

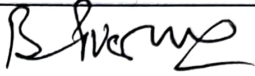

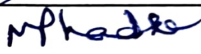
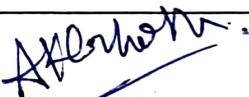

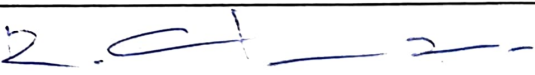
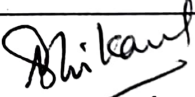
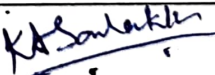

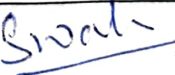

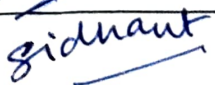
Attendance for The Second Meeting of the Internal Quality Assurance Cell (IQAC)

Date: 11/9/2019

Time: 11.00A.M

Venue: Kalpavriksha

IQAC Committee Members

Name of Committee Member	Signature
Dr. Bigyan Verna	
Dr. Venkatramani	
Prof.C.R. Radhakrishnan	
Dr. Manju Phadake	
Mr. A.K. Ghosh	
Dr. Suhas Tambe	
Mr. R. Chandrasekar	
Dr. Nishi Kaul	
Dr. Kaustubh Sontakke	
Dr. Seema Laddha	
Dr. Swati Kulkarni	
Mr. Fristen Lobo	
Mr. Sidhant Chadrashekhhar	



Minutes of IQAC Second Meeting after NAAC accreditation in Nov 2018

The 2nd meeting of IQAC was held at 11.00 a.m. on 11/9/2019 in Kalpvriksha. The following members were present.

1. Dr. Bigyan Verma,
Director, SIESCOMS, Chairperson, Internal Quality Assurance Cell
2. Prof.C.R. Radhakrishnan,
Special Invitee, Member, Internal Quality Assurance Cell
3. Dr. Manju Phadake,
Senior Academician, Member, Internal Quality Assurance Cell
4. Mr. A.K. Ghosh,
Nominee of Industrialist, Member, Internal Quality Assurance Cell
5. Dr. Suhas Tambe
Deputy Director, SIESCOMS, Member, Internal Quality Assurance Cell
6. Mr. R. Chandrasekar,
Registrar, SIESCOMS, Member, Internal Quality Assurance Cell
7. Dr. Nishi Kaul,
Dean, Student Affairs, SIESCOMS, Member, Internal Quality Assurance Cell
8. Dr. Kaustubh Sontakke
Chairperson, Centre of Excellence, SIESCOMS, Member, Internal Quality Assurance Cell
9. Dr. Seema Laddha,
Faculty, SIESCOMS, Member, Internal Quality Assurance Cell
10. Dr. Swati Kulkarni
Faculty, SIESCOMS, Co-ordinator, Internal Quality Assurance Cell
12. Mr. Sidhant Chadrashekhhar
President, Student Council, SIESCOMS

Dr. Bigyan Verma, Director and Chairperson, IQAC, welcomed the members for the second meeting of IQAC. Following points were discussed in the meeting.

1. Dr. Verma briefed the committee members about minutes of the first IQAC meeting. He also discussed action taken report of the first meeting.



2. The draft of Research Policy was discussed and found to be satisfactory. It will be soon circulated to faculty members of SIESCOMS.
3. Review of 1st trimester for all PGDM programs was taken. Since, this is the first time, trimester has been implemented for PGDM programs, faculty members are getting used to the new system. Efforts taken by all faculty members were appreciated by Dr. Verma and other committee members to complete the curriculum in time with great efficiency.
4. Dr. Manju Phadke suggested that since SIESCOMS has successfully moved to trimester, IQAC may consider conducting academic audit after a year. Eminent academicians should be invited to conduct the Academic Audit.
5. Dr. Manju Phadke suggested few names of senior academicians to conduct academic audit at the institute.
6. IQAC was advised to conduct periodic feedback for all stakeholders.
7. Committee also discussed about having the periodic administrative audit for the institute. SIESCOMS conducts Internal Audits four times a year. Two audits are done by Internal Auditors of SIESCOMS and two are done ISO certifying agency LRQA. These audits are done for administrative processes too. Dr. Swati Kulkarni suggested if institute can follow ISO audit reports for administrative concerns. The suggestion was accepted by all committee members.
8. Members advised that periodic MIS reports of the institute should be prepared and kept ready.
9. Dr. Verma briefed committee members about Journey of Idea Research at SIESCOMS for the last so many years. Dr. Swati Kulkarni gave the current status of Idea Research. She also gave the roadmap of Idea Research for year 2019-2020.
10. Members were of the opinion that robust and effective counselling should be initiated for the students.
11. It was discussed that training needs of teaching and non-teaching staff have to be identified. Various training programs or workshops need to be conducted in the campus or outside the campus.
12. Updates about Research conference which took place on August 10, 2019 were given to committee by Dr. Kaustubh Sontakke.
13. Committee was also updated on SLIP (Skilled Linked Immersion Program) that was organised by faculty members for the students of first trimester of all PGDM programs.
14. Dr. Verma and Dr. Tambe briefed committee members about Board of Studies meetings of various functional areas.
15. Committee members discussed about the "Best Practices" for SIESCOMS. Director was advised to identify and adopt any of the best practice such as Green campus, Research Scholar meet, Entrepreneurship, debates on values etc.
16. Dr. Swati Kulkarni took suggestions from committee members on draft of calendar of IQAC meetings.
17. Committee members advised that Minutes of IQAC Meetings should be posted on the website.



**Action taken report on the decisions of the 2nd IQAC Meeting conducted on
11/9/2019**

Sr. No	Recommendation given by IQAC Committee	Action Taken for Implementation & Outcomes
1,	Research Policy can be finalised and circulated amongst faculty members	Research Policy is finalized, and faculty members are aware of the same.
2.	IQAC was advised to conduct periodic feedback for all stakeholders.	Feedback on academic and supportive services have been taken. Feedback on teaching is communicated to respective faculty members.
3.	Periodic MIS reports of the institute should be prepared and kept ready.	MIS reports are generated every month and circulated amongst faculty members.
4.	Guidelines and deadlines of Idea Research needs to be adhered to.	Idea Research is going well, and deadlines are strictly followed,

Bigyan Verma

**Approved by: Dr. Bigyan Verma,
Director, SIESCOMS, Chairperson, IQAC**

