

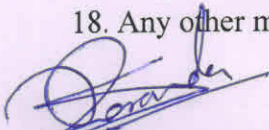


**Internal Quality Assurance Cell**

**The meeting of IQAC is convened on Wednesday, 4th December 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 communicate the change of IQAC coordinator
4. To table and approve the minutes of the last meeting and the Action Taken Report.
5. To review last semester /trimester progress and suggest new quality initiatives by IQAC team for the rest of the Academic year
6. To review & plan experiential learning activities for students
7. To explore possibility of international internship for PGDM students to give them global exposure
8. To discuss the development of appropriate quality benchmarks & parameters for the key academic and administrative activities of SIMMC
9. To review the in-house & university level Outcome based Education (OBE) FDPs conducted during the term.
10. To discuss the admissions to the Ph.D program under SIMMC research centre
11. To plan new courses to be implemented for PGDM program for the next academic year
12. To conduct the academic audit.
13. To discuss and plan Industry visits
14. To discuss quality improvement initiatives by planning guest sessions covering various management & technical skills
15. To discuss and prepare program specific outcomes of all five major specializations
16. To identify various mechanisms for the holistic development of students
17. To prepare & approve Social media code of ethics
18. Any other matter with the permission of the Chair.

  
**Dr. Shailesh Kasande**  
IQAC Coordinator




  
**Dr. Sanjay Chordiya**  
Director 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. Sidhi 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 TEDxPune, Chief Happiness Officer@Botree, Co chair Yuva 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: 4<sup>th</sup> December 2019**

**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	Absent
8	Ms. Kimaya Gandhi	Administrative Officer	Absent
9	Ms. Mukta Puntambekar	Local Society Representative	P
10	Mr. Nachiket Chavan	Student Representative (2018-20 Batch)	P
11	Ms. Pranita Bagmar	Student Representative (2018-20 Batch)	P
12	Ms. Mrunalini Magar	Student Representative (2018-20 Batch)	Absent
13	Ms. Sidhi Bora	Student Representative (2016-18 Batch)	P
14	Ms. Aparna Hemant Pandit	Stakeholder	P
15	Dr. Bhooshan Agalgatti	Stakeholder	P
16	Ms. Manisha Paliwal	Stakeholder	P
17	Mr. Bhavesh Dubey	Employer Representative	Absent
18	Mr. Bharat Oswal	Industry Representative	P
19	Dr. Shailesh Kasande	IQAC Coordinator	P

  
**Dr. Shailesh Kasande**  
IQAC Coordinator



  
**Dr. Sanjay Chordiya**  
Director SIMMC

**IQAC Meeting**  
**AY 2019-20**  
**Meeting # 2: 4<sup>th</sup> December 2019**

**MINUTES OF MEETING**

A meeting of IQAC was convened on 4<sup>th</sup> December 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

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. Ms. Nutan Gawali
2. Ms. Kimaya Gandhi
3. Ms. Priyanka Sinha
4. Mr. Bhavesh Dubey

**Agenda Item No. 3 :** To communicate the change of IQAC coordinator

Members were briefed by Dr Sanjay Chordiya about the change of IQAC coordinator w.e.f AY 2019-20. The same was unanimously approved.

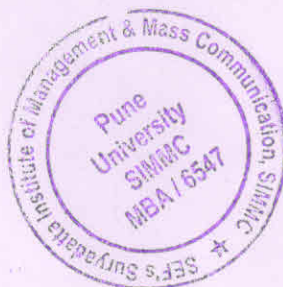
**Agenda Item No. 4 :** To table and approve the minutes of the last meeting and the Action Taken Report.

IQAC Coordinator tabled the minutes of the last meeting and the Action Taken Report (ATR). The same was unanimously approved by the members.

**Agenda Item No. 5 :** (5.1) To review last semester /trimester progress and (5.2) suggest new quality initiatives by IQAC team for the next half of the Academic year 2019-20.

(5.1) To review last semester /trimester progress

- Prof. Sunil Dhadiwal briefed about the following points
  - Admissions 2019
  - NIPM membership initiative for the students and faculty. Dr. Kasande added that students and faculty will be attending the upcoming NIPM conference.





- Deputation of the students for Indo Japan Summit, Zee Educare-program, Industry 4.0 summit and other activities.
- Dr Pratiksha Wable presented the review of MBA, PGDM programmes as mentioned below
  - Conduction of the MBA Semester I, III & PGDM trimester I, II, IV, V
  - Student induction, curricular, co-curricular & holistic development initiatives
  - Mega expo organized on 19<sup>th</sup> October by Prof. Harshad Bhadange.
  - Industry visits for MBA & PGDM students
  - SPPU examination like SIP VIVA, external examination
  - In-house specializations selection guidance session
  - Remedial & revision sessions organized for students before the end semester / trimester examination.
  - Review of OBE pattern curriculum implementation
  - Students' Teaching Learning Process (TLP) feedback
  - Faculty feedback
  - Parent feedback
  - Pledge taken on the occasion of Swachh Bharat Abhiyan and Plastic Mukt Bharat diwas.
  - Upcoming outbound leadership training program on 9<sup>th</sup> December 2019 at Avanti Kalagram.
  - Review & experience sharing of "IIMBx Do Your Venture" certificate programme conducted for MBA PGDM second year students.
- The experience of teaching a full course (104 – Business Research Methods) using Google Classroom was shared by Dr. Shailesh Kasande. He expressed the need to adopt digital tools on a wider basis.
- Dr. Shailesh Kasande & Dr. Pratiksha Wable shared their experience of three month long (11<sup>th</sup> June- 11<sup>th</sup> Sep 2019) national FDP on 'Strategy and the Sustainable Enterprise' organized by IIMBx & subsequent visit to IIM Bangalore as a part of the Faculty Development Program (FDP).
- Dr. Shailesh Kasande shared the details about the in-house FDP organized on Mentoring & counselling for the faculty members on 24<sup>th</sup> Sep 2019.
- Dr Medha Deshmukh, Prof. Jyoti Deshmukh & Prof. Devdatta Sant were specially invited to the meeting to discuss the implementation of 'IIMBX MBA Prep' certification programme for MBA & PGDM students.
- Members were briefed about Dr Medha Deshmukh participating in All India Council of Technical Education (AICTE) programme on Universal Human Values (3 days workshop





at Hyderabad 14-16 Nov 2019) and she was also deputed for upcoming Universal Human Values 7 days Faculty Development Program (FDP) at Nasik 9 - 15 Dec 2019

- Prof. Harshad Bhadange was invited to share the experience about the MEGA expo & AIMA BizLab - virtual business simulation sessions.
- Prof. Akshit Kushal briefed about
  - Blood donation camp organized on 1<sup>st</sup> October 2019.
  - PGDM student registration on NDL as per the national policy.
- Student innovation and start up day was celebrated on the occasion of World Student Day and birth anniversary of Dr A. P. J. Abdul Kalam on 15<sup>th</sup> October. Calendar of various days celebrated was also presented.

(5.2) To suggest new quality initiatives by IQAC team for new Academic year.

Discussion-

- (a) IQAC Coordinator suggested to achieve quality initiatives through various activities under experiential leanings, holistic development, co-curricular activities and extracurricular activities.
- (b) The adoption of Google Classroom and entire G Suite on wider scale was discussed and all faculty members were urged to adopt it in the upcoming semester / trimester & also train faculty for the same.

**Agenda Item No. 6 :** To plan experiential learning activities for students

Discussion-

- (a) Dr. Sanjay Chordiya suggested to plan student visits to business exhibitions to expose them to agricultural & other industrial sectors. He also suggested to network with the companies at the exhibition for further industry connect & placement opportunities.
- (b) IQAC Coordinator suggest to offer international internship to PGDM students to give them global exposure
- (c) Prof. Sunil Dhadiwal stressed the need of the student business English base-level assessment and other Employability Enhancement Programs (EEP)

**RESOLUTION #1:** It was unanimously resolved to take students to Agricultural exhibitions & also resolved to arrange EEP program for Sem IV students and student business English base-level assessment for year I students

**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.





**RESOLUTION #3:** It was unanimously resolved to expose students to Industry summits by encouraging them to participate in the same.

**Agenda Item No. 7 :** To explore possibility of international internship to PGDM students to give them global exposure

**Discussion:**

- (a) Prof. Akshit Kushal stated the possibility of offering international internship to PGDM students either at Singapore or Dubai
- (b) Prof. Sunil Dhadiwal stressed to offer an contemporary projects to PGDM students along with international internship

**RESOLUTION #4:** It was unanimously resolved to offer international internship to PGDM students either at Singapore or Dubai

**Agenda Item No. 8:** To discuss the development of appropriate quality benchmarks & parameters for the key academic and administrative activities of SIMMC

**Discussion:**

Members presented their views on the subject matter and IQAC coordinator also shared the perspective of National Assessment and Accreditation Council (NAAC), National Board of Accreditation (NBA), National Institutional Ranking Framework (NIRF), etc. Dr Sanjay Chordiya suggested to plan in-house FDPs on revised NAAC & NBA norms.

**RESOLUTION #5:** It was decided to review and refine the ISO manual and integrate the above in the ISO manual.

**Agenda Item No. 9:** To encourage faculties to do FDPs on outcome based education pattern of MBA Program

**Discussion:**

It was decided that all faculty members should attend FDPs conducted by SPPU on outcome based education pattern of MBA for smooth implementation of the program.

**RESOLUTION #6:** It was unanimously resolved to send faculty members to attend further FDPs organized by SPPU on OBE pattern of MBA Programme. Dr Shailesh Kasande being the Chairperson of the Savitribai Phule Pune University (SPPU) committee of MBA syllabus







revision for 2019 pattern , should conduct additional in-house sessions for CBCS and OBE, to further strengthen the implementation of the same.

**Agenda Item No. 10:** To discuss the admissions to the Ph.D program under SIMMC research centre

Head, PGRC briefed the members about Savitribai Phule Pune University (SPPU) process and calendar of admissions.

**Agenda Item No. 11:** To plan new courses to be implemented for PGDM program for the next academic year

**Discussion:**

It was decided to review the PGDM trimester pattern syllabus which was implemented w.e.f. AY 2018-19.

**RESOLUTION #7:** It was resolved to refine the content & structure of the PGDM program. A committee to be formed for the same and the revised content & structure to be presented to the PGDM BOS.

**Agenda Item No. 12:** To conduct the academic audit

**Discussion:**

It was discussed that the academic and administrative records of both MBA & PGDM programs should be kept updated till date so that internal audit can be conducted for the same. IQAC coordinator suggested to External experts like senior professors from other BSchools may also be invited for the audit

**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) and also involve external experts like senior professors from other BSchools may also be invited for the audit.

**Agenda Item No. 13:** To discuss and plan Industry visits for students

**Discussion:**

Several industry visits were conducted during the current term so as to provide students with an insight into the corporate world







Mr. Bharat Oswal suggested exposing students to industry culture by taking them to different types of industry visits, showing them manufacturing process, interviewing the CEO or Manager, meet HR manager to know HR policies etc. He shared details of upcoming CII - Yi meet.

**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.

**Agenda Item No. 14:** To discuss quality improvement initiatives by planning guest sessions covering various management & technical skills

It was discussed to organize various guest sessions of experienced resource persons from diverse industries to deliver firsthand information & skills required for placement purpose

**Agenda Item No. 15:** To discuss and prepare program specific outcomes of all five major specializations.

Program specific outcomes of five major specialization of MBA program were presented by Dr. Shailesh Kasande & Dr. Pratiksha Wable and same were approved by other members.

**Agenda Item No. 16:** To identify various mechanisms for the holistic development of students

**Discussion-**

- (a) Dr. Sanjay Chordiya suggested to organize various guest sessions on yoga, meditation and spiritual activities for overall development of students
- (b) Dr. Mukta Puntambekar suggested to organize sensitization sessions for students about digital de-addiction.
- (c) Mr Akshit Kushal provided review on swachh-bharat-abhiyan & celebration of various important days which are meant for holistic development of the students.
- (d) Mr. Bhavesh Dubey suggested that students should also be trained for physical fitness and endurance. Accordingly, it was decided that Prof. Akshit Kushal shall explore suitable initiatives in this area.

**Agenda Item No 17:** To prepare & approve Social media code of ethics

Dr. Huma Lone prepared and presented social media code of ethics for the Institute and the same was approved by the members





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**Agenda Item No. 18:** Any other matter with the permission of the Chair

Members were briefed about the nomination of faculty members for the upcoming 15 days All India Council of Technical Education (AICTE) refresher programme.

**Dr. Shailesh Kasande**  
IQAC Coordinator



**Dr. Sanjay Chordiya**  
Director, SIMMC





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IQAC Meeting  
AY 2019-20  
Meeting # 2: 4<sup>th</sup> December 2019

**ACTION TAKEN REPORT based on IQAC meeting held on 28<sup>th</sup> August 2019**

**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:** October 2019

**Current Status:** Implemented

**Remarks:** Successfully conducted mega expo for MBA & PGDM students with full participation, poster making, model making & external judges to evaluate mega expo

**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

**Primary Responsibility:** Mr Harshad Bhadange

**Supportive Responsibility:** Training & Placement Cell

**Indicative Deadline:** Dec 2019

**Current Status:** Implemented

**Remarks:** Mr Harshad Bhadange conducted an orientation session for the MBA & PGDM students & sensitized them towards entrepreneurship as one of the career options.

**RESOLUTION #3:** It was unanimously resolved to have a fixed slot in time table for book and journal review for PGDM students. 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:** Ms. Abhishree More

**Supportive Responsibility:** Trupti Lasrekar (Librarian)

**Indicative Deadline:** January 2020

**Current Status:** Implemented

**Remarks:** Students were given two books each to read and write a review. Students submitted the same in hand written format.





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**RESOLUTION #4:** It was unanimously resolved by organizing specialization wise Forum activities in all major functional areas

**Primary Responsibility:** Forum Heads

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

**Indicative Deadline:** Nov 2019

**Current Status:** Implemented

**Remarks:** Mega expo, brand wagon & various other such activities were conducted

Dr. Shailesh Kasande  
IQAC Coordinator



Dr. Sanjay Chordiya  
Director, SIMMC