



AISSMS
INSTITUTE OF MANAGEMENT
CRAFTING VALUED CORPORATE PROFESSIONALS



**INTERNAL QUALITY ASSURANCE CELL
(IQAC)**

Date: 02nd July 2018

MINUTES OF MEETING

A meeting of the Internal Quality Assurance Cell (IQAC) was conducted and the minutes of the meeting are as follows:

- **Day & Date:** Monday, 02nd July 2018
- **Time:** 11:00 am.
- **Venue:** Board Room, AISSMS IOM, Pune.
- **Attendees:**

Sr. No.	Name of the IQAC Member	Designation and Organization	Role
1.	Dr. Abhijit Mancharkar	Director, AISSMS IOM	Chairperson
2.	Shri. Suresh Shinde	Hon. Jt. Secretary, AISSMS	Management Representative
3.	Dr. Pooja Upadhayay	Associate Professor, AISSMS IOM	Member (Teaching)
4.	Prof. Bhagyashri Kanhere	Assistant Professor, AISSMS IOM	Member (Teaching)
5.	Prof. Bhalchandra Bite	Assistant Professor, AISSMS IOM	Member (Teaching)
6.	Mr. Vikram Gaikwad	Sr. Resource Specialist, Tetra Pack Pvt. Ltd.	Member (Alumni)
7.	Mr. R. R. Deshpande	Joint M. D., Kirloskar Oil Engines Ltd.	Member (Industry)
8.	Mr. Vishwanath Bhargude	Jr. Clerk, AISSMS IOM	Member (Non-Teaching)
9.	Dr. Gauri Prabhu	Associate Professor, AISSMS IOM	Co-ordinator IQAC



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- **Discussions and Resolutions:** The IQAC members discussed various points and decided following initiatives to be undertaken for improvement in the quality of the institute:
1. Dr. Abhijit Mancharkar, Director welcomed all esteemed IQAC members for the meeting.
 2. Dr. Gauri Prabhu, IQAC Co-ordinator read the minutes of the last meeting held on 10th January 2018 and the Action Taken Report for the same. The IQAC members noted the Action Taken Report and confirmed the Minutes of the last Meeting.
 3. Dr. Gauri Prabhu, IQAC Co-ordinator presented the Activity Report of the Institute for the Academic Year 2017-18. The IQAC members noted the Activity Report and appreciated the efforts taken by the AISSMS IOM Team.
 4. Shri. Suresh Shinde, Hon. Jt. Secretary AISSMS explained the purpose of the meeting and requested all the members to suggest quality initiatives.
 5. As per discussion in the last meeting, Dr. Gauri Prabhu, IQAC Co-ordinator has pointed out that the Institute has prepared for the NAAC accreditation process. The IQAC members expressed the need to apply for NAAC accreditation in a quest for improving the quality of education. Shri. Suresh Shinde Hon. Jt. Secretary, AISSMS has suggested that the Institute should apply for NAAC Accreditation in Academic Year 2018-19. Dr. Gauri Prabhu, IQAC Co-ordinator suggested to organize FDP regarding quality initiatives for orientation of the faculty members.
 6. It was discussed in the meeting and a need was felt to apply for Permanent Affiliation to Savitribai Phule Pune University. Dr. Abhijit Mancharkar, Director pointed out that the eligibility conditions for getting Permanent Affiliation from the University are fulfilled by the Institute. Hence, Shri Suresh Shinde, Hon. Jt. Secretary, AISSMS, has suggested the Institute to apply for Permanent Affiliation to the University.
 7. It was discussed in the meeting and a need was felt to establish approved Ph.D. Research Centre under the Faculty of Commerce and Management of Savitribai Phule Pune University. Dr. Pooja Upadhyay, Academic Co-ordinator has pointed out that the eligibility conditions for getting approval of Ph.D. Research Centre from the University are fulfilled by the Institute. Hence, Dr. Abhijit Mancharkar, Director, has suggested to apply for establishment of approved Ph.D. Research Centre to the University to promote the research culture.
 8. As per the discussion in the meeting dated 10th January 2018, Dr. Gauri Prabhu, IQAC Co-ordinator pointed out that the Institute has applied for establishment of approved NSS unit to the Savitribai Phule Pune University. Shri. Suresh Shinde, Hon. Jt. Secretary AISSMS suggested to pursue the matter with the University. It was discussed in the meeting to undertake extension activities and social initiatives like NSS Camp, blood donation camp, Swachh Bharat Abhiyan, gender equality, tree-plantation etc. for community development.
 9. Dr. Abhijit Mancharkar, Director suggested to augment physical infrastructure regarding furniture, equipments etc. keeping in mind a need to provide state-of-art facilities and ambiance for effective teaching-learning process.



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10. Dr. Bhalchandra Bite, Member IQAC has suggested to upgrade ICT facilities like networking, Internet Bandwidth, etc. He also suggested to purchase new equipments like LCD projector, color printer etc.
11. Dr. Gauri Prabhu IQAC Co-ordinator has suggested to augment learning resources like reference books, e-books, inspirational books, and biographies, etc. She also suggested to introduce new library facilities and services like sharing of current affairs, library orientation program etc.
12. 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, and provide professional counseling to them based on the same. Dr. Gauri Prabhu, IQAC Co-ordinator suggested to conduct the Psychometric Test and Counseling which will lay foundation for developing holistic personality.
13. Mr. R. R. Deshpande, Joint M. D., Kirloskar Oil Engines Ltd. pointed out the need to give practical exposure to the students and make them aware about the current trends in Industry. He suggested that the Institute should organize Industrial Visits, and arrange Seminars and Workshops on topics like Personality Development, IPR, Industry 4.0 etc.
14. Mr. Vikram Gaikwad, Sr. Resource Specialist, Tetra Pack Pvt. Ltd. suggested to organize Certification Courses keeping in mind the need for employability enhancement. He suggested that such courses should be arranged on the topics like Soft Skills, Digital Marketing, GST, etc. He also suggested to collaborate with Industries or other organizations to conduct such certification courses for students.
15. Prof. Bhagyashri Kanhere, IQAC Member pointed out that management lessons can be learnt from books, movies etc. She suggested to organize various competitions under the Specialization Club regarding the same.
16. Mr. R. R. Deshpande, Joint M. D., Kirloskar Oil Engines Ltd. pointed out that the Institute should endeavor to create employment opportunities for the students. Dr. Abhijit Mancharkar, Director has suggested to organize Job Fair in collaboration with various organizations.
17. Mr. Vikram Gaikwad, Sr. Resource Specialist, Tetra Pack Pvt. Ltd. suggested that the Institute can conduct various activities to nurture entrepreneurial spirit. Dr. Gauri Prabhu, IQAC Co-ordinator suggested to conduct activities like Certification Courses on entrepreneurship, lessons from successful entrepreneurs, etc.
18. Shri. Suresh Shinde, Hon. Jt. Secretary, AISSMS suggested that the Institute can participate in various reputed B-School Surveys to improve brand image of the Institute. Dr. Abhijit Mancharkar, Director suggested to apply for surveys like National Institutional Ranking Framework (NIRF), All India Survey on Higher Education (AISHE) etc. conducted by reputed magazines etc.
19. Dr. Gauri Prabhu, IQAC Co-ordinator suggested to conduct Academic and Administrative Audit (AAA) in order to assess and thereby improve the quality of the Institute.



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20. Prof. Bhalchandra Bite, IQAC Member pointed out the need for international exposure to the students. Dr. Pooja Upadhayay IQAC Member suggested to organize International Interface activities in the institute.

The meeting of IQAC concluded with the permission of the chair.

Dr. Gauri Prabhu IQAC Co-ordinator proposed the vote of thanks.

Prepared by

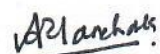


Dr. Gauri Prabhu

IQAC Co-ordinator

AISSMS IOM, Pune

Approved by



Dr. Abhijit Mancharkar

Chairperson-IQAC

AISSMS IOM, Pune

DIRECTOR

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**INTERNAL QUALITY ASSURANCE CELL
(IQAC)**

Date: 10th January 2019

ACTION TAKEN REPORT

A meeting of the Internal Quality Assurance Cell (IQAC) was conducted on 02nd July 2018 and the Action Taken Report is as follows:

Sr. No.	Resolution	Action Taken		
1.	NAAC Accreditation	The Institute has applied for NAAC Accreditation and the details so far are as follows:		
		Sr. No.	Particulars	Date
		1.	IIQA Submitted	25 th July, 2018
		2.	IIQA Accepted	1 st Aug, 2018
		3.	SSR Submitted	15 th Sept, 2018
		4.	DVV queries received	26 th Sept, 2018
		5.	DVV Clarification submitted	11 th Oct, 2018
		6.	Pre-qualifier	30 th Nov, 2018
		7.	Scheduled NAAC Peer Team Visit	5 th & 6 th Feb 2019
2.	Permanent Affiliation to Savitribai Phule Pune University	The Institute has applied for Permanent Affiliation to Savitribai Phule Pune University on 30th September 2018.		
3.	Establishment of Approved Ph.D. Research Centre of Savitribai Phule Pune University	The Institute has applied for establishment of Ph.D. Research Centre under Faculty of Commerce and Management, Savitribai Phule Pune University on 30th September 2018.		
4.	Establishment of Approved National Service Scheme (NSS) Unit of Savitribai Phule Pune University and Extension Activities and Social Initiatives	The Institute has applied for establishment of National Service Scheme (NSS) unit to Savitribai Phule Pune University on 29th June 2018 and received approval on 21st September 2018.		
		a. The Institute has organized Blood Donation Camp on the occasion of Teacher's Day on 05th September 2018		
		b. The Institute has conducted Seminar on 'Mosquito Vector Public Awareness' on 07th August 2018.		



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Sr. No.	Resolution	Action Taken
4.	Establishment of Approved National Service Scheme (NSS) Unit of Savitribai Phule Pune University and Extension Activities and Social Initiatives	c. The Institute has organized Blood Donation Camp on the occasion of Teacher's Day on 05th September 2018
		d. The Institute has organized Swachh Bharat Abhiyan on 02nd October 2018.
		e. The Institute has organized NSS Camp and Social Activities from 05th January 2019.
		Some social initiatives and activities are planned in this Semester of Academic Year.
5.	Augmentation of Physical Infrastructure	The Institute has augmented the physical infrastructure regarding furniture, equipment, etc. for providing conducive teaching-learning environment.
6.	Augmentation of IT Infrastructure	The Institute has upgraded IT infrastructure related to Internet Bandwidth, networking, etc. to strengthen ICT based education facilities.
7.	Augmentation of Learning Resources	The institute has augmented the learning resources like reference books, inspirational books, biographies, etc. to support teaching-learning, and research activities of the Institute.
8.	Psychometric Testing and Professional Psychometric Counselling	a. The Institute has conducted Psychometric Test from 20th August 2018 to 21st August 2018.
		b. The Institute has organized Professional Psychometric Counselling will begin from the month of January 2019.
9.	Seminars Workshops and Industrial Visits	a. The Institute has conducted Seminar on 'Capital Market Awareness, Introduction to Mutual Fund and Financial Planning' on 17th August 2018.
		b. The Institute has organized Workshop on 'Goal Setting and Stress Handling' on 22nd September 2018.
		c. The Institute has organized Workshop on 'Role of Public Speaking to be a Good Manager and Good Leader' on 22nd September 2018.
		d. The Institute has conducted Seminar on 'Introduction to Human Rights' on 29th September 2018.
		e. The Institute has conducted Seminar on 'Industry 4.0 Challenges before Management Students' on 29th September 2018.
		f. The Institute has conducted Seminar on 'IPR: An Introduction' on 05th October 2018.
		g. The Institute has organized Workshop on 'EBSCO' on 09th October 2018.
		h. The Institute has organized Industrial Visits to SEBI on 26 th September 2018.



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Sr. No.	Resolution	Action Taken
9.	Seminars Workshops and Industrial Visits	i. The Institute has organized Industrial Visits to Business Standard and Lokmat on 25th October 2018.
		Some Seminars, workshops and Industrial visits are planned in this Semester of Academic Year
10.	Certification Courses	a. The Institute has conducted Certificate Course on 'Soft Skill Module-I' from 27th August 2018 to 31st August 2018 & remaining part of the course will be conducted in January 2019.
		b. The Institute has conducted Certificate Course on 'Soft Skill Module-II' from 27th August 2018 to 31st August 2018.
		c. The Institute has conducted Certificate Course on 'Soft Skill' under skilling initiative as a part of Employability Enhancement and Youth Livelihood Program by Mahindra Pride Classroom and Nandi Foundation from 1st October 2018 to 25th October 2018.
		Some Certificate Courses in GST, Digital Marketing, Entrepreneurship, etc. are planned in this Semester of the Academic Year.
11.	Specialization Club Activities	a. The Institute has conducted Specialization Club Activity: Book Review on 22nd October 2018.
		b. The Institute has conducted Specialization Club Activity: Movie review related to Management concept on 22nd October 2018.
12.	Job Fair	Mega Job Fair was organized in collaboration with Skill Development, Employment and Entrepreneurship Guidance Centre, Pune and Softzeal Technology, Pune, AISSMS COE, and AISSMS IOIT on 20th July 2018. 146 companies and more than 50,000 students from diverse disciplines all over India participated in the Mega Job Fair.
13.	Entrepreneurship Development	a. The Institute has conducted Mini Project Competition: Learning From Successful Entrepreneurs from 27th August 2018 to 31st August 2018.
		Some Certificate courses in Entrepreneurship is planned in this Semester of the Academic Year.
14.	Participation in survey for Ranking of B-Schools.	a. The Institute has participated in All India Survey on Higher Education (AISHE) for 2018-19



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Sr. No.	Resolution	Action Taken
14.	Participation in survey for Ranking of B-Schools.	b. The Institute has participated in National Institutional Ranking Framework (NIRF) for 2018-19 c. The Institute has participated in B-Schools Survey conducted by Business World Magazine in 2018. The Institute ranked 18th among Top Private Management Institutes in West Zone and 96th in India.
15.	Academic and Administrative Audit	The Institute has conducted the Academic and Administrative Audit on 08th August 2018.
16.	International Exposure to students	The Institute has organized International Cross-Cultural Interface is planned in this Semester of the Academic Year.
17.	Faculty Development Program (FDP)	a. The Institute has organized FDP on 'Quality Initiatives' on 25th August 2018. b. The Institute has organized Internal FDP from 17th December 2018 to 21st December 2018. Some Faculty and Staff Development programs are planned in this Semester of Academic Year.

Prepared by

G. Prabhu

Dr. Gauri Prabhu
IQAC Co-ordinator
AISSMS IOM, Pune

Approved by

A. Mancharkar

Dr. Abhijit Mancharkar
Chairman-IQAC
AISSMS IOM, Pune
DIRECTOR

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**INTERNAL QUALITY ASSURANCE CELL
(IQAC)**

Date: 14th January 2019

MINUTES OF MEETING

A meeting of Internal Quality Assurance Cell (IQAC) was conducted and the minutes of the meeting are as follows:

- **Day and Date:** Monday, 14th January 2019
- **Time:** 03:00 pm
- **Venue:** Board Room, AISSMS IOM.
- **Attendees:**

Sr. No.	Name of the IQAC Member	Designation and Organization	Role
1.	Dr. Abhijit Mancharkar	Director, AISSMS IOM	Chairperson
2.	Shri. Suresh Shinde	Hon. Jt. Secretary, AISSMS	Management Representative
3.	Dr. Pooja Upadhayay	Associate Professor, AISSMS IOM	Member (Teaching)
4.	Dr. Bhagyashri Kanhere	Assistant Professor, AISSMS IOM	Member (Teaching)
5.	Prof. Bhalchandra Bite	Assistant Professor, AISSMS IOM	Member (Teaching)
6.	Mr. Vikram Gaikwad	Sr. Resource Specialist, Tetra Pack Pvt. Ltd.	Member (Alumni)
7.	Mr. R. R. Deshpande	Joint M. D., Kirloskar Oil Engines Ltd.	Member (Industry)
8.	Mr. Vishwanath Bhargude	Jr. Clerk, AISSMS IOM	Member (Non-Teaching)
9.	Dr. Gauri Prabhu	Associate Professor, AISSMS IOM	Co-ordinator IQAC



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- **Discussions and Resolutions:** The IQAC members discussed various points and decided following initiatives to be undertaken for improvement in the quality of the institute:
1. Dr. Abhijit Mancharkar, Director welcomed all esteemed IQAC members for the meeting.
 2. Dr. Gauri Prabhu, IQAC Co-ordinator read the minutes of the last meeting held on 2nd July 2018 and the Action Taken Report for the same. The IQAC members noted the Action Taken Report and confirmed the Minutes of the Last Meeting.
 3. Dr. Abhijit Mancharkar, Director, and Dr. Gauri Prabhu, IQAC Co-ordinator presented the preparations done by the Institute for NAAC Peer Team Visit. The IQAC members took the review of the same. Shri Suresh Shinde, Hon. Jt Secretary, AISSMS, suggested that presentations should be given by the following members: Dr. Abhijit Mancharkar, Director, Dr. Gauri Prabhu, IQAC Co-ordinator, Dr. Pooja Upadhayay, Academic Co-ordinator, Dr. Mayur Punde, Training and Placement Officer, Mrs. Bhakti Thakur, Librarian, Prof. Ursula Sumant, NSS Program Officer.
 4. Dr. Gauri Prabhu, IQAC Co-ordinator & Head of Start-up and Innovation Cell suggested to organize Business Idea Presentation Competition to nurture entrepreneurial spirit among the students.
 5. It was discussed in the meeting and a need was felt to organize activities for women empowerment. Dr. Bhagyashri Kanhere, IQAC Member suggested to conduct competition under Specialization Club on the occasion of International Women's Day.
 6. It was discussed in the meeting and a need was felt to organize Job Fair for only Management graduates. Mr. Vikram Gaikwad, Sr. Resource Specialist, Tetra Pack Pvt. Ltd. suggested the Institute to organize Job Fair in collaboration with reputed organization.
 7. Mr. R. R. Deshpande, Joint M. D., Kirloskar Oil Engines Ltd. pointed out the need to bridge the gap between Industry and Academia. Dr. Pooja Upadhayay, IQAC Member suggested to organize interactive session with HR professionals to strengthen the corporate relations.



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8. Dr. Abhijit Mancharkar, Director has pointed out the need for upgradation of knowledge and skills of Faculty and Staff members. Shri. Suresh Shinde Hon. Jt. Secretary AISSMS has suggested to organize Faculty and Staff Development Programs by inviting external resource persons.
9. Dr. Bhalchandra Bite suggested that counseling facility to be provided by professional counselors to faculty members for guidance and development.

The meeting of IQAC concluded with the permission of the chair.

Dr. Gauri Prabhu IQAC Co-ordinator proposed the vote of thanks.

Prepared by

G. Prabhu

Dr. Gauri Prabhu
IQAC Co-ordinator
AISSMS IOM, Pune

Approved by

A. Mancharkar

Dr. Abhijit Mancharkar
Chairperson-IQAC
AISSMS IOM, Pune

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**INTERNAL QUALITY ASSURANCE CELL
(IQAC)**

Date: 28th June 2019

ACTION TAKEN REPORT

A meeting of the Internal Quality Assurance Cell (IQAC) was conducted on 14th January 2019 and the Action Taken Report is as follows:

Sr. No.	Resolution	Action Taken
1.	NAAC Accreditation	The NAAC Peer-Team visited the Institute from 05 th February 2019 to 06 th February 2019 for Quality Assessment and Accreditation. The Institute received prestigious 'A+' Grade with CGPA of 3.27 for the period of 05 years from 04 th March 2019 to 03 th March 2024.
2.	Permanent Affiliation to Savitribai Phule Pune University	The Local Inquiry Committee (LIC) appointed by Savitribai Phule Pune University has visited the Institute regarding permanent affiliation on 10 th April 2019.
3.	Establishment of Approved Ph.D. Research Centre of Savitribai Phule Pune University	The Local Inquiry Committee (LIC) appointed by Savitribai Phule Pune University has visited the Institute regarding Ph.D. Research Centre on 09 th February 2019. The Institute has received the Approval on 10 th April 2019.
4.	Extension Activities and Social Initiatives through NSS	a. The Institute has organized NSS Camp and Social Activities from 05 th January 2019 to 11 th January 2019. b. The Institute has conducted Social Activity on 'Road Safety Awareness and Traffic Control' on 19 th January 2019 c. The Institute has conducted Social Activity on 'Railway Crossing Safety Awareness' on 19 th January 2019. d. The Institute has conducted Social Activity on 'Drug Free India' on 18 th February 2019. e. The Institute has conducted Blood Donation Camp on the occasion of International Women's Day on 08 th March 2019.
5.	Professional Psychometric Counselling for Students	The Institute has organized Professional Psychometric Counseling for students by IHHI from 15 th January 2019 to 17 th January 2019, 19 th March 2019, 20 th March 2019 and 11 th April 2019.
6.	Seminars Workshops and Industrial Visits	a. The Institute has conducted Seminar on 'Guidance on Competitive Examinations' on 10 th January 2019.



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Sr. No.	Resolution	Action Taken
6.	Seminars Workshops and Industrial Visits	b. The Institute has conducted Seminar on 'Cyber Security – Security Management Practices' on 10th January 2019. c. The Institute has organized Workshop on 'GD & PI' from 15th January 2019 to 17th January 2019. d. The Institute has organized Workshop on 'Application of Statistics in Research' on 22nd January 2019. e. The Institute has organized Workshop on 'Personality Development' on 15th February 2019. e. The Institute has conducted Seminar on 'Social Media Awareness and Activity' on 26th February 2019. f. The Institute has organized Workshop on 'Career Opportunities in Various Functional Areas of Management' on 04th March 2019. g. The Institute has conducted Seminar on 'IPR: Legal Aspects' on 15th March 2019. h. The Institute has organized Workshop on 'Decision Science' on 23rd March 2019. i. The Institute has organized Industrial Visits to Capstone Securities Analysis Pvt. Ltd. on 10th January 2019 and 21st January 2019. k. The Institute has organized Study Tour to Workshop of AISSMS COE from 05th March 2019 to 06th March 2019 l. The Institute has organized Industrial visit to Leadecon on 13th April 2019.
7.	Certification Courses	a. The Institute has conducted Certificate Course on 'Goods and Service Tax (GST)' from 08th January 2019 to 29th March 2019. b. The Institute has conducted Certificate Course on 'Digital Marketing' from 12th January 2019 to 30th March 2019 c. The Institute has conducted Certificate Course on 'Entrepreneurship' from 11th March 2019 to 15th March 2019 d. The Institute has conducted Certificate Course on 'Employee Engagement and Retention Strategies' from 12th January 2019 to 30th March 2019.
8.	Entrepreneurship Development	a. The Institute has conducted Business Idea Presentation Competition on 21st January 2019 b. The Institute has conducted Certificate Course on 'Entrepreneurship' from 11th March 2019 to 15th March 2019
9.	Women Empowerment	The Institute has organized Specialization Club Competition: Walk of Fame and Poster-Making on occasion of International Women's Day on 07 th and 08 th March 2019.



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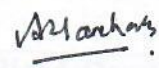


Sr. No.	Resolution	Action Taken
10.	Job Fair	The Institute has organized Mahindra Pride Job Ustav in collaboration with Nandi Foundation on 27th February 2019. Reputed companies and 568 students participated in the event.
11.	Interaction with HR Professionals	AISSMS Group of Institutes has organized 'HR Meet' on 19th April 2019.
12.	Faculty and Staff Development Program	a. The Institute has conducted FDP on 'Quality Initiatives' 11th January 2019 b. The Institute has conducted Staff Development Program on 'Hospitality' by AISSMS CHMCT on 23rd January 2019. c. The Institute has organized Workshop on 'Industry Expectations' for Principals and TPOs of AISSMS Group of Institute, on 05th March 2019. d. The Institute has conducted Internal FDP from 15th April 2019 to 19th April 2019. e. The Institute has conducted Internal Staff Development Program from 22nd April 2019 to 26th April 2019. f. The Institute has organized FDP on 'Indo-Pak War: Management Strategies' on 24th April 2019
13.	Professional Counselling for Faculty and staff members	The Institute has organized professional counselling Session for Staff by IHHI from 18th March 2019 to 22nd March 2019.

Prepared by


Dr. Gauri Prabhu
IQAC Co-ordinator
AISSMS IOM, Pune

Approved by


Dr. Abhijit Mancharkar
Chairperson-IQAC
AISSMS IOM, Pune

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