

Ref.: AEF / AIBM / 2024

Date: 23/6/24

Minutes of Meeting (MoM) - IQAC Meetings at Arihant Institute of Business Management (2022-2023)

1 1st Meeting - Quarter 1 (1st June 2022)

The inaugural IQAC meeting of the academic year 2022-2023 at Arihant Institute of Business Management set the stage for a year of strategic planning and academic excellence. With a focus on laying a robust foundation, the meeting aimed to review past performances, allocate faculty resources efficiently, and establish ambitious yet achievable goals for curriculum development and student engagement. Outcomes included a clear roadmap for syllabus completion, faculty distribution plans, and identified areas for enhancement in teaching methodologies.

1.1 Agenda:

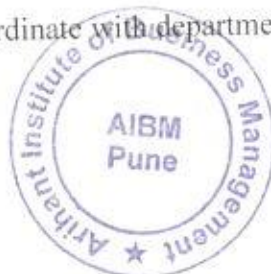
- Planning for the academic year 2022-2023
- Semester-wise academic scheduling for semesters I and III

1.2 Discussion Points and Decisions:

- Reviewed previous year's academic performance and identified areas for improvement.
- Discussed faculty availability and distribution for upcoming semesters.
- Allocated resources for curriculum development and student support services.
- Set goals for enhancing teaching methodologies and student engagement.
- Established timelines for syllabus completion and assessments.

1.3 Action Items:

- Faculty to finalize course outlines and lesson plans by next meeting.
- Administration to coordinate with departments for resource allocation.




Director
Arihant Institute of Business Management
Bavdhan (Bk.) Pune-21.

2 2nd Meeting - Quarter 2 (Date: 1st Sep. 2023)

As the academic year progressed, the institute's focus shifted towards innovation and adaptability. The second IQAC meeting centered on brainstorming new courses and initiatives geared towards imparting practical skills to students, aligning the institute's offerings with evolving industry demands. Collaborative efforts during this meeting resulted in the identification of potential industry partnerships for practical training and the allocation of resources towards course development.

2.1 Agenda:

- Development of additional courses
- Skill-building initiatives for students

2.2 Discussion Points and Decisions:

- Identified emerging trends in the business field and proposed new courses accordingly.
- Discussed methods to integrate practical skill-building components into the curriculum.
- Explored partnerships with industry experts for guest lectures and workshops.
- Reviewed budget allocation for course development and faculty training.

2.3 Action Items:

- Curriculum committee to draft proposals for new courses.
- Student affairs department to plan skill-building workshops and seminars.



Director

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3 3rd Meeting - Quarter 3 (Date: 2nd Dec. 2023)

Midway through the academic year, the IQAC convened to assess progress and fine-tune academic strategies. The third meeting facilitated a comprehensive analysis of mid-term assessments and student feedback, enabling the identification of strengths and areas for improvement across departments. Actionable outcomes included the implementation of academic support measures, such as remedial classes and mentoring programs, to ensure the holistic development of students.

3.1 Agenda:

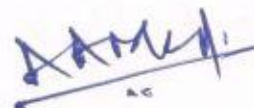
- Semester-wise academic scheduling for semesters II and IV
- Comprehensive internal evaluation
- Assessment of academic progress

3.2 Discussion Points and Decisions:

- Analyzed results of mid-term assessments and student feedback.
- Reviewed effectiveness of teaching methodologies and course materials.
- Discussed strategies for academic support and remedial measures for struggling students.
- Identified areas of strength and improvement for each department.

3.3 Action Items:

- Academic departments to implement remedial classes and mentoring programs.
- IQAC to conduct faculty development workshops based on evaluation findings.



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4 4th Meeting - Quarter 4 (Date: 4th March 2023)

As the academic year approached its conclusion, the IQAC focused on fostering community engagement and alumni relations. The fourth meeting explored avenues for enhancing student involvement in extracurricular activities and discussed strategies for meaningful alumni interactions. Concrete outcomes included the development of student engagement initiatives and plans for alumni networking events, reinforcing the institute's commitment to building a vibrant and interconnected community.

4.1 Agenda:

- Student engagement initiatives
- Alumni interaction strategies

4.2 Discussion Points and Decisions:

- Explored methods to increase student participation in extracurricular activities and clubs.
- Discussed alumni networking events and mentorship programs.
- Reviewed feedback from alumni regarding institute services and academic experiences.
- Planned outreach activities to strengthen alumni-institute bonds.

4.3 Action Items:

- Student affairs department to organize campus events and leadership workshops.
- Alumni relations team to establish regular communication channels with alumni network.

5 Overall Summary:

The IQAC meetings at Arihant Institute of Business Management for the academic year 2022-2023 focused on strategic planning, curriculum development, academic evaluation, and community engagement. Each meeting contributed to the institute's commitment to academic excellence and holistic student development.



Director

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