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

SIMS/RRC/MOM/2018-19

25<sup>th</sup> July 2018

**Symbiosis Institute of Management Studies (SIMS)**

**Review and Revision committee meeting – Minutes of  
the meeting – 20<sup>th</sup> July 2018**

The Review and Revision Committee Meeting was held on **20<sup>th</sup> July 2018** to discuss various changes and the modifications to be involved in the curriculum for the new **Batch 2019-2021** and 03<sup>rd</sup> & 4<sup>th</sup> sem Batch 2018-2020.

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
Dr Rashmy Moray	-	Full Time Faculty
Dr Jaya Chitranshi	-	Full Time Faculty
Mr Rahul Dhaigude	-	Full Time Faculty
Dr Ruby Chanda	-	Full Time Faculty
Dr Tajamul Islam	-	Full Time Faculty
Dr Swati Vispute	-	Full Time Faculty
Dr Vaishali Jain	-	Full Time Faculty

**Dy. Director, SIMS**



Ms Sanchari Debgupta  
Dr Tushar Rathore  
Ms Smita Mehendale  
Dr Mita Mehta  
Mr M.K.Gandhi  
Mr Vivek Divekar

- Full Time Faculty  
- Full Time Faculty  
- Full Time Faculty  
- Full Time Faculty  
- Adjunct Faculty  
- Adjunct Faculty

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**Dy. Director, SIMS**





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**Minutes of the Meeting of the PRC (For Batch 2020-22) held on 15<sup>th</sup> April 2019 at Symbiosis Institute of Management Studies (SIMS), Conference Room**

The PRC meeting was held on Monday, April 15, 2019 at the Conference Room, Symbiosis Institute of Management Studies, Khadki, Pune in which following members were present:

1. Brig (Dr) Rajiv Divekar , Director, SIMS - Chairperson
2. Dr Pravin Kumar ,Deputy Director, SIMS - Member Secretary & Programme Incharge Ex MBA
3. Dr Asha Nagendra, Professor, SIMS - Member
4. Dr Jaya Chitranshi, Programme Incharge Ex PGDM – Member
5. Mr Anish Philip, Alumni, SIMS - Member
6. Ms Swati Patil, Industry Representative - Member
7. Mr Rahul Dhaigude, IQAC Coordinator, SIMS – Member
8. Dr Mita Mehta, Secretary - PRC

The following members informed their inability to attend the meeting and were granted leave of absence:

1. Mr Atish Bakhru, Alumni, SIMS - Member
2. Mr Hory Mukerjee, Alumni, SIMS - Member
3. Dr Santosh Bhave, Industry Representative - Member
4. Mr Veer Mehta, Industry Representative - Member
5. Dr Pravin Dange, Head-Academics, SIU - Member, SIU

The Chairperson and Dr Mita Mehta, Program Incharge –Full Time MBA welcomed all the PRC members for the meeting. Dr Mita Mehta introduced the new PRC members:

- Ms Swati Patil, Group Manager – Talent Acquisition Cybage Software Pvt. Ltd (An ISO 27001 Company)
- Mr Anish Philip (Alumni), AVP, The MindTree – Bangalore.

The Chairperson and the Program Incharge – Full Time MBA in their opening remarks briefed the members on following:

- ☑ The process of Programme Review Committee (PRC), Why is it formed, Constitution, Need etc. The Flow chart of how the course is approved / not approved and the entire cycle of how the programme structure is approved.
- ☑ [\(Link for PRC Guidelines\)](#)

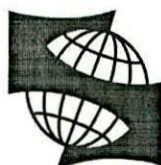
1. As per stakeholder's feedback Dr. Pravin kumar suggested below changes into MBA (E) 2019-21 Batch.

Cost accounting (T2006)-2 credit added in 1st semester of 2019-21 batch and removed Cost accounting (T2007)-1 credit
Financial accounting (T2003)-2 credit added in 1st semester of 2019-21 batch and removed Financial accounting (T2004)-1 credit
Business, Government and the Global Political Economy (T2389)-2 credit added in 2nd semester of 2019-21 batch and removed Financial risk management (T2056)-2 credit
Introduction to Business Intelligence (T3167)-2 credit added in 2nd semester of 2019-21 batch
Advanced business communication (T2240)-3 credit added in 3rd semester of 2019-21 batch and removed Mini Project (T2808)-8 credit
Advanced excel (T3152)-1 credit added in 3rd semester of 2019-21 batch

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

*Dy. Director, SIMS*





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**SYMBIOSIS INSTITUTE OF MANAGEMENT STUDIES (SIMS)**

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## **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/2018-19/003**

Date: March 15, 2019

### **MINUTES OF IQAC MEETING**

A meeting of the Internal Quality Assurance Cell (IQAC) was held at SIMS, Khadki on March 15, 2019 in Conference Hall – SIMS from 3.30 pm to 5:30 pm.

#### **The following members were present:**

Brig (Dr.) Rajiv Divekar, Director –SIMS, Chairperson  
Mr. Rajesh Sathe, Asst. Administrative Officer  
Ms. Dipali More, Librarian  
Mr. Sangamesh Gharnikar, Sr. System Administrator  
Dr. Pravin Kumar, Deputy Director – SIMS  
Dr. Rashmy Moray (Criteria – I incharge)  
Dr. Ruby Chanda (Criteria – II incharge)  
Dr. Tushar Rsathore (Criteria –III incharge)  
Dr. Tajamul Islam (Criteria – IV incharge)  
Dr. Swati Vispute (Criteria –V incharge)  
Prof. Smita Mehendale (Criteria –VI incharge)  
Dr. Vaishali Jain (Criteria -VII incharge)  
Mr. Rahul Dhaigude, IQAC Coordinator

### **AGENDA FOR THE MEETING**

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- 1) Confirmation of the MoM of the meeting held on ;05/03/2018
- 2) Discuss action taken from previous IQAC meeting;
- 3) Discuss actions taken on Auditor comments of AQAR/OMPI Audit Report 2017-18;
- 4) Implementation of NAAC Revised Guidelines with effect from July 01, 2018 for A.Y. 2018-19;
- 5) Progress of Network upgradation work
- 6) Academic feedback Analysis;
- 7) Other points by the IQAC criterion in-charge (if any).

Subsequently, the meeting proceeded as per the set agenda points for the current meeting.

### **DISCUSSION POINTS**

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There is no change of IQAC Committee members for the year 2018-19. The meeting commenced at

03:30 p.m. with a warm welcome to all the members on board. The IQAC Coordinator presented the highlights of the previous IQAC Committee meeting 2018-19 held on 20 Oct 2019 and the action taken for each point of discussion. Brig Dr. Divekar, Director-SIMS elaborated each point further for better understanding of all the members as follows:

- a. With respect of forthcoming implementations of NAAC Revised Guidelines with effect from 01 Jul 2018, SI(DU) – QA department is organizing University wide (Criterion-wise) training to each Criterion in-charge and IQAC Coordinators starting 18 Mar 2019 in a phased manner to meet the requirements of the next NAAC accreditation cycle.
- b. For innovative/best practices in teaching, SIMS has installed new SENSES electronic white board in two classrooms. All faculty members were provided with a brief training by Mr. Pradeep Kalshetty, Electronic Pvt. Ltd., Pune about the usage of the gadget and its features. Faculty interested in utilizing or developing electronic content can engage with the gadget for the same and use in their classroom teaching sessions.

**Point # 1:** Confirmation of the MoM of the meeting held on

Discussion: The Minutes of Meeting held on \_\_\_\_\_ were placed at the table. Thereafter, as there were no observations and comments, the following resolution was passed:

**Resolution 1:** Resolved that Minutes of the Meeting hereby confirmed by the members.

**Point # 2:** Discuss action taken from previous IQAC meeting.

**Discussion:**

POINTS	ACTION TAKEN
1. Post – AQAR/OMPI Audit 2017-18 comments; Requirement of implementation of NAAC Revised Guidelines with effect from 01 Jul 18.	-Action taken on audit comments have been compiled and sent to SI(DU)-QA department for records. -NAAC Revised Guidelines implementation under progress. Training session being organized by SI(DU)– QA department for IQAC Coordinators and Criterion Incharge.
2. Innovative/best practices including digital/e-content in teaching-learning (SENSES board;)	-Arrangement of training session for all faculty members regarding operations of SENSES Boards. -Academics department to keep the record of usage of SENSES boards by the inhouse as well as visiting faculty members.
3. Stakeholders feedback	SI(DU) – QA department was approached for standard format for seeking all stakeholders feedback. The Quality Assurance department confirmed work in progress for designing standard formats for issuance to all.
4. Wellness, Ethics and Stress Management	Well for Life program being organized by SSSS/SCHC during Nov 2018 and Feb 2019.

  
Dy. Director, SIMS



**Resolution 2:** IQAC incharge to communicate the revised NAAC guidelines to Criterion Incharges and work on implementation of NAAC revised guidelines post Criterion-wise training by SI(DU).

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**Point # 3:** Discuss actions taken on Auditor comments of AQAR/OMPI Audit Report 2017-18.

**Discussion:** SI(DU) – QA department had sought status on closure of AQAR internal audit gaps observed in AQAR/OMPI Audit Reports of 2016-17 and 2017-18 during Jan 2019. The Closure note with status on gaps closed was compiled and submitted to SI(DU)- QA office (on 09 Jan and 28 Jan 2019).

**Resolution 3:** IQAC Coordinator to compile the gaps observed/closed status as a document for records and future audits.

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**Point # 4:** Implementation of NAAC Revised Guidelines w.e.f. July 01, 2018 for A.Y. 2018-19.

**Discussion:** NAAC has mandated to implement the Revised Guidelines with effect from July 01, 2018 for A.Y. 2018-19. Accordingly, SI(DU) has organized a series of training on the same Criterion-wise for IQAC Coordinators and Criterion in-charge starting March 18, 2018 onwards.

**Action Required:** IQAC Coordinator and all respective Criterion incharge to undergo training as per the schedule and further implement the revised guidelines accordingly.

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**Point # 5: Progress of Network upgradation work**

**Discussion:** Complab briefed about the progress of work being done for upgradation of the Network. Most of the work of laying cables, setting up Switches, AP etc is complete. The switchover from old server to new server is planned in April when the students will not be on campus.

**Action Required:** Complab to follow up with the vendor for completion of time on time and also do the testing of the whole network and prepare a completion report. Mr. Rohan to report any issues faced to the vendor and it resolved.

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**Point # 6: Academic feedback**

Academic department discussed the feedback received from the various stakeholders on syllabus and other academic matters. See attached analysis.

The internal minor points are communicated to faculty members. Major revisions and other points are to be discussed in RRC and then to be forwarded to SIU for consideration of Academic Council.

**PGPM:**

- i. Advanced Excel (T3152)-1 credit to be added and Introduction to Entrepreneurship (T2647)- 1 credit to be removed
- ii. Busienss Communciation (T2239)-2 credits added and Legal Aspects of Business (T1140)-2 credits to be removed
- iii. Research Methodology (T2224)-1 Credit to be added in the 1st semester and Research Methodology (T2225)- 2 Credits) to be removed
- iv. Financial Management (T2034)-2 Credits to be added in the 1st semester and Basics of Financial Management (T2778)-2 Credits to be removed
- v. Financial Statement Analysis (T2498)-2 Credits to be added in the 1st Semester and Retail Banking (T2031) -2 Credits to be removed

- vi. Technology in HR/SAP HR/People Soft (T2302)-2 Credits to be added in the 2nd semester and Talent Management ( T2283) to be removed
- vii. Behavioral Finance (T2055) -2 Credits to be added in the 2nd semester and Management Accounting (T2510)-2 credits to be removed
- viii. Financial Modeling (T2051)-2 credits to be added in the 2nd semester and removed Merger and Acquisition (T2047) -2 credits to be removed
- ix. Mini Project (T2808) - 8 Credits to be added as Programme duration was changed to 15 months

**MBA (EXECUTIVE) :**

- i. Cost accounting (T2006)-2 credit to be added in 1st semester of 2019-21 batch and Cost accounting (T2007)-1 credit to be removed
- ii. Financial accounting (T2003)-2 credit to be added in 1st semester of 2019-21 batch and Financial accounting (T2004)-1 credit to be removed
- iii. Business, Government and the Global Political Economy (T2389)-2 credit to be added in 2nd semester of 2019-21 batch and Financial risk management (T2056)-2 credit to be removed
- iv. Introduction to Business Intelligence (T3167)-2 credit to be added in 2nd semester of 2019-21 batch
- v. Advanced business communication (T2240)-3 credit to be added in 3rd semester of 2019-21 batch and Mini Project (T2808)-8 credit to be removed
- vi. Advanced excel (T3152)-1 credit to be added in 3rd semester of 2019-21 batch

**Action Required:** IQAC to instruct Academic department to call for internal RRC and discussions to be further put forward for the consideration of PRC.

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**Point # 7:** Other points by the IQAC criterion incharge (if any)

There were no additional points for discussion.

**Action Required:** NIL

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The Chairperson felicitated the external members of the IQAC committee and thanked all members for participating and providing useful suggestions for continuous improvement in various aspects of the teaching-learning processes.

The next IQAC meeting is proposed to be tentatively scheduled for July 2019. The meeting came to a close at 5:30 pm.

Rahul Dhaigude  
Assistant Professor  
IQAC Coordinator

**Copy to:** All faculty/staff members at SIMS; Information Officer - SIMS

**ACADEMIC FEEDBACK ANALYSIS**



Curriculum feedback received from	Semester	Curricular 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	swaping of subjects in semesters	yes	addition and deletion in the semester subjects	yes	required changes made in the course curriculum and reflecting in program structure	No
Teachers		Yes	Structured	Presentation skills and pratical knowledge case oriented learning	yes	experiential learning to be incorporated in curriculum	yes	required changes made in the course curriculum and reflecting in program structure	No
Employers		Yes	Semistructured	examples from industry should be integral part of course curriculum	yes	project based learning	yes	required changes made in the course curriculum and reflecting in program structure	No
Alumni		Yes	Semistructured	Please induct few mandatory live projects in the curriculum. Digital Marketing : Try to have a small curriculum for 15 days .would help marketing	yes	digital market subject to be incorporated	yes	required changes made in the course curriculum and reflecting in program structure	No

Parents		Yes	Semistructured	Case studies ,role plays in class room sessions	yes	experiential learning to be incorporated in curriculum	yes	required changes made in the course curriculum and reflecting in program structure	No
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Symbiosis Institute of Management Studies (SIMS)

Action Taken Report on Stakeholders Feedback on curriculum  
development for Academic Year 2018-2019

Sr No	Particulars / Action Point	Action Taken
1	Cost accounting (T2006)-2 credit added in 1st semester of 2019-21 batch and removed Cost accounting (T2007)-1 credit	As suggested new course was added. Program structure modified for batch 2019-21
2	Financial accounting (T2003)-2 credit added in 1st semester of 2019-21 batch and removed Financial accounting (T2004)-1 credit	As suggested changes were made and Program structure modified for batch 2019-21
3	Business, Government and the Global Political Economy (T2389)-2 credit added in 2nd semester of 2019-21 batch and removed Financial risk management (T2056)-2 credit	As suggested changes were made and Program structure modified for batch 2019-21
4	Introduction to Business Intelligence (T3167)-2 credit added in 2nd semester of 2019-21 batch	As suggested changes were made and Program structure modified for batch 2019-21
5	Advanced business communication (T2240)-3 credit added in 3rd semester of 2019-21 batch and removed Mini Project (T2808)-8 credit	As suggested changes were made and Program structure modified for batch 2019-21
6	Advanced excel (T3152)-1 credit added in 3rd semester of 2019-21 batch	As suggested changes were made and Program structure modified for batch 2020-22

**Dy. Director, SIMS**

