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SYMBIOSIS INSTITUTE OF MANAGEMENT STUDIES (SIMS)
For Defence Personnel & Their Dependents)

SIMS/RRC/MOM/2018   **25th Feb 2018**

Symbiosis Institute of Management Studies (SIMS)

Review and Revision committee meeting –

Minutes of the meeting – 22nd Feb 2018

The Review and Revision Committee Meeting was held on **22nd Feb 2018** to discuss various changes and the modifications to be involved in the curriculum for the new **Batch 2018-2020** and 03rd & 4th sem Batch 2017-2019.
Below mentioned members attended the meeting: -

Brig (Dr.) Rajiv Divekar (Retd)	-	Director
Dr Pravin Kumar	-	Dy.Director
Dr Ravinder Kaur	-	Full Time Faculty
Dr Asha Nagendra	-	Full Time Faculty
Dr Pradnya Chitrao	-	Full Time Faculty
Dr Hirak Dasgupta	-	Full Time Faculty
Dr Vanishree Pabalkar	-	Full Time Faculty
Dr Arti Chandani	-	Full Time Faculty
Dr Komal Chopra	-	Full Time Faculty
Dr Suruchi Pandey	-	Full Time Faculty

Dy. Director, SIMS

Dr Swati Vispute	-	Full Time Faculty
Dr Vaishali Jain	-	Full Time Faculty
Ms Sanchari Debgupta	-	Full Time Faculty
Dr Tushar Rathore	-	Full Time Faculty
Ms Smita Mehendale	-	Full Time Faculty

Minutes of Review and Revision Committee Meeting 22nd Feb 2018

Dy. Director, SIMS

SYMBIOSIS INSTITUTE OF MANAGEMENT STUDIES (SIMS)

(For Defence Personnel & Their Dependents)

Minutes of the Meeting of the PRC (For Batch 2018-20) held on
22nd February 2018 at SymbiosisInstitute of Management Studies
(SIMS), Conference Room.

1. As per stakeholder's feedback Dr. Pravin kumar suggested below changes into MBA
   (E) 2018-20 Batch

GST (Goods and service tax) Law (T1324)-2 credits added in the 1st semester of 2018-20 batch and removed Taxation(T2039)-2 credits
Consumer behavior (T2118) -2 Credit added in the 2nd semester of 2018-20 batch and removed Macroeconomics for managers (T6074)-2 credits
Supply chain management (T2827) -2 Credit added in the 2nd semester of 2018-20 batch and removed Fundamentals of Supply chain management (T2166)-2 credits
Management Accounting (T2777) -2 Credit added in the 2nd semester of 2018-20 batch and shifted International marketing (T2153)-2 credits to 4th semester of 2018-20 batch

Dy. Director, SIMS

Marketing research (T2513) -2 Credit added in the 2nd semester of 2018-20 batch and shifted International finance (T2073)-2 credits to 4th semester of 2018-20 batch
Financial management (T2034) -2 Credit added in the 3rd semester of 2018-20 batch and removed Strategic human resource management (T2295)-2 credits
Lean six sigma (T2165) -2 Credit added in the 3rd semester of 2018-20 batch and removed Advanced supply chain management (T2168)-2 credits
Marketing specialization added and subjects added- Business to Business Marketing (T2152) - 2 Credits, Integrated Marketing Communication (T2127)- 2 credits, Digital Marketing (T2139)- 2 credits In 4th Semester of 2018-20 batch.
Finance specialization added and subjects added- Advanced Corporate Finance (T2059) - 2 Credits, Derivative Markets (T2013)- 2 credits, Financial Modeling (T2051)- 2 credits, Project & Infrastructure Finance (T2605) -2 Credits In 4th Semester of 2018-20 batch.
Operations specialization added and subjects added- Service Operations Management (T2187) - 2 Credits, Operations Research (T2220)- 2 credits, Game Theory for Strategic Thinking (T2254)- 2 credits In 4th Semester of 2018-20 batch.
Human resource management specialization added and subjects added- Talent Management (T2283) - 2 Credits, Performance Management System (T2576)- 2 credits, Organizational Development and Change (T2578)- 2 credits, Employment Related Laws (T2574) -2 Credits, Compensation and Reward Management (T2296)- 2 Credits In 4th Semester of 2018-20 batch.
IT For managers 1 (T3351)-2 credit removed in 3rd semester of 2018-20 batch
International human resource management (T2291)-2 credit removed in 3rd semester of 2018-20 batch
Management of diverse workforce (T2289)-2 credit removed in 3rd semester of 2018-20 batch

Meeting ended with vote of thanks by Dy. Director Sir.

Dy. Director, SIMS

Agenda for Meeting of IQAC

The following agenda-items shall be discussed in the Meeting of IQAC that has been scheduled to be held on 05-03-2018 at 03.30 PM at SIMS

Agenda Point 01: Confirmation of the MoM of previous meeting
Agenda Point 02: Presentation of the Action Taken Report
Agenda Point 03: To discuss academic feedback
Agenda Point 04: To discuss revised NAAC guideline
Agenda Point 05: To discuss the process of online PAR
Agenda Point 06: Use of Bar code during GEPIWAT process
Agenda Point 07: Any other points

Coordinator
IQAC-SIMS

SYMBIOSIS INSTITUTE OF MANAGEMENT STUDIES (SIMS)
(For Defence Personnel & Their Dependents)

Symbiosis International (Deemed University)
(Established under Section 3 of the UGC Act, 1956)
Re-accredited by NAAC with 'A' grade (3.58/4) | Awarded Category - I by UGC
Founder: Prof. Dr. S. B. Mujumdar, M. Sc., Ph. D. (Awarded Padma Bhushan and Padma Shri by President of India)

Reference: SIMS/IQAC/2017-18/003

Date: March 5, 2018

MINUTES OF IQAC MEETING

1. A meeting of the Internal Quality Assurance Cell (IQAC) was held at SIMS, Khadki **on 05 March 2018 from 3.30 pm to 5.00 pm**

The following members attended the meeting:

Brig. Dr Rajiv Divekar - Director, Chairperson

Mr. Rajesh Sathe – Asst. Admin Officer

Ms. Dipali More – Librarian

Dr. Rashmy Moray – Asso. Professor

Dr. Ruby Chanda - Asso. Professor

Dr. Tushar Rathore - Asst. Professor

Dr. Tajamul Islam - Asst. Professor

Dr. Swati Vispute - Asst. Professor

Prof. Smita Mehendale - Asst. Professor

Dr. Naval Lawande - Asst. Professor

Mr. Rahul Dhaigude – IQAC coordinator

2. AGENDA FOR THE MEETING

Agenda Point 01: Confirmation of the MoM of previous meeting
Agenda Point 02: Presentation of the Action Taken Report
Agenda Point 03: To discuss academic feedback
Agenda Point 04: To discuss revised NAAC guideline
Agenda Point 05: To discuss the process of online PAR
Agenda Point 06: Use of Bar code during GEPIWAT process
Agenda Point 07: Any other points

3. At the onset Brig. Divekar welcomed all the members for the meeting and thereafter the items on the agenda were taken up for the discussion:

Item No.	POINTS
I.	**CONFIRMATION OF THE MINUTES OF PREVIOUS MEETING** Prof. Rahul read the Minutes of the previous Meeting held on 12 October, 2015. The MoM were confirmed by all the members. **Resolution 1:** Resolved that Minutes of the Meeting hereby confirmed by the members.
II	**PRESENTATION OF ACTION TAKEN REPORT** The ATR was prepared based on the inputs received in the previous meeting. The ATR was presented to the members (as per attachment). **Resolution 2:** Resolved that the Action taken Report is hereby noted.
III	**ACADEMIC FEEDBACK:** Feedback from Students, faculty, Alumni and other stakeholders is collected regularly. The feedback collected from various stakeholders was presented by the Academic head Dr. Mita Mehta. (see attachment) **PGPM:** The changes suggested by the internal faculty for the PGPM programme were as below: i. Management of Operations (T2528)-2 credits to be added in the 1st semester and Introduction to Operations Management(T218 credits to be removed ii. Introduction to Entrepreneurship (T2647) -1 Credit to be added in the 1st semester and Entrepreneurship (T2353)-2 credi be removed iii. International Business and Global Strategy(T2651) -1 credit to be added in the second semester and Dissertation (T2701 Credits to be removed iv. Digital Marketing (T2139)- 2 credits to be added in the 2nd semester and Services marketing (T2142) -2 credits to be remo v. Goods and Service Tax(GST) Law (T1324)-2 credits added in the 2nd semester and Taxation (T2039)-2 credits) to be removed **MBA (EXECUTIVE):** i. GST (Goods and service tax) Law (T1324)-2 credits to be added in the 1st semester of 2018-20 batch and Taxation(T20 2 credits to be removed ii. Consumer behaviour (T2118) -2 Credit to be added in the 2nd semester of 2018-20 batch and Macroeconomics for mana (T6074)-2 credits to be removed iii. Supply chain management (T2827) -2 Credit to be added in the 2nd semester of 2018-20 batch and Fundamentals of Su chain management (T2166)-2 credits to be removed iv. Management Accounting (T2777) -2 Credit to be added in the 2nd semester of 2018-20 batch and International marke (T2153)-2 credits to be shifted to 4th semester of 2018-20 batch v. Marketing research (T2513) -2 Credit to be added in the 2nd semester of 2018-20 batch and International finance (T207 credits to be shifted to 4th semester of 2018-20 batch vi. Financial management (T2034) -2 Credit to be added in the 3rd semester of 2018-20 batch and Strategic human reso management (T2295)-2 credits to be removed vii. Lean six sigma (T2165) -2 Credit to be added in the 3rd semester of 2018-20 batch and Advanced supply chain managen (T2168)-2 credits to be removed viii. Marketing specialization to be added with subjects - Business to Business Marketing (T2152) - 2 Credits, Integrated Marke Communication (T2127)- 2 credits, Digital Marketing (T2139)- 2 credits In 4th Semester of 2018-20 batch. ix. Finance specialization to be added with subjects- Advanced Corporate Finance (T2059) - 2 Credits, Derivative Mar (T2013)- 2 credits, Financial Modelling (T2051)- 2 credits, Project & Infrastructure Finance (T2605) -2 Credits In 4th Seme of 2018-20 batch. x. Operations specialization to be added with subjects - Service Operations Management (T2187) - 2 Credits, Operat Research (T2220)- 2 credits, Game Theory for Strategic Thinking (T2254)- 2 credits In 4th Semester of 2018-20 batch. xi. Human resource management specialization to be added with subjects - Talent Management (T2283) - 2 Credits, Performa Management System (T2576)- 2 credits, Organizational Development and Change (T2578)- 2 credits, Employment Rel Laws (T2574) -2 Credits, Compensation and Reward Management (T2296)- 2 Credits In 4th Semester of 2018-20 batch. xii. IT For managers 1 (T3351)-2 credit to be removed in 3rd semester of 2018-20 batch

	xiii. International human resource management (T2291)-2 credit to be removed in 3rd semester of 2018-20 batch xiv. Management of diverse workforce (T2289)-2 credit to be removed in 3rd semester of 2018-20 batch	
	It was further instructed to the Academics department to collate the feedback for both the semesters and send the same to the respective faculty for further discussion in Internal BoS. The recommendations of the Internal BoS to be discussed in monthly meeting. Further the change in course, change in credits to be forwarded to SIU for the approval of BOS and Academic Council. The decision of the Academic Council to be discussed in next IQAC meeting. **Resolution 3:** Resolved that Academics Department to collect the feedback for the next semester as well and present the same to the Internal BoS and the changes required in teaching process to be communicated to faculty and changes in course/credit to be forwarded to SIU for further discussion in BOS and Academic Council and for necessary approval for inclusion in Programme Structure.	
IV	# REVISED NAAC GUIDELINES NAAC has revised the guidelines for the institutions to submit it for the assessment and accreditation. The guidelines have been circulated to all SIU IQAC coordinators for the further discussion with the NAAC criterion heads. The guidelines were shared with the respective Criterion heads and discussed the next action plan about maintaining the documents in the revise format. The main emphasis is on quantitative data hence it was decided that there is a need to change the document collection and repository form. **Resolution 4:** Resolved that the faculty incharge to take up the points discussed in Agenda IV and work on the same.	
V.	**PROCESS OF ONLINE PAR** Mr. Sathe explained that the process of PAR for the academic year 2017-18 will be done online. Faculty and other staff members were made aware of how the process will be done. Prof Dhaigude informed that the faculty are to be made aware of FIS data updation and its linkage to the PAR for the points calculation. As per the new system, information will be fetched from the faculty FIS (eg. Teaching workload, research papers, Research projects, FDPs attended, contribution in administrative activities etc.) **Resolution 5:** Resolved that the Admin staff and faculty to understand the new system of online PAR and get acquainted with it.	
VI.	**USE OF BAR CODE SCANNER DURING GEPIWAT PROCESS:** Dr. Suruchi Pandey informed that this time (for AY 2018-19) during the admission process – GEPIWAT, SIMS successfully used the bar code scanners for tracking the time taken by the Candidates for each process. This was praised by all the members and other faculty also second that the tracking of the time helped the floor incharges to follow up with the panel members in case they are taking too little or too much of time for any candidate. **Resolution 6:** Resolved that Dr. Suruchi Pandey be congratulated for implementing successfully the Bar Code scanning for GEPIWAT process. It is further resolved that the same process to be continues for future as well.	
VII	**ANY OTHER POINT** **FIS RELATED QUERIES/ISSUES**	

Prof. Dhaigude informed that the SIU IQAC has shared some issues which the faculty members have been facing while updating their FIS.

Some general instructions were given to the faculty for updating the FIS (Browser requirement, Resolution, OS, Adobe flash Player etc.) so that the faculty can fill and update the FIS without any difficulty.

STUDENTS FACING ISSUES IN PAYING SMALL AMOUNTS IN CASH: It was brought to the notice by Ms. Neeta, Sr. Accountant that students have been facing issues while paying small amounts in cash. Since it is expected that all the transactions should be done online, sometimes the students face difficulties in paying small amounts online.

Resolution 7: Resolved that Prof. Rahul Dhaigude to take up the issue and communicate with the vendor and get the same resolved.

Also resolved that accounts department to come up with some solution to issues in dealing with cash.

As all the agenda points were discussed and there were no other points, the meeting concluded with a vote of thanks.

Prepared by:

Mr. Rahul Dhaigude,

Asst Professor

IQAC - Coordinator

Copy to : All faculty members, Administration, and NAAC records

Curriculum feedback received from	Semester	Curriculur Feedback collected (Yes/No)	If Yes, Feedback collection mechanism (Structured/ Semi structured/ unstructured/ informal)	Enlist Key Recommendations/ Observations made by stakeholders w.r.t. Curriculum	Feedback analysed (Yes/No)	If yes, Summary of feedback analyzed	Action has been taken on feedback (Yes/No)	If yes, Summary of Action Taken based on feedback	Feedback available on Website (Yes/No)
Students		Yes	Structured	need to swap the subjects in semester	yes	swap subjects	yes	required changes made in the course curriclum and reflecting in program structure	No
Teachers		Yes	Structured	focus to be on market and industry dynamics	yes	live projects to be incorporate in the syllabus	yes	required changes made in the course curriclum and reflecting in program structure	No
Employers		Yes	Semistructured	HR include should include module on different types of organisationas - including very tradional ones	yes	HR subjects revamp	yes	required changes made in the course curriclum and reflecting in program structure	No
Alumni		Yes	Semistructured	Include live projects to the curriculum seeking help from alums in the field to help students gain better exposure to real life scenario	yes	live projects to be incorporate in the syllabus	yes	required changes made in the course curriclum and reflecting in program structure	No

Parents		Yes	Semistructured	good curriculum	yes		yes	required changes made in the course curriclum and reflecting in program structure	No
Students		Yes	Structured	experiential learning should be included in the curriculum	yes	live projects to be incorporate in the syllabus	yes	required changes made in the course curriclum and reflecting in program structure & Cos & Pos and learning outcomes	No
Teachers		Yes	Structured	industry dynamics to be incorporated	yes	incorpoarte industry dynamics	yes	required changes made in the course curriclum and reflecting in program structure & Cos & Pos and learning outcomes	No
Employers		Yes	Semistructured	Suggest to have more emphasie on case studies as part of curriculum	yes	cae study as credit course	yes	required changes made in the course curriclum and reflecting in program structure & Cos & Pos and learning outcomes	No
Alumni		Yes	Semistructured	HR Linkage to business & understanding business drivers	yes	change in curriclum required	yes	required changes made in the course curriclum and reflecting in program structure & Cos & Pos and learning outcomes	No
Parents		Yes	Semistructured	Industrial visit to be often conducted	yes	industrial visit to be arranged	yes	required changes made in the course curriclum and reflecting in program structure & Cos & Pos and learning outcomes	No

					yes		yes	required changes made in the course curriclum and reflecting in program structure & Cos & Pos and learning outcomes	No
Students		Yes	Structured	reduce the content in theory subjects		restructure the syllabus			
Teachers		Yes	Structured	incorporate live projects and industry exposure	yes	industry live projects	yes	required changes made in the course curriclum and reflecting in program structure & Cos & Pos and learning outcomes	No
Employers		Yes	Semistructured	More focus on industrial related topics,PDS OD and recruitment	yes	industry projects teaching and learning required	yes	required changes made in the course curriclum and reflecting in program structure & Cos & Pos and learning outcomes	No
Alumni		Yes	Semistructured	practical and experiential learning is required	yes	live projects to be incorporate in the syllabus	yes	required changes made in the course curriclum and reflecting in program structure & Cos & Pos and learning outcomes	No
Parents		Yes	Semistructured	Curriculum is contemporary and meets the industry needs that will help our ward to exel in corporate world	yes	good development of the ward	yes	required changes made in the course curriclum and reflecting in program structure & Cos & Pos and learning outcomes	No

SYMBIOSIS INSTITUTE OF MANAGEMENT STUDIES (SIMS)

(For Defence Personnel & Their Dependents)

Symbiosis Institute of Management Studies (SIMS)

Action Taken Report on Stakeholders Feedback on curriculum development For

Academic Year 2017-2018

Sr No	Particulars / Action Point	Action Taken
1	GST (Goods and service tax) Law (T1324)-2 creidts added in the 1st semester of 2018-20 batch and removed Taxation(T2039)-2 credits	As suggested new course was added. Program structure modified for batch 2018-20
2	Consumer behaviour (T2118) -2 Credit added in the 2nd semester of 2018-20 batch and removed Macroeconomics for managers (T6074)-2 credits	As suggested changes were made and Program structure modified for batch 2018-20
3	Supply chain management (T2827) -2 Credit added in the 2nd semester of 2018-20 batch and removed Fundamentals of Supply chain management (T2166)-2 credits	As suggested new course was added. Program structure modified forbatch 2018-20
4	Management Accounting (T2777) -2 Credit added in the 2nd semester of 2018-20 batch and shifted International marketing (T2153)-2 credits to 4th semester of 2018-20 batch	As suggested changes were made and Program structure modified for batch 2018-20
5	Marketing research (T2513) -2 Credit added in the 2nd semester of 2018-20 batch and shifted International finance (T2073)-2 credits to 4th semester of 2018-20 batch	As suggested changes were made and Program structure modified for batch 2018-20
6	Financial management (T2034) -2 Credit added in the 3rd semester of 2018-20 batch and removed Strategic human resource management (T2295)-2 credits	As suggested new course was added. Program structure modified forbatch 2018-20

7	Lean six sigma (T2165) -2 Credit added in the 3rd semester of 2018-20 batch and removed Advanced supply chain management (T2168)-2 credits	As suggested new course was added. Program structure modified forbatch 2018-20
8	Marketing specilization added and subjects added- Business to Business Marketing (T2152) - 2 Credits, Integrated Marketing Communication (T2127)- 2 credits, Digital Marketing (T2139)- 2 credits In 4th Semester of 2018-20 batch.	As suggested new course was added. Program structure modified forbatch 2018-20
9	Finance specilization added and subjects added- Advanced Corporate Financ (T2059) - 2 Credits, Derivative Markets (T2013)- 2 credits, Financial Modeling (T2051)- 2 credits, Project & Infrastructure Finance (T2605) -2 Credits In 4th Semester of 2018-20 batch.	As suggested new course was added. Program structure modified forbatch 2018-20
10	Operations specilization added and subjects added- Service Operations Management (T2187) - 2 Credits, Operations Research (T2220)- 2 credits, Game Theory for Strategic Thinking (T2254)- 2 credits In 4th Semester of 2018-20 batch.	As suggested new course was added. Program structure modified forbatch 2018-20
11	Human reource management specilization added and subjects added- Talent Management (T2283) - 2 Credits, Performance Management System (T2576)- 2 credits, Organizational Development and Change (T2578)- 2 credits, Employment Related Laws (T2574) -2 Credits, Compensation and Reward Management (T2296)- 2 Credits In 4th Semester of 2018-20 batch.	As suggested new course was added. Program structure modified forbatch 2018-20
12	IT For managers 1 (T3351)-2 credit removed in 3rd semester of 2018-20 batch	As suggested new course was added. Program structure modified forbatch 2018-20
13	International human resource management (T2291)-2 credit removed in 3rd semester of 2018-20 batch	As suggested new course was added. Program structure modified forbatch 2018-20
14	Management of diverse workforce (T2289)-2 credit removed in 3rd semester of 2018-20 batch	As suggested new course was added. Program structure modified forbatch 2018-20

Dy. Director, SIMS