

SEF's

SURYADATTA INSTITUTE OF MANAGEMENT & MASS COMMUNICATION

NOTICE FOR IQAC MEETING

DATE- 2nd April 2021

IQAC Committee Members,

IQAC Meeting is scheduled on 9th April 2021 in the board room at 2 pm. The committee members are requested to remain present for the same.



Dr. Shailesh Kasande
IQAC Coordinator, SIMMC

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Suryadatta Institute of Management and Mass Communication (SIMMC), Pune

Internal Quality Assurance Cell

The meeting of IQAC is convened on Friday, 9th April 2021 in the board room at 11 am

The Agenda of the meeting is as follows:

1. To Welcome the members
2. To grant leave of absence to the members
3. To table and approve the minutes of the last meeting and the Action Taken Report
4. To discuss final examination preparedness for upcoming University examination
5. To finalize course allocation, academic calendar, CIE dates and term end examination of new semester
6. To plan mentoring activities for new batch of students
7. To review FDP completion status of faculty members and research publication by them
8. To plan peer to peer knowledge sharing initiative for faculty members
9. To review library books requirement, E-books, E-journals, DELNET and usage by students and faculty members
10. To plan and organize FDP for teaching and non teaching staff members
11. To plan career counseling sessions for second year students
12. To review status of Academic and Administrative Audit
13. To review minutes of meetings of student counsel, grievance committee and examination committee
14. To plan for performance appraisal of teaching and non teaching staff members
15. To discuss quality assurance by analyzing feedbacks and ensuring compliances
16. To plan a session for women on health and hygiene
17. To review and discuss degradable and non degradable waste in campus
18. Any other matter with the permission of the Chair.

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Suryadatta Institute of Management and Mass Communication (SIMMC),

Pune

IQAC Meeting

AY 2020-21

Meeting # : 9th April 2021

MINUTES OF MEETING

A meeting of IQAC was convened on 19th October 2020, 12.00 noon in the board room of SIMMC. The minutes of the meeting are as follows:

Agenda Item No. 1: To Welcome the members

IQAC Coordinator Dr. Shailesh Kasande, welcomed all the members and explained the agenda of meeting to everyone present.

Agenda Item No. 2: To grant leave of absence to the members

No member was absent on the date of meeting

Agenda Item No. 3: To table and approve the minutes of the last meeting and the Action Taken Report.

IQAC Coordinator tabled the minutes of the last meeting and the Action Taken Report. The same was unanimously approved by the members.

Agenda Item No. 4: To discuss final examination preparedness for upcoming University examination

Dr. Medha Deshmukh informed that University exams will be conducted in online mode for which students and faculty members need to be ready. The college examination officer informed faculty members about examination grievance committee for any technical issues faced by the students during final examination

Agenda Item No. 5: To finalize course allocation, academic calendar, CIE dates and term end examination of new semester

Dr. Pratiksha Wable floated Google form to faculty members to know their choice of courses for teaching and cross functional courses preference for new semester planning. Primary academic calendar was chalked out with CIE dates and term end examination. Course allocation was also finalized

Agenda Item No. 6: To plan mentoring activities for new batch of students

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Mr. Akshit Kushal mentioned to plan the layout, flow and activities for mentoring and making student profile for each student for better understanding of students. Activities like mind mapping and psychometric tests were planned as a part of mentoring activities.

RESOLUTION #1: It was unanimously decided to demonstrate online manufacturing process to students

Agenda Item No. 7: To review FDP completion status of faculty members and research publication by them

Dr. Shailesh Kasande enquired about completion status of FDPs organized by AICTE. It was found that many faculty members completed FDPs and some have published research papers in UGC care listed journals. He encouraged other faculty members to write research papers and publish the same and take up extensive literature review for the same.

Agenda Item No. 8: To plan peer to peer knowledge sharing initiative for faculty members

Mr. Sunil Dhadiwal suggested upgrading knowledge of recent developments in various fields by faculty members by providing a platform for peer to peer knowledge sharing. It was suggested that every faculty should conduct a session full of recent development in their respective fields so that all faculty members can get the advantage of the same.

RESOLUTION #2: It was unanimously decided to organize peer to peer knowledge sharing sessions by faculty members

Agenda Item No. 9: To review library books requirement, E-books, E-journals, DELNET and usage by students and faculty members

Mr. Akshit Kushal enquired about the current status of books and requirement for more books along with journals, E-journals etc. He asked faculty members to fill up books requisition form and also insisted to encourage students to make use of e-books and e-journals thorough DELNET.

Agenda Item No. 10: To plan and organize FDP for teaching and non teaching staff members

Mr. Bhavesh Dubey insisted to conduct FDP for teaching and non teaching staff members on topics relevant in current scenario.

RESOLUTION #3: It was unanimously decided to conduct FDP & PDP for teaching and non teaching staff membes

Agenda Item No. 11: To plan career counseling sessions for second year students

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Mr. Bharat Oswal discussed the need for career counseling to MBA students during pandemic to build confidence in them and make them aware of the opportunities available in various fields and sectors.

RESOLUTION #4: It was unanimously decided to conduct inhouse career counseling sessions and also call industry resource people for career counseling guidance to students

Agenda Item No. 12: To review status of Academic and Administrative Audit

Ms. Nutan Gawali enquired about the status and result of AAA conducted. It was discussed that AAA report is shared with Dr. Shailesh Kasande describing the status, completion and feedback about AAA on which necessary actions are required to be taken.

Agenda Item No. 13: To review minutes of meetings of student counsel, grievance committee and examination committee

Nachiket Chavan presented the minutes of student council committee and discussed some concerns of students. The committee also took a review of grievance committee and examination committee to know about the complaints of the students. It was found that the issues raised were resolved by the respective committees in due course of time.

Agenda Item No. 14: To plan for performance appraisal of teaching and non teaching staff members

Dr. Sanjay Chordiya declared to undertake the process of performance appraisal process for teaching and non teaching staff members by circulating a google form to be filled up by them and conducting one on one performance appraisal interview.

RESOLUTION #5: It was unanimously decided to conduct performance appraisal interviews of teaching and non teaching staff members

Agenda Item No. 15: To discuss quality assurance by analyzing feedbacks and ensuring compliances

Dr. Shailesh Kasande put up a point to analyze the feedback taken from students on curriculum to decide to fill up the curriculum gap and also ensured necessary compliances required for quality assurance

Agenda Item No. 16: To plan a session for women on health and hygiene

Ms. Manisha Paliwal pointed out the need of guiding girls student for better health and hygiene and other issues the young generations

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RESOLUTION #6: It was unanimously decided to conduct a session on health and hygiene

Agenda Item No. 17: To review and discuss degradable and non degradable waste in campus

It was discussed to process the degradable and non degradable waste in an environmental friendly manner and ensure minimum plastic waste in the campus.

Agenda Item No. 18: Any other matter with the permission of the Chair

Dr. Shailesh Kasande suggested faculty members to enroll for OBE & CBCS based FDPs organized by University for smooth implementation & delivery of MBA syllabus

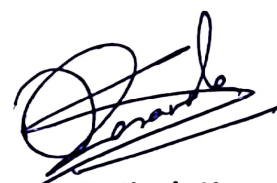
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Action Taken Report Based on IQAC Meeting held on 9th April 2021

Resolutions	Action Taken	Faculty Responsible
Encourage students to enroll for cross functional MOOCs	Students completed MOOCs of Business Analytics, Google Analytics, Inside Sherpa Certification courses	Dr. Pratiksha Wable & Dr. Medha Deshmukh
Demonstrate online manufacturing process to students	Demonstrated online manufacturing process of Balaji Chips	Prof. Khushali Oza
Build disabled friendly washrooms	Built Disabled friendly washrooms in campus	Management
Conduct various activities under FUEL for students.	Activities like Personality development, Communication skills & other similar sessions conducted	Prof. Harshad Bhadange
Conduct Academic and Administrative Audit	Conducted AAA by senior director and officials of other Suryadatta Institute and prepared report of the same	Management



Dr. Shailesh Kasande
IQAC Coordinator