

SEF's

SURYADATTA INSTITUTE OF MANAGEMENT & MASS COMMUNICATION

NOTICE FOR IQAC MEETING

DATE- 1ST July 2020

IQAC Committee Members,

IQAC Meeting is scheduled on 9th July 2020 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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Pune

Internal Quality Assurance Cell

The meeting of IQAC is convened on Thursday, 9th July 2020 in the board room at 12 noon

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 opportunities in digital careers for students in view of ongoing COVID pandemic
5. To review institutional scholarship policy in view of COVID pandemic
6. To discuss the mode and conduction & preparedness of online MBA examination
7. To plan to conduct training of faculty members by library staff on various open e-resource and open edx for digital learning
8. To plan and initiate peer knowledge sharing activity for latest development in academics and industry
9. To plan to conduct academic audit as most faculty members work from campus
10. To discuss the challenges encountered in new normal modes of teaching and organize webinar on challenges in online teaching
11. To review last semester progress and suggest new quality initiatives by IQAC team for the new Academic year
12. To find out ways to bridge gaps in academia and industry by industry knowledge management initiatives
13. To plan to orient students for Harward Business Simulation
14. To encourage faculties to take up AICTE organized FDPs
15. To plan to conduct workshop for research scholars
16. To prepare social media code of conduct for students in view of ongoing online teaching & learning
17. To discuss quality improvement initiatives by planning guest sessions covering various management & technical skills
18. To plan to offer Add-on certificate courses to students
19. Any other matter with the permission of the Chair.

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IQAC Meeting

AY 2020-21

Meeting # 2: 9th July 2020

MINUTES OF MEETING

A meeting of IQAC was convened on 9th July 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 opportunities in digital careers for students in view of ongoing COVID pandemic

Mr. Sunil Dhadiwal suggested taking up an initiative in the form of webinar to make students aware about career opportunities in New Age Digital Careers in Media and other relevant sectors to cope up with post COVID situation

RESOLUTION #1: It was unanimously resolved to organize a webinar on Digital career opportunities for MBA students in post COVID situation

Agenda Item No. 5: To review institutional scholarship policy in view of COVID pandemic.

Dr. Sanjay Chordiya, discussed to offer more scholarships to students who could not pay fees due to COVID Pandemic.

RESOLUTION #2: It was unanimously resolved to offer more institutional scholarships to students

Agenda Item No. 6: To discuss the mode and conduction & preparedness of online MBA examination

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In view of ongoing online teaching pattern and 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. 7: To plan to conduct training of faculty members by library staff on various open e-resource and open edx for digital learning

Faculty members showed inclination to get information on various open e-resources & open edx digital learning from the Institute hence it was decided that library staff will conduct training of the same for faculty members.

Agenda Item No. 8: To plan and initiate peer knowledge sharing activity for latest development in academics and industry

Dr. Shailesh Kasande suggested initiating peer knowledge sharing where each faculty member shall present latest development in industry, latest pedagogical & technological tools, ensuing changes in academia on account of new education policy- resolution etc on weekly basis for peer to peer knowledge sharing.

Agenda Item No. 9: To plan to conduct academic audit as most faculty members work from campus

Dr. Shailesh Kasande told faculty members to keep academic files ready for the internal audit as everyone has started working from campus

Agenda Item No. 10: To discuss the challenges encountered in new normal modes of teaching and organize webinar on challenges in online teaching

Dr. Pratiksha Wable, Dean Academics listened the problems faced by faculty members in new modes of teaching and hence she suggested to organized an webinar on challenges in online teaching and its solutions

RESOLUTION #3: It was unanimously resolved to organize a webinar on "Challenges in Online Teaching & its solutions"

Agenda Item No. 11: To review last semester progress and suggest new quality initiatives by IQAC team for the new Academic year

Dr. Sanjay Chordiya took a review of academic progress of last two semesters of MBA and suggested IQAC team to take up new quality initiatives to gain the new benchmark in Management Program run by the institute

Agenda Item No. 12: To find out ways to bridge gaps in academia and industry by industry knowledge management initiatives

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Mr. Bharat Oswal said that due to online teaching the association of academics and industry connections should not hamper, hence he suggested for more academic and industry association by tie ups and other activities.

RESOLUTION #4: It was unanimously resolved to bring up more tie ups and activities with HBS & Bada Business for Management students

Agenda Item No. 13 : To plan to orient students for Harward Business Simulation

Mr. Harshad Bhadange volunteered to take up training of MBA students for Harward Business Simulation

RESOLUTION #5: It was unanimously resolved to orient students for HBS Online

Agenda Item No. 14 : To encourage faculties to take up AICTE organized FDPs

Dr. Shailesh Kasande, IQAC Coordinator encouraged faculty members to take up and register for upcoming AICTE FDPs

Agenda Item No. 15 : To plan to conduct workshop for research scholars

Dr. Shailesh Kasande volunteered to conduct workshop on "How to write Research Papers" and "SPSS tool" for research scholars of the Institute.

Agenda Item No. 16 : To discuss quality improvement initiatives by planning guest sessions covering various management & technical skills

Mr. Sunil Dhadiwal insisted to organize guest sessions from Industry and Academia experts covering various management and technical skills under "Knowledge Management Initiatives"

Agenda Item No. 17: To prepare social media code of conduct for students in view of ongoing online teaching & learning

Dr. Pratiksha Wable suggested floating social media code of conduct for students as online teaching and learning is going on and students should be made aware of its responsible use

Agenda Item No. 18: To plan to offer Adorn certificate courses to students

Dr. Shailesh Kasande suggested Academic Council to offer new short term certificate courses to new batch of MBA students based on excellent feedback from previous batch of students. Academic Council identified 11 value added courses to be offered to students for 30 hours each.

RESOLUTION #6: It was unanimously decided to offer six add-on certificate courses of 30 hours each to MBA students

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Agenda Item No. 19: Any other matter with the permission of the Chair

Dr. Pratiksha Wable suggested to use different internal assessment methods for MBA to enable transparent POCO mapping of the course with the programme, In view of this, reforms in CIE was also suggested to be taken up by faculty members

Action Taken Report Based on IQAC Meeting held on 20th March 2020

Resolutions	Action Taken	Faculty Responsible
Offer physical fitness activities like swimming to PGDM students	It was offered to PGDM students, however PGDM programme is now under different Institution	Dr. Pratiksha Wable (Dean)
Depute Faculty members for FDPs	FDPs done by faculty Members consistently though out the year	All Faculty members
Separate MBA & PGDM Programme as separate Institution	Both Programmes separated & aligned in different Institution	Management of the Institute
Offer soft skills & employment enhancement programs to students	Conducted many sessions and activities by Placement department as pre-placement activities	Placement department
Conduct training for teaching staff for using digital tools for teaching, learning & evaluation	Conducted session on use of Gsuit and google classroom demo for faculty members	Dr. Pratiksha Wable (Dean)
Offer Live projects to students	Could not offer live projects to students due to COVID Pandemic	Sunil Dadhiwal
Offer IIMBx prep course to select FY MBA students	IIMBx prep course was offered and executed for first year MBA students	Dr. Pratiksha Wable (Dean)



Dr. Shailesh Kasande