



SHRI SAI SHIKSHAN SANSTHA'S



## NIT GRADUATE SCHOOL OF MANAGEMENT

Approved by AICTE New Delhi, DTE Mumbai & Affiliated to RTM Nagpur

### MINUTES OF IQAC MEETING HELD ON 13/08/2019

The meeting for the Formation IQAC was held on Tuesday, 13<sup>th</sup> Aug 2019 at 11:30 a.m. in the boardroom of NIT GSM which following members were present.

1. In conformance with the requirement of NAAC, the college formed an IQAC with the following member's composition for session 2019-2020.

NAAC IQAC	Chairperson	Dr. Rajesh Mahajan, Director
	Co-ordinator	Dr. Mukesh Patil
	Faculties	Dr. Shraddha Wilfered Dr. Bharat Adulkar Dr. Nilesh Yemde Dr. Vaibhav Bhalerao A/P Pallavi Shekhar A/P Farida Damani A/P Shashikant Raut A/P Kanchan Maliye A/P Mukta Marathe
	Librarian	Ms. Vaishali Gode
	Administrative Staff	Mr. Nikhil Barde Mrs. Jyoti Wakode
	Technical Staff	Mr. Chandrashekhar Jiwtode
	Student	Mr. Deshant Ghukse Miss. Divya Kamdi
	Management Representative	Dr. Rajesh Waigaonkar
	Alumni	Ms. Rashmi Satorkar
	Stake Holder	Mr. M. K. Shekhar
	Society	Mrs. Riddhi Deshmukh, Member, Shri Sai Shikshan Sanstha, Nagpur
	Employers/Industrialist	Mr. Prakash Atone Kotak Mahindra Dr. Rajesh Padole Dear Sir Services Nagpur

CAMPUS : Survey No. 13/2, Mahurzari, Katol Road, Nagpur-441 501

CORP. OFF : 2<sup>nd</sup> Floor, Midas Heights, Central Bazar Road, Ramdaspath, Nagpur-440 010

Phone : 9545571000, 8007722825 | E-mail : ao@nitmba.edu.in | Website : www.nitmba.edu.in



SHRI SAI SHIKSHAN SANSTHA'S



# NIT GRADUATE SCHOOL OF MANAGEMENT

Approved by AICTE New Delhi, DTE Mumbai & Affiliated to RTM Nagpur

<p>NAAC Advisory Committee</p>		<p>Dr. Jyoti Patil Principal , Renuka College Besa , Nagpur</p> <p>Dr. Kailash Kadu Prof. Dean Academics CIBMARD/ Academic Council Head RTMNU</p> <p>Dr. Amol Deshmukh Associate Professor Nagpur Institute of Technology.</p>

  
Dr. Mukesh Patil

IQAC Coordinator

CAMPUS : Survey No. 13/2, Mahurzari, Katol Road, Nagpur-441 501

CORP. OFF : 2<sup>nd</sup> Floor, Midas Heights, Central Bazar Road, Ramdaspath, Nagpur-440 010

Phone : 9545571000, 8007722825 | E-mail : [ao@nitmba.edu.in](mailto:ao@nitmba.edu.in) | Website : [www.nitmba.edu.in](http://www.nitmba.edu.in)



SHRI SAI SHIKSHAN SANSTHA'S



# NIT GRADUATE SCHOOL OF MANAGEMENT

Approved by AICTE New Delhi, DTE Mumbai & Affiliated to RTM Nagpur

## MINUTES OF MEETING HELD ON 03/07/2019

Meeting on "Infrastructure Development" and allotting work regarding it, was held in the director's office hall on 3/07/2019 at 3:30 p.m.

### MEMBERS PRESENT:-

Sr. No.	Name	Designation.
1	Dr. Rajesh Mahajan	Chairperson
2	Dr. Mukesh Patil	Co-ordinator
3	Dr. Shraddha Wilfered	Faculty Member
4	Dr. Bharat Adulkar	Faculty Member
5	Dr. Nilesh Yemde	Faculty Member
6	Dr. Vaibhav Bhalerao	Faculty Member
7	A/P Pallavi Shekhar	Faculty Member
8	A/P Farida Damani	Faculty Member
9	A/P Shashikant Raut	Faculty Member
10	A/P Kanchan Maliye	Faculty Member
11	A/P Mukta Marathe	Faculty Member

### AGENDA OF MEETING:

1. Discussion on office automation. Budget for new printers, laptops and internet speed enhancing routers.
2. Budget discussion of improving the classroom infrastructure.
3. Budget discussion for repairing and painting.

### PROCEEDINGS: -

1. The meeting initiated with improving and calculating the budget for printer's laptops and Wi-Fi router for better internet speed. This will help the employee to work without any technical problems.
2. As the competition is increasing we need to develop our classroom. In regard with there was a discussion on repairing some of the chairs available. It was discussed that a fully automated classroom should be made for presentation purpose.
3. Discussion was done regarding the repairing and painting of campus.



*Bm*

Director  
DIRECTOR

NIT GRADUATE SCHOOL  
OF MANAGEMENT

CAMPUS : Survey No. 13/2, Mahurzari, Katol Road, Nagpur-441 501

CORP. OFF : 2<sup>nd</sup> Floor, Midas Heights, Central Bazar Road, Ramdaspeth, Nagpur-440 010

Phone : 9545571000, 8007722825 | E-mail : ao@nitmba.edu.in | Website : www.nitmba.edu.in



SHRI SAI SHIKSHAN SANSTHA'S



## NIT GRADUATE SCHOOL OF MANAGEMENT

Approved by AICTE New Delhi, DTE Mumbai & Affiliated to RTM Nagpur

### MINUTES OF MEETING HELD ON 16/07/2019

Meeting on "Curriculum Enhancement" and allotting work regarding it, was held in director's office hall on 16/07/2019 at 3:30 p.m.

#### MEMBERS PRESENT:-

Sr. No.	Name	Designation.
1	Dr. Rajesh Mahajan	Chairperson
2	Dr. Mukesh Patil	Co-ordinator
3	Dr. Shraddha Wilfered	Faculty Member
4	Dr. Bharat Adulkar	Faculty Member
5	Dr. Nilesh Yemde	Faculty Member
6	Dr. Vaibhav Bhalerao	Faculty Member
7	A/P Pallavi Shekhar	Faculty Member
8	A/P Farida Damani	Faculty Member
9	A/P Shashikant Raut	Faculty Member
10	A/P Kanchan Maliye	Faculty Member
11	A/P Mukta Marathe	Faculty Member

#### AGENDA OF MEETING:

1. Discussion on improving the curriculum
2. Allotment of work according to it was duly given with deadlines.
3. Discussion on overall development.

#### PROCEEDINGS:-

1. The meeting initiated with general instruction and improvement for the overall development.
2. It was concluded that the curriculum should be outcome based and the students should be benefitted accordingly
3. The faculties were instructed to start researching and contribute with innovating ideas in regard with the same.



  
Director  
DIRECTOR  
NIT GRADUATE SCHOOL  
OF MANAGEMENT  
NAGPUR

CAMPUS : Survey No. 13/2, Mahurzari, Katol Road, Nagpur-441 501

CORP. OFF : 2<sup>nd</sup> Floor, Midas Heights, Central Bazar Road, Ramdaspath, Nagpur-440 010

Phone : 9545571000, 8007722825 | E-mail : ao@nitmba.edu.in | Website : www.nitmba.edu.in



SHRI SAI SHIKSHAN SANSTHA'S



# NIT GRADUATE SCHOOL OF MANAGEMENT

Approved by AICTE New Delhi, DTE Mumbai & Affiliated to RTM Nagpur

## MINUTES OF MEETING HELD 25/07/2019

Meeting for Student Progression and Planning' was held in director's office on 25/07/2019 at 3:30 p.m.

### MEMBERS PRESENT:-

Sr. No.	Name	Designation.
1	Dr. Rajesh Mahajan	Chairperson
2	Dr. Mukesh Patil	Co-ordinator
3	Dr.. Shraddha Wilfered	Faculty Member
4	Dr. Bharat Adulkar	Faculty Member
5	Dr. Nilesh Yemde	Faculty Member
6	Dr .Vaibhav Bhalerao	Faculty Member
7	A/P Pallavi Shekhar	Faculty Member
8	A/P Farida Damani	Faculty Member
9	A/P Shashikant Raut	Faculty Member
10	A/P Kanchan Maliye	Faculty Member
11	A/P Mukta Marathe	Faculty Member

### AGENDA OF MEETING:

1. Discussion about Organizing Regular personality development classes.
2. Discussion for organizing workshop on current market trends.
3. Guiding and instructing the teaching and non teaching staff for keeping note on student overall grooming and hygiene.
4. Discussion for organizing orientation programs for general management and communication skills development.
5. Guiding the faculties for constantly motivating the students for progression and positive development.

### PROCEEDINGS:-

1. The meeting initiated with thanks giving and appreciation to all staff members for the successful proceeding of the session.

CAMPUS : Survey No. 13/2, Mahurzari, Katol Road, Nagpur-441 501

CORP. OFF : 2<sup>nd</sup> Floor, Midas Heights, Central Bazar Road, Ramdaspath, Nagpur-440 010

Phone : 9545571000, 8007722825 | E-mail : ao@nitmba.edu.in | Website : www.nitmba.edu.in



SHRI SAI SHIKSHAN SANSTHA'S



## NIT GRADUATE SCHOOL OF MANAGEMENT

Approved by AICTE New Delhi, DTE Mumbai & Affiliated to RTM Nagpur

2. A discussion was being held for the overall development of the student. In which the focus was on personality development of the students. A/p Pallavi Shekhar was given the responsibility, and instructed for regular classes to be conducted.
3. Pertaining to this, communication skills also need impetus which was being discussed.
4. Discussion on overall general management in the campus and processes
5. The director appealed to all the staff members to constantly motivate students and maintain a positive environment.

Director  
DIRECTOR  
NIT GRADUATE SCHOOL  
OF MANAGEMENT  
NAGPUR



CAMPUS : Survey No. 13/2, Mahurzar  
CORP. OFF : 2<sup>nd</sup> Floor, Midas Heights, C  
Phone : 9545571000, 8007722825



agpur-441 501  
d, Ramdaspeth, Nagpur-440 010  
itmba.edu.in | Website : www.nitmba.edu.in



SHRI SAI SHIKSHAN SANSTHA'S



## NIT GRADUATE SCHOOL OF MANAGEMENT

Approved by AICTE New Delhi, DTE Mumbai & Affiliated to RTM Nagpur

### MINUTES OF MEETING HELD ON 19<sup>th</sup> Aug. 2019

Meeting on "ACADEMIC REVIEW AND AQAR DISCUSSION." and allotting work regarding it, was held on 19<sup>th</sup> Aug. 2019 in director's office hall at 3:00 p.m.

#### MEMBERS PRESENT:-

Sr. No.	Name	Designation.
1	Dr. Rajesh Mahajan	Chairperson
2	Dr. Mukesh Patil	Co-ordinator
3	Dr., Shraddha Wilfered	Faculty Member
4	Dr. Bharat Adulkar	Faculty Member
5	Dr. Nilesh Yemde	Faculty Member
6	Dr .Vaibhav Bhalerao	Faculty Member
7	A/P Pallavi Shekhar	Faculty Member
8	A/P Farida Damani	Faculty Member
9	A/P Shashikant Raut	Faculty Member
10	A/P Kanchan Maliye	Faculty Member
11	A/P Mukta Marathe	Faculty Member

#### AGENDA OF MEETING:

1. Discussion on the AQAR 2019-2020.
2. Discussion on work distribution according to AQAR parameters.

#### PROCEEDINGS:-

1. The meeting initiated with general instruction and improvement for the overall development. All were informed about the AQAR and the deadlines.
2. A plan of action was being discussed and the work was allotted to every faculty according to the parameters.



  
Director  
DIRECTOR  
NIT GRADUATE SCHOOL  
OF MANAGEMENT  
NAGPUR

CAMPUS : Survey No. 13/2, Mahurzari, Katol Road, Nagpur-441 501

CORP. OFF : 2<sup>nd</sup> Floor, Midas Heights, Central Bazar Road, Ramdaspath, Nagpur-440 010

Phone : 9545571000, 8007722825 | E-mail : ao@nitmba.edu.in | Website : www.nitmba.edu.in



SHRI SAI SHIKSHAN SANSTHA'S



# NIT GRADUATE SCHOOL OF MANAGEMENT

Approved by AICTE New Delhi, DTE Mumbai & Affiliated to RTM Nagpur

## MINUTES OF MEETING HELD ON 11/09/2019

Meeting for 'Academic Review.' was held on 11/09/2019 in Auditorium at 3:30 p.m.

### MEMBERS PRESENT:-

Sr. No.	Name	Designation.
1	Dr. Rajesh Mahajan	Chairperson
2	Dr. Mukesh Patil	Co-ordinator
3	Dr.. Shraddha Wilfered	Faculty Member
4	Dr. Bharat Adulkar	Faculty Member
5	Dr. Nilesh Yemde	Faculty Member
6	Dr. Vaibhav Bhalerao	Faculty Member
7	A/P Pallavi Shekhar	Faculty Member
8	A/P Farida Damani	Faculty Member
9	A/P Shashikant Raut	Faculty Member
10	A/P Kanchan Maliye	Faculty Member
11	A/P Mukta Marathe	Faculty Member

### AGENDA OF MEETING:

1. Organizing an interactive session between students and teachers for understanding the longing and concern of students as well as teachers.
2. Discussion on overall academic session
3. Discussion for Training & placements of the students.(students suggestion and review)
4. General discussion and other issues to be discussed.
5. Directors Address.

### PROCEEDINGS:-

1. The meeting initiated with appreciation to all staff members for successful amendments and improvements.
2. A general discussion was initiated for better understanding of academics. In was suggested that role play activity during lectures will improve the quality and enhance interpersonal skills.
3. A review was taken from students regarding placements. It was realized that the students are a little less competent for the job markets. It was suggested to design a special Training module focusing on it.

CAMPUS : Survey No. 13/2, Mahurzari, Katol Road, Nagpur-441 501

CORP. OFF : 2<sup>nd</sup> Floor, Midas Heights, Central-Bazar Road, Ramdaspath, Nagpur-440 010

Phone : 9545571000, 8007722825 | E-mail : ao@nitmba.edu.in | Website : www.nitmba.edu.in





SHRI SAI SHIKSHAN SANSTHA'S



# NIT GRADUATE SCHOOL OF MANAGEMENT

Approved by AICTE New Delhi, DTE Mumbai & Affiliated to RTM Nagpur

4. Discussion on overall general management in the campus and processes.
5. The director appealed to all the staff members to constantly motivate students and maintain a positive environment.



Director  
DIRECTOR  
NIT GRADUATE SCHOOL  
OF MANAGEMENT  
NAGPUR

CAMPUS : Survey No. 13/2, Mahurzari, Katol Road, Nagpur-441 501  
CORP. OFF : 2<sup>nd</sup> Floor, Midas Heights, Central Bazar Road, Ramdaspath, Nagpur-440 010  
Phone : 9545571000, 8007722825 | E-mail : [ao@nitmba.edu.in](mailto:ao@nitmba.edu.in) | Website : [www.nitmba.edu.in](http://www.nitmba.edu.in)



SHRI SAI SHIKSHAN SANSTHA'S



# NIT GRADUATE SCHOOL OF MANAGEMENT

Approved by AICTE New Delhi, DTE Mumbai & Affiliated to RTM Nagpur

## MINUTES OF MEETING HELD ON 18/12/2019

Meeting on "Faculty Development Initiative" and discussions was held in director's office hall on 18/12/2019 at 3:30 p.m. in director office.

### MEMBERS PRESENT:-

Sr. No.	Name	Designation.
1	Dr. Rajesh Mahajan	Chairperson
2	Dr. Mukesh Patil	Co-ordinator
3	Dr.. Shraddha Wilfered	Faculty Member
4	Dr. Bharat Adulkar	Faculty Member
5	Dr. Nilesh Yemde	Faculty Member
6	Dr. Vaibhav Bhalerao	Faculty Member
7	A/P Pallavi Shekhar	Faculty Member
8	A/P Farida Damani	Faculty Member
9	A/P Shashikant Raut	Faculty Member
10	A/P Kanchan Maliye	Faculty Member
11	A/P Mukta Marathe	Faculty Member

### AGENDA OF MEETING:

1. Discussion on improving and updating the faculties.
2. Discussion on overall education industry growth and ways to cope up with it.
3. Discussion on motivating faculties to grab the opportunity of online courses.

### PROCEEDINGS:-

1. The meeting initiated with general instruction and improvement for the overall development and student curriculum.
2. Recent trends were been discussed in education industry and need for updating was been observed.
3. Need for faculty development Program was observed , and planning regarding its conduction was initiated.
4. The faculties were motivated to grab the opportunity of online courses.

CAMPUS : Survey No. 13/2, Mahurzari, Katol Road, Nagpur-441 501

CORP. OFF : 2<sup>nd</sup> Floor, Midas Heights, Central Bazar Road, Ramdaspetn, Nagpur-440 010

Phone : 9545571000, 8007722825 | E-mail : ao@nitmba.edu.in | Website : www.nitmba.edu.in



*Om*

Director

DIRECTOR  
NIT GRADUATE SCHOOL  
OF MANAGEMENT  
NAGPUR



SHRI SAI SHIKSHAN SANSTHA'S



## NIT GRADUATE SCHOOL OF MANAGEMENT

Approved by AICTE New Delhi, DTE Mumbai & Affiliated to RTM Nagpur

### MINUTES OF MEETING HELD ON 09/01/2020

Meeting for Student development and career progression in director's office hall was held on 9/01/2020 at 3:30 p.sm.

#### MEMBERS PRESENT:-

Sr. No.	Name	Designation.
1	Dr. Mukesh Patil	Chairperson
2	Dr. Vibhav Bhalerao	Co-ordinator
3	Dr. Bharat Adulkar	Faculty Member
4	Dr. Nilesh Yemde	Faculty Member
5	Dr. Shradhha Wilfres	Faculty Member
6	A/P Pallavi Shekhar	Faculty Member
7	A/P Farida Damani	Faculty Member
8	A/P Shashikant Raut	Faculty Member
9	A/P Kanchan Maliye	Faculty Member
10	A/P Mukta Marathe	Faculty Member

#### AGENDA OF MEETING:

1. A detailed discussion on the initiatives for student development.
2. A detailed discussion for organizing SAHAS CAMP.
3. Finalizing on the guest speaker for student grooming and its importance.

#### PROCEEDINGS:-

1. The meeting initiated with general instruction and improvement for the overall development. Director explained the current trends of markets and the focus we need to have for the overall development of the student. We really need to work on the personality development of the student.

CAMPUS : Survey No. 13/2, Mahurzari, Katol Road, Nagpur-441 501

CORP. OFF : 2<sup>nd</sup> Floor, Midas Heights, Central Bazar Road, Ramdaspath, Nagpur-440 010

Phone : 9545571000, 8007722825 | E-mail : ao@nitmba.edu.in | Website : www.nitmba.edu.in



SHRI SAI SHIKSHAN SANSTHA'S



## NIT GRADUATE SCHOOL OF MANAGEMENT

Approved by AICTE New Delhi, DTE Mumbai & Affiliated to RTM Nagpur

2. An initiative plan for improving the focus, orientation and physical development of the student, SAHAS camp was supposed to be organized. A student committee was designed for student coordination.
3. A Workshop initiative was planned and executed for the personal grooming and hygiene.



*[Signature]*  
Director  
DIRECTOR  
NIT GRADUATE SCHOOL  
OF MANAGEMENT  
NAGPUR

CAMPUS : Survey No. 13/2, Mahurzar  
CORP. OFF : 2<sup>nd</sup> Floor, Midas Heights, C  
Phone : 9545571000, 8007722825



agpur-441 501  
d, Ramdaspath, Nagpur-440 010  
itmba.edu.in | Website : www.nitmba.edu.in