



Internal Quality Assurance Cell

The meeting of IQAC is convened on Friday, 20th March 2020 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 & review Singapore Internship Project of PGDM students
4. To review physical fitness activities like swimming for PGDM students
5. To review conference & other activities of NIPM & CII-Yi meet
6. To review FDP on New NAAC & NBA Norms for faculty members
7. To discuss new syllabus of PGDM
8. To plan new initiatives for innovation and incubation center
9. To discuss possibility of online portal for alumni connect
10. To discuss new AICTE policy for separation of MBA & PGDM Program
11. To discuss & review placement activity
12. To discuss & review last semester/trimester progress and suggest new initiatives
13. To discuss and plan gender equity programs & celebrate birthdays of inspiring personalities
14. To plan SIP company visits and allot guides
15. To plan FDP on use various virtual platforms for digital delivery of lectures
16. To plan & offer live projects for the students
17. To plan & implement IIMBx MBA Prep course for students
18. To plan curriculum enrichment activities and initiatives through various Forums & cells
19. To discuss code of conduct for research guides for their reference
20. To discuss new initiative "Champions of Change" and its implementation
21. Any other matter with the permission of the Chair.

Dr. Shailesh Kasande
IQAC Coordinator



Dr. Sanjay Chordiya
Director SIMMC



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



The Members of IQAC -

Sr. No.	Name of the Person	Designation	Capacity in IQAC
1	Dr. Sanjay Chordiya	Director	Chairperson: Head of the Institution
2	Dr. Pratiksha Wable	Faculty	Teacher Representative
3	Dr. Huma Lone	Faculty	Teacher Representative
4	Mr. Sunil Dhadiwal	Faculty	Teacher Representative
5	Mr. Harshad Bhadange	Faculty	Teacher Representative
6	Mr. Akshit Kushal	Faculty	Management Representative
7	Ms. Nutan Gawali	Registrar	Administrative Officer
8	Ms. Kimaya Gandhi	Management Representative	Administrative Officer
9	Ms. Mukta Puntambekar	Local Society Representative	Local Society Representative
10	Mr. Nachiket Chavan	Student (MBA)	Student Representative (2019-21 Batch)
11	Ms. Pranita Bagmar	Student (MBA)	Student Representative (2019-21 Batch)
12	Ms. Mrunalini Magar	Student (PGDM)	Student Representative (2019-21 Batch)
13	Ms. Siddhi Bora	Alumni	Student Representative (2016-18 Batch)
14	Ms. Aparna Hemant Pandit	Parent	Stakeholder
15	Dr. Bhooshan Agalgatti	BOS Member	Stakeholder
16	Ms. Manisha Paliwal	Academician	Stakeholder
17	Mr. Bhavesh Dubey	Branch Sales Manager, Edelweiss Financial Services	Employer Representative
18	Mr. Bharat Oswal	Head TEDx Pune, Chief Happiness Officer@Botree, Co chairYuva at CII Young Indians	Industry Representative
19	Dr. Shailesh Kasande	Faculty	Professor, IQAC Coordinator


Dr. Shailesh Kasande
IQAC Coordinator




Dr. Sanjay Chordiya
Director SIMMC




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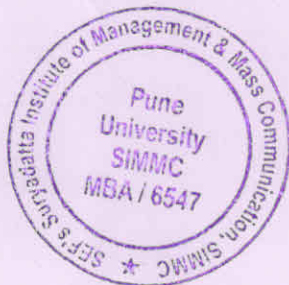


IQAC Meeting
AY 2019-20
Meeting: 20th March 2020

ATTENDANCE

Sr. No.	Name of the Person	Capacity in IQAC	Signature
1	Dr. Sanjay Chordiya	Chairperson: Head of the Institution	P
2	Dr. Pratiksha Wable	Teacher Representative	P
3	Dr Huma Lone	Teacher Representative	P
4	Mr. Sunil Dhadiwal	Teacher Representative	P
5	Mr Harshad Bhadange	Teacher Representative	P
6	Mr. Akshit Kushal	Management Representative	P
7	Ms. Nutan Gawali	Administrative Officer	P
8	Ms. Kimaya Gandhi	Administrative Officer	P
9	Ms. Mukta Puntambekar	Local Society Representative	Absent
10	Mr. Nachiket Chavan	Student (MBA)	Student Representative (2019-21 Batch)
11	Ms. Pranita Bagmar	Student (MBA)	Student Representative (2019-21 Batch)
12	Ms. Mrunalini Magar	Student (PGDM)	Student Representative (2019-21 Batch)
13	Ms. Siddhi Bora	Alumni	Student Representative (2016-18 Batch)
14	Ms. Aparna Hemant Pandit	Parent	Stakeholder
15	Dr. Bhooshan Agalgatti	Stakeholder	P
16	Ms. Manisha Paliwal	Stakeholder	P
17	Mr. Bhavesh Dubey	Employer Representative	P
18	Mr. Bharat Oswal	Industry Representative	Absent
19	Dr. Shailesh Kasande	IQAC Coordinator	P


Dr. Shailesh Kasande
IQAC Coordinator




Dr. Sanjay Chordiya
Director SIMMC



**IQAC Meeting
AY 2019-20
Meeting # 3: 20th March 2020**

MINUTES OF MEETING

A meeting of IQAC was convened on Wednesday, 20th March 2020 11.00 am at SIMMC. The minutes of the meeting are as follows:

Agenda Item No. 1: To Welcome the members

Dr. Shailesh Kasande, CEO & Group Director (IQAC Coordinator) 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

Following member were granted leave of absence

1. Mr. Bharat Oswal
2. Ms. Mukta Puntambekar

Agenda Item No. 3: To discuss & review Singapore Internship Project of PGDM students.

Dr Pratiksha Wable shared the feedback of the SINGAPORE GLOBAL INTERNSHIP PROGRAMME of PGDM 2019 batch. It was decided that students will complete the virtual internship part of the global internship, prepare the report. There should be an external VIVA Voce for global internship project too.

Agenda Item No 4: To plan & offer physical fitness activities like swimming for PGDM students

Dr Sanjay Chordiya stressed the importance of offering physical fitness activity to PGDM students. It was approved by members to offer month long swimming training to students.

RESOLUTION #1: It was unanimously resolved to offer swimming activity to PGDM students.

Agenda Item No. 5: To review conference & other activities of NIPM & CII-Yi meet

Discussion

- (a) Dr. Pratiksha Wable stressed that students should be offered various activities & conferences offered by NIPM
- (b) Mr. Sunil Dhadiwal was of the opinion to give opportunity to students to explore CII-Yi Meet

Agenda Item No. 6: To review FDP on New NAAC & NBA Norms for faculty members





Dr. Shailesh Kasande briefly discussed

- the new norms of NBA & NAAC
- FDPs attended by the faculty members
- Faculty members acted as resource persons for SPPU FDPs etc

RESOLUTION #2: It was resolved to organize further FDPs as well as depute faculty members for FDPs hosted by SPPU.

Agenda Item No. 7: To discuss new syllabus of PGDM

Discussion:

- (a) From the academic year 2018-19 as per AICTE directions, PGDM is converted into trimester pattern.
- (b) Every year new reforms are being incorporated to make PGDM syllabus exhaustive after consulting industry professionals about their inputs to enrich the syllabus
- (c) New sectoral electives in addition to New age specialization courses are offered to students as a part of syllabus after rigorous brain storming with academicians as well as industry professionals
- (d) The curriculum gap is analyzed and value added modules and courses are offered to fulfill the gaps

Agenda Item No. 8: To plan new initiatives for innovation and incubation center

Dr Sanjay Chordiya suggested for emphasizing on entrepreneurship & startups as one of the career option for MBA & PGDM students. He also suggested initiating some tie ups with industries providing firsthand experience to students in this area.

Agenda Item No. 9: To discuss possibility of online portal for alumni connect

Discussion:

- (a) Mr. Akshit Kushal stated that there is a need to have a common platform where alumni can be registered and regular communication can be established.
- (b) Ms. Kimaya Gandhi suggested getting 'Alma Shine Portal' where all alumni of the institute get registered, communication becomes easy and activities can be conducted smoothly.

Agenda Item No. 10: To discuss new AICTE policy for separation of MBA & PGDM Program

AICTE policy for separation of MBA & PGDM Program was discussed at length with all the members.





RESOLUTION #3: It was unanimously resolved to separate MBA & PGDM Programs as a separate institution.

Agenda Item No. 11: To discuss & review placement activity

Discussion:

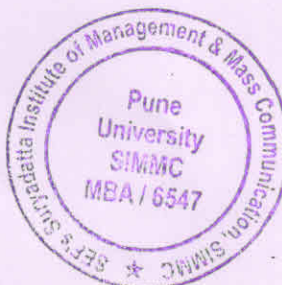
- (a) Mr. Sunil Dhadiwal stressed on conducting soft skill development activities to improve communication skills of students
- (b) Mr. Bhooshan Agalgatti suggested to offer more rigorous employability enhancement programs to make students industry ready by fulfilling skill gaps
- (c) Mr. Bhavesh Dubey insisted to conduct group discussion and personal interview workshops to enhance interview skills
- (d) Ms. Siddhi Bora explained how guest sessions of industry professionals and entrepreneurs sharing experience have helped alumni to accept corporate life comfortably.

RESOLUTION #4: It was decided to conduct soft skills and employability enhancement sessions for students as a part of placement activity.

Agenda Item No. 12: To discuss & review last semester/trimester progress and suggest new initiatives

Discussion:

- (a) Dr. Pratiksha Wable presented the review of MBA & PGDM 2018-20. Key points are as below
 - a. Syllabus completion review
 - b. Teaching & learning feedback from student
 - c. Student industry & exhibition visits
 - d. Guest Sessions
 - e. Women's day & gender equity activities & initiatives
 - f. Student participation in the Suryotsav
 - g. Upcoming term end examinations of MBA & PGDM Programmes
 - h. PGDM T2,T6 review
 - i. SWAYAM & MOOCs course registration of the students & faculty members
 - j. Upcoming MBA Sem IV Dissertation external VIVA
 - k. AIMA simulations
 - l. National seminar on Big data & data analytics
 - m. Elocution competition
 - n. FDP on Google ecosystem
 - o. Academic calendar compliance





- (b) Dr. Shailesh Kasande suggested to include more variety in CIEs to make assignments more interesting and fruitful for students from next semester/trimester of MBA & PGDM
- (c) Ms. Priyanka Sinha suggested having more MOOCs & SWAYAM modules as it enhanced their efficiency.

Agenda Item No. 13: To discuss and plan gender equity programs & celebrate birthdays of inspiring personalities

Ms. Mukta Puntambekar suggested organizing women centric programs to inculcate confidence among women for teaching & non-teaching staff. Women's day celebration was done on 9th March 2020 by organizing motivational sessions, health & hygiene sessions, playing games etc.

Agenda Item No. 14: To plan SIP company visits and allot guides

Dr. Pratiksha Wable suggested visiting to SIP companies by guides to understand the leanings and status of students pursuing internship at various companies in the month of June & July 2020. Based on this evaluation, further SIP process should be lined up like taking feedback of students from SIP Company, feedback from guides and feedback about progress in SIP.

Agenda Item No. 15: To plan training to teachers to use various virtual platforms for digital delivery of lectures

Discussion:

- (a) Dr. Shailesh Kasande expressed the need of training teaching staff to conduct sessions using various digital platforms along with available digital teaching & learning tools.
- (b) It was discussed that Dr. Pratiksha Wable should conduct Zoom Meeting of all teaching staff and train them to use digital platforms
- (c) It was discussed to use Google Meet to conduct sessions as it is supported with many other Google services which supports teaching, learning & evaluation process.

RESOLUTION #5: It was unanimously decided to conduct training of teaching staff for using various digital platforms for teaching, learning & evaluation

Agenda Item No. 16: To plan & offer live projects to students

Mr. Sunil Dhadiwal expressed concern for industry readiness of MBA & PGDM students and suggested to offer live projects (either from TCSiON or other companies) to them which can help them gain firsthand experience and inculcate the habits required to survive in corporate.

RESOLUTION #6: It was unanimously decided to offer live projects to students

Agenda Item No 17: To plan & implement IIMBx MBA Prep course for students





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Dr. Sanjay Chordiya shared about tie up of the institute with IIMBx for the benefit of students and suggested to offer IIMBx MBA Prep course to MBA students. The benefit of the same is not only limited to learning online but also imparting practical business skills among students.

RESOLUTION #7: It was unanimously decided to offer IIMBx MBA prep course to select FY MBA & PGDM students

Agenda Item No. 18: To plan activities through various Forums to fill up curriculum gaps

Dr. Pratiksha Wable suggested conducting activities through Forums. Marketing Forum was advised to conduct expo for students to make them understand the working of company under study. Similarly economics Forum was advised to conduct role play of important concepts in economics. HR forum was advised to conduct activities with NIPM for the benefit of students.

Agenda Item No. 19: To discuss code of conduct for research guides for their reference

Dr. Shailesh Kasande briefed Ph.D. guides' code of conduct to the members & explained the process of registration for Ph.D. scholars. He stressed to strictly follow the code of conduct for the smooth functioning of the research center of the Institute.

Agenda Item No. 20: To discuss new initiative called "Champions of Change" and its implementation


Dr. Sanjay Chordiya suggested implementing "Champions of Change" concept which can benefit both the Institute and the teacher. This concept can also encourage teachers to initiate new ideas for the institutional development. New ideas were welcomed to bring the change in the Institution which in turn can benefit all the stakeholders.

Agenda Item No. 21: Any other matter with the permission of the Chair.

Dr. Shailesh Kasande encouraged faculty members to undertake research as PhD or in the form of any project. He also stressed the importance of bringing reforms in teaching, learning and evaluation process using various digital tools and stressed on offering MOOC and SWAYAM courses to students. He encouraged faculty Members to attend FDPs on OBE pattern and learning digital tools in teaching and learning.


Dr. Shailesh Kasande
IQAC Coordinator




Dr. Sanjay Chordiya
Director, SIMMC



**IQAC Meeting
AY 2019-20
Meeting # 3: 20th March 2020**

ACTION TAKEN REPORT based on IQAC meeting held on 4th December 2019

RESOLUTION #1: It was unanimously resolved to take students to offer internship to PGDM students to either Singapore or Dubai & Agricultural exhibitions.

Primary Responsibility: Dr. Shailesh Kasande

Supportive Responsibility: Dr. Pratiksha Wable

Indicative Deadline: February 2020

Current Status: Implemented

Remarks: Successfully taken PGDM students to Singapore for Internship and prepared SIP report based on the learning of the students

Primary Responsibility: Prof Harshad Bhadange & Prof Sunil Dhadiwal

Supportive Responsibility: Dr. Pratiksha Wable

Indicative Deadline: February 2020

Current Status: Implemented

Remarks: Students visited the Agri exhibitions organized in Pune, Sangli.

RESOLUTION #2: It was resolved that all faculty members shall adopt Google Classroom and entire G Suite for the upcoming semester / trimester & Dr. Pratiksha Wable shall train the faculty for the same.

Primary Responsibility: Dr. Pratiksha Wable

Supportive Responsibility: Faculty Members

Indicative Deadline: January 2020

Current Status: Implemented

Remarks: 2 Trainings were conducted and teachers started using Google classroom & over all ecosystem.





RESOLUTION #3: It was unanimously resolved to expose students to Industry summits / national seminars by making them participate in the same.

Primary Responsibility: Dr. Pratiksha Wable

Supportive Responsibility: Faculty Members

Indicative Deadline: February 2020

Current Status: Implemented

Remarks: Students attended the NATIONAL SEMINAR ON BIG DATA & DATA ANALYTICS

RESOLUTION #4: It was decided to review and refine the ISO manual and integrate the above in the ISO manual.

Primary Responsibility: Dr. Sanjay Chordiya

Supportive Responsibility: Dr. Shailesh Kasande

Indicative Deadline: February 2020

Current Status: Implemented

Remarks:

RESOLUTION #5: It was unanimously resolved to send faculty members to attend FDPs organized by SPPU on OBE pattern of MBA Programme and Dr Shailesh Kasande being the Chairperson of the Savitribai Phule Pune University (SPPU) committee of MBA syllabus revision for 2019 pattern, he should conduct additional in-house sessions for CBCS and OBE.

Primary Responsibility: Dr. Shailesh Kasande

Supportive Responsibility: Faculty Members

Indicative Deadline: March 2020

Current Status: Implemented

Remarks: Faculty members were deputed to various FDPs organized by SPPU on OBE Pattern in MBA Program





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RESOLUTION #7: It was decided to introduce sectoral and new age specializations in the PGDM program w.e.f. AY 2019-20.

Primary Responsibility: BOS Members

Supportive Responsibility: Dr. Shailesh Kasande & Dr. Pratiksha Wable

Indicative Deadline: March 2020

Current Status: Implemented

Remarks: Sectoral electives & new age specializations are introduced in the second year (T5)

RESOLUTION #8: It was resolved to conduct internal Academic Audit jointly by the Dean (Academics) and Principal, Suryadatta College of Hotel Management & Travel Tourism (SCHMTT). If required external experts should also be involved.

Primary Responsibility: Dean & Principal

Supportive Responsibility: Teaching & Non-teaching staff

Indicative Deadline: March 2020

Current Status: Implemented

Remarks: First round of Internal academic audit of the current AY was conducted

RESOLUTION #9: It was unanimously resolved to organize industry visits in the coming months and also resolved to depute students and faculty to CII - Yi meet.

Primary Responsibility: Dr. Pratiksha Wable & Programme coordinators

Supportive Responsibility: Faculty Members

Indicative Deadline: March 2020


Current Status: Implemented

Remarks: Students participated in the THE FUTURE event of CII Yi at Mumbai.


Dr. Shailesh Kasande

IQAC Coordinator




Dr. Sanjay Chordiya
Director, SIMMC