

### Internal Quality Assurance Cell

**The meeting of IQAC is convened on Thursday, 13th June 2019 in the board room at 11 am**

The Agenda of the meeting is as follows:

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 progress of NAAC peer team visit dated 08/09/2018
5. To discuss the requirement of Annual Quality Assurance Report (AQAR) and evolve a mechanism for timely & comprehensive data collection
6. To discuss the development of appropriate quality benchmarks & parameters for the key academic and administrative activities of SIMMC
7. To plan faculty induction programme for new faculties
8. To plan detailed performance appraisal of existing faculties
9. To encourage faculties to do MOOCs and online FDPs
10. To plan orientation of faculties for usage of smart boards in classrooms
11. To organize in-house awareness programme about ethics in research for faculties and students.
12. To discuss mechanism of collecting, analyzing & implementing stakeholder's feedback
13. To discuss the conduction of academic and administrative audit
14. To discuss and plan various sector wise orientation sessions
15. To discuss the need to enhance analytical knowledge of students.
16. To discuss and plan Industry visits to update practical knowledge of students
17. To discuss quality improvement initiatives by planning mentoring activities
18. To schedule guide's visit to internship companies for SIP review to know their accomplishments, leanings and feedback
19. To identify various mechanism of contribution of local society and thereby sensitize students to human values
20. Any other matter with the permission of the Chair.

**The Members of IQAC -**

Sr. No.	Name of the Person	Designation	Capacity in IQAC
1	Dr. Sanjay Chordiaya	Director	Chairperson: Head of the Institution
2	Dr. Shailesh Kasande	Faculty	Teacher Representative
3	Dr. Pratiksha Wable	Faculty	Teacher Representative
4	Dr. Ketaki Kulkarni	Faculty	Teacher Representative
5	Mr. Sunil Dhadiwal	Faculty	Teacher Representative
6	Ms. Charushila Mohite	Faculty	Teacher Representative
7	Mr. Akshit Kushal	Faculty	Teacher Representative
8	Ms. Nutan Gawali	Registrar	Management Representative
9	Ms. Kimaya Gandhi	Management Representative	Administrative Officer
10	Ms. Mukta Puntambekar	Local Society Representative	Administrative Officer
11	Mr. Raghunath Tonge	Student (MBA)	Local Society Representative
12	Mr. Kunal Sawant	Student (MBA)	Student Representative (2018-20 Batch)
13	Ms. Priyanka Sinha	Student (PGDM)	Student Representative (2018-20 Batch)
14	Ms. Sidhi Bora	Alumni	Student Representative (2018-20 Batch)
15	Mrs. Madhuri Sawant	Parent	Student Representative (2016-18 Batch)
16	Dr. Bhooshan Agalgatti	BOS Member	Stakeholder
17	Ms. Manisha Paliwal	Academician	Stakeholder
18	Mr. Bhavesh Dubey	Branch Sales Manager, Edelweiss Financial Services	Stakeholder
19	Mr. Bharat Oswal	Head TEDxPune, Chief Happiness Officer@Botree, Co chair Yuva at CII Young Indians	Employer Representative
20	Ms. Khushali Oza	Assistant Professor	Industry Representative
			IQAC Coordinator, Member Secretary

  
**Prof. Khushali Oza**  
**Member Secretary**

  
**Dr. Shailesh Kasande**  
**CEO & Group Director**





**Suryadatta Education Foundation's  
Suryadatta Institute of Management & Mass Communication  
(SIMMC)**



**IQAC Meeting**

**AY 2018-19  
Meeting: 13<sup>th</sup> June 2019**

**ATTENDANCE**

Sr. No.	Name of the Person	Capacity in IQAC	Signature
1	Dr. Sanjay Chordiaya	Chairperson: Head of the Institution	
2	Dr. Shailesh Kasande	Teacher Representative	
3	Dr. Pratiksha Wable	Teacher Representative	
4	Dr. Ketaki Kulkarni	Teacher Representative	
5	Mr. Sunil Dhadiwal	Teacher Representative	
6	Ms. Charushila Mohite	Teacher Representative	
7	Mr. Akshit Kushal	Management Representative	
8	Ms. Nutan Gawali	Administrative Officer	
9	Ms. Kimaya Gandhi	Administrative Officer	
10	Ms. Mukta Puntambekar	Local Society Representative	
11	Mr. Raghunath Tonge	Student Representative (2018-20 Batch)	
12	Mr. Kunal Sawant	Student Representative (2018-20 Batch)	
13	Ms. Priyanka Sinha	Student Representative (2018-20 Batch)	
14	Ms. Sidhi Bora	Student Representative (2016-18 Batch)	
15	Mrs. Madhuri Sawant	Stakeholder	
16	Dr. Bhooshan Agalgatti	Stakeholder	
17	Ms. Manisha Paliwal	Stakeholder	
18	Mr. Bhavesh Dubey	Employer Representative	
19	Mr. Bharat Oswal	Industry Representative	
20	Ms. Khushali Oza	IQAC Coordinator, Member Secretary	

**Prof. Khushali Oza**  
Member Secretary

**Dr. Shailesh Kasande**  
CEO & Group Director



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**IQAC Meeting**  
**AY 2019-20**  
**Meeting # 2: 13<sup>th</sup> June 2019**

**MINUTES OF MEETING**

**A meeting of IQAC was convened on 13<sup>th</sup> June 2019. 11.00 am in the board room of SIMMC. The minutes of the meeting are as follows:**

**Agenda Item No. 1 :** To Welcome the members

Prof Khushali Oza, Coordinator, IQAC welcomed all the members and Dr. Shailesh Kasande, CEO & Group Director 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.

Prof Khushali Oza 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 progress of NAAC peer team visit dated 08/09/2018

Prof. Khushali Oza read the recommendation given by NAAC peer team and the same was discussed in detail.



Discussion-

- a) It was unanimously decided and approved to conduct value based certificate courses & skill oriented courses
- b) Mr. Sunil Dhadiwal suggested to Strengthen industry linkages by more industry visits & association with industries
- c) Dr. Shailesh Kasande indicated that activities related to research, academics and extension activities should be improved and increased
- d) It was suggested by all members to conduct Academic and Administrative audit

**RESOLUTION #1:** It was unanimously resolved to introduce Google certification, AIMA Bizlab simulation, Design Thinking and MOOC certifications

**RESOLUTION #2:** It was unanimously resolved to have atleast two industry visits and two guest sessions from industry resource persons in a year

**RESOLUTION #3:** It was unanimously resolved to have research centre, different teaching & learning pedagogies in academics and contribution in accomplishment of national goals

 <p>Suryadatta Group of Institutions &amp; Educational Services</p>	<p>Suryadatta Education Foundation's Suryadatta Institute of Management &amp; Mass Communication (SIMMC)</p>	 <p>SIMMC Suryadatta Institute of Management &amp; Mass Communication</p>
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**Agenda Item No. 5 :** To discuss the requirement of Annual Quality Assurance Report (AQAR) and evolve a mechanism for timely & comprehensive data collection  
It was suggested to compile AQAR with all information required for timely completion of the same. Individual responsibility of each criteria were assigned to faculties.

**Agenda Item No. 6 :** To discuss the development of appropriate quality benchmarks & parameters for the key academic and administrative activities of SIMMC

**Discussion:**

- (a) Dr. Pratiksha Wable advised to make use of different varieties of concurrent evaluations of students based on various pre decided parameters
- (a) Ms. Kimaya Gandhi suggested to have more transparency in administrative activities

**RESOLUTION #4:** It was unanimously resolved to conduct concurrent evaluations of various courses through skits, scrap book activities, state expo, global expo and mega expo activities

**RESOLUTION #5:** It was unanimously resolved to conduct Academic & Administrative audit in October 2019

**Agenda Item No. 7:** To plan faculty induction programme for new faculties  
Faculty Induction programme was conducted in the month of June 2019 by Dr. Pratiksha Wable, Dean Academics to orient new faculties with the culture of the institute, teaching workload, various concurrent evaluation methods to be used and documentation processes.

**Agenda Item No. 8:** To plan detailed performance appraisal of existing faculties  
A detailed one to one performance appraisal assessment was conducted considering contribution of existing faculty in the organization in terms of teaching various courses, using various teaching pedagogies, co-curricular activities conducted, coordination of programmes handled & research and extension activities conducted

**Agenda Item No. 9:** To encourage faculties to do MOOCs and online FDPs

**RESOLUTION #6:** It was unanimously resolved to encourage faculties to register for MOOCs and FDPs to be organized to encourage research activities. Where ever required OD shall be approved for the same.

**Agenda Item No. 10:** To plan orientation of faculties for usage of smart boards in classrooms  
I was decided to conduct an orientation of faculties for the usage of smart boards in classroom with the help of IT team of the Institute.

**Agenda Item No. 11:** To plan organize inhouse awareness programme about ethics in research for faculties and students.



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**RESOLUTION #7:** It was unanimously resolved to organize FDP on awareness programme about ethics in research by Dr. Shailesh kasande, CEO & Group Director of the Institute.

**Agenda Item No. 12:** To discuss mechanism of collecting, analyzing & implementing stakeholder's feedback

Structured feedback is decided to be taken from students, parents, alumni and employers on various parameters starting from curriculum of the institute to domain knowledge and performance of students.

**Agenda Item No. 13:** To discuss the conduction of academic and administrative audit  
It was decided to conduct Academic & Administrative Audit by IQAC coordinator.

**Agenda Item No. 14:** To discuss and plan various sector wise orientation sessions  
It was suggested to plan and organize sector wise orientation sessions for students to make them aware of various sectors especially for PGDM students as they can be benefitted to choose sector specialization.

**Agenda Item No. 15:** To discuss the need to enhance analytical knowledge of students  
It was discussed to introduce Business analytics as a course in PGDM Programme and Google Analytics certification for PGDM students.

**Agenda Item No. 16:** To discuss and plan Industry visits to update practical knowledge of students  
It was discussed to plan Industry visit of MBA & PGDM Programme twice in a semester

**Agenda Item No. 17:** To discuss quality improvement initiatives by planning mentoring activities

**RESOLUTION #8:** It was decided to start various mentoring activities of students' right from Induction Programme. Different mentoring activities to be planned allocating mentors to students apart from one to one counseling on need basis

**Agenda Item No. 18:** To schedule guide's visit to internship companies for SIP review to know their accomplishments, leanings and feedback of MBA students

It was decided that the institute guide accompanied by a placement cell official to visit the company in which students are doing internships to know their progress, leanings and feedback

**Agenda Item No. 19:** To identify various mechanism of contribution of local society and thereby sensitize students to human values



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Ms. Mukta Putambekar suggested adhering to various initiatives of government such as "Swachh Bharat Abhiyan" and "Unnat Bharat Abhiyan" with the help of students to inculcate in them responsibilities towards society

**Agenda Item No. 20:** Any other matter with the permission of the Chair.

A detailed presentation was given by Dr. Shailesh Kasande on revised curriculum of MBA & PGDM on Choice based credit system (CBCS) & Outcome Based Education (OBE). The discussion was about to brief faculties on how to prepare session plans, design rubrics, choose electives, and conduct CCE/ESE. It was also decided to conduct internal monthly meetings regarding progress of implementation of CBCS. Faculties were encouraged to attend FDPs organized by Savitribai Phule Pune University on OBE of MBA curriculum.

Prof. Khushali Oza  
Member Secretary

Dr. Shailesh Kasande  
CEO & Group Director

**IQAC Meeting**  
**AY 2019-20**  
**Meeting # 2: 13<sup>th</sup> June 2019**

**ACTION TAKEN REPORT**

**RESOLUTION #1:** It was unanimously resolved to introduce Google certification, AIMA Bizlab simulation, Design Thinking and MOOC certifications

**Primary Responsibility:** Dr. Shailesh Kasande

**Supportive Responsibility:** Faculty Members

**Indicative Deadline:** November 2019

**Current Status:** Implemented

**Remarks:**

**RESOLUTION #2:** It was unanimously resolved to have atleast two industry visits and two guest sessions from industry resource persons in a year

**Primary Responsibility:** Mr. Sunil Dhadiwal

**Supportive Responsibility:** Training & Placement Cell

**Indicative Deadline:** November 2019

**Current Status:** Implemented

**Remarks:**

**RESOLUTION #3:** It was unanimously resolved to have research centre, different teaching & learning pedagogies in academics and contribution in accomplishment of national goals

**Primary Responsibility:** Dr. Shailesh Kasande

**Supportive Responsibility:** Dr. Pratiksha Wable

**Indicative Deadline:** November 2019

**Current Status:** Implemented

**Remarks:**

**RESOLUTION #4:** It was unanimously resolved to conduct concurrent evaluations of various courses through skits, scrap book activities, state expo, global expo and mega expo activities

**Primary Responsibility:** Dr. Pratiksha Wable

**Supportive Responsibility:** Dr. Medha Deshmukh & Dr. Medha Deshmukh

**Indicative Deadline:** November 2019

**Current Status:** Implemented

**Remarks:**

**RESOLUTION #5:** It was unanimously resolved to conduct Academic & Administrative audit in October 2019

**Primary Responsibility:** Prof. Khushali Oza





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**Supportive Responsibility:** Teaching & Non- Teaching Staff members

**Indicative Deadline:** October 2019

**Current Status:** Implemented

**Remarks:**

**RESOLUTION #6:** It was unanimously resolved to encourage faculties to register for MOOCs and FDPs to be organized to encourage research activities.

**Primary Responsibility:** Dr. Shailesh Kasande

**Supportive Responsibility:** Faculty members

**Indicative Deadline:** October 2019

**Current Status:** Implemented

**Remarks:**

**RESOLUTION #7:** It was unanimously resolved to organize FDP on awareness programme about ethics in research by Dr. Shailesh Kasande, CEO & Group Director of the Institute.

**Primary Responsibility:** Dr. Shailesh Kasande

**Supportive Responsibility:** Faculty members

**Indicative Deadline:** November 2019

**Current Status:** Implemented

**Remarks:**

**RESOLUTION #8:** It was decided to start various mentoring activities of students' right from Induction Programme. Different mentoring activities to be planned allocating mentors to students apart from one to one counseling on need basis

**Primary Responsibility:** Dr. Pratiksha Wable

**Supportive Responsibility:** Mentors (Faculty members)

**Indicative Deadline:** November 2019

**Current Status:** Implemented

**Remarks:**

**Prof. Khushali Oza**  
Member Secretary

**Dr. Shailesh Kasande**  
CEO & Group Director