

**Minutes of the Meeting of Internal Quality Assurance Cell (IQAC) held on 15th February 2016
at 11:00 am in the Director's Conference Hall I, SIBM Pune, Lavale**

The following members were present: -

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| 1) Dr. Vinod Shastri | Member- Teaching |
| 2) Mr. Anand Singh | Member – Administrative Officer |
| 3) Dr. V.V. Ravi Kumar | Member- Teaching |
| 4) Prof. Muazzam Khan | Member- Teaching |
| 5) Dr. Sonal Shree | Member- Teaching |
| 6) Prof. Ritesh Khatwani | Member- Teaching |
| 7) Dr. Mahima Mishra | Member- Teaching |
| 8) Dr. Suresh Melodia | Member- Teaching |
| 9) Dr. Mallika Srivastava | Member- Teaching |
| 10) Mr. Vishad Choudhary | Member- Student representative |
| 11) Mrs. Madhura Deshmukh | SIU representative |
| 12) Mr. Nitin Prabhu | Alumni Representative |

Following members expressed their inability to attend the meeting

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| 1. Dr. R Raman | Director, SIBM-P |
| 2. Dr. Manisha Ketkar (Director, SSBF) | Head, IQAC, SIU |
| 3. Mr. C.R. Patil | Member – Managing Committee |
| 4. Ms. Sanjeevani Patil | Member – Managing Committee |
| 5. Mr. Avishek Kavitkar | NGO Representative |
| 6. Aditya Joshi | Industry Representative |

At the onset, Dr. Vinod Shastri, Dy. Director SIBM Pune, welcomed all the members to the Meeting of Internal Quality Assurance Cell.

Meeting began with the Introduction of all the new members.

Members of the meeting discussed and approved the minutes of the earlier IQAC meeting held on 14th December, 2015

Item No. 1

SIBM Pune admission process for MBA

- 1) The members presented suggested some points to be followed during the admission process are mentioned below:
 - i) Separate folders to be given to the candidates when they come for verification
 - ii) Scoring of marks to be automated
 - iii) CIE forms to be filled in advance
 - iv) Feedback to be sent to SIU regarding admission process regarding documentation process.

Item No. 2

Teaching Learning Processes-status, progress & initiatives:

It was discussed that academic calendar should be planned in advance to avoid cancellation of lectures during SIRP/CRP. Events/workshops should be conducted on specific days e.g. Saturdays/Sundays. Ms. Madhura Deshmukh also suggested that a yearlong plan should be prepared for smooth functioning of classes.

Item No. 3

Administrative Processes- status, progress and initiatives

Mr. Anand Singh, AO, SIBM Pune mentioned about tie-up with Axis Bank for the Pay-Pro system for salary.

Some internal members suggested that availing Comp. off duration should be extended for 2-3 months.

Item No. 4

Efforts at Internationalization-Student Exchange Programme

Dr. Mallika Srivastava, Faculty SIBM Pune informed about the existing collaboration with international universities (Dauphine University, GSO Nuremberg Germany, IMB Institute of Management Berlin School of Economics for semester exchange Programmes. This year 8 students were selected for the exchange Programme.

Item No. 5

Progress and initiatives in Research by Faculty and Students

It was decided to conduct Research Colloquium every year as well as to encourage the students to write cases and research papers.

Item No. 6

Progress and initiatives towards Corporate & Alumni Connect

Every year at least 6-7 corporate events are being conducted such Senate, Imperio etc. for which corporates and alumni in the industry are invited for guest lectures and interaction with the students. Alumni are connected through social network. Every month we send a mail to them about the happenings at SIBM Pune.

Every year Alumni meets are also conducted in Delhi, Mumbai & Bangalore.

It was also suggested by the members that the faculty members should also attend Alumni meets to increase the Alumni connect.

Item No. 7

SIBM-Pune Achievements

SIBM Pune ranked 3rd on Entrepreneur Parameter by Outlook magazine.

Item No. 8

Action Plan for the next academic year.

It was decided that subject allotment and timetable will be prepared in advance. There will be change in the Programme Structure – rationalization of credits. Will be introducing specialization for weekend Programmes (Diploma).

Item No. 9

Any other area of discussion for quality improvement, suggestions and recommendations

Discussed about the Diploma in Family Business Programme.

Dr. Suresh Malodia, Associate Prof. SIBM Pune suggested that I&E candidates who had come for GE/PI but could not get selected for MBA I &E Programme can be contacted and encourage them to join PGDFB course.

The Members also suggested that there should be one option or column to be added in SNAP registration form wherein their business background can be filled.