



SYMBIOSIS INSTITUTE OF BUSINESS MANAGEMENT, PUNE

Symbiosis International University

(Established under section 3 of the UGC Act, 1956 vide notification No.F.9-12/2001-U3 Govt. of India)

Re-accredited by NAAC with 'A' grade

Founder : Prof. Dr. S. B. Mujumdar, M. Sc., Ph. D. (Awarded Padma Bhushan and Padma Shri by President of India)

MINUTES OF MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC), SIBM, PUNE

Minutes of the Meeting of Internal Quality Assurance Cell (IQAC) held on 6th July 2017 at
11:30 am in the Director's Conference Hall I, SIBM Pune, Lavale

The following members were present: -

- | | |
|-------------------------------|--------------------------------------|
| 1) Dr. R Raman | Chairman – Head of the Institution |
| 2) Dr. V.V. Ravi Kumar | Member – Teaching |
| 3) Dr. C. R. Patil | Member- Management Representative |
| 4) Mr. Anand Singh | Member - Administrative Officer |
| 5) Dr. Prabir Bandopadhaya | Member - Teaching |
| 6) Dr. Poornima S. Tapas | Member - Teaching |
| 7) Dr. Sonal Shree | Member – Teaching & IQAC Coordinator |
| 8) Prof. Ritesh Khatwani | Member - Teaching |
| 9) Mr. Yogesh Brahmanekar | Member - Teaching |
| 10) Mr. Santosh Gopalkrishnan | Member - Teaching |
| 11) Mr. Aditya Joshi | Member - Industry Representative |
| 12) Mr. Jitendra Paturkar | Member- Alumni Representative |
| 13) Mr. Rohit Bhavsar | Member – Students Representative |

Following members expressed their inability to attend the meeting

- | | |
|----------------------|------------------------|
| 1) Mr. Sunil Shirole | Member - Local Society |
|----------------------|------------------------|

Dr. R Raman, Director SIBM Pune, welcomed all the members to the first IQAC Meeting for the Academic Year 2017-18 & meeting starts positively



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**AGENDA OF MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC),
SIBM, PUNE HELD ON 6th JULY 2017**

- Agenda Item: 01 To confirm the minutes of meeting of IQAC held on 15th Dec. 2016 and to further initiate the process of setting quality benchmarks for the various academic administrative, research and extension activities of SIBM, Pune.*
- Agenda Item: 02 To propose the Action Plan for the academic year 2017-18 as per NAAC & SIU guidelines*
- Agenda Item: 03 To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic, administrative, research and extension activities on regular basis.*
- Agenda Item: 04 To further explore the possibilities of collaboration (research sharing and networking) with other institutions in India and abroad.*
- Agenda Item: 05 To consider and approve the proposal of one-day workshop/seminars on quality related themes and promotion of academic quality related activities of the SIBM, Pune during academic year 2017-18.*
- Agenda Item: 06 Any other item with the permission of chair.*



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Agenda Item: 01 To confirm the minutes of meeting of IQAC held on 15th Dec. 2016 and to further initiate the process of setting quality benchmarks for the various academic administrative, research and extension activities of SIBM, Pune.

Resolution: 01 Resolved that minutes of meeting of IQAC held on 15th Dec. 2016 be confirmed. Further resolved that, due to resignation of few IQAC members following new members are appointed on IQAC for a period of two years, for suggesting benchmarks for teaching-pedagogies, research quality standards, administrative-processes and extension-cum-social interface:

Sr. No.	Name	Nomination
1	Dr. Prabir Bandopadhaya	Member- Teacher nominee
2	Dr. Poornima S. Tapas	Member- Teacher nominee
3	Mr. Yogesh Brahmkar	Member- Teacher nominee
4	Mr. Santosh Gopalkrishnan	Member- Teacher nominee
5	Mr. Sunil Shirole	Member- Local Society Representative
6	Mr. Jitendra Paturkar	Member- Alumni Representative
7	Mr. Rohit Bhavsar	Member- Students Representative



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Agenda Item: 02 To propose the Action Plan for the academic year 2017-18 as per NAAC & SIU guidelines

Resolution: 02 Resolved that the proposed action plan given below be approved

Sr. N	Focus Area	Action Plan	Time Line
1	Curricular Aspects	Curricular Design & Development Feedback System Planning for student's satisfaction survey (NAAC Recommendations)	On Going
2	Teaching-Learning & Evaluations	1.To enhance the quality of Teaching – Learning Process by providing more industry exposure to students. 2.Use innovative and more effective evaluation tools/ processes for better learning and assessment. 3.Formulate and execute mechanism for comprehensive mentoring of MBA(I&E) students for enabling them to pursue their start-up ideas. 4.Explore Technological tools for evaluation and thereby making evaluation more effective, fast and interesting for students.	On Going



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		Promotion of Research Facilities	
		1. Explore more opportunities in corporate consulting and training from organizations across sectors and exploiting full potential of SIBM and Faculty Members at SIBM	
		Research Publication & Awards	On Going
		1.To encourage & motivate faculties as well as students to write Case Studies, research papers, articles, paper publications in periodicals, journals & books.	
3	Research, Innovations & Extensions	2.To earn Grants from various funding agencies such as SI(DU) or various International Institutions	
		Consultancy	
		1.Revenue generation from various funding agencies through consultancy & Projects.	
		Collaboration	
		1. Efforts towards more collaboration with Foreign Universities for student exchange, exposure to learning environment there in and vice a versa.	



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		<p>2.Exploring opportunities of deputing SIBM faculty members to Foreign Universities for Teaching and Research.</p> <p>3. Strengthening collaboration initiative inviting faculties from Foreign Universities to take full time course or part of the credit and enhancing learning processes thereby.</p>	
4	Infrastructure and Learning Resources	<p>Physical Facilities</p> <p>1.Planning for smart board / Interactive Boards in classrooms</p> <p>2.Planning to renovate Administrative Area's such as Accounts, Exam Section & Coordinators seating place.</p>	On Going
5	Students Supports & Progression	<p>Corporate & Alumni Connect</p> <p>1.To give more and more Industry exposure to students of SIBM, Pune through Alumni & Corporates interactions.</p> <p>2.Involve industry experts, entrepreneurs and alumni in mentoring processes of MBA(I&E) Students.</p>	On Going
6	Best Practices	Smoothly functioning of Eklavya, Eduviz ERP software's	On Going



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Agenda Item: 03 To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic, administrative, research and extension activities on regular basis.

Resolution: 03 It has been resolve that, SIBM, Pune Teaching & Non-Teaching staff will rigorously use ERP software's such as FIS, MIS, Eklavya & Eduviz to work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic, administrative, research and extension activities on regular basis. Dr. Shubhra Aanand, Associate Professor-SIBM, Pune will coordinate the **Research Colloquium (Sharing of Experience in National/ International Conferences)** for academic year 2017-18.

Agenda Item: 04 To further explore the possibilities of collaboration (research sharing and networking) with other institutions in India and abroad.

Resolution: 04 Resolved that Prof. Sandeep Bhattacharya will be looking after all types of collaboration with Foreign as well as Indian Institutions for consultancy and research grants. Also all faculties of SIBM, Pune will take some initiatives for the same.

Agenda Item: 05 To consider and approve the proposal of one-day workshop/seminars on quality related themes and promotion of academic quality related activities of the SIBM, Pune during academic year 2017-18.

Resolution: 05 Resolved that the proposal to organize a **HR Conclave 2017** be approved. Also resolve that, Dr. Preetha Menon will submit proposal of **Symbiosis Centre for Behavioral Studies** through Dr. Raman to Symbiosis International University(SIU) for approval.



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Agenda Item: 06 **Any other item with the permission of chair.**

The Director, SIBM, Pune concluded the meeting with following capitulations:

(i) All members of IQAC be requested to send their timely suggestions to Director as and when they deem it necessary for the overall quality enhancement on the campus.

(ii) The IQAC be strengthened with necessary manpower and physical infrastructure as per the underlying spirit of NAAC.

(iii) The teaching fraternity of the SIBM, Pune be motivated and trained to remain quality conscious while delivering in terms of modern and students friendly teaching-practices, high quality research publications and consultancy and extension activities for better social-institutional interface.

The meeting ended with a vote of thanks to Chair and next meeting is scheduled on 22/01/2018 at 11:00 am, Director's Conference Room, SIBM, Pune (LAVALE)



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Sr. No.	Name	Signature
1	Dr. R. Raman	
2	Dr. V.V. Ravikumar	
3	Mr. Anand Singh	
4	Dr. Prabir Bandopadhaya	
5	Dr. Poornima S. Tapas	
6	Mr. Ritesh Khatwani	
7	Mr. Yogesh Brahmkar	
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10	Mr. Jitendra Paturkar	
11	Mr. Aditya Joshi	
12	Mr. Rohit Bhavsar	
13	Dr. Sonal Shree	
14	Dr. Manisha Ketkar	