



R.C.P.E.T.

Trust's Reg. No. - F-61022 (Mumbai)  
Year of Establishment - 1997

R. C. Patel Educational Trust's

# INSTITUTE OF MANAGEMENT RESEARCH & DEVELOPMENT, SHIRPUR.

Approved by AICTE New Delhi - F.No.- MS-001 (MCA) ET/2000 & Affiliated to North Maharashtra University, Jalgaon

• Hon. Shri. Amrishbhai R. Patel President, SES

• Hon. Shri. Bhupeshbhai R. Patel President, RCPET

• Hon. Shri. Rajgopal C. Bhandari Chairman

• Mrs. Vaishali Patil Incharge-Director

Out Ward No.: / /20

Date - 08/06/2013

## Internal Quality Assurance Cell

Minutes of IQAC meeting held on 8th June 2013 at Director Cabin at 4:00 pm.

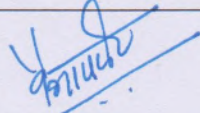


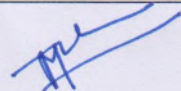
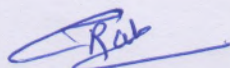
The following points were discussed:-

Sr. No	Points Discussed	Action Taken
1	Action taken of the previous year meetings	Coordinator-IQAC read out the action taken report of the previous IQAC meeting held on 18th April 2013.
2	API Evaluation result	IQAC reviewed the API Evaluation Report
3	Amendments in evaluation system	IQAC approved the amendments in evaluation system.
4	Follow up for process approval of Dual Degree Course in MCA course.	Discussion on Follow up for process of approval of Dual Degree Course in MCA.
5	Implementation of Faculty Academic diary	IQAC reviewed action plan for Faculty Academic diary
6	Organization of various student development activities like soft skills, technical skills.	Training and placement cell should organized activities based on Placement pre-requisites.
7	MOU's Employers, Industries	IQAC Suggested to more focus on Institute- Industry professional bonding. And suggested for MOU's with Employers, Industries as part of professional and formal interaction with industries and employers
8	Subscription of MSDN	Discussion on MSDN S/W subscription and it's benefits
9	Renewal of IEEE Database	Approval for Renewal of IEEE Database as per requirements from Library committee.
10	Follow up for Purchase Requirement A.Y. 2013-14	Purchase Requirement A.Y. 2013-14 approved by Purchase Committee

Near Karwand Naka Shirpur Dist-Dhule 425405 (M.S.)

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Sr. No.	Name	Designation	Signature
1	Mrs. Vaishali B. Patil (In-charge Director)	Chairman	
2	Mr. Rajgopal C. Bhandari (Director RCPET)	Management Representative	
3	Dr. K. B. Patil (Former V. C. of North Maharashtra University, Jalgaon)	Educationalist	Absent
4	Mr. Manoj B. Patel (HOD)	Coordinator	
5	Mr. Manoj N. Behere (HOD)	Teacher Representative	
6	Mr. Tushar R. Patel (HOD)	Teacher Representative	





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• Hon. Shri. Bhupeshbhai R. Patel President, RCPET

• Hon. Shri. Rajgopal C. Bhandari Chairman

• Mrs. Vaishali Patil Incharge-Director

Out Ward No.: / /20

Date - 07/06/2014

## Internal Quality Assurance Cell

Minutes of IQAC meeting held on 7<sup>th</sup> June 2014 at Director Cabin at 4:00 pm.

The following points were discussed:-

Sr.No	Points Discussed	Action Taken
1	Action taken of the previous year meetings	Coordinator-IQAC read out the action taken report of the previous IQAC meeting held on 26th April 2013.
2	Startup of Dual Degree in MCA Course	Discussion on course requirement and code of conduct. IQAC Suggested conduction of course as per AICTE guidelines.
3	API Evaluation result	IQAC reviewed the API Evaluation Report and approved for promotional policies
4	Organization of various student development activities like soft skills, technical skills and appointment of specialized faculty for enhancing Soft Skills	Training and placement committee should organized activities which are based on placement pre-requisites. CSI committee should organized activities like seminar, workshop on current computing and management trends. Specialized faculty for Soft skill training to students is appointed.
5	Startup of Incubation Center	As per feedback from Alumni and Industry persons there must be initiative to start project incubation center. T&P committee should submit Action plan for Incubation center
6	MOU's Employers, Industries	IQAC Suggested to more focus on Institute- Industry professional bonding. And suggested for MOU's with Employers, Industries as part of professional and formal interaction with industries and employers
7	Enhancing Research qualities among faculties	To enhance Research and Development Attitude among Faculties, activities to be conducted by R&D committee.
8	Follow up for Purchase and Staff Requirement A.Y. 2014-15	Purchase Requirement A.Y. 2014-15 approved by Purchase Committee. Staff Requirement A.Y. 2014-15 approved by LMC
9	Renewal of IEEE and DELNET Database	Approval for Renewal of IEEE and DELNET Database as per requirements from Library committee

Near Karwand Naka Shirpur Dist-Dhule 425405 (M.S.)

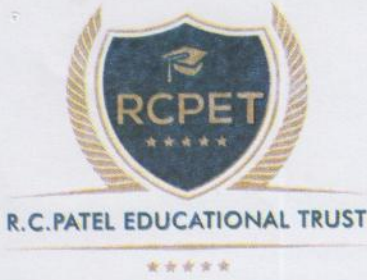
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Sr. No.	Name	Designation	signature
1	Mrs. Vaishali B. Patil (In-charge Director)	Chairman	
2	Mr. Rajgopal C. Bhandari (Director - RCPET)	Management Representative	
3	Dr. K. B. Patil (Former V. C. of North Maharashtra, University, Jalgaon)	Educationalist	
4	Mr. Vinay G. Bhandari	Employer	
5	Mr. Vinod B. Patel	Local society Representative	
6	Mr. Manoj N. Behere	Teacher Representative	
7	Mr. Manoj B. Patel	Coordinator	
8	Mr. Tushar R. Patel	Teacher Representative	
9	Mrs. Vaishali A. Gorle	Administrative Officer	
10	Mr. Sachin V. Acharya	Alumni Representative	
11	Mrs. Ashwini D. Shah	Alumni Representative	
12	Mr. Sandipsing S. Rajpal	Alumni Representative	

Note: Mr. Sachin Acharya has prior informed that he will not be able to attend the meeting.





**President**  
**Shri. Bhupeshbhai Patel**

**Director**  
**Prof. Dr. Vaishali Patil**  
(M.C.A., Ph. D.)

Registration No.: F-61022 (Mumbai) (Approved by AICTE New Delhi & Affiliated to North Maharashtra University, Jalgaon)

Out Ward No. : IMRD/ /20 -20

Date: 16/04/2016

## Internal Quality Assurance Cell

Minutes of IQAC meeting held on 16<sup>th</sup> April 2016 at Director Cabin at 4:00 pm.

The following points were discussed:-

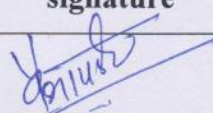



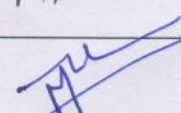


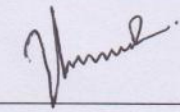

Sr.No	Points Discussed	Action Taken
1	Action taken of the previous year meetings	Coordinator-IQAC read out the action taken report of the previous of meetings
2	Academic Audit Grade by NMU Jalgaon	Institute Secured <b>B</b> Grade by Academic Audit Committee, NMU Jalgaon. IQAC appreciated Director and staff of the institute
3	Review on API Evaluation	AMC submitted the API Evaluation Report to IQAC for review.
4	IQAC initiatives for Innovative Practices for teaching learning process	IQAC reviewed the A.Y. 2015-16 reports
5	Review on conduction of Dual degree MCA course and management course	IQAC reviewed conduction of Dual degree MCA Integrated course II <sup>nd</sup> Year and put forth further requirements of Dual degree MCA Integrated course III <sup>rd</sup> year. IQAC Reviewed conduction of certificate course
6	Review on Student development activities	IQAC suggested more activities to be planned for student development like Co-curricular and Extra Curricular & online training programs.
7	Review of training and placement cell	T & P committee should take more efforts on practical initiative to enhance Soft Skills and Technical Skill as per IT and Management Industry requirements.
8	Review on Project Incubation Center	Report of Project Incubation Center is reviewed and IQAC was satisfied with the efforts.

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9	Review on Faculty development	IQAC suggested arrangement of Faculty Development Program, Participation and Publication in National and International Journals or Conference. Faculty should motivated for research work.
10	Feedback & Quality Initiatives for Teaching learning process and Training & Placement activities.	By considering Alumni and Industry Person, Besides teaching learning process there must be organization of quality seminar workshop and training programs to aware students with current computing and management trends.
11	Renewal of IEEE and DELNET Database & Barcode System	IEEE and DELNET Database renewal & Barcode System purchased
12	Purchase & Staff Requirements for A.Y. 2016-17	Purchase Requirements for A.Y. 2016-17 like books, journals, software, hardware, and sports material, other accessories finalized and approved by IQAC Staff Requirements for A.Y. 2016-17 finalized and approved by IQAC



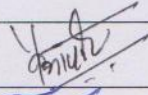
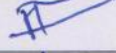
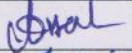
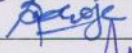

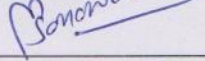
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2	Mr. Rajgopal C. Bhandari ( Director - RCPET )	Management Representative	
3	Dr. K. B. Patil ( Former V. C. of North Maharashtra, University, Jalgaon )	Educationalist	
4	Mr. Vinay G. Bhandari	Employer	
5	Mr. Vinod B. Patel	Local society Representative	-AB-
6	Mr. Manoj N. Behere	Teacher Representative	
7	Mr. Manoj B. Patel	Coordinator	
8	Mr. Tushar R. Patel	Teacher Representative	
9	Mrs. Vaishali A. Gorle	Administrative Officer	
10	Mr. Sachin V. Acharya	Alumni Representative	-AB-
11	Mrs. Ashwini D. Shah	Alumni Representative	-AB-
12	Mr. Sandipsing S. Rajpal	Alumni Representative	

Note : Mr. Vinod Patel, Mr. Sachin Acharya and Mrs. Ashwini Shah has informed in advance that they will not be attending the meeting.



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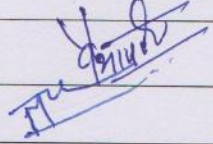
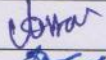
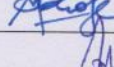
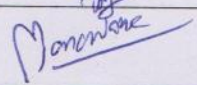
<b>Minutes of Meeting</b>		
Date : 12 /8/2016	Time : 10.30 am	Venue : Lab III
<b>I. Committee Name : Training and Placement cell 2016-17</b>		<b>Signature</b>
<b>Members:</b>	Dr. Vaishali B. Patil	
	Prof. Manoj N. Behere	
	Asst. Prof. Archana Jade	
	Asst. Prof. Swapnil Goje	
	Asst. Prof. Sumit Bide	
	Asst. Prof. Manoj Sonawane	
<b>II. Meeting Agenda: Regarding Third party training program</b>		
3. Need to finalize Technical Training program 4. MOU with the Third Party training providers.		
<b>III. Meeting Minutes :</b>		
5. To improve Technical ability skills of students need to conduct Android technical training 6. For this we have got proposal from Pehla Job Mumbai. 7. Training program will be of 75 hours hence not possible to give such time from routine schedule hence it is finalized by committee members on every Sunday 8 hours. 8. Also MOU need to sign with Pehla Job, Mumbai regarding third party training.		



**R. C. Patel Educational Trust's  
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**Minutes of Meeting**

<b>Date :</b> 14 /8/2016	<b>Time :</b> 10.30 am	<b>Venue :</b> Lab III
<b>I. Committee Name :</b> Training and Placement cell 2016-17		<b>Signature</b>
<b>Members:</b>	Dr. Vaishali B. Patil	
	Prof. Manoj N. Behere	
	Asst. Prof. Archana Jade	
	Asst. Prof. Swapnil Goje	
	Asst. Prof. Sumit Bide	
	Asst. Prof. Manoj Sonawane	
<b>II. Meeting Agenda: Regarding Third party training program</b>		
<ol style="list-style-type: none"><li>1. Need to finalize Technical Training program</li><li>2. Organization of Program</li></ol>		
<b>III. Meeting Minutes :</b>		
This meeting was called by committee members to discuss following things		
<ol style="list-style-type: none"><li>1. Schedule of Program</li><li>2. Duty allocation for program</li><li>3. Attendance preparation for technical training program.</li><li>4. All the committee members were agreed with the discussed points in meeting.</li></ol>		

**R. C. Patel Educational Trust's  
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**Minutes of Meeting**

Date : 22 /6/2016

Time : 3.30 am

Venue : Lab III

I. Committee Name : Training and Placement cell 2016-17

**Signature**

<b>Members:</b>	Dr. Vaishali B. Patil	
	Prof. Manoj N. Behere	
	Asst. Prof. Archana Jade	
	Asst. Prof. Swapnil Goje	
	Asst. Prof. Sumit Bide	
	Asst. Prof. Manoj Sonawane	

II. Meeting Agenda: Annual review meeting regarding Training and Placement cell activities for MCA

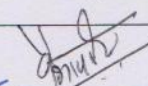

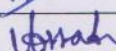
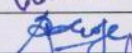

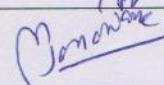
1. Need to final Aptitude test cycle
2. Need to final Technical Test cycle
3. Need to discuss about third party training

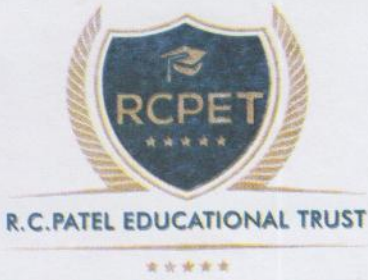
III. Meeting Minutes :

1. To improve the employability skills of student's need to make more practice for Aptitude, Technical test.
2. For this third party training is also necessary discussed by all members.
3. At least 9 to 10 aptitude test should be taken in Sem.
4. At least 5 to 6 Technical test should be conduct in Sem .
5. Different proposals for third party training already in process need to finalize third party training program was discussed by training and placement cell.

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<b>Minutes of Meeting</b>		
<b>Date :</b> 24 /6/2016	<b>Time :</b> 3.30 am	<b>Venue :</b> Lab III
<b>I. Committee Name :</b> Training and Placement cell 2016-17		<b>Signature</b>
<b>Members:</b>	Dr. Vaishali B. Patil	
	Prof. Manoj N. Behere	
	Asst. Prof. Archana Jade	
	Asst. Prof. Swapnil Goje	
	Asst. Prof. Sumit Bide	
	Asst. Prof. Manoj Sonawane	
<b>II. Meeting Agenda: Regarding Aptitude and Technical test cycle syllabus and test planning</b>		
Need to finalize technical and aptitude test schedule.		
<b>III. Meeting Minutes :</b>		
<ul style="list-style-type: none"> <li>➤ This meeting was called by committee members to final syllabus for aptitude and technical test series</li> <li>➤ Find the test as per different campus opportunity.</li> <li>➤ Train the students to make ready for employment.</li> <li>➤ Date wise Schedule for aptitude and technical test.</li> <li>➤ Duty Allocation to faculties for conduction and assessment of tests.</li> </ul>		



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**Shri. Bhupeshbhai Patel**

**Director**  
**Prof. Dr. Vaishali Patil**  
(M.C.A., Ph. D.)

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Out Ward No. : IMRD/ /20 -20

Date: 21/10/2018

## Internal Quality Assurance Cell

Minutes of IQAC meeting held on 21<sup>th</sup> April 2018 at Director Cabin at 4:00 pm.

The following points were discussed:-

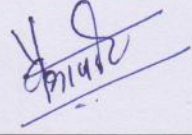
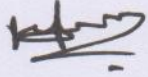


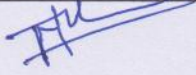


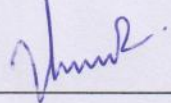
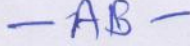
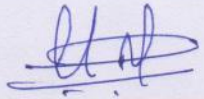

Sr. No	Points Discussed	Action Taken
1	Action taken of the previous meetings	Coordinator-IQAC read out the action taken report of the previous of meetings 22 <sup>nd</sup> Oct 2017
2	Review on conduction of MCA Integrated course.	IQAC reviewed conduction of MCA Integrated course IV Year and put forth further requirements of MCA Integrated course V year.
3	Review on NAAC Accreditation process in A.Y. 18-19	Planning for NAAC Accreditation process and the work done is reported. IQAC suggested to take guidance of experts for the process and to make provision in budget.
4	Review on Certificate Courses	Certificate Courses for students reviewed by IQAC. IQAC suggested Professional and Practical approach of code of conduct for certificate courses.
5	Reviewed on MOU's & LOI with industries	IQAC suggested for field work , project , Industrial visit activities with employers and industries (MOU)
6	Review on Student development activities	IQAC Reviewed various activities conducted during the year for student's professional development. IQAC suggested for consistency in activities.

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7	Review on training and placement cell	Report of T & P activities was given, IQAC was satisfied with the performance. IQAC suggested for increase in placements. Also suggested to for practical initiatives to enhance Soft Skills and Technical Skill as per IT and Management Industry requirements.
8	Review on Project Incubation Center	During year 2017-18, there are no Final year student of MCA ( due to lateral entry ). So mini projects were developed under Project Incubation Center.
9	Staff development activities	IQAC Reviewed efforts for staff development. IQAC Suggested to increase the ratio of faculties in Participation and Publishing research papers in National, International, Conference, Seminar, Workshops etc.
10	Feedback from stakeholders	Analysis of feedback from stakeholders – Students, Faculty members, Alumni and Employer is given to IQAC. IQAC appreciated for Best feedback and also suggested necessary actions.
11	Purchase & Staff Requirements for A.Y. 2018-19	Purchase Requirements for A.Y. 2017-18 like books, journals, software, hardware, and sports material, other accessories finalized and approved by IQAC Staff Requirements for A.Y. 2018-19 finalized and approved by IQAC NAAC Budget submitted to LMC.



Sr. No.	Name	Designation	signature
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2	Mr. Rajgopal C. Bhandari ( Director - RCPET )	Management Representative	
3	Dr. K. B. Patil (Former V. C. of North Maharashtra, University, Jalgaon )	Educationalist	
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11	Mrs. Ashwini D. Shah	Alumni Representative	
12	Mr. Sandipsing S. Rajpal	Alumni Representative	

Note: Mr. Vinay Bhandari and Mr. Sachin Acharya has informed about not attending the meeting.



**R. C. Patel Educational Trust's  
Institute of Management Research & Development Shirpur.**



**Minutes of Meeting**

**Date :** 5/7/2017

**Time :** 4.00 am

**Venue :** Lab III

**I. Committee Name :** Training and Placement cell 2017-18

Members:	Signature
Dr. Vaishali B. Patil	
Prof. Manoj N. Behere	
Prof. Manoj B. Patel	
Prof. Tushar R. Patel	
Asst. Prof. Archana Jade	
Asst. Prof. Swapnil Goje	
Asst. Prof. Sumit Bide	
Asst. Prof. Manoj Sonawane	

**II. Meeting Agenda: Regarding Fresher's World and Career clap registration**

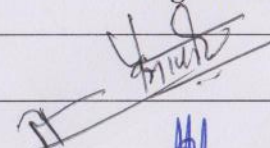
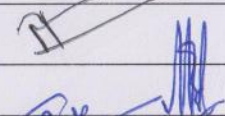
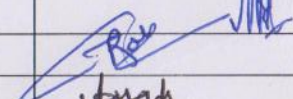
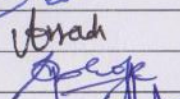
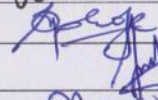
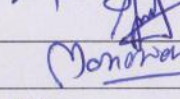
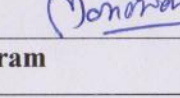
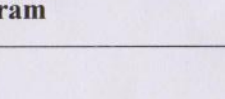
- Schedule and structure
- Duty allocation
- Date , time , venue
- Students attendance
- Students registration in labs for both websites

**III. Meeting Minutes :**

- For placement opportunity fresher's world and career clap training program and registration need to done was decided by members.
- Duties was decided and allocated to faculties
- Student's attendance was prepared.

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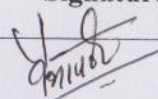
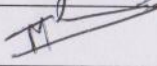

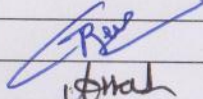
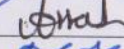

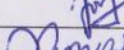
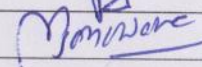


<b>Minutes of Meeting</b>		
<b>Date :</b> 15/9/2017	<b>Time :</b> 3.30 am	<b>Venue :</b> Lab III
<b>I. Committee Name : Training and Placement cell 2017-18</b>		<b>Signature</b>
<b>Members:</b>	Dr. Vaishali B. Patil	
	Prof. Manoj N. Behere	
	Prof. Manoj B. Patel	
	Prof. Tushar R. Patel	
	Asst. Prof. Archana Jade	
	Asst. Prof. Swapnil Goje	
	Asst. Prof. Sumit Bide	
	Asst. Prof. Manoj Sonawane	
<b>II. Meeting Agenda: Regarding Pehla Job softskill and aptitude training program</b>		
<ul style="list-style-type: none"> <li>➤ <b>Schedule Preparation</b></li> <li>➤ <b>Duty allocation</b></li> <li>➤ <b>Venue and time</b></li> <li>➤ <b>Structure planning</b></li> </ul>		
<b>III. Meeting Minutes :</b>		
<ul style="list-style-type: none"> <li>➤ <b>Date, Time, schedule was decided</b></li> <li>➤ <b>Duties were assigned to faculties</b></li> <li>➤ <b>Students attendance was prepared</b></li> <li>➤ <b>Instruction for students was prepared</b></li> <li>➤ <b>Notices given to students</b></li> </ul>		



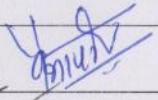

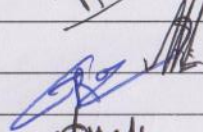
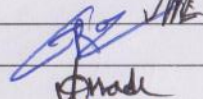
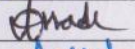
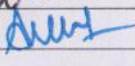
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<b>Minutes of Meeting</b>		
<b>Date :</b> 10/3/2018	<b>Time :</b> 11.30 am	<b>Venue :</b> Lab III
<b>I. Committee Name :</b> Training and Placement cell 2017-18		<b>Signature</b>
<b>Members:</b>	Dr. Vaishali B. Patil	
	Prof. Manoj N. Behere	
	Prof. Manoj B. Patel	
	Prof. Tushar R. Patel	
	Asst. Prof. Archana Jade	
	Asst. Prof. Swapnil Goje	
	Asst. Prof. Sumit Bide	
	Asst. Prof. Manoj Sonawane	
<b>II. Meeting Agenda: Regarding 5 days Aptitude training program</b>		
<ul style="list-style-type: none"> <li>➤ Trainers welcome and accomodation</li> <li>➤ Duty allocation</li> <li>➤ Schedule , date, time and venue</li> <li>➤ Students attendance and feedback</li> </ul>		
<b>III. Meeting Minutes :</b>		
<ul style="list-style-type: none"> <li>➤ Trainers welcome and their accomodation was decided</li> <li>➤ Date, Time, venue , schedule was decided</li> <li>➤ Duties were assigned to faculties</li> <li>➤ Students attendance and feedback was done</li> </ul>		

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<b>Minutes of Meeting</b>		
<b>Date :</b> 11 /2/2018	<b>Time :</b> 10.30 am	<b>Venue :</b> Lab II
<b>I. Committee Name : Training and Placement cell 2017-18</b>		<b>Signature</b>
<b>Members:</b>	Dr. Vaishali B. Patil	
	Prof. Manoj N. Behere	
	Prof. Manoj B. Patel	
	Prof. Tushar R. Patel	
	Asst. Prof. Archana Jade	
	Asst. Prof. Amul Tamboli	
	Assit. Prof. Dinesh Borase	
	Asst. Jaypal Rajput	
<b>II. Meeting Agenda: WNS Campus Drive at IMRD 16/2/18</b>		
<ul style="list-style-type: none"> <li>➤ Students Registration</li> <li>➤ Duty allocation to faculties</li> <li>➤ Students attendance and interview practices</li> <li>➤ Structure and schedule preparation</li> <li>➤ Budget planning</li> </ul>		
<b>III. Meeting Minutes :</b>		
<ul style="list-style-type: none"> <li>➤ Students registration follow up was done</li> <li>➤ Duties were assigned to faculties</li> <li>➤ Planning done to attend campus drive</li> <li>➤ Duties assigned to volunteers</li> <li>➤ Budget was sanctioned</li> </ul>		