



Y. & M. Anjuman Khairul Islam's  
**POONA INSTITUTE OF MANAGEMENT  
SCIENCES & ENTREPRENEURSHIP**

(A Religious & Linguistic Minority Institution, Recognized by DTE, Govt. of Maharashtra, Affiliated to Savitribai Phule Pune University,  
Approved by AICTE, New Delhi ISO 9001-2015 Certification  
Office : K. S. Hidayatullah Road, Camp, Pune - 411 001. Tel. : 020 26448781 Website : www.akipimse.ac.in Email : director.pimse@gmail.com

# NOTICE

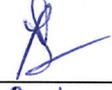
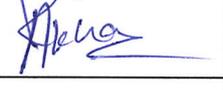
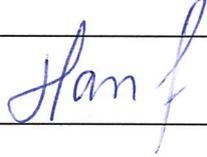
Date: 25/11/2023

This is to inform all the committee members of IQAC that a meeting is scheduled on Thursday, 30<sup>th</sup> November 2023 at the Board room at 11 am.

Agenda:

- To read and confirm the minutes of the previous meeting dated 2<sup>nd</sup> August 2023.
- To plan for industrial visit in manufacturing sector .
- To plan for a session on IPR
- To plan for a session for instilling Entrepreneurship for students.
- To plan to organize a Health Check-up Camp
- To plan for organizing a guidance session regarding Projects for students.
- To plan for an outbound activity.
- To plan for a Guest Lecture on Mutual Funds.
- To plan for a social activity regarding Pulse Polio Awareness.
- Any other matter with the permission of the Chair

**Dr. Porinita Banerjee**  
**Director (Incharge)**

<b>Chairperson : Head of the Institution</b>		
<b>Dr. Porinita Banerjee</b> ( <i>Director - Incharge, PIMSE</i> )	<b>Chairperson : Head of the Institution</b>	
<b>One Member of the Management</b>		
<b>Hon. Mr. Hani Ahmed Farid</b> ( <i>Gen. Secretary, AKI Trust</i> )	<b>Management Representative</b>	
<b>Teachers to represent all levels (Three to eight)</b>		
<b>Dr. Zarina Shaikh</b> ( <i>Associate Professor</i> )	<b>Member</b>	
<b>Dr. Sheena Abraham</b> ( <i>Assistant Professor</i> )	<b>Member</b>	
<b>Dr. Vasimraja Sayed</b> ( <i>Assistant Professor</i> )	<b>Member</b>	
<b>Mr. Mohd. Talha Ahmed</b> ( <i>Assistant Professor</i> )	<b>Member</b>	
<b>Mr. Zafar Ahmed Khan</b> ( <i>Assistant Professor</i> )	<b>Member</b>	
<b>Mr. Akbar Khan</b> ( <i>Assistant Professor</i> )	<b>Member</b>	
<b>Senior Administrative Officers</b>		
<b>Mr. Abdul Rehman Kalyani</b> ( <i>Junior Clerk</i> )	<b>Member</b>	
<b>One nominee from Trust, Students, Alumni</b>		
<b>Dr. Hanif Lakdawala</b> ( <i>Trustee, AKI Trust</i> )	<b>Member</b>	
<b>Ms. Afifa Hadadi</b> ( <i>Alumni</i> )	<b>Member</b>	
<b>Mr. Dipankar Hemantkumar Chandewar</b> ( <i>Student</i> )	<b>Member</b>	
<b>One nominee from Employers/Industrialists/Stakeholders</b>		
<b>Mr. Abraham Varghese</b> ( <i>Founder, ASCK Consultant</i> )	<b>Member</b>	
<b>One of the senior teachers as Coordinator of IQAC</b>		
<b>Mrs. Lubna Shaikh</b> ( <i>Assistant Professor</i> )	<b>IQAC Coordinator</b>	

**AKI's Poona Institute of Management Sciences &  
Entrepreneurship**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the meeting**

**Day & Date:** Thursday, 30<sup>th</sup> November 2023

**Venue:** Board room

**Time:** 11 am

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The meeting was held on Thursday, 30<sup>th</sup> November 2023, at 11 am in the Board room. Following are the minutes of the meeting.

IQAC Coordinator welcomed all the members

Agenda:

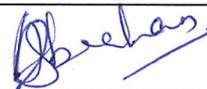
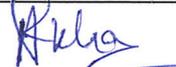
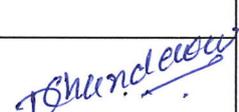
- To read and confirm the minutes of the previous meeting dated 2<sup>nd</sup> August 2023.
- To plan for an industrial visit in manufacturing sector
- To plan for a session on IPR
- To plan for a session for instilling Entrepreneurship for students.
- To plan to organize a Health Check up Camp
- To plan for organizing a guidance session regarding Projects for students.
- To plan for an outbound activity
- To plan for a Guest Lecture on Mutual Funds
- To plan for a social activity regarding Pulse Polio Awareness (Drive in neighbourhood)
- Any other matter with the permission of the Chair

The meeting was conducted under the Chairmanship of Director Dr. Porinita Banerjee

- **To read and confirm the minutes of the previous meeting dated 2<sup>nd</sup> August 2023.**
  - The minutes of the previous meeting dated 2<sup>nd</sup> August 2023 were read and confirmed
- **To plan for an industrial visit in the manufacturing sector.**

- It has been discussed to organize an industrial visit to Sarloha Advance Material Pvt. Ltd under Kalyani Steel and Weikfield.
- **To plan for a session on IPR**
  - It has been decided to organize a session on “Competition Law and Intellectual Property Law”
- **To plan for a session for instilling Entrepreneurship.**
  - It has been decided to organize a session “Essentials of Smart Goals for an Entrepreneur,” for students
- **To plan to organize a Health Check up Camp**
  - It has been decided to organize a Health Check up Camp for staff and students of our institute.
- **To plan for a session for organizing a guidance session regarding Projects for students.**
  - It has been decided to organizing a Research Project Guidance for students of MBA/MBA-IT/MBA-HRD
- **To plan for an outbound activity**
  - It has been decided to organize an outbound activity for students at Aga Khan Palace.
- **To plan for a Guest Lecture on Mutual Funds**
  - It has been decided to organize a Guest Lecture on Mutual Funds by Fintopedia
- **To plan for a social activity regarding Pulse Polio Awareness**
  - It has been decided to organize a social activity regarding Pulse Polio Awareness Drive in neighbourhood

As there was no other matter, the meeting ended with Vote of Thanks by the IQAC Coordinator

<b>Chairperson : Head of the Institution</b>		
<b>Dr. Porinita Banerjee</b> ( <i>Director - Incharge, PIMSE</i> )	<b>Chairperson : Head of the Institution</b>	
<b>One Member of the Management</b>		
<b>Hon. Mr. Hani Ahmed Farid</b> ( <i>Gen. Secretary, AKI Trust</i> )	<b>Management Representative</b>	
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<b>Mr. Abraham Varghese</b> ( <i>Founder, ASCK Consultant</i> )	<b>Member</b>	
<b>One of the senior teachers as Coordinator of IQAC</b>		
<b>Mrs. Lubna Shaikh</b> ( <i>Assistant Professor</i> )	<b>IQAC Coordinator</b>	

  
**Dr. Porinita Banerjee**  
**Director (Incharge)**



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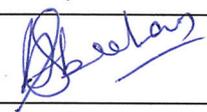
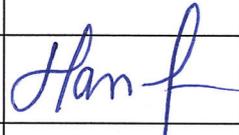
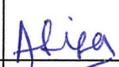
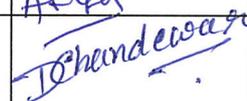
Date: 27/01/2024

This is to inform all the committee members of IQAC that a meeting is scheduled on Monday, 29th January 2024 at the Board room at 11 am.

Agenda:

- To read and confirm the minutes of the previous meeting dated 30<sup>th</sup> November 2023.
- To plan for organizing International Women's Day.
- To discuss conducting activities for Anti-Ragging Week.
- To plan for organising Alumni Meet.
- To plan for any activities with respect to AICTE compliance.
- Any other matter with the permission of the Chair

**Dr. Porinita Banerjee  
Director (Incharge)**

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<b>Dr. Porinita Banerjee</b> ( <i>Director - Incharge, PIMSE</i> )	<b>Chairperson : Head of the Institution</b>	
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<b>Mrs. Lubna Shaikh</b> ( <i>Assistant Professor</i> )	<b>IQAC Coordinator</b>	

**AKI's Poona Institute of Management Sciences &  
Entrepreneurship**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the meeting**

**Day & Date:** Monday, 29th January 2024

**Venue:** Board room

**Time:** 11am

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The meeting was held on Monday, 29th January 2024, at 11 am in Board room. Following are the minutes of the meeting.

IQAC Coordinator welcomed all the members

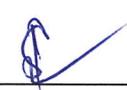
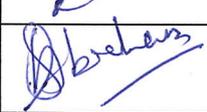
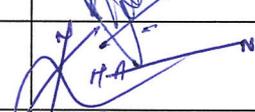
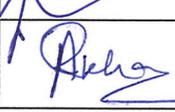
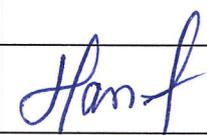
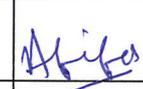
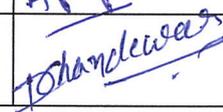
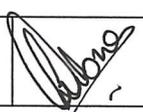
Agenda:

- To read and confirm the minutes of the previous meeting dated 30<sup>th</sup> November 2023.
- To plan for organizing International Women's Day.
- To plan for organising Alumni Meet.
- To plan for any activities with respect to AICTE compliance
- Any other matter with the permission of the Chair

The meeting was conducted under the Chairmanship of Director Dr. Porinita Banerjee

- **To read and confirm the minutes of the previous meeting dated 29th January 2024**
  - The minutes of the previous meeting dated 30th November 2023 were read and confirmed
- **To plan for organizing International Women's Day**
  - It has been decided to celebrate International Women's Day
- **To plan for organising Alumni Meet**
  - It has been decided to organize an Alumni Meet and discuss on an open forum different activities that can be organized.
- **To plan for any activities with respect to AICTE compliance**
  - It has been decided to organize various activities with respect to AICTE compliance

As there was no other matter, the meeting ended with Vote of Thanks by the IQAC Coordinator

<b>Chairperson : Head of the Institution</b>		
<b>Dr. Porinita Banerjee</b> ( <i>Director - Incharge, PIMSE</i> )	<b>Chairperson : Head of the Institution</b>	
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<b>One of the senior teachers as Coordinator of IQAC</b>		
<b>Mrs. Lubna Shaikh</b> ( <i>Assistant Professor</i> )	<b>IQAC Coordinator</b>	

**Dr. Porinita Banerjee**

Director (Incharge)



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Dr. Porinita Banerjee  
Director ( Incharge )

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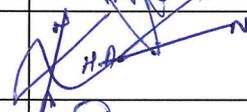
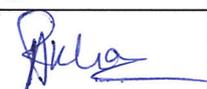
Date: 20/07/2024

This is to inform all the committee members of IQAC that a meeting is scheduled on Monday, 22<sup>nd</sup> July 2024 at Board room at 11 am.

Agenda:

- To read and confirm the minutes of the previous meeting dated 29th January 2024.
- To discuss conducting activities for Anti-Ragging Week.
- To plan for a session for faculty members regarding.
- To plan for international Collaboration
- To decide to have an Orientation program for the new batch.
- To discuss having an Induction program for the aspiring students.
- To plan for having a Library Orientation program.
- To plan to conduct activity for students through our collaboration NIPM.
- To plan to organize a Certification program on leadership.
- To plan for organizing Campus to Corporate training-Certificate Program
- To discuss and depute faculty members to attend IIC IPR and Technology Transfer Workshop
- Any other matter with the permission of the Chair

**Dr. Porinita Banerjee**  
Director (Incharge)

<b>Chairperson : Head of the Institution</b>		
<b>Dr. Porinita Banerjee</b> ( <i>Director - Incharge, PIMSE</i> )	<b>Chairperson : Head of the Institution</b>	
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<b>Dr. Vasimraja Sayed</b> ( <i>Assistant Professor</i> )	<b>Member</b>	
<b>Mr. Mohd. Talha Ahmed</b> ( <i>Assistant Professor</i> )	<b>Member</b>	
<b>Mr. Zafar Ahmed Khan</b> ( <i>Assistant Professor</i> )	<b>Member</b>	
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<b>Ms. Afifa Hadadi</b> ( <i>Alumni</i> )	<b>Member</b>	
<b>Mr. Sufiyan Ansari</b> ( <i>Student</i> )	<b>Member</b>	
<b>One nominee from Employers/Industrialists/Stakeholders</b>		
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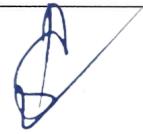
## INTERNAL QUALITY ASSURANCE CELL

### Action Taken Report – 2023-2024

Date of Meeting: 30<sup>th</sup> November 2023

Minute	Action Taken
To plan for industrial visit in manufacturing sector.	Industrial visits were organized at Sarloha Advance Material Pvt. Ltd on 5 <sup>th</sup> December 2023 under Kalyani Steel and at Weikfield
To plan for a session on IPR	A session on "Competition Law and Intellectual Property Law" was organized on 23 <sup>rd</sup> January 2024
To plan for a session for instilling Entrepreneurship for students	A session on "Essentials of Smart Goals for an Entrepreneur" was organized on 24 <sup>th</sup> January 2024
To plan to organize a Health Check-up Camp	A "Health Check up" Camp was organized for students and staff of PIMSE
To plan for organizing a guidance session regarding Projects for students	A session on "Research Project Guidance" for students was organized
To plan for an outbound activity.	An outbound activity for students at Aga Khan Palace was organized
To plan for a Guest Lecture on Mutual Funds	A Guest Lecture on Mutual Funds by Fintopedia was organized
To plan for a social activity regarding Pulse Polio Awareness.	A social activity regarding Pulse Polio Awareness drive in neighborhood was organized

  
Mrs. Lubna Shaikh  
IQAC Coordinator

  
Dr. Porinita Banerjee  
Director (Incharge)



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Dr. Porinita Banerjee  
Director ( Incharge )  
M.Com., MBA, M.Phil., PHD.

## INTERNAL QUALITY ASSURANCE CELL

### Action Taken Report – 2023-2024

Date of meeting: 29<sup>th</sup> January 2024

Minute	Action Taken
To plan for organizing International Women's Day	An International Women's Day was celebrated on 7 <sup>th</sup> March 2024
To discuss conducting activities for Anti-Ragging Week	Activities to be conducted in Anti Ragging week was decided.
To plan for organizing Alumni Meet	An Alumni Meet was organized on 9 <sup>th</sup> March 2024
To plan for any activities with respect to AICTE compliance	Activities with respect to AICTE compliance like Drawing Competition, Essay Competition, Quiz and rally for "Mera Vote Desh Ke Naam" were organized in the month of March 2024

  
Mrs. Lubna Shaikh  
IQAC Coordinator

  
Dr. Porinita Banerjee  
Director (Incharge)