

PIMPRI CHINCHWAD EDUCATION TRUST'S  
**S. B. PATIL INSTITUTE OF MANAGEMENT**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**NOTICE**

**Date: 3<sup>rd</sup> July 2017**

**Agenda for Meeting**

This is to inform all the committee members that the committee meeting is scheduled on **6<sup>th</sup> July 2017** at Conference Room at 10.00 am.





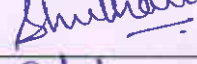





The agenda for the same is as under:

1. Approval of last meeting minutes.
2. Review of action taken as discussed in the last meeting.
3. Review of suggestions received.
4. Any other relevant point / topic with the permission of the chairperson.

Sign

  
Dr. Daniel Penkar



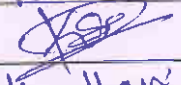
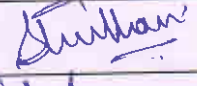

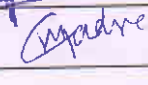
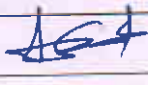
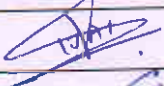
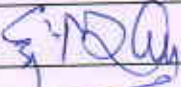
Director

<b><u>INTERNAL QUALITY ASSURANCE CELL (IQAC)</u></b>			
Sr. No.	Name of the Member	Role	Signature
1	Dr. Daniel Penkar	Director	
2	Dr. Girish Desai	Management Representative	
3	Dr Hansraj Thorat	Research Head	
4	Dr. Kirti Dharwadkar	Head, Academics	
5	Dr Swapnali Kulkarni	Teaching Representative and Co-ordinator	
6	Ms. Kajal Maheshwari	Teaching Representative	
7	Dr. Manoj Gadre	Teaching Representative	
8	Mr Prasannakumar Ohol	Office Superintendent and Non teaching Representative	
9	Mr. Raju Misal	Local society representative	
10	Mrs. Isha Rawal	Alumni Representative	
11	Mr. Vijay Kumthekar	Student Representative	
12	Dr. Girish Bakshi	Industry Representative	

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 6<sup>th</sup> July 2017

**Attendance for Meeting**

<u>INTERNAL QUALITY ASSURANCE CELL (IQAC)</u>			
Sr. No.	Name of the Member	Role	Signature
1	Dr. Daniel Penkar	Director	
2	Dr. Girish Desai	Management Representative	
3	Dr Hansraj Thorat	Research Head	
4	Dr. Kirti Dharwadkar	Head, Academics	
5	Dr Swapnali Kulkarni	Teaching Representative and Co-ordinator	
6	Ms. Kajal Maheshwari	Teaching Representative	
7	Dr. Manoj Gadre	Teaching Representative	
8	Mr Prasannakumar Ohol	Office Superintendent and Non teaching Representative	
9	Mr. Raju Misal	Local society representative	
10	Mrs. Isha Rawal	Alumni Representative	
11	Mr. Vijay Kumthekar	Student Representative	
12	Dr. Girish Bakshi	Industry Representative	

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF THE MEETING

Date: 6<sup>th</sup> July 2017

The Grievance Redressal Meeting was held on 6<sup>th</sup> July 2017 at 10.00 am in Conference Room. Following are the minutes of the meeting.

Agenda:

1. Approval of last meeting minutes.
2. Review of action taken as discussed in the last meeting.
3. Review of complaints received.
4. Any other relevant point / topic with the permission of the chairperson.

Minutes:

Sr No	Decisive Factor	Details
1	Hon. Director welcomed the committee members. Everybody approved the minutes of last meeting.	
2	Teaching Learning and Evaluation	<ol style="list-style-type: none"><li>1. Dr. Kirti Dharwadkar announced the dates for "Rhythm 2017 - 18" Induction Program for MBA - I to be held on 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> August 2017. She also updated that MBA II Induction will be conducted after 15<sup>th</sup> July.</li><li>2. Ms. Kajal declared that Certification course on "Digital Marketing" for MBA II Marketing students will commence from October and will be completed in 50 hours. HR certification course will commence from November 2017.</li><li>3. Dr. Kirti announced that as per the recommendation received from Academic Advisory Committee, a new certification course on "Business Communication" will commence from this semester.</li></ol>
3	Research, Consultancy and CSR	<ol style="list-style-type: none"><li>1. Dr. Hansraj Thorat appealed all the faculty members to work on quality papers for Journals/ Conferences.</li><li>2. He also informed that an Entrepreneurship awareness camp needs to be conducted under Ignition Point (IPo) formally known as Entrepreneurship Club.</li><li>3. Dr. Swapnali Kulkarni informed that to sensitize the students towards save earth "Ganesh Idol Making" session is conducted in the month of August. She also told that our students will actively participate in the awareness drive for Nirmalya Daan during Ganesh Visarjan in accordance to Swachh Bharat Abhiyaan.</li><li>4. Mr. Raju Misal ensured that he will take the permission</li></ol>



  
Director  
S. B. Patil Institute of Management  
Sector No. 20, Nigdi,  
Pradhikaran, Pune-411 044.

		for the Nirmalya Daan from the Corporation.
4	Infrastructure	1. Dr. Daniel Penkar informed that we will be applied for solar panel to be financed by Savitribai Phule Pune University under QIP.
5	Student Progression	1. Ms Kajal Maheshwari shared the idea of conducting an exhibition of the information on leaders in the field of Management. 2. She also informed that Safety Awareness workshop to be conducted on 23 <sup>rd</sup> September 2017. 3. Dr. Daniel Penkar asked to conduct some sessions on Professional grooming as per the request received from Academic Advisory Committee and Mentorship Program.
6	Governance	1. Dr. Daniel Penkar announced that we need to work on revising of vision and mission statements as per the inputs received from all our stake holders. 2. Dr. Daniel Penkar congratulated Dr. Swapnali Kulkarni on completion of her PhD. 3. Dr. Kirti Dharwadkar updated that a FDP will be conducted in the month of September on IT usage.
7	NAAC Progress	1. Dr. Kirti Dharwadkar, NAAC Co-ordinator informed the list and composition of various statutory and non statutory committees is finalized. 2. The 7 criteria of NAAC are assigned to the faculty members. The criteria Heads are responsible for their criteria SSR and the documentation required. 3. She also informed that "Administrative Handbook" was revised and updated. 4. She also said that the new guidelines for NAAC SSR are expected to come by this month end.
8	Meeting ended with Dr. Kirti Dharwadkar thanking the members present for their contribution and attendance. Minutes of the meeting were taken by Dr. Swapnali Kulkarni.	

Sign

Dr. Daniel Penkar  
Director





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**Action Taken Report**

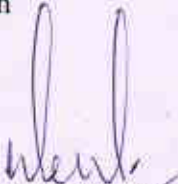
On the decisions taken of the IQAC meeting held on 6<sup>th</sup> July 2017

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken

Sr No	Decision	Action Taken
1.	Certification course on "Digital Marketing" and HR certification course	Certification course on "Digital Marketing" for MBA II Marketing students commenced from 7 <sup>th</sup> October 2017 and will continue till December. HR Certification will start from 6 <sup>th</sup> November 2017.
2.	"Business Communication" certification course	Under process discussion regarding syllabus going on
3.	Entrepreneurship awareness camp	Entrepreneurship awareness camp was successfully conducted on 18 <sup>th</sup> September to 20 <sup>th</sup> September 2017.
4	Awareness drive for Nirmalya Daan during Ganesh Visarjan	Awareness drive for Nirmalya Daan during Ganesh Visarjan was conducted on 26 <sup>th</sup> August, 31 <sup>st</sup> August and 5 <sup>th</sup> September 2017
5	Conducting sessions on information of management guru and personality development	"My Management Guru" was conducted on 6 <sup>th</sup> October 2017. Personality Development session series started from 10 <sup>th</sup> August 2017 and was conducted by Ms. Moushmi Achari.
6	FDP on IT usage.	FDP on "Use of IT for education" was conducted on 8 <sup>th</sup> September 2017 by Mr. Gagan.
7	NAAC SSR	NAAC revised guidelines were circulated. NAAC criteria heads started working on their SSR.

This report is to be presented in the next IQAC meeting for its approval and feedback.

Sign



Dr. Daniel Penkar  
Director

