



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



**Internal Quality Assurance Cell**

**The meeting of IQAC is convened on Wednesday, 28th Aug 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 discuss the progress of data collection and documentation of Annual Quality Assurance Report (AQAR)
4. To plan to expose students to various popular brands & its Marketing competencies and demographics by organizing mega expo
5. To discuss on encouraging student entrepreneurship qualities by organizing entrepreneur talks and activities in innovation cell
6. To discuss to expose students to corporate world by Industry Resource guest sessions on various campus to corporate topics
7. To encourage faculties to make use of Google classroom a part of teaching learning process
8. To inculcate in students the habit of book review by organizing sessions for books and journals review.
9. To enhance domain knowledge of specialization courses, various co curricular activities to be planned through different forums and cells
10. To identify the need of faculty development and organize FDP
11. To schedule guide's visit to internship companies for SIP review to know their accomplishments, leanings and feedback of PGDM students.
12. To plan to get linked with national goals by celebrating national & international days.
13. To identify various mechanism of contribution of local society and thereby sensitize students to human values
14. To encourage faculties to take up research by announcing vacancies for Ph.d enrollment in the Institute.
15. To review BOS of PGDM for enrichment of new curriculum as per trimester pattern
16. To review academic calendar of MBA due to delay in admission process from Savitribai Phule Pune University.
17. Any other matter with the permission of the Chair.



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**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 (2016-18 Batch)
15	Mrs. Madhuri Sawant	Parent	Stakeholder
16	Dr. Bhooshan Agalgatti	BOS Member	Stakeholder
17	Ms. Manisha Paliwal	Academician	Stakeholder
18	Mr. Bhavesh Dubey	Branch Sales Manager, Edelweiss Financial Services	Employer Representative
19	Mr. Bharat Oswal	Head TEDxPune, Chief Happiness Officer@Botree, Co chair Yuva at CII Young Indians	Industry Representative
20	Ms. Khushali Oza	Assistant Professor	IQAC Coordinator, Member Secretary

**Prof. Khushali Oza**  
Member Secretary

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



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IQAC Meeting

AY 2018-19  
Meeting: 26<sup>th</sup> August 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: 28<sup>th</sup> August 2019**

**MINUTES OF MEETING**

**A meeting of IQAC was convened on 28<sup>th</sup> August 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 plan to expose students to various popular brands & its Marketing competencies and demographics by organizing mega expo

**RESOLUTION #1:** It was unanimously resolved by organizing mega expo for MBA & PGDM students to expose students to various popular brands & its marketing strategies.

**Agenda Item No. 5 :** To discuss on encouraging student entrepreneurship qualities by organizing entrepreneur talks and activities in innovation cell

Discussion:

- a) Mr. Bharat Oswal suggested to encourage students to inculcate in them innovation & start up ideas through various activities in innovation cell
- b) Mr. Bhavesh Debey suggested to organize one day workshops on Entrepreneurship & innovation to expose students to career opportunities through this activity
- c) Mr. Bhooshan Agalgatti suggested to encourage students to come with startup ideas and participate in competitions organized by Savitribhai Phule Pune University
- d) Dr. Sahilesh Kasande gave a brief view on MHRD IIC (Institution Innovation Counsel) and Prof. Archana Lahoti discussed about Savitribhai Phule Pune University- CIIL (Centre for Innovation, Incubation & Linkages).



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**RESOLUTION #2:** It was unanimously resolved by organizing a one day workshop on “Entrepreneurship & innovation as career opportunity” by an entrepreneur for MBA & PGDM students

**Agenda Item No. 6:** To discuss to expose students to corporate world by Industry Resource guest sessions on various campus to corporate topics

It was discussed to plan and organize various guest sessions by industry resource persons and entrepreneurs to expose students to the current scenario of corporate world as well as to understand the working culture and career opportunities coming up

**Agenda Item No. 7:** To encourage faculties to make use of Google classroom a part of teaching learning process

It was decided to encourage and train faculties to make use of Google classroom in teaching learning process to enhance the quality of teaching and assessment of students.

**Agenda Item No. 8:** To inculcate in students the habit of book review by organizing sessions for books and journals review

**RESOLUTION #2:** It was unanimously resolved by freezing a fixed slot in time table for book and journal review. A separate faculty is assigned the task of identifying books for review from library and briefing students about review process and assessing students for their reviews based on various parameters

**Agenda Item No. 9:** To enhance domain knowledge of specialization courses, various co-curricular activities to be planned through different forums and cells

**RESOLUTION #3:** It was unanimously resolved by organizing specialization wise Forum activities in all major functional areas

**Agenda Item No. 10:** To identify the need of faculty development and organize FDP  
It was decided to organize FDP for in house faculties on research and extension activities

**Agenda Item No. 11:** To schedule guide's visit to internship companies for SIP review to know their accomplishments, leanings and feedback

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. 12:** To plan to get linked with national goals by celebrating national & international days.

It was discussed to celebrate various national days to contribute to the national goals. Fit India Movement was celebrated on 29<sup>th</sup> August 2019 and “International Yoga Day” on 21<sup>st</sup> June.



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**Agenda Item No. 13:** To identify various mechanism of contribution of local society and thereby sensitize students to human values

Students with the help of local society contribute in various national schemes such as “Swachh Bharat” abhiyan and “Unnat Bharat” abhiyan which inculcates in students sense of achievement for contribution in national goals. Students were encouraged to participate in KAVYATHON an attempt to making a world record for singing patriotic songs continuously for 24 hours starting on 14<sup>th</sup> August to 15<sup>th</sup>

**Agenda Item No. 14:** To encourage faculties to take up research by announcing vacancies for Ph.d enrollment in the Institute.

Dr. Shailesh Kasande took a meeting to announce Ph.d vacancies in the institute and encouraged faculties to take up research

**Agenda Item No. 15:** To review BOS of PGDM for enrichment of new curriculum as per trimester pattern

Prof. Khushali Oza, member secretary of BOS of PGDM discussed the implementation of new syllabus in Trimester pattern as per AICTE norms. The new curriculum consists of sector specialization with New age specialization on the top of dual functional specialization.

**Agenda Item No. 16:** To review academic calendar of MBA due to delay in admission process from Savitribai Phule Pune University.

Dr. Pratiksha Wable took a review of delay in admission process of MBA and accordingly suggested changes in academic planner.

**Agenda Item No. 14:** Any other matter with the permission of the Chair.

Dr. Pratiksha Wable shared her experience of FDP at IIMB on sustainability. Dr. Shailesh Kasande announced vacancies for Ph.d in the institute and encouraged faculties for research. He also took review of enrollment of MOOC by faculties. He announced the need for FDP on cyber security for faculties keeping current scenario in mind. The website of SIMMC was also revamped for better transparency and to follow the professional body guidelines.



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**IQAC Meeting**  
**AY 2019-20**  
**Meeting # 2: 28<sup>th</sup> August 2019**

**ACTION TAKEN REPORT**

**RESOLUTION #1:** It was unanimously resolved by organizing mega expo for MBA & PGDM students to expose students to various popular brands & its marketing strategies.

**Primary Responsibility:** Dr. Pratiksha Wable

**Supportive Responsibility:** Faculty members

**Indicative Deadline:** November 2019

**Current Status:** Implemented

**Remarks:**

**RESOLUTION #2:** It was unanimously resolved by freezing a fixed slot in time table for book and journal review. A separate faculty is assigned the task of identifying books for review from library and briefing students about review process and assessing students for their reviews based on various parameters

**Primary Responsibility:** Dr. Pratiksha Wable

**Supportive Responsibility:** Prof. Abhishree Mor

**Indicative Deadline:** November 2019

**Current Status:** Implemented

**Remarks:**

**RESOLUTION #3:** It was unanimously resolved by organizing specialization wise Forum activities in all major functional areas

**Primary Responsibility:** Dr. Pratiksha Wable

**Supportive Responsibility:** Heads of Forums

**Indicative Deadline:** November 2019

**Current Status:** Implemented

**Remarks:**

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

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