# Suryadatta Institute of Management & Mass Communication (SIMMC) Pune

DATE- 1st 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



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

## Internal Quality Assurance Cell (IQAC) AY 2023-24

1Dr. Sanjay ChordiyaChairperson2Dr. Pratiksha WableFaculty Representative3Dr. Shailesh KasandeFaculty Representative4Dr. Anagha DudgikarFaculty Representative5Mr. Akshit KushalFaculty Representative6Mr Harshad BhadangeFaculty Representative7Ms. Ranjana MohiteNon-teaching Staff Representative8Dr. Kimaya GandhiManagement Representative9Ms. Mukta PuntambekarLocal Society Representative (2022-24 batch) - MBA10Mr. Sanket KaranjawaneStudents Representative (2022-24 batch) - MBA11Ms. Sneha GoreStudents Representative (2022-24 batch) - MCA12Mr. Abhishek Ajit BorgaveStudents Representative (2022-24 batch) - MCA13Ms. Ankita Anil GadhaveStudents Representative (2022-24 batch) - MCA14Mr. Yash KulkarniStudents Representative (2023-25 batch) - MBA15Ms. Parmeet Kaur AroraStudents Representative (2023-25 batch) - MBA16Mr. Balaji HoleStudents Representative (2023-25 batch) - MCA17Ms. Shraddha ChandeStudents Representative (2023-25 batch) - MCA18Ms Deepika VermaAlumni Representative (2018-20 Batch)19Mr. Jaswindar Singh BalStakeholder - Parent20Dr. Bhushan AgalgattiStakeholder - BOS Member21Dr. Pallavi SajanapwarStakeholder - Employer Representative (Branch Sales Manager, Edelweiss Financial Services)23Mr. Bharat OswalStakeholder - Industry Representative	Sr. No.	Name of the Member	Role
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	24	Dr. Vivek Swami	



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

#### Pune

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



# Suryadatta Institute of Management & Mass Communication (SIMMC)

#### 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 18th 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

