



## INTERNAL QUALITY ASSURANCE CELL

02 July 2018

### MINUTES OF MEETING

A meeting of the members of IQAC was held on 2<sup>nd</sup> July, 2018 in the Board Room of the Institute at 10am. Dr. Abhijit Mancharkar, Director, welcomed all IQAC members for the meeting. Dr. Gauri Prabhu, IQAC Co-ordinator presented the Activity Report of 2017-18 and read the Action Taken Report regarding meeting conducted on 10<sup>th</sup> Jan 2018. Hon. Shri Suresh Shinde, Joint Secretary, AISSMS, explained the purpose of the meeting and requested the members to suggest quality initiatives.

The Committee discussed various points and decided following initiatives to be undertaken in the Academic year 2018-19 to bring about improvements in the quality of the institute:

1. As per discussion in the meeting dated 10<sup>th</sup> Jan 2018, Dr. Gauri Prabhu, IQAC Co-ordinator, suggested that the institute has fulfilled eligibility conditions for NAAC Accreditation. The Committee expressed the need to apply for NAAC accreditation in a quest for improving the quality of education. Dr. Gauri Prabhu, IQAC Co-ordinator, has suggested the Institute to apply for NAAC Accreditation in academic year 2018-19. She also suggested organizing FDPs regarding quality initiatives for Faculty members.
2. It was discussed in the meeting and a need was felt to conduct Psychometric test for students to assess personality and learning levels of students. Hence, Dr. Gauri Prabhu, IQAC Co-ordinator suggested the Institute to conduct the Psychometric Test which will lay foundation for developing holistic personality.
3. It was discussed in the meeting and a need was felt to conduct Mini-Project on successful entrepreneurs for students. Hence, Dr. Gauri Prabhu, IQAC Co-ordinator suggested the Institute to conduct the Mini-Project on successful entrepreneurs.
4. It was discussed in the meeting and a need was felt to have a Book and Movie Review activity to understand management principles. Hence, Dr. Bhagyashri Kanhere, IQAC Member suggested the Institute to conduct the Book and Movie Review Competition.
5. It was discussed in the meeting and a need was felt to conduct Soft Skill Course for employability enhancement. Hence, Mr.R.R.Deshpande, Joint M.D, Kirloskar Oil Engines suggested Soft Skill Course so that skills required by the Industry can be developed amongst the students.

6. It was discussed in the meeting and a need was felt to conduct NSS Camp and Social activities. Hence, Hon. Shri Suresh Shinde, Joint Secretary, AISSMS, suggested the Institute to conduct the NSS Camp and Social activities.
7. It was discussed in the meeting and a need was felt to conduct Job Fair. Hence Dr. Abhijit Mancharkar, Director, suggested the Institute to conduct the Job Fair.
8. It was discussed in the meeting that the eligibility conditions for getting Permanent Affiliation from SPPU are fulfilled by the Institute and hence a need was felt to apply for Permanent Affiliation from SPPU. Hence, Shri Suresh Shinde, Hon. Joint Secretary, AISSMS, has suggested the Institute to apply for Permanent Affiliation.
9. It was discussed in the meeting that the eligibility conditions for getting Ph.D. Research Center are fulfilled by the Institute and hence a need was felt to apply for Ph.D. Research Center. Hence, Dr. Pooja Upadhyay, Research Head, has suggested the Institute to apply for Ph.D. Research Center.
10. It was discussed in the meeting that the Institute should upgrade its Learning Resources. Hence, Dr. Gauri Prabhu, IQAC Co-ordinator, has suggested the Institute to upgrade Learning resources.
11. It was discussed in the meeting that the Institute should upgrade its Physical Infrastructure. Hence, Dr. Abhijit Mancharkar, Director, has suggested the Institute to upgrade Physical Infrastructure.
12. It was discussed in the meeting that the Institute should upgrade its IT Infrastructure. Hence, Dr. Bhalchandra Bite, Member, IQAC has suggested the Institute to upgrade IT Infrastructure.
13. Mr. R.R. Deshpande, Joint M.D, Kirloskar Oil Engines, suggested undertaking Skill based Programs for the students.
14. It was discussed in the meeting and hence the Institute decided to apply for NIRF.
15. It was discussed in the meeting and hence the Institute decided to go for Academic and Administrative Audit (AAA)

The meeting of IQAC concluded with the permission of the chair and IQAC coordinator Dr. Gauri Prabhu proposed the vote of thanks.

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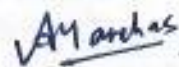


**Dr. Gauri Prabhu**

**IQAC Co-ordinator**



Approved by



**Dr. Abhijit Mancharkar**

**Chairman-IQAC**



**INTERNAL QUALITY ASSURANCE CELL**

**13 Jan 2019**

**ACTION TAKEN REPORT**

1. As discussed in the meeting on 2nd July 2018, Dr. Gauri Prabhu suggested applying for NAAC accreditation in the year 2018-19. Accordingly the Institute applied for NAAC Accreditation and the details so far are as follows:

Sr. No.	Particulars	Date
1	IIQA	25 <sup>th</sup> July, 2018
2	IIQA Accepted	1 <sup>st</sup> Aug, 2018
3	SSR Submitted	15 <sup>th</sup> Sept, 2018
4	DVV queries received	26 <sup>th</sup> Sept, 2018
5	DVV Clarification submitted	11 <sup>th</sup> Oct, 2018
6	Pre-qualifier	30 <sup>th</sup> Nov, 2018
7	Scheduled NAAC Peer Team Visit	5 <sup>th</sup> & 6 <sup>th</sup> Feb 2019

2. The Institute applied for NIRF on 12<sup>th</sup> July 2018.
3. As discussed in the meeting, the Institute has conducted Psychometric Test on 20<sup>th</sup> and 21<sup>st</sup> August, 2020.
4. As suggested by the IQAC Co-ordinator in the meeting, the Institute conducted Mini-Project on Successful Entrepreneurs from 27<sup>th</sup> to 31<sup>st</sup> August, 2018.
5. The Institute conducted Book and Movie Review activity on 22<sup>nd</sup> October, 2018 under the Specialization Club Competition.
6. Under the skilling initiative by Mahindra Pride Classroom and Nandi Foundation, a Soft Skill course was conducted for the students from 27<sup>th</sup> to 31<sup>st</sup> Aug, 2018 to enhance their employability.
7. Mega Job Fair was conducted for all the students of AISSMS on 20<sup>th</sup> July, 2018 where more than 50,000 students participated. 146 companies participated in Mega Job Fair.
8. The Institute has applied for Permanent Affiliation of Savitribai Phule Pune University in September 2018.
9. The Institute has 3 Research Guides and has applied for Ph.D. Research Center in September 2018 under affiliation of Savitribai Phule Pune University.

10. Dr. Gauri Prabhu suggested upgrading the Learning Resources especially related to E-books, journals, Motivational books. The Society has approved the proposal and Learning Resources have been upgraded.
11. The Institute has requested the AISSM Society to upgrade the Physical Infrastructure especially related to Seminar Hall, Computer Laboratories etc. The Society has approved the proposal and Physical Infrastructure has been upgraded.
12. The Institute has requested the AISSM Society to upgrade the IT Infrastructure especially related to Color Printer, Networking facilities, etc. The Society has approved the proposal and IT Infrastructure has been upgraded.
13. NSS Camp was organized for the students from 5<sup>th</sup> Jan to 11<sup>th</sup> Jan, 2019 to make the students aware about the social responsibilities.
14. To update the knowledge of Faculty members, Faculty Development Program was conducted from 17<sup>th</sup> to 21<sup>st</sup> Dec, 2018.
15. The Institute organized the Academic and Administrative Audit (AAA).

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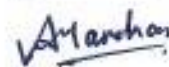


**Dr. Gauri Prabhu**

**IQAC Co-ordinator**



Approved by



**Dr. Abhijit Mancharkar**

**Chairman-IQAC**



**AISSMS**  
INSTITUTE OF MANAGEMENT  
CRAFTING VALUED CORPORATE PROFESSIONALS



## INTERNAL QUALITY ASSURANCE CELL

14 Jan 2019

### MINUTES OF MEETING

A meeting of members of IQAC was held on 14th January, 2019 in the Board Room of the Institute at 10am. Dr. Abhijit Mancharkar, Director, welcomed all IQAC members for the meeting. Dr. Gauri Prabhu, IQAC Co-ordinator presented the Activity Report from 3<sup>rd</sup> July 2018 to 13<sup>th</sup> January 2019 and read the Action Taken Report by IQAC regarding meeting conducted on 2nd July 2018. Hon. Shri. Suresh Shinde, Joint Secretary, AISSMS, explained the purpose of the meeting and requested the members to suggest quality initiatives.

The Committee discussed various points and decided following initiatives to be undertaken in the remaining part of Academic year 2018-19 to bring about improvements in the quality of the institute:

1. Dr. Abhijit Mancharkar, Director, Dr. Gauri Prabhu, IQAC Co-ordinator presented the preparations done by Institute for NAAC Peer Team Visit. The Committee took the review of preparations done by Institute for NAAC Peer Team Visit. Hon. Shri Suresh Shinde, Joint Secretary, AISSMS, suggested that presentations should be given by the following members: Dr. Abhijit Mancharkar, Director, Dr. Gauri Prabhu, IQAC Co-ordinator, Dr. Pooja Upadhyay, Academic Co-ordinator, Dr. Mayur Punde, Training and Placement Officer, Mrs. Bhakti Thakur, Librarian, Prof. Ursula Sumant, NSS Program Officer.
2. It was discussed in the meeting and a need was felt to develop the entrepreneurial ability among students. Hence, Dr. Gauri Prabhu, IQAC Co-ordinator & Head of Startup Cell suggested that the Institute should conduct Business Idea Presentation Competition.
3. It was discussed in the meeting and a need was felt to sensitize students towards gender equality and women empowerment. Hence, Dr. Bhagyashri Kanhere, IQAC Member suggested the Institute to conduct the Specialization Club Competition on the occasion of International Women's Day.
4. Nandi Foundation organizes a Fair to provide job opportunities to students as a part of social initiative through Mahindra Pride Classroom. It was discussed in the meeting and a

need was felt to conduct Job Fair by collaborating with reputed companies. Hence, Mr. Vikram Gaikwad, Sr. Resource Specialist, Tetra Pack suggested the Institute to conduct the Job Fair.

5. It was discussed in the meeting and a need was felt to strengthen the corporate relations and bridge the gap between Industry and Institute. Hence, Dr. Pooja Upadhyay, Academic Co-ordinator suggested the Institute to conduct the HR Meet.
6. It was discussed in the meeting and a need was felt to conduct activities for developing knowledge and skills of Faculty members. Hence, Dr. Pooja Upadhyay, Academic Co-ordinator suggested the Institute to conduct the Faculty Development Program.
7. Dr. Gauri Prabhu, IQAC Co-ordinator suggested to undertake Certificate Course in Entrepreneurship to enhance the knowledge and skills of students.

The meeting of IQAC concluded with the permission of the chair and IQAC coordinator Dr. Gauri Prabhu proposed the vote of thanks.

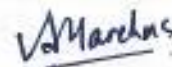
Prepared by



**Dr. Gauri Prabhu**  
IQAC Co-ordinator



Approved by



**Dr. Abhijit Mancharkar**  
Chairman-IQAC



# AISSMS

## INSTITUTE OF MANAGEMENT

CRAFTING VALUED CORPORATE PROFESSIONALS

Approved by AICTE New Delhi, DTE Govt. of Maharashtra,  
Affiliated to Savitribai Phule Pune University  
Accredited by NAAC with 'A+' Grade



**INTERNAL QUALITY ASSURANCE CELL**

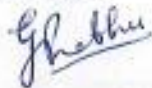
**02 Jul 2019**

### **ACTION TAKEN REPORT**

1. As discussed in the meeting on 10<sup>th</sup> July, 2018, Business Idea Presentation Competition was conducted on 21<sup>st</sup> Jan 2019. Students from MBA I year and II year participated in the event. Judges from other colleges were invited to evaluate the business ideas.
2. The Institute has conducted Mahindra Pride Job Utsav by Nandi Foundation on 27<sup>th</sup> Feb, 2019. The Job Utsav was organized for Colleges of Pune. There was overwhelming response from the students. Students who were trained by Nandi Foundation in various Institutes in Pune participated in the Job Utsav.
3. NAAC Peer Team visited the Institute from 5<sup>th</sup> to 6<sup>th</sup> Feb, 2019. Our Institute was accredited with prestigious A+ grade with CGPA of 3.27 on 4<sup>th</sup> March 2019. Hon. Secretary Chhatrapati Malojiraje, Hon. Joint Secretary Shri Suresh Shinde and other members of the Society appreciated the teamwork of the faculty in achieving the success.
4. Specialization Club of the Institute conducted a competition on International Women's Day on 8<sup>th</sup> March, 2019. A competition titled 'Walk of Fame' was organized and students participated enthusiastically.
5. To instill entrepreneurial spirit amongst the students, the Institute conducted Certificate Course in Entrepreneurship from 11<sup>th</sup> to 15<sup>th</sup> March, 2019. There were expert sessions and mentoring by successful entrepreneurs, guidance by banks regarding various schemes etc. The students also organized Entrepreneurial Fair where they showcased their business skills.
6. The AISSM Society has conducted HR Meeton 19<sup>th</sup> April, 2019. AISSMS institute of Management volunteers were involved in organizing and executing the event successfully. The Institute participated in the same. It was very enriching experience for the audience comprising of AISSMS, staff and students, NIPM Officials, Corporates, Deans and Directors.

7. The Local Inquiry Committee of Savtribai Phule Pune University (SPPU) visited the Institute on 9<sup>th</sup> Feb, 2019 regarding our application for Ph.D Research Centre. The Institute received approval in April 2019.
8. The Local Inquiry Committee of SPPU visited the Institute on 10<sup>th</sup> April, 2019 regarding our application for Permanent Affiliation.
9. The Institute has conducted Internal Faculty Development Program from 15<sup>th</sup> to 19<sup>th</sup> April, 2019. The Faculty members shared their expertise on various topics with their colleagues.
10. The Institute has conducted Faculty Development Program on Indo-Pak War: Management Strategies by Col. Nag, Retired Army Personnel, Indian Army & Mr. Gaurav Ambedkar, Director, and Marque HR Consultants on 24<sup>th</sup> April, 2019.

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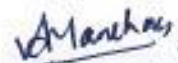


**Dr. Gauri Prabhu**

**IQAC Co-ordinator**



Approved by



**Dr. Abhijit Mancharkar**

**Chairman-IQAC**