



IndSearch

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Indian Institute of Cost And Management  
Studies & Research (IndSearch)

(An Autonomous Institute affiliated to Savitribai Phule Pune University)

**INDIAN INSTITUTE OF COST AND MANAGEMENT STUDIES AND  
RESEARCH [IndSearch]**

(An Autonomous Institute permanently affiliated to the Savitribai Phule Pune  
University)

**Minutes of the Meeting of IQAC held on Monday, 17<sup>th</sup> June, 2019 at  
2:30pm.**

The Meeting of the IQAC Committee of the Autonomous Indian Institute of  
Cost and Management Studies and Research [IndSearch] was held on Monday, 17<sup>th</sup>  
June 2019 at 2:30 pm In the premises of the Institute's Bavdhan Campus.

The following Members were present.

1. Dr. Aparna Tembulkar
2. Dr. Ashok Joshi
3. Dr. Satish Inamdar
4. Dr. Vasudha Garde
5. Mr. Rasamoy Chakraborty
6. Dr. Rupali Gupte
7. Mr. Arjun Mohite
8. Dr. Vikas Peshve
9. Mr. Adwait Purandare

Dr Aparna Tembulkar, Director was in the Chair. The following business  
was transacted.

**Item No.1**

**Grant leave of absence**

**Following members informed in advance their inability to attend the meeting:**

1. Prof. Manjari Lal
2. Mr. Santosh Shetty
3. Mr. Sada Dumre
4. Mr. Vivek Soman
5. Ms. Rinita Laskar



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6. Mr. Anand Paranjpe

Leave was granted for these IQAC members by the chair.

### **Item No.2**

#### **Planning of Academic Calendar covering various events/activities with dates**

Academic Calendar for the AY 2019-2020 was prepared by the Quality cell of the Institute for BMS, MMS and MBA programme for all the years. The Academic calendar was placed in the meeting for further discussion. It was then reviewed by the IQAC members and final changes were suggested. It was also decided to continue with the various committees formed in the AY 2018-2019. The committees formed in the AY 2018-2019 were:

- Academic Audit Committee
- Co-curricular and extra curricular activities Committee
- Grievance Redressal Committee
- Library Committee
- Planning & Evaluation Committee
- Sexual harassment Committee
- Student welfare committee

The IQAC committee members reviewed the same and accepted the above mentioned committees to be operational for the current academic year i.e.2019-2020.

### **Item No.3**

#### **Preparation for the Academic year and review of academic audit.**

Since from this academic year the trimester pattern for MBA alongwith Semester pattern of MBA is to be introduced, IQAC members discussed on the teaching learning plan for both trimester and semester pattern for MBA and Semester pattern for BMS and MMS Programme. The course wise subject allocation, no of industrial visits and other activities were discussed.

It was further discussed on the Academic audit in terms of teaching plan, lecture notes, tutorial schedule. It was decided to upload the lecture notes on the intranet based inhouse software under learning resource section. It was discussed and decided to arrange a training for the faculty members and students to understand the inhouse intranet based system. Prof. Lele will give training to students and faculty members for uploading lecture notes .



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## Item No.4

### Understand the research area for students as well as teaching faculty members

It was decided to identify various research area in order to give more of practical knowledge which will be of use when students start working in the Industry or begin their Entrepreneurial venture. Further it was discussed to motivate faculty members to participate in research activities by attending seminars, writing research articles and to register for Ph.D. programme.

Since there was no any other business, the meeting was ended at 03.30 pm with thanks to chair.

Dr. Vikas Peshve

IQAC-Coordinator



**DIRECTOR**

Indian Institute of Cost  
And Management Studies &  
Research, Pune



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**Action Taken Report of the meeting held on 17<sup>th</sup> June, 2019**

Srl.No	Agenda Item	Action Taken
1	To Grant leave of absence	Leave was granted to 6 committee members as they expressed their inability to attend the meeting on the given date.
2	Preparation for the Academic year and review of academic audit.	<ul style="list-style-type: none"><li><input type="checkbox"/> Academic Calendar for MBA,BMS,MMS was prepared by the IQAC members. The academic calendar was circulated electronically to all the students of respective courses and the concerned faculty members. A copy of the same is also given to Exam Dept, Director and Deans of the Institute.</li><li><input type="checkbox"/> Following Committees which were formed in the previous academic year were continued for the current academic year:<ul style="list-style-type: none"><li><input type="checkbox"/> Academic Audit Committee</li><li><input type="checkbox"/> Co-curricular and extra curricular activities Committee</li><li><input type="checkbox"/> Grievance Redressal Committee</li><li><input type="checkbox"/> Library Committee</li><li><input type="checkbox"/> Planning &amp; Evaluation Committee</li><li><input type="checkbox"/> Sexual harassment Committee</li><li><input type="checkbox"/> Student welfare committee</li></ul></li></ul> <p>The concern faculty members and students were informed about the same.</p>
3	Preparation for the Academic year and review of academic audit.	Academic Audit committee conducted academic audit for all the courses. During academic audit marks of tutorials, internal examination were verified with the source documents.



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**Understand the research area for students as well as teaching members faculty**

BMS faculty members accepted to register for Ph.D. programme.

FDP on Research methodology was organized and Faculty members attended the same.

Faculty members sent their research articles for publication.



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**Minutes of the Meeting of IQAC held on Thursday, 26<sup>th</sup> September, 2019 at  
2:00pm.**

The Meeting of the IQAC Committee of the Autonomous Indian Institute of Cost and Management Studies and Research [IndSearch] was held on Thursday, 26<sup>th</sup> September 2019 at 2:00 pm in the premises of the Institute's Bavdhan Campus.

The following Members were present.

1. Dr. Aparna Tembulkar
2. Dr. Ashok Joshi
3. Dr. Satish Inamdar
4. Dr. Vasudha Garde
5. Mr. Rasamoy Chakraborty
6. Dr. Rupali Gupte
7. Prof. Manjari Lal
8. Mr. Santosh Shetty
9. Dr. Vikas Peshve
10. Mr. Anand Paranjpe
11. Mr. Adwait Purandare

Dr Aparna Tembulkar, Director was in the Chair. The following business was transacted.

**Item No.1**

**Grant leave of absence**

**Following members informed in advance their inability to attend the meeting:**

1. Mr. Arjun Mohite
2. Mr. Sada Dumre
3. Mr. Vivek Soman
4. Ms. Rinita Laskar

Leave was granted for these IQAC members by the chair.



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## Item No.2

### To review the academic, co-curricular and extra -curricular activities.

The report on the academic activities which is on the intranet website was reviewed by the IQAC committee members. The subject wise syllabus coverage and student attendance percentage were discussed. Committee members informed course co-ordinators to send email to students whose attendance is less than 50%. The Co-curricular and Extra-curricular committee members presented event wise student activities report in the meeting as per the schedule discussed with the IQAC members. The committee members explained co-curricular and extra-curricular activities where students participated and also explained the future events where institute students are participating. It was discussed and decided to arrange International seminar. Tentative topics for the seminar were discussed and it was decided to finalize the topics after a brain storming session.

## Item no.3

### To monitor the teaching plan, academic calendar and review of examination schedule.

The committee members reviewed the academic calendar and also discussed the teaching plan and pedagogy for new the admissions for first year MBA. It was discussed and decided to conduct extra sessions for first year MBA students as their commencement date was delayed due to some technical issue at DTE. Teaching plans were reviewed by the committee members. Examination schedule for trimester and semester examination was discussed with examination committee members.

## Item no.4

### Review of proposal for extension of autonomy submitted to UGC

Since UGC visit is planned in the Academic year 2019-2020, IQAC committee members reviewed the current status and planned to prepare for the proposed UGC visit. A draft plan was prepared and presented by committee members for UGC visit. It was decided to prepare the accommodation and travel plan once the institute get the list of UGC expert committee members.

Since there was no any other business, the meeting was concluded with thanks to the chairperson.

Dr. Vikas Peshve  
IQAC-Coordinator



Dr. Aparna Tembulkar  
Director

**Action Taken Report of the meeting held on 26<sup>th</sup> September, 2019**

Srl.No	Agenda Item	Action Taken
1	To Grant the leave of absence	Leave was granted to 4 committee members as they expressed their inability to attend the meeting on the given date.
2	To review the academic, co-curricular and extra-curricular activities.	MBA Trimester and Semester pattern, MMS and BMS sessions were conducted as per the Academic Calendar. For MBA Trimester pattern extra sessions were conducted on Sundays.  Orientation Program for MBA and BMS was conducted at the beginning of the new year.  Co-curricular and extracurricular activities were conducted. A plan for international seminar is finalized in the month of December or January, 2020.
3	To monitor the teaching plan, academic calendar and review of examination schedule.	Teching plan was monitored regularly by respective course co-ordinators along with IQAC and Director of the Institute. Necessary action was taken from time to time. Tutorial and mid term examinations were conducted for all the courses. Trimester end examination schedule is prepared in the month of November, 2019.
4	Review of proposal for extension of autonomy submitted to UGC	Proposal for extension of autonomy was reviewed and accordingly a tentative plan of action was prepared.





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**Minutes of the Meeting of IQAC held on Tuesday, 17<sup>th</sup> December,  
2019 at 12:30pm.**

The Meeting of the IQAC Committee of the Autonomous Indian Institute of  
Cost and Management Studies and Research [IndSearch] was held on Tuesday,  
17<sup>th</sup> December 2019 at 12:30 pm in the premises of the Institute's Bavdhan  
Campus.

The following Members were present.

1. Dr. Aparna Tembulkar
2. Dr. Ashok Joshi
3. Dr. Satish Inamdar
4. Dr. Vasudha Garde
5. Dr. Suwarna Shidore
6. Dr. Rupali Gupte
7. Prof. Manjari Lal
8. Mr. Santosh Shetty
9. Dr. Vikas Peshve

Dr Aparna Tembulkar, Director was in the Chair. The following business  
was transacted.

**Item No.1**

**Grant leave of absence**

**Following members informed in advance their inability to attend the  
meeting:**

1. Mr. Rasamoy Chakraborty
2. Mr. Sada Dumre
3. Mr. Arjun Mohite
4. Mr. Vivek Soman
5. Ms. Rinita Laskar
6. Mr. Anand Paranjpe
7. Mr. Adwait Purandare

Leave was granted for above mentioned IQAC members by the chair.



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**Item No.2**

**To take a review for the UGC Expert Committee Visit.**

As per the notification from the UGC, the schedule for the UGC expert committee visit was discussed and it was decided to prepare a travel plan, accommodation plan and visit plan for the committee members. The IQAC committee contacted the UGC experts and the UGC coordinator for planning the visit and finalized the date for the visit. It was further decided to communicate all stakeholders to inform about the exact schedule of the UGC Expert Committee visit. Both the campuses at Bavdhan and Law college road campus were inspected by the IQAC committee members with regards to UGC Expert Committee visit. A committee was formed for logistics and other arrangements.

**Item No. 3**

**To finalize the schedule for the International Marketing Seminar to be conducted at Bavdhan Campus.**

As per the decision taken in the IQAC meeting held on 26<sup>th</sup> September, 2019, IQAC committee members reviewed the preparation so far done for the International Seminar to be conducted in the month of January, 2020. IndSearch in collaboration with Association of Management Development Institutions in South Asia (AMDISA- A SAARC recognized body) will be organizing an International marketing seminar on the theme "Advanced Analytics and Artificial Intelligence: The Prime movers for Marketing" on Saturday, 4<sup>th</sup> January, 2020 at its Bavdhan Campus.

**Item No. 4**

**To take a review of NAAC SSR and AQAR Reports to be submitted by the Institute.**

The committee members discussed the SSR to be submitted to the NAAC for extension of Accreditation for the next academic year and also it was decided to work on the AQAR 18-19 which can be uploaded on the website only after the institute gets the access to upload the same. It was decided to prepare AQAR 19-20 and keep ready to upload it on the NAAC web portal.



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## Item No. 5

### To review the various FDPs and student activities performed in the Academic year 19-20

A report on various FDPs, Co-curricular activities, extra-curricular and social responsibility activities was presented and it was further decided to participate more in the research work. It was decided that Director will inform all the faculty members to use the knowledge which they gained from the FDPs on Research Methodology to publish more research articles in Scopus or World of web journals and to register for the doctoral studies.

Since there was no any other business, the meeting was concluded with thanks to the chairperson.

Dr. Suwarna Shidore  
IQAC-Coordinator



Dr. Aparna Tembulkar  
Director



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## Action Taken Report of the meeting held on 17<sup>th</sup> December, 2019

Srl.No	Agenda Item	Action Taken
1	To Grant the leave of absence	Leave was granted to 7 committee members as they expressed their inability to attend the meeting on the given date.
2	To take a review for the UGC Expert Committee Visit.	UGC Expert Committee visited the IndSearch Bio-diversity campus for the extension of the Autonomous Status on 27 <sup>th</sup> and 28 <sup>th</sup> January, 2020. The committee members were: Prof. Ashok Aima –VC Central University of Jammu – Chairperson Prof. A R Tripathi- Dean Faculty of Commerce Banaras Hindu University – Member Prof. Yogeshwari Pathak – Director, Prestige Institute of Management and Research- Member Prof. Shriram Nerlekar – Director, Marathwada Mitramanda's IMERT – SPPU Nominee Dr. Mohan Khatal –Jt. Director, Directorate of Higher Education, Pune Dr. L N Sahu –UGC Coordinating Officer The letter for extension of autonomy is awaited.



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3

**To finalize the schedule for the International Marketing Seminar to be conducted at Bavdhan Campus.**

IndSearch in collaboration with Association of Management Development Institutions in South Asia (AMDISA- A SAARC recognized body) organized an international marketing seminar on the theme "Advanced Analytics and Artificial Intelligence: The Prime movers for Marketing" on Saturday, 4<sup>th</sup> January, 2020 at its Bavdhan Campus. The chief Guest of the session was Mr. Robert Ducoffe -Provost and Vice Chancellor - University of Wisconsin, Parkside, USA. The Key note address was delivered by Professor Chalsani (Professor MIS, Business Department - University of Wisconsin, Parkside, USA).The Seminar commenced with the traditional lighting of the lamp by Chief Guest Prof. Robert Ducoffe, Director General Dr. Ashok Joshi, Dean Dr. Sunita Joshi, Director Dr. Aparna Tembulkar, Prof. Parag Dhumal From University of Wisconsin and the Industry Speakers. The Industry experts Mr.Nitin Tonapi, Vice President Accenture, Mr. Santosh Tatte - Country Head HMS Industrial Networks India, Mr.Aniruddha Limaye - Associate Vice President, Barclays Global Service Centre, share their views and experiences in this emerging area with the audience. 44 participants, including several industry professionals, many senior professors and students from various institutes, presented their paper on the above theme. Dr. Suwarna Shidore, Dean Quality & Research and Prof. Upendra Lele moderated the paper presentations.



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**4** **To take a review of NAAC  
SSR and AQAR Reports to be  
submitted by the Institute.**

AQAR 18-19 was kept ready to upload when the institute will get an access on the NAAC web portal. Similarly AQAR 19-20 draft was prepared and will be finalized after discussion. SSR preparation is in progress and faculty members are working on the same.



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**Online Minutes of the Meeting of IQAC held on Monday, 6<sup>th</sup> April, 2020  
at 1:30pm using Zoom Platform.**

The **Online Meeting** of the IQAC Committee of the Autonomous Indian  
Institute of Cost and Management Studies and Research [IndSearch] was held  
on Monday, 6<sup>th</sup> April, 2020 at 1:30 pm using zoom platform due to Pandemic  
Covid-19 lockdown situation in Pune.

The following Members were present.

1. Dr. Aparna Tembulkar
2. Dr. Ashok Joshi
3. Dr. Satish Inamdar
4. Dr. Vasudha Garde
5. Dr. Suwarna Shidore
6. Dr. Rupali Gupte
7. Prof. Manjari Lal
8. Mr. Arjun Mohite
9. Mr. Vivek Soman
10. Mr. Santosh Shetty
11. Mr. Adwait Purandare
12. Dr. Vikas Peshve

Dr Aparna Tembulkar, Director was in the Chair. The following business  
was transacted.

**Item No.1**

**Grant leave of absence**

**Following members were not able to attend the online meeting:**

1. Mr. Rasamoy Chakraborty
2. Mr. Sada Dumre
3. Ms. Rinita Laskar
4. Mr. Anand Paranjpe



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Leave was granted for above mentioned IQAC members by the chair.

### **Item No.2**

#### **To take the review of mid term examination and final examinations due to pandemic situation**

Committee members discussed the syllabus coverage for all the courses. It was decided to use FCC (Free Conference Call) platform for conducting online sessions for the remaining syllabus. A faculty development program will be organized for all the faculty members for using the FCC. It was also decided to conduct mid-term examinations using online mode. It was decided to use intranet system for conducting examination for all the mid term examinations for all the courses. It was finalized that as per the notification from the SPPU, final examination schedule will be prepared.

### **Item No. 3**

#### **To motivate faculty members to attend the webinars organized by other institutions and also to plan webinars by the faculty members of the institutions.**

Faculty members were informed to attend the webinars which are related to their core subject and research area. Further there was a brainstorming session for deciding the topics for the faculty members to organize the online webinars for students and other institutions faculty members. Faculty members were also informed to join MOOCS or NEPTL courses during pandemic situation. IQAC director informed to submit the related documents to the IQAC for evidence purpose.

### **Item no. 4**

#### **To take review of Recording of Lectures, Teaching Records by the faculty members.**

Due to lockdown, it was decided to record lectures for all the half-credit subjects. It was decided to use srecorder software to record the lectures. A format was finalized to be used by all the faculty members for preparing powerpoint presentations.





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Faculty members were also given training to use the same. IQAC committee member prepared and presented a slide showing teaching records completion status. Faculty members were informed to complete their teaching records before 30<sup>th</sup> April, 2020.

Since there was no any other business, the meeting was concluded with thanks to the chairperson.

Dr. Suwarna Shidore

IQAC-Coordinator



Dr. Aparna Tembulkar

Director



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**Action Taken Report of the online meeting held on Monday, 6<sup>th</sup>  
April, 2020 at 1:30pm using Zoom Platform.**

Srl.No	Agenda Item	Action Taken
1	<b>To Grant the leave of absence</b>	Leave was granted to 4 committee members as they did not attend the online meeting.
2	<b>To take the review of mid term examination and final examinations due to pandemic situation</b>	Mid tem examination has been conducted using Online mode for all the courses during April 2020 successfully. Papers were evaluated by the faculty members and marks were compiled and audited by faculty members.
3	<b>To motivate faculty members to attend the webinars organized by other institutions and also to plan webinars by the faculty members of the institutions.</b>	11 Faculty members attended various Knowledge Updating Online Courses on UDEMY, Coursera, NPTEL, Swayam etc. and also attended webinars during April, 2020 to May 2020. During this period 8 faculty members written research articles, case studies and blogs which were published. IndSearch conducted a series on online Application oriented workshops during the lockdown period. In all 7 workshops were conducted during 16 <sup>th</sup> May to 31 <sup>st</sup> May. Total 278 participants participated for all these workshops.
4	<b>To take review of Recording of Lectures, Teaching Records by the faculty members.</b>	Faculty members recorded lectures for all half credit subjects which are electives. The recordings will be under custodian of Director of the institute. Teaching records were completed by faculty members before first week of May 2020 by all faculty members and it is stored on the google drive.