



MAHARASHTRA EDUCATION SOCIETY'S
(SINCE 1860)

INSTITUTE OF MANAGEMENT & CAREER COURSES (IMCC)

Approved by AICTE and Recognized by Savitribai Phule Pune University, Pune
IMCC Campus, 131 Mayur Colony, Kothrud, Pune-411038, Maharashtra, India | Ph: 020-25463453 | 6271173 | e-mail: info_imcc@mespune.in | www.mesimcc.org

NBA Accredited MCA Programme

NOTICE

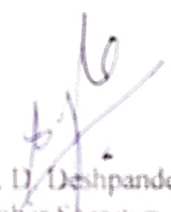
All Members of the Hon'ble College Advisory Committee (CAC) are hereby requested to kindly make it convenient to attend the CAC Meeting scheduled as below: -

- 1) Date : Wednesday, 30/03/2022.
- 2) Time : 4.00 p.m.
- 3) Venue : Meeting Room.

AGENDA

01. To read and confirm the minutes of CAC Meeting held on 22/01/2022 at 4.00 pm
02. To discuss the Draft Budget prepared for the Financial Year 2022-23.
03. To discuss and take suitable decision regarding proposed formation of Internal Quality Assurance Committee (IQAC).
04. To take note of No Objection Certificate (NOC) received from Savitribai Phule Pune University for making an application to AICTE for increase in intake capacity of MCA and MBA Programme.
05. To give updates of MasterSoft ERP solutions software and seek approval for 50% payment.
06. To seek approval for Medical Check-up of Faculty & staff
07. Any other point with the permission of the Chair.




Dr. S. D. Deshpande
Member Secretary



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MEETING OF COLLEGE ADVISORY COMMITTEE (CAC)

Held on Wednesday, 30/03/2022 @ 4.00 p.m.

ATTENDANCE

SN	Name of CAC Member	Designation	Signature
01.	Shri Abhay P. Kshirsagar kshirsagar.abhay@gmail.com	Chairman,	
02.	Shri. Deodatta Bhishikar anandbhishikar@hotmail.com	Member	
03.	Shri. Anand Kulkarni anandkulkarni.gb@mespune.in	Member	
04.	Dr. B. S. Vhankate bsvhankate1@gmail.com	Member	
05.	Dr. A. Y. Lele ayl.gcc@mespune.in	Member	
06.	Dr. (Mrs.) M. S. Bhate msb.imcc@mespune.in	Member (Invitee)	
07.	Shri. Sachin Ambardekar ceo.mes@mespune.in	Member (Invitee)	
08.	Dr. S. D. Deshpande director.imcc@mespune.in	Member Secretary	



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MINUTES OF MEETING

Meeting of the Hon'ble College Advisory Committee (CAC) was conducted on Wednesday, 30/03/2022 at 5.00 pm.

The following members were present:

1. Shri A. P. Kshirsagar	...	Chairman, CAC
2. Shri Anand Kulkarni	...	Member, CAC
3. Dr. B. S. Vhankare	...	Member, CAC
4. Dr. Mrs. M. S. Bhate	...	Member, CAC
5. Shri Sachin Ambardekar	...	Member (Invitee)
6. Dr. S. D. Deshpande	...	Member-Secretary, CAC

Shri. D. C. Bhisikar and Dr. A. Y. Lele expressed their inability to attend the said Meeting due to pre-occupation. Their leave of absence were sanctioned by Hon'ble CAC.

Following business was transacted in the Meeting.

1. To read and confirm the minutes of CAC Meeting held on 22/01/2022 at 4.00 pm
RESOLUTION: The minutes of Hon'ble CAC Meeting held on 22/01/2022 at 4.00 pm were read and confirmed.
2. To discuss the Draft Budget prepared for the Financial Year 2022-23.
Resolution: The Member Secretary presented the Draft Budget prepared for the Financial Year 2022-23. After thorough discussion, Hon'ble CAC has resolved its approval for the Draft Budget prepared for the Financial Year 2022-23.
3. To discuss and take suitable decision regarding proposed formation of Internal Quality Assurance Committee (IQAC).
Resolution: The Member Secretary proposed Hon'ble CAC about formation of Internal Quality Assurance Committee (IQAC) along with requirement of two nominations to be obtained from M. E. Society. After thorough discussion, Hon'ble CAC has resolved its approval in principle and directed to forward the said CAC resolution to M E Society for its final approval for the following proposed formation of IQAC and to seek two numbers of nominations from M. E. Society.

Contd..2



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...2...

S. N.	Name	Designation	Role
1	Dr. Santosh Deshpande,	Director	Chairperson
2	Dr. Ravindra Vaidya	HOD - MCA	Teachers to Represent all Level
3	Dr. Manasi Bhate	Head - T & P	
4	Dr. Ashwini Patil	Program Coordinator, MCA.	
5	Dr. Ravikant Zirmite	Associate Professor, MCA	
6	Mrs. Apurva Barve	Training Coordinator	
7	Mrs. Darshana Yadav	Sports Coordinator	
8	To be Nominated by M. E. Society		
9	Mr. Prashant Patil	Registrar	Senior Administrative Officers
10	Mr. Shridhar Ranade	Senior Clerk	
11	To be Nominated by M. E. Society		Nominee from Local Society
12	Miss. Prajakta Kulkarni	Student	Nominee From Student
13	Miss. Leena Vaidya	Alumni	Nominee from Alumni
14	Mr. Chandrashekhar Gokhale	Chairman of Astate Group	One Member from industry
15	Mr. Siddhant Chothe	Founder - M/s. Techvision	One Member from Employer
16	Dr. Girish Bodhankar	Program Coordinator, MBA	Assistant Co-Ordinator, IQAC
17	Dr. Jayashree Patil	Assistant Professor, MCA	Co-Ordinator, IQAC

4. To take note of No Objection Certificate (NOC) received from Savitribai Phule Pune University for making an application to AICTE for increase in intake capacity of MCA and MBA Programme.

RESOLUTION: The Member Secretary informed Hon'ble CAC about No Objection Certificate (NOC) received from Savitribai Phule Pune University for making an application to AICTE for increase in intake capacity of MCA and MBA Programme.

Hon'ble CAC has noted the same.

5. To give updates of MasterSoft ERP Solutions Software and seek approval for 50 % payment.
RESOLUTION: The Member Secretary updated the current status regarding installation, data migration, training etc to Hon'ble CAC. Hon'ble CAC has noted the same.
The Member Secretary also expressed the need of release of 50 % advance as per MES directives and order released. Hon'ble CAC resolved its approval for the same.

6. To seek approval for Medical Check-up of faculty and staff.
Resolution: The Member Secretary informed about proposal of Babasaheb Devras Polyclinic, Kondhwa, Pune. A thorough discussion were held and Hon'ble CAC has resolved its approval for Medical Check-up of faculty and staff.

Contd..3



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...3...

Since there being no other subject, the meeting ended with a vote of thanks to the Chair by Dr. S. D. Deshpande, Director and Member Secretary.


DR. S. D. DESHPANDE
Member Secretary
College Advisory Committee

SHRI A. P. KSHIRSAGAR
Chairman,
College Advisory Committee



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Ref. No.: MES IMCC/COMMITTEE/ 225/2022-23

Date: 10/05/2022

OFFICE ORDER

Sub.: Appointment of Internal Quality Assurance Cell (IQAC)

Ref.No. : As per directives of All India Council for Technical Education (AICTE), New Delhi and UGC guidelines

http://www.naac.gov.in/images/docs/AQAR_ONLINE/IQACAQAR_Guideline_Affiliatedcollege-12-03-2020.pdf

Madam / Sir,

With reference to above mentioned subject, you have been appointed on the Committee as per the guidelines prescribed by AICTE / UGC guidelines. Your appointment is for the period from **01/06/2022 to 31/05/2024**. Please attend the meeting/s and provide your valuable guidance/knowledge/support to address the related issues.


Director

Copy to 1) All Committee Members.

S N	Name Of Staff	Profession	Mobile & Email	Role	Associate with
1.	Dr. Santosh Deshpande Director	Teaching	9822766911 director.imcc@mespune.in	Chairperson	Institute
2.	Dr.Ravindra Vaidya Professor & HOD –MCA	Teaching	9422285207 rpv.imcc@mespune.in	Teachers to Represent all Level	Institute
3.	Dr.Manasi Bhate Head –T & P, Associate Professor	Teaching	9890266634 msb.imcc@mespune.in	Member	Institute
4	Dr.Ashwini Patil Assistant Professor	Teaching	9766833806 asp.imcc@mespune.in	Member	Institute
5	Dr.Ravikant Zirmite Associate Professor	Teaching	9970733222 rsz.imcc@mespune.in	Member	Institute
6	Mrs. Apurwa Barve Assistant Professor	Teaching	9881248064 aab.imcc@mespune.in	Member	Institute
7	Mrs. Darshana Yadav Assistant Professor	Teaching	9764000630 dpy.imcc@mespune.in	Member	Institute



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S N	Name Of Staff	Profession	Mobile & Email	Role	Associate with
8	Mr. Prashant Patil Registrar	Non-Teaching	7020658412 pbp.imcc@mespune.in	Member	Institute
9	Mr. Shridhar Ranade Senior Clerk	Non-Teaching	9922787011 svr.imcc@mespune.in	Member	Institute
10	Miss. Prajakta Kulkarni	Student	8828082655 prajaktakulkarni070@gmail.com	Member	Institute
11	Miss. Leena Vaidya	Student-Alumni	9370318121 leenavaidya2212@gmail.com	Member	Institute
12	Mr. Chandrashekhar Gokhale	Industry Representative	8605929292 cgokhale@astute.co.in	Member	Industry
13	Mr. Siddhant Chhothe	Industry Representative	9890349342 info@tekvision.in	Member	Industry
14	Dr. Girish Bodhankar	Teaching	9867255499 gab.imcc@mespune.in	Assistant Co- ordinator	Institute
15	Dr. Jayashree Patil Assistant Professor	Teaching	9890971380 jsp.imcc@mespune.in	Coordinator	Institute

2) Publication to Institute website


DIRECTOR
Maharashtra Education Society's
Institute of Management & Career Courses (IMCC)
IMCC Campus, 131 Mayur Colony, Kothrud,
Pune-411038.



Maharashtra Education society's
Institute of Management and Career Courses (IMCC), Pune

NOTICE

Date 25/7/2022

All Members of the IQAC of MES' IMCC are hereby requested to kindly make it convenient to attend the Meeting scheduled as below :-

- Date : 30th July 2022
- Time : 2.00 pm
- Venue : Board Room

AGENDA

1. Review and confirm Minutes of the last meeting.
2. Finalization of Extended Profile w.r.t. NAAC.
3. Discussion and Confirmation of Service Rules and Leave policy
4. Discussion and Confirmation on Institutional Embellishment.
5. Review of various activities of Academic Year 2021-2022.
6. Discussion on Quality improvement initiatives for Academic Year 2022-2023.
7. Discussion on activities to be carried out in Academic Year 2022-2023.
8. Discussion of Branding activities
9. Any other point with permission of the chairman.

Dr. Girish Bodhankar
IQAC, Asst. Coordinator

Dr. Jayashree Patil
IQAC, Coordinator





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Institute of Management and Career Courses (IMCC), Pune

Minutes of Meeting

Date 4/8/2022

- Time : 2.00 pm
- Venue : Board Room

The IQAC meeting was held on 30th July, 2021 at 1:30 pm. Following points were discussed and finalized in the meeting.

1. Review and confirm Minutes of the last meeting.

Minutes of the last meeting were discussed and confirmed.

2. Finalization of Extended Profile w.r.t. NAAC.

The Extended profile is finalized after the discussion with the members. Format of joining date for faculty is finalized. In addition to the above agenda, it has been decided to create 4.1 Extended for NAAC.

3. Discussion and Confirmation of Service Rules and Leave policy

The discussion was taking place on service rules and leave policy. Inputs were suggested to include adoption leave, maternity leave and study leave in leave policy. The dissemination of these policies should be on a website and through ERP software.

4. Discussion and Confirmation on Institutional Embellishment.

The Embellishment Committee was finalized for the institution.

Following members were finalized for the same.

- i. Swapanaja Patwardhan (coordinator)
- ii. Mukul Kulkarni
- iii. Harshada Raut

The embellishment committee has to submit the detailed plan on or before 20th September 2022 to IQAC.

5. Review of various activities of Academic Year 2021-2022.

List of activities of academic year 2021-22 were discussed and the review had taken place.





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6. Discussion on Quality improvement initiatives for Academic Year 2022-2023.

Suggestion and discussion were taken place on the following quality improvement initiatives.

1. Faculties should attend FDP on a regular basis.
2. Faculties should write and publish Research papers, Chapters in Books, Books, Patents etc.
3. Motivate faculties to apply for projects funded from various governmental and non-governmental agencies.
4. Organize Trainings and Workshops for Non-teaching & Teaching Faculties
5. Academic Audit must be scheduled after completion of every semester.

7. Discussion on activities to be carried out in Academic Year 2022-2023.

List of activities and Guidelines to be shared to various cell coordinators has been discussed and finalized.


8. Discussion of Branding activities.

Point was not discussed; it will be carried forward to the next meeting.

9. Any other point with permission of the chairman.

No other point was discussed and the meeting was concluded with the permission of the chairman.

Dr. Girish Bodhankar
IQAC, Asst. Coordinator


Dr. Jayashree Patil
IQAC, Coordinator

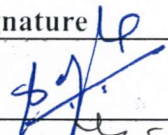
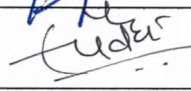



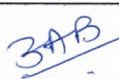




Dr. Santosh Deshpande
Director



**Maharashtra Education Society's
Institute of Management and Career Courses (IMCC), Pune**

IQAC Meeting Attendance Record

Date - 30/7/2022

Sr. No	Name	Designation	Signature
1	Dr. Santosh Deshpande	Director, MES' IMCC, Pune	
2	Dr. Ravindra Vaidya	HOD, MCA Department	
3	Dr. Manasi Bhate	Head, Placement Cell	
4	Dr. Ashwini Patil	Program Coordinator, MCA.	
5	Dr. Ravikant zirmite	Associate Professor, MCA	
6	Mrs. Apurwa Barve	Training Coordinator	
7	Mrs. Darshana Yadav	Sports Coordinator	
8	Prashant Patil	Registrar	
9	Dr. Girish Bodhankar	Program Coordinator, MBA, Asst. IQAC Coordinator	
10	Dr. Jayashree Patil	IQAC, Coordinator	





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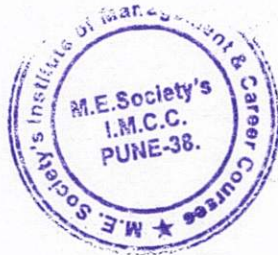
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Internal Quality Assurance Cell (iQAC) Constituted for the period 1/6/2020 to 31/5/22

Sr. No.	Name	Role In the Committee	Contact Number	Designation
1	Dr. Santosh Deshpande	Chairman	9822766911	Director
2	Dr. Ravindra Vaidya	Member	7020426559	Professor, and HoD Computer Department
3	Dr. Manasi Bhate	Member	9890266634	Placement Officer
4	Dr. Jayashree Patil	Coordinator	9890971380	iQAC Coordinator
5	Dr. Ashwini Patil	Member	9766833806	MCA Coordinator
6	Dr. Ravikant Zirmite	Member	9970733222	Associate Professor
7	Mrs. Apurva Barve	Member	9881248064	Training Officer
8	Mrs. Darshana Yadav	Member	9764000630	Coordinator, Extracurricular activities
9	Dr. Geetanjali Vaidya	Member	9881202057	Professor, Electrical Engineering, PVG's College of Engineering & Technology
10	Prof. Shalaka Ghodke	Member	9552560631	Program Head, BCA, BBA(CA), MIT WPU, Pune.
11	Mr. Nitin Jagadale	Member	9970190926	Manager RMG - D CROW

Date : 27/5/2020



(Signature)
Dr. Santosh Deshpande
Director, IMCC

DIRECTOR
Maharashtra Education Society's
Institute of Management & Career Courses (IMCC)
IMCC Campus, 131, Mayur Colony, Kothrud,
Pune-411038.



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E-mail: director.imcc@mespune.in

NOTICE

All Members of the IQAC of MES' IMCC are hereby requested to kindly make it convenient to attend the Meeting scheduled as below :-

- Date : 21st March 2022
- Time : 1.30 pm
- Venue : Meeting Room

AGENDA

1. Review and confirm Minutes of the last meeting.
2. Approval of the modified Vision Mission of the institute.
3. Finalization of all policies sanctioned in PCC including course files format, CO PO mapping process, stakeholder feedback action plan, etc.
4. Discussion on Marketing/Branding of the institute
5. Discussion on selection of Best Practises for institute
6. Finalization of Extended Profile w.r.t. NAAC
7. Discussion and finalization of Service Rules
8. Discussion and approval of Performance Appraisal System
9. Any other point with permission of the chairman.

Dr. Girish Bodhankar
IQAC, Asst. Coordinator



Dr. Jayashree Patil
IQAC, Coordinator



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E-mail: director.imcc@mespune.in


Minutes of Meeting

The IQAC meeting was held on 21st March 2022 at 1:30 pm. Following members were present for the meeting.


- | | |
|--------------------------|-------------------------------------|
| 1. Dr. Santosh Deshpande | (Director) |
| 2. Dr. Ravindra Vaidya | (Head of Department) |
| 3. Dr. Manasi Bhate | (Head of Training & Placement Cell) |
| 4. Mrs. Darshana Yadav | (Extracurricular coordinator) |
| 5. Mrs. Apurva Barve | (Training Coordinator) |
| 6. Dr. Ashwini Pail | (MCA Program Coordinator) |
| 7. Dr. Girish Bodhankar | (MBA Program Coordinator) |
| 8. Dr. Jayashree Pail | (IQAC, Coordinator) |

Minutes of the meeting

1. Review and finalize last meeting minutes
Dr. Jayashree Patil read minutes of the last meeting. All members noted and agreed on those points.
2. Approval of the modified Vision Mission of the institute. The IQAC coordinator briefed everyone about NAAC related activities held from August 2021 to February 2022. All members noted the same.
3. **Approvals of various templates for documents**
Dr. Girish Bodhankar suggested a common template for event / activity report, attendance report, and faculty files. All members discussed it and finalized the all format.
4. **First Audit for NAAC**
Dr. Girish Bodhankar explains the schedule of the first audit process starting from 9th, March, 2022. Detailed schedules were discussed among the members. Inputs also given by Dr. Ravindra Vaidya, Prof. Darshana Yadav
5. **Any other point with permission of the chairman.**
Discussion held on the policies which are to be prepared by the departments and various cells related to the academic and administrative activities.


Dr. Girish Bodhankar
IQAC, Asst. Coordinator




Dr. Jayashree Patil
IQAC, Coordinator



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E-mail: director.imcc@mespune.in

Date: 4/3/2022

NOTICE

All Members of the IQAC of MES' IMCC are hereby requested to kindly make it convenient to attend the Meeting scheduled as below :-

- Date : 5 March 2022
- Time : 1.30 pm
- Venue : Meeting Room

AGENDA

1. Overview of the activities held till date
2. NAAC Progress
3. Planning for next course of action
4. Any other point with the permission of Chairman

Dr. Girish Bodhankar

(IQAC, Asst. Coordinator)

Dr. Jayashree Patil

(IQAC, Coordinator)





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Minutes of Meeting

The IQAC meeting was held on 5th March 16, 2022 at 1:30 pm. Following members were present for the meeting.

- | | |
|--------------------------|-------------------------------------|
| 1. Dr. Santosh Deshpande | (Director) |
| 2. Dr. Ravindra Vaidya | (Head of Department) |
| 3. Dr. Manasi Bhate | (Head of Training & Placement Cell) |
| 4. Mrs. Darshana Yadav | (Extracurricular coordinator) |
| 5. Mrs. Apurva Barve | (Training Coordinator) |
| 6. Dr. Ashwini Pail | (MCA Program Coordinator) |
| 7. Dr. Girish Bodhankar | (MBA Program Coordinator) |
| 8. Dr. Jayashree Pail | (IQAC, Coordinator) |

Minutes of the meeting

1. Review and finalize last meeting minutes
Dr. [Jayashree Patil](#) read minutes of the last meeting. All members noted and agreed on those points.
2. **Overview of the activities held till date**
The IQAC coordinator briefed everyone about NAAC related activities held from August 2021 to February 2022. All members noted the same.
3. **Approvals of various templates for documents**
Dr. [Girish Bodhankar](#) suggested a common template for event / activity report, attendance report, and faculty files. All members discussed it and finalized the all format.
4. **First Audit for NAAC**
Dr. Girish Bodhankar explains the schedule of the first audit process starting from 9th, March, 2022. Detailed schedules were discussed among the members. Inputs also given by Dr. Ravindra Vaidya, Prof. Darshana Yadav
5. **Any other point with permission of the chairman.**
Discussion held on the policies which are to be prepared by the departments and various cells related to the academic and administrative activities.

Dr. Girish Bodhankar
IQAC, Asst. Coordinator



Dr. Jayashree Patil
IQAC, Coordinator