



**Maratha Mandir's
Babasaheb Gawde Institute of Management Studies**

Date: 04th July 2025

ATTENDANCE OF INTERNAL QUALITY ASSURANCE CELL

Sr. No.	Name	Designation	Signature
1	Prof. Dr. Vidya Hattangadi	Chairperson	
2	Mr. Santosh Datkhile	Member	
3	Dr. Jessica Fernandes	Member	
4	Ms. Sadiya Fuggawala	Member	
5	Mr. Ajit Parab	Member, Dean	
6	CA Abhijeet Deshmukh	Member, Industry Representative	
7	Mr. Ashish Chandak	Member, Industry Representative	
8	Mr. Vivek Satam	Member, Alumni	
9	Ms. Shrutika Mohite	Member, Alumni	
10	Mr. Yogesh Sawant	Member, Administrative Officer cum Registrar	
11	Dr. Shilpa C. Shinde	IQAC Coordinator	
12	Dr. Bhosle	Vice President Maratha Mandir's	



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Babasaheb Gawde Institute of Management Studies

Date: 04th July 2025

FOLLOWING MEMBERS ATTENDED THE MEETING OF INTERNAL QUALITY ASSURANCE CELL

Sr. No.	Name	Designation
1	Prof. Dr. Vidya Hattangadi	Chairperson
2	Dr. Santosh Datkhile	Member
3	Dr. Jessica Fernandes	Member
4	Ms. Sadiya Fuggawala	Member
5	CA Abhijeet Deshmukh	Member, Management Representative
6	Mr. Ashish Chandak	Member, Industry Representative
7	Mr. Ajit Parab	Member, Dean
8	Mr. Yogesh Sawant	Member, Administrative Officer cum Registrar
9	Dr. Shilpa Shinde	IQAC Coordinator

FOLLOWING MEMBERS WERE ABSENT

Sr. No.	Name	Designation
1	Ms. Shrutika Mohite	Member, Alumni
2	Mr. Vivek Satam	Member, Alumni





Maratha Mandir's

Babasaheb Gawde Institute of Management Studies

Date: 14th July 2025

Minutes of Meeting of IQAC

The meeting commenced as the required quorum was present. Dr. Vidya Hattangadi invited Dr. Shilpa Shinde to proceed with the agenda of the meeting.

Agenda No.1: To read and confirm minutes of the last IQAC meeting held on Saturday, 05th April 2025 and apprise the members of the action taken as recommended in the meeting.

The IQAC Coordinator shared the soft copy of the minutes of the last IQAC meeting and the Action Taken Report with all members.

IQAC coordination read previous minutes of meeting, as follows:

Dr. Vidya Hattangadi visit Mantralaya to understand formalities, rules, and regulations, and prepare a roadmap for incubation centre registration. Dr. Vidya Hattangadi confirmed her visit to Mantralaya to gather details on the procedural formalities, rules, and regulatory framework for setting up the Incubation Centre.

Dr. Vidya Hattangadi and Mr. Ajit Parab also reported successful registration of the Incubation Centre "Avinya" on the MSME portal. Members discussed, the design of the floor plan for the Incubation Centre setup was prepared by Mr. Pankaj Ghag.

Mr. Abhijit Deshmukh and Mr. Chandak suggested assigning the task of preparing the Standard Operating Procedure (SOP) for the Incubation Centre to the Dean and Dr. Santosh Datkhile. The draft SOP will outline the operational framework, registration process, and evaluation criteria, and will be presented and discussed in the next meeting for review and approval.

Key components to be covered in the SOP as follows:

- Draft of Memorandum of Understanding (MoU) for entrepreneur registration.
- Entrepreneur Registration Form format.
- Fee/Charges structure for incubation registration and services.
- Defined Tenure and Milestones for various progress phases.
- Application Stages and Evaluation Criteria for prospective applicants' registration and progress status /stages.
- Layout and Design Plan of the incubation centre space allocation.

Also, members suggested that incubation centre SOP will be tabled for approval in the upcoming Management Committee meeting.



Dr. Jessica Fernandes presented the Standard Operating Procedure (SOP) for conducting the External and Internal Academic Audit to be followed annually by the institute. The SOP outlined the key steps, responsibilities, documentation, and timelines for ensuring systematic and transparent academic auditing.

Members discussed and suggested that the Annual External Academic Audit should be conducted every year in the month of August, aligning with the academic calendar and ensuring timely quality review before the commencement of the new academic cycle.

For current upcoming external academic audit for AY 2024-2025 following auditors name suggested and approved by all members.

- 1) Dr. Pradip Pendse, Welingkar institute of management studies
- 2) Dr. Nitin Joshi, Bedekar institute of management studies
- 3) Dr. C. R. Chavan, JBIMS

Dr. Jessica Fernandes, BMS Coordinator, presented the Standard Operating Procedure (SOP) for the BMS program. After review and discussion, the members approved the SOP.

Additionally, to ensure greater clarity and alignment with regulatory compliance, members recommended the following enhancements to the Assessment section of the SOP:

- Clearly specify that students must meet the minimum academic eligibility criteria to be considered.
- Include provisions for concession in qualifying percentage, wherever applicable.
- Mention the available quotas as per the approved intake capacity, aligning with AICTE, university or statutory guidelines

Dr. Jessica Fernandes informed the members that the Board of Studies (BoS) will be common for all programs offered by the institute, namely BMS, MMS, MBA, and PhD. The members discussed and unanimously agreed with this integrated BoS approach for academic cohesion and streamlined governance.

Ms. Sadiya Fuggawala presented the Program Educational Objectives (PEO) and Mission Statement Matrix. The matrix was discussed and formally approved by all members.

Also, members suggested that IQAC approved Vision and Mission statements will be tabled for approval in the upcoming Management Committee meeting.

Dr. Vidya Hattangadi presented the institute's Perspective Plan for the Academic Years 2026–2030. The plan was thoroughly reviewed and approved by the members after detailed discussion.

Additionally, Mr. Chandak suggested that Dr. Vidya Hattangadi should prepare a Self-Assessment Report (SAR) for the Perspective Plan for Academic Years 2021–2025, highlighting the achieved and non-achieved areas, along with a plan of action for the pending areas. Dr. Vidya Hattangadi assured the members that she will work on the report and will present it in the next meeting for review and discussion.

The members thoroughly reviewed the actions taken and confirmed that they were in alignment with the recommendations made during the last meeting held on Saturday, 05th April 2025.



A handwritten signature in blue ink, appearing to be "Pradip".

A handwritten signature in blue ink, appearing to be "Sadiya".

Resolution No. 1:

- 1) "Be it and it is hereby, **RESOLVED THAT** Mr. Ajit Parab and Dr. Santosh Datkhile will prepare SOP for the incubation centre.
- 2) "Be it and it is hereby, **RESOLVED THAT** Dr. Vidya Hattangadi will be tabled incubation centre SOP for approval in the upcoming Management Committee meeting.
- 3) Be it and it is hereby, **RESOLVED THAT** Dr. Vidya Hattangadi will prepare self-assessment report for perspective plan for AY 2021-2025.
- 4) Be it and it is hereby, **RESOLVED THAT** Dr. Vidya Hattangadi will issue appointment letter for external auditors for academic audit for AY 2024-2025.
- 5) Be it and it is hereby, **RESOLVED THAT** Dr. Vidya Hattangadi will be tabled Vision, Mission Statements for approval in the upcoming Management Committee meeting.
- 6) "Be it and it is hereby, **RESOLVED THAT** the minutes of the IQAC meeting held on Saturday, 05th April 2025 confirmed and approved unanimously by all the members." The minutes of the meeting were signed by the Chairperson and IQAC Coordinator.

Agenda No.2: To discuss progress reports / plans / Review

Dr. Jessica Fernandes presented the current status of NAAC activities and confirmed that steady progress is being made across all required parameters and documentation.

After reviewing the updates, the members suggested implementing Quarterly Review to ensure ongoing monitoring and compliance with NAAC requirements.

Members decided that the internal NAAC review will be conducted in the first week of every quarter; specifically in the months of September (Q2), December (Q3), March (Q4), and June (Q1 of the following academic year).

The review committee will comprise the NAAC Coordinator, Director and Dean.

The Quarterly NAAC Review Reports will be submitted to the Director and Dean, to ensure timely follow-up, institutional accountability and deadline submission.

After every review report, i.e. every Quarter end Dr. Jessica Fernandes will prepare dashboard for task to be completed and pending task.

Dr. Santosh Datkhile, presented current status of NBA, members discussed, NBA criteria wise eligibility and constraints involved. Members suggested to take overview of all criteria more thoroughly.

Dr. Vidya Hattangadi presented the current status of the Management Development Program (MDP) initiatives. After reviewing the progress, the members suggested that one of the upcoming MDPs can be organized in collaboration with Viritti Capital, to enhance industry engagement and offer participants practical insights from the financial sector.



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A handwritten signature in blue ink, appearing to be "Vidya Hattangadi".

Resolution No.2:

- 1) "Be it and it is hereby, **RESOLVED THAT** Dr. Jessica Fernandes will prepare quarterly dashboard for NAAC status.
- 2) "Be it and it is hereby, **RESOLVED THAT** Dr. Vidya Hattangadi will do follow up with Viritti Capital for upcoming Management Development Program (MDP).

Agenda No. 3: To discuss about various approvals

Dr. Vidya Hattangadi discussed and briefed the members about the current faculty approval status at the university level. After the update, the members suggested that Dr. Vidya Hattangadi should personally follow up with the university to expedite the process and ensure timely completion of the faculty 7-page approval formalities.

Resolution No.3:

- 1) "Be it and it is hereby **RESOLVED THAT** Dr. Vidya Hattangadi shall follow up with university for faculty approvals personally.

Agenda No. 4: To discuss about various status reports

Dr. Shilpa Shinde read and confirmed the status of Sponsor and consultancy funding. The members discussed and suggested to approach Mr. Chandak for CSR agency for additional funding support.

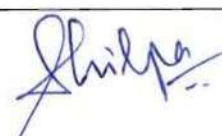

Members discussed and suggested that a quarterly update on college activities and events should be shared with the alumni through email communication in the form of an E-bulletin. This initiative aims to strengthen alumni engagement, keep them informed about institutional developments, and foster a sense of continued connection with the college.

Resolution No.4:

1. "Be it and it is hereby **RESOLVED THAT** Dr. Vidya Hattangadi will coordinate Mr. Chandak for additional funding support.

Agenda No.5: Any other related matter with the permission of the Chairperson. Arise

After inviting and considering any additional matters from the attendees, it was noted that no additional topics or issues were raised for discussion under this agenda item. Accordingly, it is documented that "Nothing arose" for deliberation or decision under this agenda item.

Dr. Shilpa Shinde	Prof. Dr. Vidya Hattangadi
Coordinator, IQAC	Chairperson, IQAC
	



Action points flowing from discussions during the Meeting

Sr. No.	Point Discussed	Action to be taken	Responsibility	Timeline
1.	Incubation centre registration	SOP Preparation	Dr. Shilpa Shinde Dr. Vidya Hattangadi	31 Aug 2025
2	Incubation centre SOP	Incubation centre SOP for approval in the upcoming Management Committee meeting	Dr. Vidya Hattangadi Mr. Ajit Parab	Next Management Committee meeting
3	Perspective Plan 2021-25 self-assessment report	Draft self-assessment report highlighting achieved and non-achieved areas and with plan of action for pending areas.	Dr. Vidya Hattangadi	31 Aug 2025
4	Faculty Approval	Follow up with University of Mumbai	Dr. Vidya Hattangadi	Continuous follow up
5	Vision, Mission and PEO Statements approval	Vision, Mission and PEO Statements for approval in the upcoming Management Committee meeting	Dr. Vidya Hattangadi Mr. Ajit Parab	Next Management Committee meeting
6	Sponsor and consultancy funding	approach CSR agency through Mr. Chandak	Dr. Vidya Hattangadi Dr. Shilpa Shinde	10 Aug 2025
7	Quarterly dashboard for NAAC status	prepare quarterly dashboard for NAAC status after quarterly NAAC review	Dr. Jessica Fernandes Dr. Vidya Hattangadi Mr. Ajit Parab	15 Sep 2025
8	Upcoming Management Development Program (MDP) - Viritti Capital	Follow up with Mr. Abhjit Deshmukh	Dr. Vidya Hattangadi Mr. Ajit Parab Dr. Shilpa Shinde	31 Aug 2025
9	External academic auditor appointment letter	Dr. Pradip Pendse, Welingkar institute of management studies Dr. Nitin Joshi, Bedekar institute of management studies Dr. C. R. Chavan, JBIMS	Dr. Vidya Hattangadi	30 Jul 2025

