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Suryadatta Institute of Management and Mass Communication (SIMMC),

Pune

NOTICE FOR IQAC MEETING

DATE- 28th July 2021

IQAC Committee Members,

IQAC Meeting is scheduled on 4th August 2021 in the board room at 12 pm. The committee members are requested to remain present for the same.



Dr. Shailesh Kasande
IQAC Coordinator, SIMMC

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Internal Quality Assurance Cell

The meeting of IQAC is convened on Wednesday, 4th August 2021 in the board room at 12 noon

The Agenda for the meeting is as under-

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 review institutional scholarship policy in post COVID pandemic situation
5. To review the scheme of institute scholarship for MBA and MCA admissions
6. To brief the members about faculty recruitment for MCA program
7. To consider the allotment of courses for MBA semester I (2021-23 batch)
8. To review Term End Examination conducted for 4th Semester students
9. To discuss the mode and conduction & preparedness of online MBA examination
10. To review the safety and security protocols in view of COVID 19 and upcoming CAP process
11. To assign responsibility to prepare Academic Calendar for the upcoming Semester for MBA and MCA programme
12. To discuss the outline of Student Induction Program for MBA and MCA 2021-23 batch
13. To discuss the plan of assigning mentors
14. To plan to conduct Programme Exit Survey of 2019-21 batch
15. To conduct course outcome feedback of students
16. To review the feedback received from various stakeholders with respect to curriculum
17. To restructure the template of academic and administrative audit
18. To discuss and approve various value-added modules for MBA and MCA programs
19. To consider and approve the proposal for offering certificate course in Digital Media Marketing
20. To brief the members about upcoming MBA curriculum revision for AY 2022-23
21. To brief the members about MOU with X-Billion Lab for developing 21st century skills of students
22. To encourage faculty members to write case studies
23. To consider the nomination of faculty members for attending NEP workshop
24. To assign responsibilities for nominating student members of the incoming batch for various committees with respect to all statutory committees
25. To review the adherence to various codes of conduct
26. To prepare the code of conduct for On Campus presence of students in post pandemic scenario
27. To review the extension activities
28. To review the status of faculty publication and to finalize the SIMMC research journal and define the timeline

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29. To review the completion of MOOCS, ATAL FDPs by faculty
30. To consider the proposal for conducting workshop for internal faculty members on OBE
31. To brief the members about recently signed MOUs with industry
32. To discuss and approve Annual Gender Sensitization Plan for the academic year 2021-22
33. To encourage faculty members to attend sessions on Universal Human Values (AICTE)
34. To review the status recognition as Ph.D. guides of inhouse faculty
35. To review the perspective plan of SIMMC
36. To review last semester progress and suggest new quality initiatives by IQAC team for the new Academic year
37. To review the progress of ISO 9000:2015 audit and certification
38. To assign responsibility for complying with AICTE - CII ranking application
39. Any other matter with the permission of the Chair.

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IQAC Meeting

AY 2021-22

Meeting # 2: 4th August 2021

MINUTES OF MEETING

A meeting of IQAC was convened on 4th August 2021, 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 review institutional scholarship policy in post COVID pandemic situation

Dr. Sanjay Chordiya, Chairperson: Head of Institution, explained committee members about the institute level scholarship scheme to be offered to the students who could not pay fees due to COVID Pandemic to the current batch (1st year and 2nd year students). It was decided that Mr. Sunil Dhadiwal to prepare detail policy for the same.

RESOLUTION #1: It was unanimously resolved to offer institutional scholarships to students of current batch and to prepare the detail policy for the same

Agenda Item No. 5: To review the scheme of institute scholarship for MBA and MCA admissions.

Mr. Akshit Kushal proposed to continue the earlier year institutional scholarship scheme to the new batch getting admitted for the academic year 2021-22 also, for both MBA and MCA programmes, which was seconded by Mr. Sunil Dhadiwal

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RESOLUTION #2: It was unanimously resolved that the same scheme of institutional scholarships to students of forthcoming batch of MBA and MCA programme

Agenda Item No. 6: To brief the members about faculty recruitment for MCA program

Dr. Shailesh Kasande briefed the members about the faculty members recruitment status of MCA programme

Agenda Item No. 7: To consider the allotment of courses for MBA semester I (2021-23 batch)

In view of forthcoming academic term starting offline mode, Dr. Pratiksha Wable discussed in detail the course allocation plan to faculty members of MBA programme

Agenda Item No. 8: To review Term End Examination conducted for 4th Semester students

Mr. Harshad Bhadange briefed the committee members about the recently conducted Term End Examination of 4th Semester students of 2019-21 batch. He mentioned that the exam conducted smoothly in online mode. Dr. Sanjay Choradiya applauded the efforts of examination team for smooth conduct of examination. Dr. Pratiksha Wable informed committee members about the Semester II Term Examination plan status and Semester IV Term End re-examination preparation for the students, who could not attend the scheduled Term End Examination

Agenda Item No. 9: To discuss the mode and conduction & preparedness of online MBA examination

In view of notification from SPPU about conducting online examination of MBA, Dr. Pratiksha Wable discussed in detail the process and mode of online examination to be conducted by SPPU and planning preparedness of the Institution for the same

Agenda Item No. 10: To review the safety and security protocols in view of COVID 19 and upcoming CAP process

In view of indications from Government of Maharashtra regarding opening up colleges in offline mode soon, Mr. Sunil Dhadiwal and Mr. Akshit Kushal proposed to form a standard guidelines with respect to safety and security protocols to be followed during the MBA and MCA admission CAP process in the institute, which was seconded by Dr. Kimaya Gandhi and IQAC Coordinator – Dr. Shailesh Kasande

RESOLUTION #3: It was unanimously resolved to prepare SOP for forthcoming MBA and MCA admission CAP process

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Agenda Item No. 11: To assign responsibility to prepare Academic Calendar for the upcoming Semester for MBA and MCA programme

Dr. Pratiksha Wable explained the draft of Academic Calendar for the forthcoming term of MBA. It was also decided that for MCA programme, the Academic Calendar would be prepared by the HOD of MCA department once the faculty joins the institute

RESOLUTION #4: It was unanimously resolved to prepare Academic Calendar for the forthcoming term of MBA and MCA programmes and integrate DTE, AICTE, SPPU guidelines.

Agenda Item No. 12: To discuss the outline of Student Induction Program for MBA and MCA 2021-23 batch

Dr. Pratiksha Wable discussed proposed outline of Student Induction Program for MBA programme 2021-23 batch students and briefed the committee members that the proposed Student Induction Program would be on the AICTE guidelines. The further details of the program are in work in progress mode.

Agenda Item No. 13: To discuss the plan of assigning mentors

Dr. Pratiksha Wable briefed the committee members about the plan of assigning mentor of upcoming batch. Also put up the review of mentor – mentee meetings of current batch

Agenda Item No. 14: To plan to conduct Programme Exit Survey of 2019-21 batch

Dr. Pratiksha Wable proposed to conduct the Programme Exit Survey of 2019-21 batch after their SPPU exam in online mode which was seconded by Dr. Shailesh Kasande – IQAC Coordinator

RESOLUTION #5: It was unanimously resolved to conduct Programme Exit Survey of 2019-21 batch after their SPPU exam in online mode

Agenda Item No. 15: To conduct course outcome feedback of students

Dr. Pratiksha Wable proposed to conduct the Course Outcome feedback after completion of syllabus of Semester II and Semester IV students of AY 2020-21

RESOLUTION #6: It was unanimously resolved to conduct Course Outcome feedback for the AY 2020-21

Agenda Item No. 16: To review the feedback received from various stakeholders with respect to curriculum

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Dr. Shailesh Kasande briefed the committee members about the feedback received from various stakeholders such as Students, Teachers and Industry people with respect to curriculum

Agenda Item No. 17: To restructure the template of academic and administrative audit

Dr. Shailesh Kasande proposed to restructure the Academic and Administrative Audit template for the further course of action

RESOLUTION #7: It was unanimously resolved to restructure the template of Academic and Administrative Audit and to be presented to the committee members in the next scheduled meeting for suggestions

Agenda Item No. 18: To discuss and approve various value-added modules for MBA and MCA programmes

Dr. Pratiksha Wable and Mr. Sunil Dhadiwal briefed the committee members about the proposed value-added modules for MBA programme. The list of the proposed value-added modules for MBA programme was put up for the committee members approval and the said was unanimously approved. Dr. Pratiksha Wable briefed the committee members about the 'FUEL Future Skills' – a value added module, which was introduced to the student on 9th June 2021.

Agenda Item No. 19: To consider and approve the proposal for offering certificate course in Digital Media Marketing

Dr. Huma Lone proposed the committee members for offering certificate course in Digital Media Marketing for upcoming batch of MBA students, which was seconded by Dr. Shailesh Kasande. The same was unanimously approved by the committee members

Agenda Item No. 20: To brief the members about upcoming MBA curriculum revision for AY 2022-23

Dr. Shailesh Kasande briefed the committee members about the ongoing process at SPPU regarding the MBA curriculum revision for AY 2022-23

Agenda Item No. 21: To brief the members about MOU with X-Billion Lab for developing 21st century skills of students

Dr. Sanjay Chordiya, Chairman of IQAC informed committee members about MOU with X-Billion Lab for developing 21st century skills, which to be offered to the new upcoming batch of MBA. Dr. Pratiksha Wable and Mr. Sunil Dhadiwal explained the rollout plan.

Agenda Item No. 22: To encourage faculty members to write case studies

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Dr. Shailesh Kasande – IQAC Coordinator suggested initially that the faculty members to write the case studies on the basis of student's SIP reports

Agenda Item No. 23: To consider the nomination of faculty members for attending NEP workshop

Dr. Shailesh Kasande proposed to nominate faculty members for attending NEP workshop would be organized by NAAC, which was seconded by Mr. Sunil Dhadiwal. The same was unanimously approved.

RESOLUTION #8: It was unanimously resolved to nominate faculty members for attending NEP workshop would be organized by NAAC in near future

Agenda Item No. 24: To assign responsibilities for nominating student members of the incoming batch for various committees with respect to all statutory committees

Mr. Akshit Kushal proposed the committee members to assign students for all statutory committees such as Anti Ragging Committee, Grievance Redressal Committee, and Reservation committee, Internal Complaints Committee, Student's Council, Industry Institute Interaction Committee etc. from the current batch and from the upcoming batch of MBA and MCA programmes. The same to be put up for review in the next meeting.

Agenda Item No. 25: To review the adherence to various codes of conduct

Dr. Pratiksha Wable briefed the committee members about the adherence of codes of conduct and also informed all that these are being followed as per the set norms.

Agenda Item No. 26: To prepare the code of conduct for On Campus presence of students in post pandemic scenario

Mr. Sunil Dhadiwal and Dr. Kimaya Gandhi proposed to prepare the new set of code of conduct for On Campus presence of students in post pandemic situation and same is to be presented in the next meeting.

RESOLUTION #9: It was unanimously resolved to prepare new set of code of conduct for On Campus presence of students in post pandemic situation.

Agenda Item No. 27: To review the extension activities

Mr. Sunil Dhadiwal informed committee members about the extension activities undertaken by the institute during the pandemic period. Dr. Pratiksha Wable informed committee members about various extension activities undertaken post pandemic situation such as 'Fit India – Road

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Pune

to Tokyo 2020' – a online quiz conducted on 6th July 2021. Dr. Sanjay Chordiya applauded the efforts taken by the students and faculty members.

Agenda Item No. 28: To review the status of faculty publication and to finalize the SIMMC research journal and define the timeline

Dr. Shailesh Kasande briefed the committee members about the status of faculty publication. Dr. Sanjay Chordiya asserted that more efforts to be taken by faculty members to publish their research articles in UGC Care, Scopus Indexed and Peer Reviewed Journals. The same need to be communicated with faculty members. This was seconded by Dr. Shailesh Kasande.

Dr. Shailesh Kasande informed committee members about the progress of SIMMC research journal. It was decided to launch new research journal specific to SIMMC.

Agenda Item No. 29: To review the completion of MOOCS, ATAL FDPs by faculty

Dr. Pratiksha Wable put up the data of regarding the MOOCS, ATAL FDPs completed by faculty members.

Agenda Item No. 30: To consider the proposal for conducting workshop for internal faculty members on OBE

Dr. Pratiksha Wable proposed that workshop for internal faculty members on OBE to be conducted. Mr. Harshand Bhadange seconded the proposal, which was unanimously approved.

RESOLUTION #10: It was unanimously resolved to conduct workshop on OBE for internal faculty members and which is to be conducted by Dr. Shailesh Kasande

Agenda Item No. 31: To brief the members about recently signed MOUs with industry

Mr. Akshit Kushal informed the committee members regarding the recently added MOUs with industries.

Agenda Item No. 32: To discuss and approve Annual Gender Sensitization Plan for the academic year 2021-22

Dr. Huma Lone proposed the Annual Gender Sensitization Plan for the academic year 2021-22. The same was discussed and approved unanimously.

Agenda Item No. 33: To encourage faculty members to attend sessions on Universal Human Values (AICTE)

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Dr. Pratiksha Wable informed committee members about the AICTE requirement of faculty members completing the workshops on Universal Human Values. IQAC Committee to encourage the faculty members for attending and completing the UHV workshops which are conducted by AICTE in Online mode.

Agenda Item No. 34: To review the status recognition as Ph.D. guides of inhouse faculty

Dr. Shailesh Kasande briefed the committee members regarding the progress in recognition as Ph.D. guides of inhouse faculty

Agenda Item No. 35: To review the perspective plan

IQAC Coordinator, Dr. Shailesh Kasande briefed the committee members about the proposed perspective plan for the AY 2021-22. The same was discussed and approved.

RESOLUTION #11: It was unanimously resolved to approve the perspective plan for the AY 2021-22

Agenda Item No. 36: To review semester progress and suggest new quality initiatives by IQAC team for the new Academic year

Dr. Pratiksha Wable tabled the semester progress to the committee members. The committee members were satisfied with academic progress of the institute. Dr. Sanjay Chordiya insisted IQAC members that they should help in strengthening the institution and industry connect by arranging various guest lectures covering contemporary business areas.

Dr. Shailesh Kasande, IQAC Coordinator proposed following quality initiatives of IQAC for the approval of the committee:

1. Academic and Administrative Audits to be conducted with the help of external experts / experienced academician
2. Innoveda – An initiative to map the NEP essence

The above quality initiative proposals were discussed and approved by the committee

Agenda Item No. 37: To review the progress of ISO 9000:2015 audit and certification

Mr. Akshit Kushal briefed the committee members about the current status on ISO 9000:2015 audit and certificate.

Agenda Item No. 38: To update about AICTE - CII ranking application

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Mr. Akshit Kushal updated AICTE – CII ranking application status to the committee members

Agenda Item No. 39: Any other matter with the permission of the Chair

Dr. Pratiksha Wable with the permission of the chair, tabled the plans and activity reports for the discussion of the committee. Following are the activities:

1. BSE Investor Awareness Programme – 2nd July, 2021
2. Consumerism and Financial Literacy – 9th July, 2021
3. Rashtragaan activity announced
4. Startup Fest – Review undertaken
5. Y1 – The Future Event - Planned

IQAC meeting ended at 1.15pm

Action Taken Report Based on IQAC Meeting held on 4th August 2021

Resolutions	Action Taken	Faculty Responsible
Offer institutional scholarships to students of current batch	It was offered to the students of current batch	Management of the Institute
Institutional scholarship scheme to be continued to the forth coming batch of MBA & MCA	The same scheme was offered to the students of newly admitted batch of MBA and MCA	Management of the Institute
To prepare Standard Operating Process for forthcoming MBA and MCA admission CAP process in view of Covid 19	The Standard Operating Process prepared and communicated to the admission team and advised them to adhere the same	Mr. Sunil Dhadiwal
To prepare Academic Calendar for the forthcoming term of MBA and MCA programmes	Academic Calendars were prepared	Dr. Pratiksha Wable (Dean – Academics)
To conduct the Programme Exit Survey of 2019-21 batch	Programme Exist Survey was conducted through google form	Dr. Pratiksha Wable (Dean – Academics)
To get Course Outcome feedback	Course outcome feedback was collected	Respective course teachers
To restructure the Academic and Administrative Audit template	Template of Academic and Administrative Audit restructured and finalized	Dr. Pratiksha Wable (Dean – Academics) and Mr. Harshad Bhadange
To nominate faculty members for attending NEP workshop would	Faculty members were nominated for attending	Dr. Shailesh Kasande

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Suryadatta Institute of Management and Mass Communication (SIMMC),

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be organized by NAAC in near future	NEP workshop would be organized by NAAC in near future	
To prepare new set of code of conduct for On Campus presence of students	Code of Conduct in post pandemic situation prepared and displayed in the campus in prominent places	Mr. Sunil Dhadiwal
To conduct workshop on OBE for internal faculty members	Workshop on OBE conducted for internal faculty members including newly joined faculty members	Dr. Shailesh Kasande
To approve the perspective plan for the AY 2021-22	List of perspective plan approved and communicated to respective functionaries	Dr. Shailesh Kasande



Dr. Shailesh Kasande
IQAC Coordinator