

SEF's

Suryadatta Institute of Management and Mass Communication (SIMMC),

Pune

**NOTICE FOR IQAC MEETING**

DATE- 18<sup>th</sup> November 2021

IQAC Committee Members,

IQAC Meeting is scheduled on 25<sup>th</sup> November 2021 in the board room at 12 pm. The committee members are requested to remain present for the same.



Dr. Vivek Swami  
IQAC Coordinator

## SEF's

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

#### Pune

#### Internal Quality Assurance Cell

The meeting of IQAC is convened on Wednesday, 25th November 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 welcome new faculty members of MBA and MCA and induct Dr. Vivek Swami in IQAC in the capacity of IQAC Coordinator
5. To review MBA and MCA admission status
6. To review the allotment of courses for MBA and MCA semester I (2021-23 batch)
7. To discuss the details of Academic Calendar for MBA and MCA semester I 2021-23
8. To finalize the outline of Student Induction Program for MBA and MCA 2021-23 batch
9. To allot faculty guides for Summer Internship Projects
10. To review the sessions on
  - a. SIP Orientation Session in Online Mode with 2020-22 batch
  - b. 'How to prepare for Placements'
  - c. 'Leveraging Internship opportunities & HOW'
11. To review and discuss the outcomes of Programme Exit Survey of 2019-21 batch
12. To review course outcome feedback of students
13. To conduct academic and administrative audit from external experts
14. To review the reports submitted by faculty members attended NEP workshop organized by NAAC
15. To review the adherence to various codes of conduct
16. To review and approve the code of conduct for On Campus presence of students in post pandemic scenario
17. To review the completion of MOOCS, ATAL FDPs by faculty
18. To review the activities undertaken against Annual Gender Sensitization Plan for the academic year 2021-22
19. To review the status on faculty members attending session on Universal Human Values (AICTE)
20. To review the status recognition as Ph.D. guides of inhouse faculty
21. To review the preparedness of AQAR submission
22. To review the cocurricular and extension activities organized
23. 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 2021-22**

**Meeting # 3: 25<sup>th</sup> November 2021**

### MINUTES OF MEETING

**A meeting of IQAC was convened on 25<sup>th</sup> November 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

Dr. Sanjay Chordiya – Chairman of IQAC, welcomed all the members and Dr. Shailesh Kasande 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 welcome new faculty members of MBA and MCA and induct Dr. Vivek Swami in IQAC in the capacity of IQAC Coordinator

Dr. Sanjay Chordiya Director & Chairperson of IQAC, welcomed the new faculty members of MBA and MCA. Dr. Shailesh Kasande proposed to induct Dr. Vivek Swami in IQAC in the capacity of IQAC Coordinator. The same was unanimously approved by the committee.

**RESOLUTION #1:** It was unanimously resolved to induct Dr. Vivek Swami in IQAC in the capacity of IQAC Coordinator

**Agenda Item No. 5:** To review MBA and MCA admission status

Mr. Sunil Dhadiwal briefed the Admission Status of MBA and MCA to the committee members. He also explained the committee members about the CAP round process

**Agenda Item No. 6:** To review the allotment of courses for MBA and MCA semester I (2021-23 batch)

Dr. Pratiksha Wable (Dean – Academics) presented the committee members the allotment of courses for MBA and which was approved by committee members. MCA course allotment is not being done as off date. Dr. Shailesh Kasande informed members that MCA Faculty Members

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will be joining in the month of December 2021. The course allocation will be done before the commencement of the Academic Term of MCA programme.

**RESOLUTION #2:**It was unanimously resolved to allocate MCA Programme courses before the commencement of Academic Term.

**Agenda Item No. 7:**To discuss the details of Academic Calendar for MBA and MCA semester I 2021-23

Dr. Pratiksha Wable tabled the Academic Calendar for MBA and which was discussed and approved by committee members. The MCA Academic Calendar was not prepared.

**RESOLUTION #3:**It was unanimously resolved to prepare Academic Calendar for MCA Programme before the commencement of Academic Term.

**Agenda Item No. 8:**To finalize the outline of Student Induction Program for MBA and MCA 2021-23 batch

Dr. Pratiksha Wable placed the outline of Student Induction Program for MBA 2021-23 batch, which was prepared in line with the guidelines of AICTE. The same was discussed and approved by committee members. The outline of Student Induction Program for MCA 2021-23 batch was not prepared and expected to be prepared in the month of December 2022.

**RESOLUTION #4:**It was unanimously resolved to prepare Student Induction Program for MCA 2021-23 batch in the month of December 2022.

**Agenda Item No. 9:**To allot faculty guides for Summer Internship Projects

Dean Academics placed the list of SIP guide allotment for the committee approval. The same was approved by the committee.

**Agenda Item No. 10:** To review the sessions on

- a. SIP Orientation Session in Online Mode with 2020-22 batch
- b. 'How to prepare for Placements'
- c. 'Leveraging Internship opportunities & HOW'

Dr. Pratiksha Wable informed the committee members about the sessions conducted with respect to SIP and Placement. SIP Orientation session was organized for the students in online mode in the month of September 2021. The placement related sessions were also organized in online mode. The same was well received by the students.

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**Agenda Item No. 11:** To review and discuss the outcomes of Programme Exit Survey of 2019-21 batch

Dr. Shailesh Kasande briefed the committee members the significant outcomes of Programme Exit Survey of 2019-21 batch, which was collected in online mode. The outcome of Programme Exit Survey feedback was satisfactory. Committee members applauded the results of Survey.

**Agenda Item No. 12:** To review course outcome feedback of students

Dr. Pratiksha Wable placed on record the Course Outcome feedback for the discussion of committee members. The feedback received on the courses was satisfactory.

**Agenda Item No. 13:** To conduct academic and administrative audit from external experts

Dr. Shailesh Kasande proposed to conduct academic and administrative audit from external experts during the first week of December 2022. The same was seconded by Prof. Sunil Dhadiwal.

**RESOLUTION #4:** It was unanimously resolved to conduct the academic and administrative audit from external experts during the first week of December 2022

**Agenda Item No. 14:** To review the reports submitted by faculty members attended NEP workshop organized by NAAC

Dr. Vivek Swami placed the report of participating in NEP workshop organized by NAAC. The same was discussed and placed on record for IQAC.

**Agenda Item No. 15:** To review the adherence to various codes of conduct

Mr. Akshit Kushal briefed the committee members on the adherence of various codes of conduct of the institute. He also placed on record that there are no cases reported on breaching the code of conduct during last term.

**Agenda Item No. 16:** To review and approve the code of conduct for On Campus presence of students in post pandemic scenario

Mr. Sunil Dhadiwal and Mr. Akshit Kushal placed the new code of conduct in view reopening the on campus for the teaching – learning mode. The same was discussed extensively and approved.

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**RESOLUTION #5:**It was unanimously resolved to approve the code of conduct for On Campus presence of students in post pandemic scenario

**Agenda Item No. 17:**To review the completion of MOOCS, ATAL FDPs by faculty

IQAC coordinator placed the list of faculty members, who have successfully completed MOOCS, ATAL FDPs during the last term. Dr. Shailesh Kasande insisted all faculty members to undertake more of such FDPs and workshops.

**Agenda Item No. 18:**To review the activities undertaken against Annual Gender Sensitization Plan for the academic year 2021-22

Dr. Pratiksha Wable briefed the committee members that institute would be conducting a session on "POSH" in the series of Annual Gender Sensitization Plan on in the month of January 2022.

**RESOLUTION #6:**It was unanimously resolved to arrange a session on "POSH" in the series of Annual Gender Sensitization Plan on in the month of January 2022

**Agenda Item No. 19:**To review the status on faculty members attending session on Universal Human Values (AICTE)

Mr. Harshad Bhadange updated the committee members about the faculty members attended the AICTE organized FDPs on Universal Human Values. Dr. Sanjay Chordiya insisted to IQAC need to make effort to encourage faculty members to attend this FDP.

**Agenda Item No. 20:**To review the status recognition as Ph.D. guides of inhouse faculty

Dr. Shailesh Kasande informed the committee members about the process of onboarding of internal faculty members as a Ph. D. guide. He also briefed committee about the faculty members are in the process of applying for Ph.D. guide recognition with SPPU

**Agenda Item No. 21:**To review the preparedness of AQAR submission

Dr. Vivek Swami briefed the committee members about the current status of AQAR preparation. He also placed on record the progress status of all criteria.

**Agenda Item No. 22:**To review the cocurricular and extension activities organized

Dr. Pratiksha Wable briefed the committee members regarding the following cocurricular and extension activities successfully organized and completed

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##### Cocurricular activities

1. Organized session on 'Building a Killer Resume that gets shortlisted' on 11<sup>th</sup> October, 2021, for this session student gave excellent feedback
2. Organized AIMA Bizlab – Train The Trainers (TTT) for newly joined faculty members on 11<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> October, 2021, which was well received by faculty members.
3. Faculty members participated Centre for Innovation, Incubation & Linkages along with students of SIMMC in December 2021

##### Extension activities

1. Covid 19 vaccination drive was organized on 02<sup>nd</sup> and 19<sup>th</sup> November, 2021

**Agenda Item No. 23:** Any other matter with the permission of the Chair

No matter was presented by the committee members.

**Meeting ended at 1.15pm**

##### Action Taken Report Based on IQAC Meeting held on 25<sup>th</sup> November 2021

Resolutions	Action Taken	Faculty Responsible	Execution Month
To induct Dr. Vivek Swami in IQAC in the capacity of IQAC Coordinator	Dr. Vivek Swami given the responsibility to handle IQAC as a IQAC Coordinator	Dr. Vivek Swami	November 2021
To allocate MCA Programme courses before the commencement of Academic Term	Courses of MCA Programme allocated to MCA Faculty Members	HOD – MCA	December 2021
To prepare Academic Calendar for MCA Programme before the commencement of Academic Term	Academic Calendar for MCA Programme prepared and got it approved from the Director	HOD - MCA	December 2021
To approve the code of conduct for On Campus presence of students in post pandemic scenario	The code of conduct for On Campus presence of students in post pandemic scenario was prepared and got it approved from the Director	Mr. Sunil Dhadiwal	December 2021
To arrange a session	Responsibility to	Ms. Manjari Lal	November 2021

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on "POSH" in the series of Annual Gender Sensitization Plan on in the month of January 2022	arrange a session on "POSH" in the series of Annual Gender Sensitization Plan given to Ms. Manjari Lal (Faculty Member)		
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**Dr. Vivek Swami**  
**IQAC Coordinaotr**