



CSIBER Trust's  
**HHATRAPATI SHAHU INSTITUTE OF BUSINESS EDUCATION AND  
RESEARCH (CSIBER) KOLHAPUR, INDIA**

An Autonomous Institute under UGC, Government of India  
College with Potential for Excellence (CPE) Phase III

**Reaccredited by NAAC with 'A+' Grade, Govt. of India**

Ref. CSIBER/I.Q.A.C./2024-25/

11<sup>th</sup> April, 2025

To  
IQAC Members  
CSIBER, Kolhapur.

Dear Sir/Madam,

A meeting is scheduled on **Tuesday, 15th April, 2025**, at **3.30 pm** in the Board Room to discuss the following issues.

1. Welcome new IQAC student representatives.
2. To read and confirm the minutes of the last meeting.
3. To review the status of NAAC AQAR 23-24 submission & activities conducted by IQAC.
4. Brief on new programmes to be launched from the academic year 2025 -26
5. Discuss the quality initiatives and plan of action for the next Academic year.
6. Any other item with the permission of the chair.

I request you to kindly make it convenient to attend the meeting.

Thanking you,

Yours faithfully,

**Dr. Bindu Menon**  
Chairman IQAC

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**IQAC Meeting Minutes**

**15<sup>th</sup> April 2025**

The IQAC Meeting was conducted on **15<sup>th</sup> April 2025** at 3.30 pm in the Board room. Following members were present:

- |                              |                        |
|------------------------------|------------------------|
| 1. CA. H. R. Shinde          | 2. Dr. Bindu Menon     |
| 2. Dr. Dr. S. S. Jamsandekar | 3. Mr. Maruti Khadke   |
| 4. Mr. Sharad Ajgekar        | 5. Dr. S. P. Rajput    |
| 6. Prof. A. D. Ekal          | 7. Prof. A. U. Gaikwad |
| 8. Dr. Pooja M. Patil        | 9. Dr. V. B. Patil     |
| 10. Dr. V. S. Salokhe        | 11. Mr. R. T. Thorat   |
| 11. Mr. Chetan C. Khatawane  | 12. Ms. Aarya Renake   |
| 13. Ms. Saba Shakil Attar    |                        |

**ITEM No. 1: Welcome new IQAC student Representatives**

Miss Saba (MBA) and Miss [Name] (MSW) were formally welcomed to the Internal Quality Assurance Cell (IQAC) as student representatives.

**ITEM No. 2: To read and confirm the minutes of the last meeting.**

The members discussed the minutes of the last meeting held on 19th April 2024 and noted the compliance furnished in the following table.

S.No.	ACTIVITY	ACTION TAKEN
1.	Value added /certificate courses for student capacity building	The School of Computer Science and Applications introduced a one-month value-added course on Python Programming for first-year MCA students. The course was conducted in collaboration with the Hope Foundation and featured instruction by industry professionals, aiming to enhance students' technical competencies and industry readiness.
2.	Research Publications Enhancement.	<p>In an effort to increase the number of research publications in UGC CARE-listed, Scopus, and Web of Science indexed journals, the following actions were taken.</p> <p><b>Mandatory Publication Requirement:</b></p> <p>All faculty members must publish at least two research papers annually in UGC CARE, Scopus, or Web of Science indexed journals, which will count toward their Key Result Areas (KRA).</p>





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		<p>Financial Support for Journal Publications:</p> <p>C.A. H. R. Shinde, Secretary of CSIBER and Management Representative of IQAC, proposed that CSIBER will provide financial assistance covering up to 50% of the publication fee or a maximum of ₹25,000 per publication in Scopus-indexed/ WoS journals, whichever amount is lower. This proposal was accepted and implemented in the academic year (2024-25) as part of the support strategy to encourage quality research output.</p>
3.	Research orientation workshop	<p>A one-day Faculty Capacity Building Workshop on "Intellectual Property Rights and Technology Enhanced Research" was conducted on 1st March 2025 at CSIBER, Kolhapur.</p> <p>Initiated by Dr. S. S. Jamsandekar, IQAC Coordinator, and coordinated by Mr. A. D. Ekal, the workshop featured Dr. S. B. Sadale as the guest and resource person for sessions on Innovation &amp; IPR and IPR Drafting &amp; Filing Procedures. Dr. R. S. Kamat led a session on using technology to enhance research through online tools.</p>

**Resolution:** The members to a note of the compliance based on the suggestion given in the IQAC meeting held on 19<sup>th</sup> April 2024 and it was resolved to accept the same.

**ITEM No. 3: To review the status of NAAC AQAR 2023-24 submission and activities conducted by IQAC.**

3.1 Review of **AQAR 2023-24 submission** and below listed sub-criteria's to focus upon requiring immediate attention to promote and enhance the quality in Academics, Research and Consultancy Activities.

a) Criteria I - Value added courses and Curriculum feedback of all stakeholders

**Discussion:** It was discussed that each department to introduce value added courses for student capacity building inline with current industry/market skill requirements.

It was also discussed among the members to conduct curriculum feedback survey of all stakeholders and with analysis and action taken report.

**Resolution:** It was resolved by all members to accept the same and IQAC to recommend all departments to introduce at least one value added course for the academic year 2025-24.





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b) Criteria II – E- content of courses

**Discussion:** IQAC coordinator proposed the initiative of creation of e-content of courses by faculty members.

**Resolution:** It was resolved by all members to accept the same.

c) Criteria III – Seed Money Project and External research project funding, consultancy Project, Scopus Indexed publications

**Discussion:** All the members deliberated on institutional research enhancement.

**Resolution:** It was resolved to take rigorous effort to enhance quality research with the focus on the following points.

- Proposal for research grants from Govt./ Non- Govt. funding agencies are to be initiated.
- Encourage faculty and staff members to apply for Seed Money projects.
- To increase research publications in SCOPUS/Web of Science indexed Journal it was decided as follows:
  - **Publication requirements:**  
All faculty members are required to publish minimum TWO research papers in Scopus / Web of Science journals per academic year and the same shall be considered in faculty KRA accordingly.
  - **Support strategy to encourage Quality Research**  
Monetary Incentive will be introduced in the academic year 2025-26 for quality research publications in Scopus/SCI-indexed/Web of Science(WoS)/ ABDC journals.

d) Student placements improvement

**Discussion:** In discussion with student representative and IQAC industry expert with other IQAC members it was identified that students **soft skills hinder student placement performance.**

**Resolution:** It was resolved that placement cell to conduct personality building sessions for all the students on regular basis.

3.2 Review of Activities conducted by IQAC.

**Discussion:** IQAC coordinator briefed about activities conducted, which are as follows:

- a. Formation of Institute level Institute Internship Cell as per guidelines of NEP 2020





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- o Internship Cell oriented the guidelines of internship and procedure to be followed to students of all programmes and
- b. OBE implementation through PO-CO mapping and direct and indirect PO CO attainments.
  - o As per IQAC's recommendation a institute wide PO-CO Mapping and Attainment system has been implemented
- c. IPR and research orientation one day workshop conducted for faculty members of CSIBER and other colleges.

**Resolution:** The members to a note of it and appreciated the efforts.

**ITEM NO 4. Brief on new programmes to be launched from the academic year 2024**

**Discussion:** IQAC coordinator briefed to all members about the TWO new programmes to be launched by CSIBER from the academic year 2025-26

- Integrated MCA (BCA + MCA)
- Integrated MBA (BBA + MBA)
- MBA – Family Business Management
- Fellow Programme in Management
- Additional Division of MCA, BCA, BBA and B.Sc.(Computer Science)

**Resolution:** All members took a note of it.

**ITEM NO 5. Discuss the quality initiatives and plan of action for the next Academic year.**

- i) Organization of Research orientation workshop on Enhancing the citation count and quality of research publications.

**Discussion:** Dr. Pooja M. Patil in association with RDC to coordinate this activity.

- ii) To conduct Academic Administrative Audit

**Discussion:** It was discussed to conduct department wise third party Academic and Administrative Audit.

- iii) Course wise E-content creation in all schools

**Discussion :** Mr. A D Ekal and Mrs. A. U Gaikwad will jointly coordinate this activity

**Resolution:** All the members took a note of the discussion and resolved to accept it.

**ITEM NO 6. Any other item with the permission of the chair.**

As there was no other issue to be discussed, the meeting was concluded with the vote of thanks to the chair.

**Dr. Bindu Menon**  
 I/c Director & Chairman I.Q.A.C