porinita Banerjee
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M.Com., MBA, M.Phil., PHD.

NOTICE

Date: 30/03/2023

This is to inform all the committee members of IQAC that a meeting is scheduled on Saturday, 1st April 2023 at Board room at 11 am.

Agenda:

- To read and confirm the minutes of the previous meeting dated 6th December 2022.
- To discuss deputing faculty members for attending FDP on NEP.
- To plan for arranging practical taxation sessions for non teaching staff.
- To plan for providing certifications on latest IT trends to students.
- To plan for NAAC guidance sessions for teaching and non teaching staff.
- To plan for providing a platform for E-learning to students.
- To raise awareness among students about specialized opportunities in IT, Marketing, Finance, HR, and OSCM to assist in informed specialization choices.
- To plan to discuss to fill the details of IIQA for NAAC
- Any other matter with the permission of the Chair.

Dr. Porinita Banerjee
Director (Incharge)

POONA INSTITUTE OF MGT. SCIENCES & ENTRE. PUNE-1

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

POONA INSTITUTE OF MGT. SCIENCES & ENTRE. PUNE-1

AKI Poona Institute of Management Sciences & Entrepreneurship

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the meeting

Day & Date: Saturday, 1st April. 2023

Venue: Board room **Time: 11am**

The meeting was held on Saturday, 1st April. 2023, 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 December 2022.
- To discuss deputing faculty members for attending FDP on NEP.
- To plan for arranging practical taxation sessions for non teaching staff.
- To plan for providing certifications on latest IT trends to students.
- To plan for NAAC guidance sessions for teaching and non teaching staff.
- To plan for providing a platform for Elearning to students.
- To raise awareness among students about specialized opportunities in IT, Marketing, Finance, HR, and OSCM to assist in informed specialization choices.
- To plan to discuss to fill the details of IIQA for NAAC.
- 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 December 2022**
  - The minutes of the previous meeting dated 6th December 2022 were read and confirmed.
- **To discuss deputing faculty members for attending FDP on NEP**

POONA INSTITUTE OF MGT. SCIENCES & ENTRE. PUNE-1

- It has been decided to depute Faculty members to attend FDP on NEP for updating concepts on NEP,

- **To plan for arranging practical taxation sessions for non teaching staff**

  - It has been decided to provide Practical Taxation sessions for Non teaching staff.

- **To plan for providing certifications on latest IT trends to students**
  - It has been decided to provide Certification courses on latest trends in IT.

- **To plan for NAAC guidance sessions for teaching and non teaching staff**
  - It has been decided to organize sessions to update teaching and non teaching staff with the updated NAAC guidelines.

- **To plan for providing a platform for E-learning to students**

  - It has been decided to organize awareness session for E-learning platform for students.

- **To raise awareness among students about specialized opportunities in IT, Marketing, Finance, HR, and OSCM to assist in informed specialization choices.**

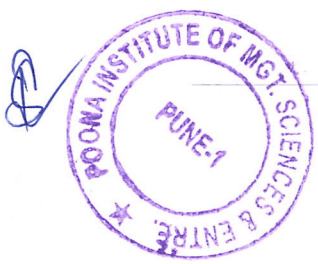
  - It has been decided to conduct awareness about opportunities so as to help the students to choose specializations IT, marketing, Finance, HR, OSCM.

- **To plan to discuss to fill the details of IIQA for NAAC**

  - It has been decided to fill the details of IIQA for NAAC

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. Afifa Hadadi	
Mr. Dipankar Hemantkumar Chandewar	
Mrs. Lubna Shaikh	

Dr. Porinita Banrjee
Director (Incharge)

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INTERNAL QUALITY ASSURANCE CELL

Action Taken Report – 2022-2023

Meeting no. 3

Date of meeting: 1st April 2023

Minute	Action Taken
To discuss deputing faculty members for attending FDP on NEP	Faculties were deputed for FDP on Implementation of NEP
To plan for arranging practical taxation sessions for non teaching staff.	Non teaching staff were deputed to attend training program on Certification course on "Practical Taxation" was organized in the month of May 2023,
To plan for providing certifications on latest IT trends to students	Certification courses "AWS - Cloud Foundation" was conducted from 5th June to 15th June 2023, "Investment Planning for Future Managers" was organized from 8th May 2023 to 12th June 2023, "Celonis - Process Mining Fundamentals" was organized from 22nd May 2023 to 3rd June 2023 , "Fundamentals of Full Stack Development" was organized from 3rd April 2023 to 25th April , "Chat GPT and Artificial Intelligence" was conducted from 8th May 2023 to 26th May 2023.
To plan for NAAC guidance sessions for teaching and non teaching staff	Faculty orientation program on NAAC was organized on 14th July 2023, a Faculty engagement review with ref. to NEP implementation was arranged on 19th July 2023, Corporate Lecture on "Intellectual Property Right- Identification and Documentation" was organized on 11th May 2023,

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To plan for providing a platform for E-learning to students	A session on "Effective use of E-resources and E-learning platform" was organized on 31st May 2023.
To raise awareness among students about specialized opportunities in IT, Marketing, Finance, HR, and OSCM to assist in informed specialization choices.	A session for "Unlocking Your Potential: Choosing Your MBA Specialization" was scheduled on 17th April 2023, a session on Discover your career path in the vast field of information Technology was arranged for IT students on 19th April 2023
To plan to discuss to fill the details of IIQA for NAAC	Filled the information for IIQA

Mrs. Lubna Shaikh
IQAC Coordinator

Dr. Porinita Banerjee
Director (Incharge)

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Dr. Porinita Banerjee
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NOTICE

Date: 01/08/2023

This is to inform all the committee members of IQAC that a meeting is scheduled on Wednesday, 2nd August. 2023 at Board room at 11:00 am.

Agenda:

- To read and confirm the minutes of the previous meeting dated 1st April 2023.
- To plan for organizing an Induction and orientation programme for the new students.
- To arrange an informative industrial visit for students to offer practical industry exposure and firsthand learning experiences.
- To plan for addressing students with the Internship opportunities provided by Eduskills.
- To discuss updating the students with latest trends in ICT based tools applicable for SAP.
- To plan for organizing an HR meet for the students.
- To plan for inaugurating NIPM student chapter for benefiting HR students.
- To conduct awareness sessions linking "Make in India" with Intellectual Property Rights (IPR) to educate stakeholders on maximizing innovation within national manufacturing initiatives.
- To plan to conduct an Academic Administrative Audit.
- To discuss to complete the process of filling up the SSR of NAAC
- Any other matter with the permission of the Chair.

Dr. Porinita Banerjee
Director (Incharge)

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

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AKI Poona Institute of Management Sciences & Entrepreneurship

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the meeting

Day & Date: Wednesday, 2nd August 2023

Venue: Board room **Time: 11:00 am**

The meeting was held on Wednesday, 2nd August. 2023, 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 1st April 2023.
- To plan for organizing an Induction and orientation programme for the new students.
- To arrange an informative industrial visit for students to offer practical industry exposure and firsthand learning experiences.
- To plan for addressing students with the Internship opportunities provided by Eduskills.
- To discuss updating the students with latest trends in ICT based tools applicable for SAP.
- To plan for organizing an HR meet for the students.
- To plan for inaugurating NIPM student chapter for benefiting HR students.
- To conduct awareness sessions linking "Make in India" with Intellectual Property Rights (IPR) to educate stakeholders on maximizing innovation within national manufacturing initiatives.
- To plan to conduct an Academic Administrative Audit.
- To discuss to complete the process of filling up the SSR of NAAC
- Any other matter with the permission of the Chair.

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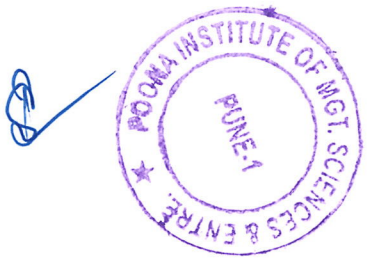
The meeting was conducted under the Chairmanship of Director Dr. Porinita Banerjee

- **To read and confirm the minutes of the previous meeting dated 1st April 2023**
  - The minutes of the previous meeting dated 1st April 2023 were read and confirmed
- **To arrange an informative industrial visit for students to offer practical industry exposure and firsthand learning experiences**
  - It has been decided to arrange for industrial visit for students
- **To plan for organizing an Induction and orientation programme for the new students.**
  - It has been decided to organize Induction and orientation program for the new students,
- **To plan for addressing students with the Internship opportunities provided by Eduskills**
  - It has been decided to address students with the Internship opportunities provided by Eduskills.
- **To discuss updating the students with latest trends in ICT based tools applicable for SAP.**
  - It has been decided to update the students with the latest trends in ICT based tools applicable for SAP.
- **To plan for inaugurating NIPM student chapter for benefiting HR students**
  - To avail the benefits of HR students, it has been decided to inaugurate NIPM student chapter with PIMSE.
- **To plan for organizing an HR meet for the students**
  - It has been decided to have more interactions with the HR personnel by organizing HR meet.
- **To conduct awareness sessions linking "Make in India" with Intellectual Property Rights (IPR) to educate stakeholders on maximizing innovation within national manufacturing initiatives**
  - It has been decided to conduct awareness about Make in India with reference to IPR.



- **To plan to conduct an Academic Administrative Audit**
    - It has been decided that an external committee would conduct and Academic Administrative audit.
- **To discuss to complete the process of filling up the SSR of NAAC**
    - The Director has informed all the Criteria heads to complete filling up the information in the SSR

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. Afifa Hadadi	
Mr. Dipankar Hemantkumar Chandewar	
Mrs. Lubna Shaikh	

Dr. Porinita Banrjee
Director (Incharge)

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Anjuman Khairul Islam
POONA INSTITUTE OF MANAGEMENT SCIENCES AND ENTREPRENEURSHIP
(Affiliated to Savitribai Phule Pune University, Approved by AICTE, New Delhi & DTE, Maharashtra)
(A Religious and Linguistic Minority Educational Institution)
PIMSE
SHAPING BETTER MANAGERS FOR FUTURE
Office: K. B. Hidayatullah Road, Camp, Pune - 411001.
Tel.: 020-26448781.
Website: http://pimse.edu.in Email: director.pimse@gmail.com
Dr. Porinita Banerjee
Director (Incharge)
M.Com., MBA, M.Phil., PHD.

INTERNAL QUALITY ASSURANCE CELL

Action Taken Report – 2022-2023

Meeting no. 4

Date of meeting: 2nd August 2023

Minute	Action Taken
To plan for organizing an Induction and orientation programme for the new students.	Orientation, induction programme was organized for the new students on 4th and 5th September 2023,
To arrange an informative industrial visit for students to offer practical industry exposure and firsthand learning experiences	An industrial visit was arranged to ADEPT on 3rd September 2023
To plan for addressing students with the Internship opportunities provided by Eduskills	A session was conducted on Internship opportunities provided by EduSkills on 14th September 2023 was organized,
To discuss updating the students with latest trends in ICT based tools applicable for SAP.	A session on "Recent market research avenues for investors" and "Use of ICT tools for SAP- Based Effective Learning" was organized on 15th September 2023 ,
To plan for organizing an HR meet for the students.	An HR Meet was organized on 20th September 2023
To plan for inaugurating NIPM student chapter for benefiting HR students	NIPM student chapter inauguration was organized on 20th September 2023
To conduct awareness sessions linking "Make in India" with Intellectual Property Rights (IPR) to educate stakeholders on maximizing innovation within	A session on Make in India with reference to IPR session was organized on 25th September 2023

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national manufacturing initiatives	
To plan to conduct an Academic Administrative Audit	An Academic Administrative Audit was done by an external committee on 2nd November 2023
To discuss to complete the process of filling up the SSR of NAAC	All Criteria heads are in the process of filling up the information in SSR

Mrs. Lubna Shaikh
IQAC Coordinator

Dr. Porinita Banerjee
Director (Incharge)

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