

SEF's

**Suryadatta Institute of Management & Mass Communication (SIMMC)**

**Pune**


DATE- 1<sup>st</sup> November 2023

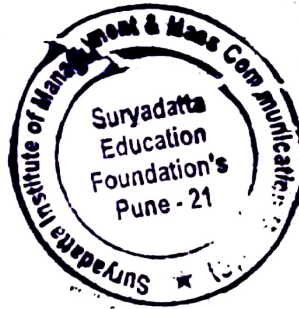
IQAC Committee Members,

IQAC Meeting is scheduled on 4<sup>th</sup> November 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 -Internal peer review of faculty in teaching by dean
- Agenda 4- To Plan for SPPU exam & internal exam
- Agenda 5- To Plan industry visits for MBA students
- Agenda 6- To Plan Workshop on PO CO attainment
- Agenda 7- To Float course exit survey
- Agenda 8- To review SIP status of MBA students and project for MCA students
- Agenda 9- To Plan for next term
- Agenda 10- To review the status of Government scholarship
- Agenda 8 -To discuss any other matter with the permission of the Chair.

  
Dr. Vivek Swami  
IQAC Coordinator, SIMMC

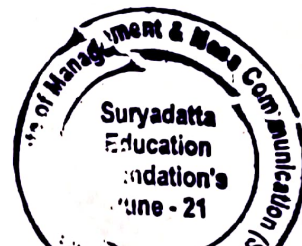


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### Suryadatta Institute of Management and Mass Communication (SIMMC), Pune

#### 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)

Pune

IQAC Meeting

AY 2023-24

Meeting #: 4<sup>th</sup> 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.

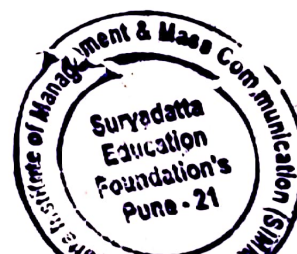
**Resolution 1-** It was unanimously decided to organize visit to Nashik for industry visit in January 2024

**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**





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Pune

Dr. Pratiksha Wable emphasized the importance of gathering feedback through course exit surveys. Discussion was done on the survey format and distribution process. Dean Dr. Pratiksha Wable along with all course teachers to coordinate the survey implementation.

**Agenda 8-** To review SIP status of MBA students and project for MCA students

Dr. Pratiksha Wable shared updates on the internal SIP review process. SIP guides Identified areas of improvement and addressed concerns. It was decided to take necessary follow up with MBA & MCA students for timely completion of the SIP process.

**Agenda 8 – To Plan for Next Term**

Dr. Pratiksha Wable discussed the preliminary plan for the upcoming term. Inputs were taken from faculty members on course offerings and scheduling. It was decided to refine the plan and communicate it well in advance smooth conduct of MBA & MCA next term

**Agenda 9- To review Status of Government Scholarship:**

Discussion on the pending process of completing the government scholarship was identified and deadline was set for timely completion of the process. It was decided to take a follow up on pending documentation and submissions.


**Agenda 8 -** 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 18<sup>th</sup> July 2023**

Resolution	Action taken
Resolution 1- It was unanimously decided to conduct Karbar 3.0 in November 2023	Karobar 3.0 was conducted in November 2023 by the concerned faculty members

  
Dr. Vivek Swami  
IQAC Coordinator, SIMMC

