

Suryadatta Institute of Management & Mass Communication (SIMMC)

Pune

DATE- 14th July 2023

IQAC Committee Members,

IQAC Meeting is scheduled on 18th July 2023 in the board room at 2 pm. The committee members are requested to remain present for the same.

The Agenda of the Meeting is as under-

Agenda 1 -To Welcome the members

Agenda 2 -To grant leave of absence to the members

Agenda 3 - To Plan for induction program for MBA & MCA

Agenda 4 - To discuss about conducting Academic orientation of MBA & MCA students

Agenda 5 - To Plan to inform code of conduct and vision mission & PO to students

Agenda 6 - To Float course preference form and course allocation form for next term

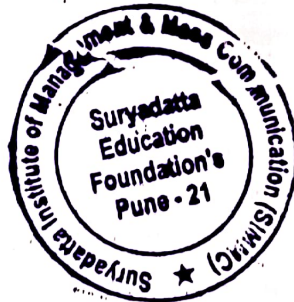
Agenda 7 - To Plan foundation courses for students

Agenda 8 - To Identify slow and fast learners and offer bridge courses

Agenda 9 - To Plan Karobar 3.0

Agenda 10- To discuss to implement new pattern of conducting weekly internal assessment for MBA & MCA students

Agenda 11-To discuss any other matter with the permission of the Chair.



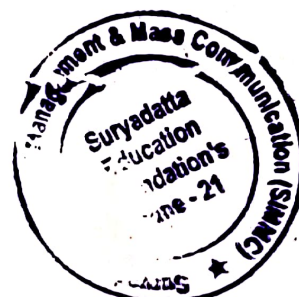
Dr. Vivek Swami
IQAC Coordinator, SIMMC

SEF's

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

Internal Quality Assurance Cell (IQAC) AY 2023-24

Sr. No.	Name of the Member	Role
1	Dr. Sanjay Chordiya	Chairperson
2	Dr. Pratiksha Wable	Faculty Representative
3	Dr. Shailesh Kasande	Faculty Representative
4	Dr. Anagha Dudgikar	Faculty Representative
5	Mr. Akshit Kushal	Faculty Representative
6	Mr Harshad Bhadange	Faculty Representative
7	Ms. Ranjana Mohite	Non-teaching Staff Representative
8	Dr. Kimaya Gandhi	Management Representative
9	Ms. Mukta Puntambekar	Local Society Representative
10	Mr. Sanket Karanjawane	Students Representative (2022-24 batch) - MBA
11	Ms. Sneha Gore	Students Representative (2022-24 batch) - MBA
12	Mr. Abhishek Ajit Borgave	Students Representative (2022-24 batch) - MCA
13	Ms. Ankita Anil Gadhave	Students Representative (2022-24 batch) - MCA
14	Mr. Yash Kulkarni	Students Representative (2023-25 batch) - MBA
15	Ms. Parmeet Kaur Arora	Students Representative (2023-25 batch) - MBA
16	Mr. Balaji Hole	Students Representative (2023-25 batch) - MCA
17	Ms. Shraddha Chande	Students Representative (2023-25 batch) - MCA
18	Ms Deepika Verma	Alumni Representative (2018-20 Batch)
19	Mr. Jaswindar Singh Bal	Stakeholder - Parent
20	Dr. Bhushan Agalgatti	Stakeholder - BOS Member
21	Dr. Pallavi Sajanapwar	Stakeholder - Academician
22	Mr. Bhavesh Dubey	Stakeholder - Employer Representative (Branch Sales Manager, Edelweiss Financial Services)
23	Mr. Bharat Oswal	Stakeholder - Industry Representative (Head TEDxPune, Chief Happiness Officer@Botree, Co chairYuva at CII Young Indians)
24	Dr. Vivek Swami	IQAC Coordinator



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Suryadatta Institute of Management & Mass Communication (SIMMC)

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IQAC Meeting

AY 2023-24

Meeting #: 18th July 2023

MINUTES OF MEETING

Agenda 1 - To Welcome the members

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

Agenda 2 - To grant leave of absence to the members

No member was absent on the date of meeting

Agenda 3 - To Plan for induction program for MBA & MCA

Dr. Chordiya discussed the upcoming induction plan for new batch of MBA & MCA students. He emphasized the importance of a comprehensive induction program to familiarize students with the institute's culture and expectations. Faculty members agreed to finalize the induction schedule and communicate it to students.

Agenda 4 - To discuss about conducting Academic orientation of MBA & MCA students

Dr. Wable presented the plan for the academic orientation. She highlighted key points to be covered during the orientation, including academic policies, curriculum overview, examination policy, various existing grievance & statutory committees to students. Dr. Pratiksha discussed the schedule and responsibilities assigned to faculty members.

Agenda 5- To Plan to inform code of conduct and vision mission & PO to students

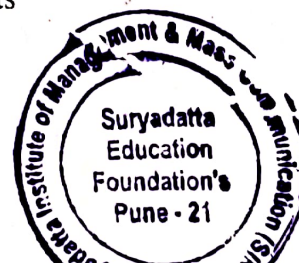
Dr. Vivek Swami shared the outline for orienting students on the institute's code of conduct, vision, mission, and program outcomes. Members suggested incorporating the academic policies along with the same. Faculty members agreed to finalize the content and schedule for the orientation

Agenda 6 - To Float course preference form and course allocation form for next term

Dr. Wable discussed the process of floating course preference forms and subsequent course allocation. Members provided insights into streamlining the process for efficiency. It was decided to communicate the guidelines to faculty and set a deadline for submitting course preferences.

Agenda 7 - To Plan foundation courses for students

The IQAC MBA & MCA student representative shared need for conducting foundation courses. Members discussed the relevance and feasibility of proposed courses. Dean Dr. Pratiksha Wable agreed to run the foundation course for MBA students



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Agenda 8- To Identify slow and fast learners and offer bridge courses

Dr.Vivek Swami outlined the plan for identifying slow and fast learners and providing appropriate support. He emphasized the need for personalized attention for slow learners and enhanced courses for fast learners Members agreed to implement the plan and assess its effectiveness periodically.

Agenda 9 – To Plan Karobar 3.0

Prof. Bhadange presented the plan for Karobar 3.0. He also discussed the objectives, timeline, and collaboration opportunities with industry partners. Members provided valuable suggestions to enhance the program's impact. It was proposed to conduct Karobar 3.0 as integrated internal assessment for MBA students

Resolution 1- It was unanimously decided to conduct Karbar 3.0 in November 2023

Agenda 10- To discuss to implement new pattern of conducting weekly internal assessment for MBA & MCA students

Dr. Pratiksha Wable proposed to conduct weakly internal assessment (CCE) of MBA & MCA students of two courses as a regular practice. Faculty members agreed to the same and finalized the method and schedule of conducting CCEs.

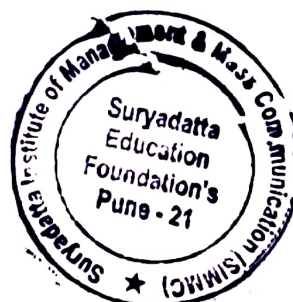
Resolution 2- It was unanimously decided to conduct weakly two courses CCEs for MBA & MCA students.

Agenda 10- To discuss any other matter with the permission of the Chair.
No matter was discussed

Meeting ended with vote of thanks by IQAC Coordinator

Action taken Report of Meeting conducted on 30th June 2023

Resolution	Action Taken
Resolution 1- It was unanimously accepted the scheduled induction program plan	Induction program for MBA & MCA was organized with the discussed agenda
Resolution 2- It was unanimously accepted to offer value added certification programs to MBA & MCA students.	On the basis of feedback from stakeholders, new VAC were offered to MBA & MCA students



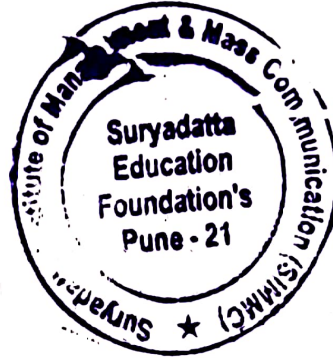
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Dr. Vivek Swami
IQAC Coordinator, SIMMC



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IQAC Meeting

AY 2023-24

Meeting #: 4th November 2023

MINUTES OF MEETING

Agenda 1 - To Welcome the members

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

Agenda 2 - To grant leave of absence to the members

No member was absent on the date of meeting

Agenda 3 To plan Internal Peer Review of Faculty in Teaching/Academic

Dr. Pratiksha Wable provided an overview of the internal peer review process and it was decided to conduct internal peer of faculty members for evaluation process.

Agenda 4 – To Plan for SPPU Exam & Internal Exam

Dr. Vivek Swami presented the plan for upcoming SPPU and internal exam. Timelines and logistics discussed for smooth conduct of the exam. Detailed schedule and guidelines to be circulated among faculty.

Agenda 5- To Plan Industry Visits for MBA students

Dr. Pratiksha Wable shared potential dates and industries for visits in Nashik. Discussion was done on the relevance and learning outcomes of proposed visits. The schedule was finalize & proceeded to obtain necessary permissions.

Resolution 1- It was unanimously decided to organize visit to Nashik for industry visit in January 2024

Agenda 6 – To Plan Workshop on PO-CO attainment

Dr. Vivek Swami outlined the objectives and topics for the Workshop on PO- CO attainment. Suggestions and modifications were discussed for an effective workshop. It was decided to prepare detailed agenda and resource materials for the wrokshop

Resolution 2- It was unanimously decided to organize PO-CO attainment workshop to be conducted by Dr. Shailesh Kasande

Agenda 7 – To Float Course Exit Survey to MBA & MCA Programs

