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Suryadatta Institute of Management & Mass Communication (SIMMC),


Pune

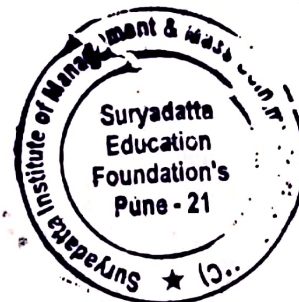
Internal Quality Assurance Cell

The meeting of IQAC is convened on Friday, 28th October, 2022 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 review the scheme of institute scholarship for MBA and MCA admissions
5. To brief the members about faculty recruitment for MCA program
6. To approve the allotment of courses for MBA & MCA semester I (2022-24 batch)
7. To discuss the mode and conduction & preparedness of online MBA examination
8. To assign responsibility to prepare Academic Calendar for the upcoming Semester for MBA and MCA programme
9. To discuss the outline of Student Induction Program for MBA and MCA 2022-24 batch
10. To discuss the plan of assigning mentors
11. To plan to conduct Programme Exit Survey of 2021-23 batch
12. To conduct course exit feedback of students
13. To review the feedback received from various stakeholders with respect to curriculum
14. To restructure the template of academic and administrative audit
15. To discuss and approve various value-added modules for MBA and MCA programs
16. To brief the members about upcoming MBA & MCA curriculum revision for AY 2022-23
17. To encourage faculty members to write research paper.
18. To review the adherence to various codes of conduct
19. To prepare the code of conduct for On Campus presence of students in post pandemic scenario
20. To review the extension activities
21. To review the completion of MOOCS, ATAL FDPs by faculty
22. To discuss and approve Annual Gender Sensitization Plan for the academic year 2021-22
23. To encourage faculty members to attend sessions on Universal Human Values (AICTE)
24. To review the status recognition as Ph.D. guides of inhouse faculty
25. To review the progress of ISO 9000:2015 audit and certification
26. To assign responsibility for complying with AICTE - CII ranking application
27. Any other matter with the permission of the Chair.


Dr. Vivek Swami
IQAC Coordinator, SIMMC

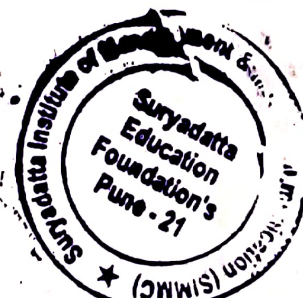


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**Suryadatta Institute of Management and Mass Communication (SIMMC),
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Internal Quality Assurance Cell (IQAC) AY 2022-23

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. Manisha Kumbhar	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. Sarvesh Landge	Students Representative (2021-23 batch) - MBA
11	Ms. Anushka Ingulkar	Students Representative (2021-23 batch) - MBA
12	Ms. Shweta Selokar	Students Representative (2021-23 batch) - MCA
13	Mr. Yash Ashish Bidkar	Students Representative (2021-23 batch) - MCA
14	Mr. Sanket Karanjawane	Students Representative (2022-24 batch) - MBA
15	Ms. Sneha Gore	Students Representative (2022-24 batch) - MBA
16	Mr. Abhishek Ajit Borgave	Students Representative (2022-24 batch) - MCA
17	Ms. Ankita Anil Gadhave	Students Representative (2022-24 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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IQAC Meeting

AY 2022-23

Meeting: 28th October, 2022

MINUTES OF MEETING

A meeting of IQAC was convened 28th October, 2022, 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
Dr. Sanjay Chordiya 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 review the scheme of institute scholarship for MBA and MCA admissions.

Mr. Akshit Kushal proposed to continue the earlier year institutional scholarship scheme to the new batch getting admitted for the academic year 2021-22 also, for both MBA and MCA programmes, which was seconded by Mr. Sunil Dhadiwal

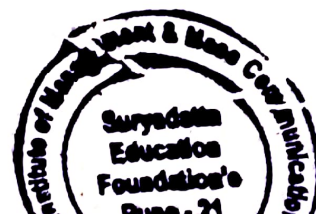
RESOLUTION #1: It was unanimously resolved that the same scheme of institutional scholarships to students of forthcoming batch of MBA and MCA programme

Agenda Item No. 5: To brief the members about faculty recruitment for MCA program

Dr. Shailesh Kasande briefed the members about the faculty members recruitment status of MCA programme

Agenda Item No. 6: To consider the allotment of courses for MBA semester I (2022-24 batch)

In view of forthcoming academic term starting offline mode, Dr. Pratiksha Wable discussed in detail the course allocation plan to faculty members of MBA programme



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Agenda Item No. 7: To discuss the mode and conduction & preparedness of online MBA examination

In view of 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. 8: To assign responsibility to prepare Academic Calendar for the upcoming Semester for MBA and MCA programme

Dr. Pratiksha Wable to explained the draft of Academic Calendar for the forthcoming term of MBA. It was also decided that for MCA programme, the Academic Calendar would be prepared by the HOD of MCA department once the faculty joins the institute

RESOLUTION #2: It was unanimously resolved to prepare Academic Calendar for the forthcoming term of MBA and MCA programmes and integrate DTE, AICTE, SPPU guidelines.

Agenda Item No. 9: To discuss the outline of Student Induction Program for MBA and MCA 2021-23 batch

Dr. Pratiksha Wable discussed proposed outline of Student Induction Program for MBA programme 2021-23 batch students and briefed the committee members that the proposed Student Induction Program would be on the AICTE guidelines. The further details of the program are in work in progress mode.

Agenda Item No. 10: To discuss the plan of assigning mentors

Dr. Pratiksha Wable briefed the committee members about the plan of assigning mentor of upcoming batch. Also put up the review of mentor – mentee meetings of current batch

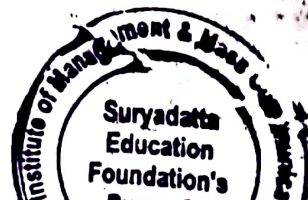
Agenda Item No. 11: To plan to conduct Programme Exit Survey of 2021-23 batch

Dr. Pratiksha Wable proposed to conduct the Programme Exit Survey of 2021-23 batch after their SPPU exam in online mode which was seconded by Dr. Sanjay Chordiya

RESOLUTION #3: It was unanimously resolved to conduct Programme Exit Survey of 2021-23 batch after their SPPU exam in online mode

Agenda Item No. 12: To conduct course exit feedback of students

Dr. Pratiksha Wable proposed to conduct the Course exit feedback after completion of syllabus of Smester II and Semester IV students of AY 2021-22



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RESOLUTION #4: It was unanimously resolved to conduct Course Outcome feedback for the AY 2020-21

Agenda Item No. 13: To review the feedback received from various stakeholders with respect to curriculum

Dr. Shailesh Kasande briefed the committee members about the feedback received from various stakeholders such as Students, Teachers and Industry people with respect to curriculum

Agenda Item No. 14: To restructure the template of academic and administrative audit

Dr. Shailesh Kasande proposed to restructure the Academic and Administrative Audit template for the further course of action

RESOLUTION #5: It was unanimously resolved to restructure the template of Academic and Administrative Audit and to be presented to the committee members in the next scheduled meeting for suggestions

Agenda Item No. 15: To discuss and approve various value-added modules for MBA and MCA programmes

Dr. Pratiksha Wable and Dr. Manisha Kumbhar briefed the committee members about the proposed value-added modules for MBA & MCA programme. The list of the proposed value-added modules for MBA & MCA programme was put up for the committee members approval and they said was unanimously approved.

Agenda Item No. 16: To brief the members about upcoming MBA & MCA curriculum revision for AY 2022-23

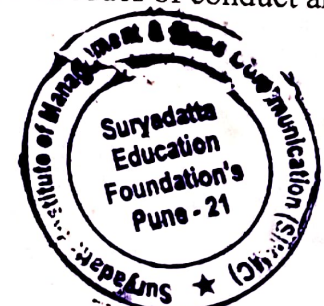
Dr. Shailesh Kasande briefed the committee members about the ongoing process at SPPU regarding the MBA & MCA curriculum revision for AY 2022-23

Agenda Item No. 17: To encourage faculty members to write research paper.

Dr. Shailesh Kasande – IQAC Coordinator suggested initially that the faculty members to write the case studies on the basis of student's SIP reports

Agenda Item No. 18: To review the adherence to various codes of conduct

Dr. Pratiksha Wable briefed the committee members about the adherence of codes of conduct and also informed all that these are being followed as per the set norms.



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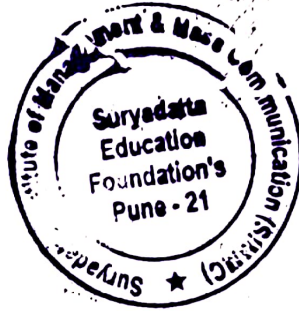
Agenda Item No. 26: To update about AICTE - CII ranking application

Mr. Akshit Kushal updated AICTE – CII ranking application status to the committee members

Agenda Item No. 27: Any other matter with the permission of the Chair

No other matter was presented by committee members.

IQAC meeting ended at 1.15pm



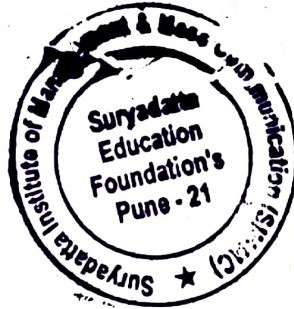
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Action Taken Report Based on IQAC Meeting held on 15th June 2022

Resolutions	Action Taken
Offer institutional scholarships to students of current batch	Institutional Scholarship was offered to the eligible & deserving students of current batch
To prepare Academic Calendar for the forthcoming term of MBA and MCA programmes	Academic Calendars were prepared & shared with teachers, students & other relevant stake holders
To conduct the Programme Exit Survey of 2021-22 batch	Programme Exist Survey was conducted through google form for the passing out batch of MBA programme
To get Course Exit feedback	Course Exit feedback was collected by respective course teachers
To restructure the Academic and Administrative Audit template	Template of Academic and Administrative Audit restructured and finalized
To prepare new set of code of conduct for On Campus presence of students	Code of Conduct in post pandemic situation was prepared and displayed in the campus at prominent places




Dr. Vivek Swami
IQAC Coordinator, SIMMC