

SEF's

SURYADATTA INSTITUTE OF MANAGEMENT & MASS COMMUNICATION

NOTICE FOR IQAC MEETING

DATE- 11th Jan 2021

IQAC Committee Members,

IQAC Meeting is scheduled on 18th Jan 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 Monday, 18th January 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 various MOOCs and to develop cross functional leaning of students
5. To plan to orient students about various manufacturing process in Industry
6. To review syllabus completion challenges and online exam preparedness & need for remedial classes for slow learners
7. To review with faculty members to conduct variety of internal assessment methods using available ICT tools
8. To plan for placement interviews by and pre-placement activities & career counseling
9. To review physical facility for disabled student and staff members
10. To review the add-on certificate courses delivery and completion status
11. To plan and organize activities in association with FUEL (Friends Union for Energizing Lives)
12. To encourage faculty members to enroll for Universal Human Values FDP organized by AICTE
13. To plan to activities of incubation cell
14. To plan to encourage students to take up SIP in offline mode from May 2021
15. To plan Academic and Administrative audit in April 2021
16. 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 # : 18th January 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 various MOOCs and to develop cross functional leaning of students

It was discussed that in order to develop various cross functional skill sets, students should be encouraged to enroll for MOOCs of various functional areas.

RESOLUTION #1: It was unanimously resolved to encourage students to enroll for cross functional MOOCs

Agenda Item No. 5: To plan to orient students about various manufacturing process in Industry

Mr. Sunil Dhadiwal said that students should also be aware of actual manufacturing process taking place in Industry. Online manufacturing process can be demonstrated to students to make them understand the whole process sequentially.

RESOLUTION #2: It was unanimously decided to demonstrate online manufacturing process to students using YouTube & other digital tools.

Agenda Item No. 6: To review syllabus completion challenges and online exam preparedness & need for remedial classes for slow learners

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Dr. Pratiksha Wable enquired faculty members if they faced any challenges while completing syllabus through online teaching mode. The slow learners were outlined by respective course teachers and it was planned to organize remedial sessions for them. Dr. Wable also outlined the mode of final examination to be conducted by the University and the E-Resources required for the same to conduct the examination.

Agenda Item No. 7: To discuss with faculty members to conduct variety of internal assessment methods using available ICT tools

Dr. Shailesh Kasande insisted faculty members to conduct innovative and variety of internal assessment methods to evaluate CIEs of students using various ICT tools available and make interesting learning experience for students. The list incorporated in the syllabus may be referred to.

Agenda Item No. 8: To plan for placement interviews by and pre-placement activities & career counseling

Mr. Bhavesh Dubey suggested preparing students for placement more rigorously by training them in resume writing, group discussions and facing personal interviews, in depth specialized subject knowledge etc by conducting seminars and workshops on the same

Agenda Item No. 9: To review physical facility for disabled student and staff members

Keeping in mind the necessity, it was decided to build disabled friendly washrooms for disabled students and staff members

RESOLUTION #3: It was unanimously decided to build disabled friendly washrooms

Agenda Item No. 10: To review the add-on certificate courses delivery and completion status

Dr. Pratiksha Wable shared the status of implementation completion of Add-on certificates courses of 30 hours and the results thereof.

Agenda Item No. 11: To plan and organize activities in association with FUEL (Friends Union for Energizing Lives)

Mr. Bhavesh Dubey pointed out the need for soft skill & communication skills required for students to get on board with companies for placement. Dr. Sanjay Chordiya decided to take up activities under FUEL for fulfilling such skills in students.

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RESOLUTION #4: It was unanimously decided to conduct various activities in association FUEL for students.

Agenda Item No. 12: To encourage faculty members to enroll for Universal Human Values FDP organized by AICTE

Dr. Shailesh Kasande asked faculty members to enroll for universal human values FDP organized by AICTE and complete the same.

Agenda Item No. 13: To conduct activities of incubation cell (start up fest June 2021, participate in university competition)

Prof. Harshad Bhadange informed about preparation of Startup fest planned to encourage start up ideas of students where in students can showcase their business plan and get guidance from experts. He also took initiative to prepare students to participate in University competition for startup ideas.

Agenda Item No. 14: To plan to encourage students to take up SIP in offline mode from May 2021

Dr. Pratiksha Wable discussed with SIP guides that students should be encouraged to take up physical internship as pandemic has settled down so that students get hands on experience of the industry.

Agenda Item No. 15: To plan Academic and Administrative audit in April 2021

Mr. Sunil Dhadiwal expressed the need for Academic and Administrative Audit to understand the status of completion of files and documents by teaching and non teaching staff members.

RESOLUTION #5: It was unanimously decided to conduct AAA in April 2021

Agenda Item No. 16: 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

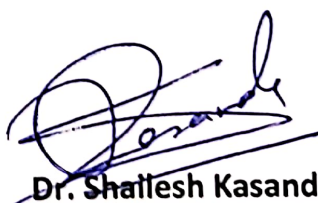
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Action Taken Report Based on IQAC Meeting held on 19th October 2020

Resolutions	Action Taken	Faculty Responsible
Organize G-Suit training session for teaching and non teaching staff	Training given to teaching and non teaching staff	Dr. Pratiksha Wable, Mr. Akshit kushal & IT department
Faculty members to register for ATAL FDPs.	Many faculty members registered and completed ATAL FDP	Faculty members
Provide digital internships to MBA students in view of current pandemic	Provided TCS digital internships to 1 st year students	SIP guides
Make policy for disabled friendly washrooms and facility for handicapped	Made a policy and building decision taken to build disabled friendly washrooms	Management


Dr. Shallesh Kasande
IQAC Coordinator