

**SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS**  
**6, Koregaon Road, Pune – 411001**

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**IQAC MEETING NOTICE**

17/11/2018

Following members will meet for the First IQAC meeting on Saturday, 1<sup>st</sup> Dec. 2018, in the IQAC Cell at 10.30 am.

<b>Chairperson</b>	Dr. B. H. Nanwani
<b>Sr. Admin Staff</b>	Mr. Vinayak Phule
<b>Teachers</b>	Ms. Vaishali R. Patil Ms. Supriya Bhagat Ms. Vaishali D. Patil
<b>Management</b>	Dr. Gulshan H. Gidwani
<b>Local Society</b>	Mr. Anil Gupte
<b>Students</b>	Ms. Shirin Medora
<b>Alumni</b>	Ms. Sonia Karamchandani
<b>Employers</b>	Mr. Rajan Navani
<b>Stakeholders</b>	Ms. Meher Medora
<b>Coordinator- IQAC</b>	Dr. Prabha Singh

**Agenda of the Meeting**

1. Briefing about the Role of IQAC
2. To discuss quality initiatives
  - a) Job Oriented, Value added courses for students
  - b) Academic Planning
  - c) Orientation and Refresher Courses and Faculty Development Programmes
  - d) Result Analysis of 2016-18 Batch
  - e) Re- visiting CO – PO Attainment measurement
  - f) Formal Framework for Extension Activities
  - g) Planning of CSR activities
  - h) Green Initiatives
  - i) Student Activities
  - j) Job Fair
  - k) Seminar in collaboration with Digital Marketing Practitioners' Forum
  - l) Approaching Industries for sponsoring girl's education
  - m) Compliances under ISO
  - n) Applying for UGC 12 B Recognition
  - o) Transport facility for students and staff.

Kindly make it convenient to attend the meeting.



Dr. Prabha Singh  
IQAC Coordinator

**IQAC Coordinator**

**SVIMS**

**SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS**  
**6, Koregaon Road, Pune – 411001**

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**Minutes of the 1<sup>st</sup> Meeting of Internal Quality Assurance Cell (IQAC) held on 1<sup>st</sup> Dec. 2018.**

The Chairperson welcomed all members and formally announced the appointment of Dr. Prabha as Coordinator of the IQAC. Dr. Prabha introduced all members of the meeting. Dr. Nanwani explained the Constitution of IQAC as per NAAC norms and its role and functions as also the frequency of meetings expected.

Members were formally introduced and Dr. Prabha was requested to take over the issues thereafter.

**Agenda 1:** IQAC to be properly developed and made functional

**Decision:** Dr. Prabha informed members that the IQAC had been constituted as per NAAC norms post accreditation and that it would function as was required. Dr. Prabha also announced that quarterly meetings would be held in March and June 2019 for the academic year 2018 – 2019.

**Agenda 2a:** Job Oriented, Value add courses for students

Members discussed different certificate courses that can be introduced during the term to help students gain mastery over functional knowledge and also enhance their employability. Ms. Vaishali Patil expressed the view that since GST has replaced VAT, some certificate course should be introduced to help students learn about GST and also to help them get better job opportunities.

**Decision:** Members unanimously decided that faculty will identify some relevant MOOCs on SWAYAM and NPTEL and encourage students to enroll for the same. Teachers would adopt blended teaching for such courses.

Ms. Vaishali P, Ms. Rangwani and Ms. Supriya would identify some other job - oriented courses, connect with professional agencies that offer them and enter into MOUs to offer them to students.

Proposed by: Mr. Anil Gupte

Seconded by: Mr. Rajan Navani

**Agenda 2b:** Academic Planning

The members discussed academic plan such as time-table, work load distribution, exam schedules, assignment mix, assignment schedules for CCE, industry interface through lectures by experts, industry visit etc and schedule for curricular and co-curricular activities for the second term.

**Decision:** The members unanimously approved commencement of routine academic and administrative work of setting timetable, work load distribution, exam schedules and schedule for curricular and co-curricular activities. IQAC members unanimously decided to implement curricular activities and co-curricular activities according to Outcome Based Education. Dr. Prabha as HOD was given responsibility to handle academic planning and submit blue print to the Director.

Proposed by: Dr. B. H. Nanwani

Seconded by: Mr. Vinayak Phule



**Agenda 2c: Orientation and Refresher Courses and Faculty Development Programmes**

To help faculty stay abreast of recent developments in their subjects/pedagogy, it was suggested that faculty be encouraged to attend various faculty development programmes.

Dr. Nanwani also proposed to organize an FDP on outcome-based learning to strengthen the teaching learning process at the institute.

**Decision:** IQAC approved the decision to allow and encourage faculty to attend orientation/refresher and FDPs available on SWAYAM/NPTEL [ARPIT]. Faculty members to register for at least one course per semester. The IQAC also took an overview of scheduled activities and proposed that the FDP [workshop] could be arranged in the month of December after the culmination of university exams.

Proposed by: Dr. B. H. Nanwani

Seconded by: Dr. Gulshan Gidwani

**Agenda 2d: Result Analysis of 2016-18 Batch**

The IQAC presented University Results for the period 2016 – 2018.

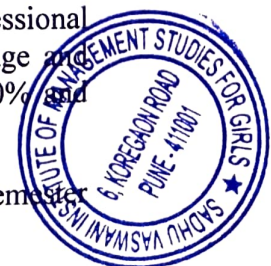
**University Consolidated Result of Successful Students for the Period 2016 to 2018**

Grades	2016	2017	2018		%
Outstanding (O): (80% and above)	792	143	102	No. of Students achieving O, A+ and A Grade for 3 Years - 14470/33114*	43.7
Excellent (A+): (70 to 79%)	120	1141	828		
Very Good (A): (60 to 69%)	2526	4730	4088		
<b>Total (O, A+ &amp; A)</b>	<b>3438</b>	<b>6014</b>	<b>5018</b>		
Good (B+): (55 to 59%)	13	2826	2661	No. of Students achieving B+, B, C & D Grade for 3 Years – 11747/33114	35.47
Above Average (B): (50 to 54%)	4720	501	281		
Average (C): (45 to 49%)	602	116	7		
Pass (D): (40 to 44%)	14	6	0		
<b>Total (B+, B, C &amp; D)</b>	<b>5349</b>	<b>3449</b>	<b>2949</b>		

**Agenda 2e: Re- visiting CO – PO attainment measurement**

Based on the above, members felt that 50% and above marks secured in a professional programme is an aspirational achievement for many and would do justice to average and below average students. Hence it was decided to keep CO Attainment Target at 50% and above marks for every course and Attainment Levels were set as follows

**Attainment Level 1:** 45% students scoring 50% and more marks [CCE + End Semester SPPU Exam] in each course

**Attainment Level 2/CO Target /Threshold**

50% students scoring 50% and more marks [CCE + End Semester SPPU Exam] in each

**Attainment Level 3:** 55% students scoring 50% and more marks [CCE + End Semester SPPU Exam] in each course

**Co Target was thus set as** 50% students scoring 50% and more marks [CCE + End Semester SPPU Exam] in each course and was equivalent to Level 2

**After discussion Programme Outcome Level was set as follows**

### PO Target Levels

Level	Level Description	Percentage
3	Excellent	Above 75%
2	Ideal	70 to 75%
1	Average	50% to 69%

**The target set for achievement was fixed at Level 2**

**Decision:** It was unanimously agreed that a revised CO – PO attainment measurement model be used for the ensuing exams and culmination of the term. Dr. Prabha would prepare the structure as agreed upon with the help of IT in charge and train faculty in the use of the same. It would be used w.e.f. December 2018.

### Agenda 2f: Formal Framework for Extension Activities

The members of IQAC discussed that the institute should formally set up an NSS unit to conduct its extension activities. Members deliberated that an NSS unit is usually not permitted for a post graduate institute. Besides a small intake at the Institute may not lead to fulfilling eligibility criteria for setting such a unit. Also, the application, if accepted by SPPU would happen only after June 2020. Given this it was suggested that the Institute could apply for RED CROSS membership.

**Decision:** IQAC members unanimously decided to register for Red Cross. The IQAC has given responsibility to Ms. Vaishali D to apply for registration for Red Cross.

Proposed by: Ms. Shirin Medora

Seconded by: Ms. Sonia Karamchandani

### Agenda 2g: Planning of CSR activities

The members discussed about sensitizing students towards social issues and helping the underprivileged. It was suggested that students be guided about undertaking CSR in different areas and with different NGOs.

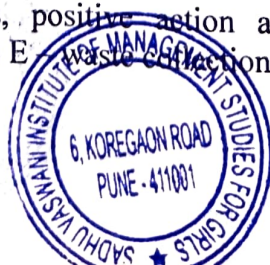
**Decision:** The IQAC members unanimously decided that the CSR activities be planned in advance to achieve good response and Ms. Shirin Medora as President of the Student Council to make such a schedule. The same would be supervised by Ms. Vaishali D.

Proposed by: Dr. Gulshan Gidwani

Seconded by: Ms. Vaishali R. Patil

### Agenda 2h: Green Initiatives

The Institute being committed to environment protection and sustainability, members took up the issue of green initiatives. After brainstorming it was proposed that we should adopt a structured approach to saving and measuring CO emissions and carbon footprint. Statistics would help to bring greater awareness, positive action and impact. This would be complemented with other measures such as E-books, investment in e – books etc.



**Decision:** All the members of IQAC unanimously approved the decision of following guidelines

- i. Using UN Calculator for calculating saving of CO emissions and footprint by observing Meatless Day and Carpooling.
- ii. E – waste drive would be organized.
- iii. As a green measure and with a view to enable ICT in teaching and improve access to Library facilities it was proposed that approximately Rs. 50000 could be earmarked for investment in e – books during the academic year 2018 – 2019
- iv. Organizing any other similar measures that could help build awareness about Sustainability and environment protection.

Proposed by: Mr. Vinayak Phule

Seconded by: Dr. B. H. Nanwani

#### **Agenda 2i: Student Activities**

Dr. Prabha informed that certain activities had been planned by students and they wished to finalize dates and events and other details with faculty.

These mainly being:

- Management Fest – RAYS
- Sports Day
- Alumni Meet

IQAC members welcomed the news and expressed that organizing the events would help develop students' organization and leadership skills.

**Decision:** IQAC members delegated the responsibility of finalizing the events and dates to Ms. Supriya.

Proposed by: Ms. Vaishali R. Patil

Seconded by: Mr. Vinayak Phule

#### **Agenda 2j: Job Fair**

With a view to enhance employment options for students, it was suggested that an attempt should be made at organizing a job fair.

**Decision:** Members agreed with the suggestion and Ms. Bindiya Rangwani was given the responsibility of organizing the same as soon as possible.

Proposed by: Dr. Gulshan Gidwani

Seconded by: Mr. Rajan Navani

#### **Agenda 2k: Seminar in collaboration with Digital Marketing Practitioners' Forum**

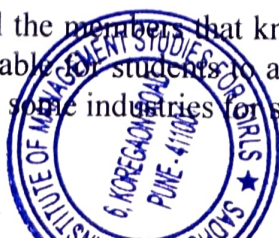
SVIMS jointly organizes a Digital Camp with Digital Marketing Practitioner's Forum to discuss practices in digital media. This is a forum for practitioners and affords students a wonderful opportunity to learn from real world experiences.

**Decision:** Members approved the organization of the seminar as it helps build network and visibility for the Institute. Ms. Bindiya and Ms. Supriya would coordinate with Mr. Nilesh to organize the event.

#### **Agenda 2l: Approaching Industries for sponsoring girl's education.**

Mr. Vinayak Phule proposed if industries can be approached for sponsoring girls' education. This will help those students who are needy but could not avail any Government scholarships.

**Decision:** It was unanimously decided by all the members that known industries to approach for scholarships and accordingly made available for students to avail the facilities. Dr. B. H. Nanwani took this responsibility to approach some industries for scholarship.



**Agenda 2m:** Compliances under ISO

SVIMS being ISO recognized, an audit of processes is required annually to ensure that the processes under ISO are followed on a regular basis.

**Decision:** Members decided that an audit would be taken up and reports would be made for corrective action. Mr. Phule and Dr. Prabha would be in – charge.

**Agenda 2n:** Applying for UGC 12 B Recognition

IQAC suggested that since we have already received recognition under 2f of UGC Act, 1956, we should now seek recognition under 12B of the same Act.

Dr. Gulshan Gidwani accepted the suggestion.

**Decision:** It was decided that Director would take up the Resolution Drafts and the matter with the Management and initiate the due process.

**Agenda 2o:** Transport facility for students and staff.

Dr. Gidwani suggested that the Founding Body has a fleet of Buses to provide transport facility to students and staff, provided there is adequate demand.

**Decision:** It was decided that that a survey should be conducted to find the demand for the same.

The meeting concluded with a vote of thanks by the Coordinator.



Dr. Prabha Singh  
IQAC Coordinator

**IQAC Coordinator**

**SVIMS**



Dr. B H Nanwani  
IQAC Chairperson

**DR. B. H. NANWANI**  
DIRECTOR

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6, KOREGAON ROAD, PUNE-411 001



**SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS, PUNE**  
**IQAC**

**Action Taken Report**

Action Taken Report of the meeting of the IQAC meeting held on 1<sup>st</sup> Dec. 2018

**Agenda 1:** IQAC to be properly developed and made functional

Dr. Prabha has completed all formalities of establishing IQAC as per NAAC norms and maintained records of the same.

**Agenda 2a:** Job Oriented, Value add courses for students

Students registered for following courses identified by faculty on SWAYAM/NPTEL/Offered by Professional Agencies

Sr. No.	Name of the Course	No. of students enrolled
1	Edubridge Certified Industry Professional Programme-SKP-Accounts Executive -(Edu Bridge)	5
2	Financial Statement Analysis and Reporting	20
3	Financial Institutions and Markets	17
4	Human Behavior	11
5	Sales and Distribution Management	2
6	Introduction to Marketing Essentials	4
7	Better Spoken English	2
8	Image Consultancy- Level 1	39
9	Training on Practical Aspects of Human Resource Management	9

**Agenda 2b:** Academic Planning

Time – table, Session plans, Assignment mix and Assignment schedule were ready and displayed on the notice board on 1<sup>st</sup> Jan. 2019.

**Agenda 2c:** Orientation and Refresher Courses and Faculty Development Programmes,

Faculties enrolled for refresher courses (ARPIT) offered by MHRD & UGC available on online platform through Swayam & NPTEL.

Sr. No.	Orientation & Refresher Courses/FDP	Duration	Name of Faculty
1	Mentoring & Counselling skills	12.12.2018 to 18.12.2018	Ms. Vaishali R. Patil
2	Train the Trainer Workshop for IQAC Coordinators [RUSA]	12.12.2018 to 16.12.2018	Dr. Prabha Sharma
3.	Emotional Intelligence by “NPTEL”	28.01.2019 to 31.01.2019	Ms. Supriya Bhagat & Ms. Bindiya Rangwani
4.	FDP on Leadership Development & Institution Building	01.01.2019 to 05.01.2019	Dr. B. H. Nanwani
5.	FDP on Global Competence: Teaching 21 <sup>st</sup> Century Students	17.12.2018	All Staff
6.	Orientation for using the Swayam Portal for the Online Courses by SVIMS	20.12.2018	All Teaching Staff



**Agenda 2e: CO – PO Attainment Measurement**

A workshop on CO-PO Attainment using Blooms Taxonomy was conducted By Dr. B. H. Nanwani on 4<sup>th</sup> Jan. 2019 and the revised structure was explained to the faculty members. Besides this the faculty members attended the university recognized FDP on outcome based education for the newly developed curriculum.

**Agenda 2f: Formal Framework for Extension Activities**

The Institute successfully registered with Red Cross on 17<sup>th</sup> Dec 2018.

**Agenda 2g: Planning of CSR activities**

CSR activities were planned, and a CSR calendar was prepared by Ms. Medora. Activities were planned at regular intervals during December and January. These included the following:

Sr. No.	CSR Activity	Associated with	Date
1	Donation at Gaushala	Acharya Vinoba Bhave Goabhyatirth (Gaushala) located at Koyali Tarfe near Chakan.	18 <sup>th</sup> Jan.2019
2	Blue Cross [ Animal Shelter]	Blue Cross Shelter, Mundhwa	26 <sup>th</sup> Jan. 2019
3	Blood Donation Drive	Inlaks & Budhrani Hospital	12 <sup>th</sup> Feb. 2019
4	Visit to Blind School at Hadapsar	Rotaract Pune	24 <sup>th</sup> Jan. 2019

**Agenda 2h: Green Initiatives**

- i. Institute conducted a sustainability research on staff member's voluntary choice of sustainable transportation facilities like walking to work, cycling, public transport and car or bike pooling. The focus to calculate the CO2 emission saved by 6 staff members (50 present staff) switch to sustainable mode of transport for one year. The empirical result proved that a significant volume of CO2 Emissions of 34.848 tons for the year 2018-2019 was saved from emitting into the ecosystem. The first sustainability accounting for the institute for a small voluntary step.
- ii. E- waste collection drive was organized on 10<sup>th</sup> Dec 2018
- iii. E- books worth Rs. 50740/- was subscribed through an agency called Pathfinders.
- iv. A session was planned on Sustainability. Mr. Niraj Mathur, a Senior Assessor and Trainer at Loyds Register Quality Assurance, Dubai was invited to speak on Sustainability and UN Sustainability Development Goals on 6<sup>th</sup> March '19.

**Agenda 2i: Student Activities**

Following student activities were organized by Student Council under the leadership of Student President – Ms. Medora

Sr. No.	Students Activity	Date
1	RAYS – Cultural & Management Fest	13 <sup>th</sup> & 14 <sup>th</sup> Feb.2019
2	Sports Day	13 Feb 2019
3	Alumni Meet	9 <sup>th</sup> Mar. 2019

**Agenda 2j: Job Fair**

A job fair was organized on 20<sup>th</sup> February 2019, 3 companies namely Housing and Development Bank, ESAF Bank and D & P electronics were invited and 51 students participated.





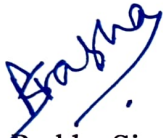
**Agenda 2k:** Seminar in collaboration with Digital Practitioners' Forum on 23<sup>rd</sup> Feb. '19 was organized Digital Marketing Practitioners Forum attended by 60 marketing professionals, 75 students and 9 eminent speakers.

**Agenda 2l:** Dr. B. Nanwani was successful in getting SYKA LED to sponsor scholarship amounts and for general purposes.

**Agenda 2m:** Compliance for the ISO certificate was initiated by Dr. Prabha Singh and different tasks were assigned to staff. The work is in progress and reports to be submitted by March end.

**Agenda 2n:** The Institute has initiated the due process and the University has demanded certain additional documents on account of the demise of a Key Management Trustee Rev. Dada J P Vaswani.

**Agenda 2o:** A survey was conducted and it was found that there was no demand for transport facility.



Dr. Prabha Singh  
IQAC Coordinator

**IQAC Coordinator**  
**SVIMS**



Dr. B H Nanwani  
IQAC Chairperson

**DR. B. H. NANWANI**  
**DIRECTOR**  
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**6, Koregaon Road, Pune – 411001**

18<sup>th</sup> Feb 2019

**IQAC MEETING NOTICE**

Following faculty members and students will meet on Monday, 5<sup>th</sup> March 2019, in the IQAC Cell at 1.30 pm.

Chairperson	Dr. B. H. Nanwani
Sr. Admin Staff	Mr. Vinayak Phule
Teachers	Ms. Vaishali R. Patil Ms. Supriya Bhagat Ms. Vaishali D. Patil
Management	Dr. Gulshan H. Gidwani
Local Society	Mr. Anil Gupte
Students	Ms. Shirin Medora
Alumni	Ms. Sonia Karamchandani
Employers	Mr. Rajan Navani
Stakeholders	Ms. Meher Medora
Coordinator- IQAC	Dr. Prabha Singh

**Agenda of the Meeting**

- 1) Reading and confirming minutes of the previous meeting. Compliance of IQAC initiatives proposed in the meeting on 1<sup>st</sup> December 2018
- 2) Discussing New quality initiatives:
  - a) Academic and Administrative Audit
  - b) Gender Equity Programs
  - c) Library Audit
  - d) Stakeholders' feedback
  - e) Internship Policy by AICTE
  - f) Staff Welfare/Training Program
  - g) Activities under Intellectual Property Rights cell

Kindly make it convenient to attend the meeting.

  
Dr. Prabha Singh

IQAC Coordinator

**IQAC Coordinator**

**SVIMS**



## SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS

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### **Minutes of the 2<sup>nd</sup> Meeting of Internal Quality Assurance Cell (IQAC) held on 5<sup>th</sup> March 2019.**

The Coordinator of the IQAC welcomed the Chairperson and members of IQAC.

Dr. B. H. Nanwani, Chairperson (IQAC) in her introductory remarks appreciated the efforts being made by the members of IQAC.

**Agenda 1:** Approval of the minutes of the meeting held on 1<sup>st</sup> Dec 2018.

The minutes of the previous meetings were read by Dr. Prabha Singh, Coordinator IQAC. Dr. Singh also presented the Action taken report. The efforts were appreciated by one and all.

**Decision:** IQAC members approved the minutes of meeting held on 1<sup>st</sup> Dec. 2018 and Action Taken report.

Proposed by: Dr. Prabha Singh

Seconded by: Ms. Vaishali R. Patil

**Agenda 2a:** Academic and Administrative Audit

The members of IQAC discussed that the institute should have some external persons/agency to undertake Academic and Administrative Audit. This would provide a strong base for quality initiatives in Administrative and Academic work.

**Decision:** IQAC members unanimously decided that the Academic and Administrative Audit shall be carried out after completion of academic activities including exams in May 2019. Dr. Prabha was assigned the task of identifying suitable agency/person to undertake the work and finalize the same with the Director.

Proposed by: Dr. Gidwani

Seconded by: Dr. Nanwani

**Agenda 2b:** To sensitize students towards Gender Equity

The members of IQAC discussed about initiatives that can be taken to increase gender equity. It is necessary to create such awareness among students as they are going to take the role of future workforce.

**Decision:** All the members of IQAC unanimously approved the decision of introducing different programs under gender equity and Ms. Supriya was given the responsibility to prepare a blue print of the same.



**Agenda 2c: Library Audit**

The members discussed about the Library audit as a part of monitoring quality and smooth functioning of the library.

**Decision:** The IQAC took an overview of the activities involved in the library and asked the registrar to schedule Library Audit.

Proposed by: Mr. Vinayak Phule

Seconded by: Dr. B. H. Nanwani

**Agenda 2d: Stakeholders' feedback**

The members discussed the stakeholders' feedback as one of the important tools to improve the quality at the institute in different areas. Their valuable opinions and suggestions help in bringing about further improvements on the academic and administrative fronts.

**Decision:** All the members of IQAC unanimously approved the decision of taking stakeholders feedback. It was decided that the feedback will be taken before the semester ends for students and for others as per timelines to be set up by HOD. Dr. Prabha was assigned the task of getting her team to collect feedbacks, analyzing the same and putting it up to the Director and IQAC for requisite action.

Proposed by: Dr. B. H. Nanwani

Seconded by: Dr. Gidwani

**Agenda 2e: Internship Policy by AICTE**

Dr. B. H., Nanwani discussed about the new internship policy by AICTE and its advantage to students during internship. Different formats which are made available by AICTE also include the feedback of students and employer which leads to quality improvement.

**Decision:** All IQAC members agreed to accept the Internship policy and implement it with immediate effect.

Proposed by- Dr. B. H. Nanwani

Seconded by- Dr. Prabha Singh

**Agenda 2f: Staff Welfare/Training Program**

Keeping in view the welfare of the employees, IQAC proposed to arrange stress management programs. Google Classroom training was discussed for the staff by the committee members.

**Decision:** The IQAC agreed to organize stress management programs and Google Classroom training for faculty at the Institute.



Proposed by- Mr. Vinayak Phule

Seconded by- Ms. Supriya Bhagat

**Agenda 2g:** Activities under Intellectual Property Rights cell

Members discussed about activities to be undertaken by the IPR cell. It was suggested that seminars and talks could be organized to help increase awareness and knowledge about IPR.

**Decision:** The members tasked Ms. Vaishali D to arrange talks/seminar under the IPR cell.

Proposed by: Dr. Nanwani

Seconded by: Dr. Prabha



Dr. Prabha Singh

IQAC Coordinator

**IQAC Coordinator**

**SVIMS**



Dr. B H Nanwani

IQAC Chairperson

**DR. B. H. NANWANI**

**DIRECTOR**

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**SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS, PUNE**

**IQAC Action Taken Report**

Action Taken Report of the meeting of the IQAC meeting held on 5<sup>th</sup> Mar. 2019

**Agenda 2a:** Academic and Administrative Audit is scheduled on 10<sup>th</sup> June 2019 from 9 am to 4 pm. Before that an internal audit will be done by Dr. Prabha Singh & Mr. Vinayak Phule

**Agenda 2b:** To sensitize students towards Gender Equity. Following programs were organized at the institute.

Sr. No.	Name of the Program	Resource Person	Date
1	Abhivyakti: Women and Law	Ms. Alka Joshi	7.03.2019
2	Women Empowerment and Mental Health	Dr. Sadhana Nathu	7.03.2019
3	Global Mentoring Walk	Ms. Sweta Mahapatra	10.03.2019
4	Livejam Foundation	Ms. Rachel & Team	8.03.2019

**Agenda 2c:** Library Audit - Library audit was carried out successfully on 23<sup>rd</sup> April '19.

**Agenda 2d:** Stakeholders' feedback - Students – Faculty – Alumni - Parents was collected in the month of May, analysed and reported. Employers' feedback was scheduled for end of June and beginning of July after completion of internship by students.

**Agenda 2e:** Internship Policy by AICTE was studied and shared with the students on 22nd April '19. The students were told the importance of each format and that they were mandated to comply with the same.

**Agenda 2f:** Stress Management Program- Fortnightly Meditation programs were organized from March to May. Google classroom training was given on 20<sup>th</sup> May 2019.

**Agenda 2g:** Session by Dr. Bharati Dole was organized by Intellectual Property Rights Cell on 5<sup>th</sup> & 8<sup>th</sup> March 2019. The sessions covered the topic IPR Management.

*Prabha Singh*

Dr. Prabha Singh

IQAC Coordinator

**IQAC Coordinator**

**SVIMS**



*B. H. Nanwani*

Dr. B H Nanwani

IQAC Chairperson  
**DR. B. H. NANWANI**

**DIRECTOR**

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**IQAC MEETING NOTICE**

**17<sup>th</sup> May 2019**

Following members of the IQAC will meet on Monday, 03<sup>rd</sup> June 2019, in the IQAC Cell at 2:00 pm.

Sr. No.	Name of the Member	Name of the Member
1.	Chairperson	Dr. B. H. Nanwani
2.	Management Representative	Dr. Gulshan H. Gidwani
3.	Local Society	Mr. Anil Gupte
4.	Employer	Mr. Rajan Navani
5.	Stakeholder	Mr. Suresh Peshwani
6.	Sr. Admin Staff	Mr. Vinayak Phule
7.	Faculty members	Ms. Vaishali R. Patil Ms. Supriya Bhagat Ms. Vaishali D. Patil Ms. Bindiya Rangwani
8.	Student Representative	Ms. Siddhika Pawar
9.	Alumni	Ms. Sonia Karamchandani
10.	IQAC Coordinator	Dr. Prabha Singh

**Agenda of the Meeting:**

- 1) Addition and deletion of members
- 2) Reading and confirming minutes of the previous meeting and Compliance of IQAC initiatives proposed in the meeting on 05<sup>th</sup> March 2019
- 3) Discussion on New quality initiatives
  - a) Planning for the upcoming Academic Year
  - b) Academic Record Book
  - c) Orientation for OBE and the new curriculum
  - d) Analysis of the Results for Course and Programme Outcome attainment
  - e) Invigorating Entrepreneurship and Innovation



- f) Revision in the Research Policy
- g) Establishment of NSS unit
- h) Employer's Feedback
- i) Observation of certain Days as stated by MHRD, UGC and SPPU
- j) Social Service activities in connection with Founder Rev. Dada J. P. Vaswani's 101<sup>st</sup> Birthday on 02<sup>nd</sup> August 2019
- k) Professional Development of Faculty members
- l) Green Initiatives
- m) Any other matter related to Quality Initiatives, if permitted by the Chairperson

We request you all to make a provision in your schedule for this meeting.



Dr. Prabha Singh  
IQAC Coordinator



**IQAC Coordinator**  
**SVIMS**



# SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS

6, Koregaon Road, Pune – 411001

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## Minutes of the 3<sup>rd</sup> meeting of Internal Quality Assurance Cell (IQAC) held on 03<sup>rd</sup> June 2019.

The Coordinator of the IQAC, Dr. Prabha welcomed the Chairperson and members of IQAC. She also welcomed and introduced Ms. Bindiya, a new faculty member of IQAC and Ms. Siddhika Pawar, newly appointed Student Representative for IQAC.

Dr. B. H. Nanwani, Chairperson (IQAC) in her introductory remarks appreciated the efforts being made by the members of IQAC. She also announced that Dr. Prabha had resigned and hence, newly appointed HOD would be vested with the responsibilities of IQAC Coordinator

### **Agenda 2:** Approval of the minutes of the meeting held on 05<sup>th</sup> March 2019

The minutes of the previous meeting were read by Dr. Prabha Singh, Coordinator IQAC. Dr. Singh also presented the Action taken report. The efforts were appreciated by one and all.

**Decision:** IQAC members approved the minutes of meeting held on 05<sup>th</sup> March 2019 and Action Taken report.

Proposed by: Dr. Nanwani

Seconded by: Ms. Vaishali R. Patil

### **Agenda 3a:** Planning for the upcoming Academic Year.

For the smooth coordination and execution of academics, tasks such as formulation of Academic Calendar, work-load distribution and other routine tasks would need to be undertaken. In context of the Students' Orientation programme, Dr. Prabha informed everyone that Ms. Bindiya Rangwani had registered for an FDP on 'Students' Induction Programme' organized by AICTE and will be attending the same in this month itself.

**Decision:** The members unanimously approved commencement of routine academic and administrative work of setting timetable, work-load distribution, exam schedules and schedule for curricular and co-curricular activities. IQAC members unanimously decided to implement curricular activities and co-curricular activities according to Outcome Based Education. Dr. Prabha as HOD was given responsibility to handle academic planning and submit blueprint to the Director.



It was decided to design Students' orientation programme on the lines suggested by AICTE and Ms. Bindiya Rangwani along with Dr. Supriya Bhagat were given the responsibility of planning the Orientation programme.

Proposed by: Dr. Prabha Singh

Seconded by: Ms. Vaishali Dhawane and Dr. Supriya Bhagat

**Agenda 3b: Academic Record Book**

Collation of all academic records of a faculty member into one book would ease out documentation and would readily provide a snapshot as well as the details of attendance, session plans, assignments, guest lectures and marks for each subject allocated to a faculty member. Given this, the idea of creating such a book was discussed.

**Decision:** Members agreed to the suggestion. Dr. Nanwani with inputs from faculty would decide on contents and structure of this book whereas, Mr. Netaji Jagtap would take up the task of making formats and finally print it in the form of a book.

Proposed by: Dr. Nanwani

Seconded by: Dr. Gidwani

**Agenda 3c: Orientation for OBE and the new curriculum**

The Coordinator then announced about major revamping of the structure and courses in SPPU curriculum to be introduced from July – August 2019. The Coordinator opined that internal faculty training would need to be organized to understand the structure and to follow the rigour of OBE in pedagogy, evaluation and assessment. Similarly, students would need to have extensive training and orientation in understanding the new curriculum structure.

Members also discussed the need to assess student preferences, local industry needs, skill sets required before various courses are offered under MBA – 2019 pattern.

**Decision:** The Director would conduct an FDP to orient faculty and non-teaching staff about structure of the programme [generic courses, Alternative Study courses, enrichment courses etc], choices regarding courses, examination patterns, CCE -assignments under OBE; and faculty would also be deputed to attend workshops and FDPs as and when arranged in this context by SPPU



Curriculum orientation for students would be done as part of Student Orientation programme.

Faculty would have a separate meeting with Director to decide on electives, courses to be offered by the Institute under Curriculum 2019.

Proposed by: Dr. Nanwani

Seconded by: Dr. Prabha Singh

**Agenda 3d:** Analysis of the Results for Course and Programme Outcome attainments

To ensure implementation of effective teaching-learning methods, to measure the effectiveness of course delivery and to measure the achievement of outcomes, it becomes imperative that we analyse the results in accordance with the course outcomes.

**Decision:** Mr. Jagtap and Mr. Rajesh Shelar will carry out the analysis of the results with inputs from the Director within 15 days of these being declared. Once completed, the analysis will be shared with the representatives of our Management and will be discussed with all the faculty members.

Proposed by: Dr. Nanwani

Seconded by: Mr. Phule

**Agenda 3e:** Invigorating Entrepreneurship and Innovation

For this purpose, new initiatives in the form of activities, sessions and competitions that would boost our current efforts are required to be organized under our EDP cell. This is because, as much as we want to place our students in the Corporate, we also want some of our students to become entrepreneurs and create employability instead.

**Decision:** In this regard, the various suggestions leading to decisions were:

- a. Registration as a member of Innovation and Incubation cell of SPPU
- b. Organization of inter-collegiate and state-level competitions affiliated to SPPU under our Startup and Innovation cell
- c. Since the field of Digital Marketing is growing at an accelerated pace, we can organize a session that enumerates the entrepreneurial opportunities in this field.
- d. Holding of counselling sessions for our students to identify students who are interested and have the potential to become entrepreneurs.
- e. Let us arrange a workshop by Play Think Transform wherein the participants will be trained in Creativity and Innovation by way of building Lego models



All the members collectively agreed to these suggestions and Ms. Vaishali Dhawane as in-charge of Start-up and Incubation cell was tasked to do the needful.

Proposed by: Mr. Anil Gupte

Seconded by: Ms. Vaishali Dhawane

**Agenda 3f: Revision in the Research Policy**

For the want of adapting to certain changes as introduced by UGC and for the purpose of providing enhanced support to faculty members for carrying out research, certain revisions are required in the Research policy.

**Decision:** It was decided that for the purposes of KRAs, faculty publications would be accepted only if they are published in UGC CARE-listed journals or Scopus indexed journals only.

Dr. Nanwani would request for management decision to provide seed money for research and liberal leaves for pursuing research.

Proposed by: Dr. Nanwani

Seconded by: Dr. Gidwani

**Agenda 3g: Establishment of NSS unit and Extension activities under Red Cross**

The need for undertaking extension activities under the aegis of some recognized bodies cannot be over emphasized. Given this, there is a need to register for NSS unit. Along with establishment of NSS unit, this year too we should actively engage into the activities of Red Cross.

**Decision:** It will be the responsibility of Dr. Supriya Bhagat to apply to SPPU for setting up the NSS unit and get it operationalized. While, Ms. Vaishali Dhawane would be responsible to take up activities under Red Cross.

Proposed by: Dr. Prabha Singh

Seconded by: Dr. Gidwani

**Agenda 3h: Employer's Feedback**

It has been our continuous endeavour to improve basis the feedback from all our stakeholders. Like every year, this year too we would collect feedback from the employers where our students are interning. However, this time, the feedback form has been edited to incorporate the inputs provided by AICTE. The revamped Feedback form has been



shared by Ms. Bindiya and these feedback forms would be analysed to draw conclusions and take appropriate measures for improvement

**Decision:** Ms. Bindiya will be responsible to analyse the feedback forms and share it with everyone by 30<sup>th</sup> July 2019

The Chairperson, Dr. B H Nanwani and the IQAC Coordinator, Dr. Prabha Singh proposed a vote of thanks to everyone present in the meeting and the meeting was adjourned.

**Agenda 3i:** Observation of certain Days as stated by MHRD, UGC and SPPU

It is imperative that we observe the important days as laid down by SPPU, MHRD and UGC. Along with raising awareness on various matters of importance, these days also sensitise our students towards various responsibilities they carry towards themselves and towards others.

**Decision:** Ms. Vaishali Dhawane will be responsible to observe Sadbhavna Diwas, Anti-Tobacco Pledge Day and other days as stated in the circulars sent by MHRD, UGC and SPPU.

Proposed by: Dr. Prabha

Seconded by: Dr. Nanwani and Ms. Vaishali Dhawane

**Agenda 3j:** Social Service activities in connection with Dada's 101<sup>st</sup> Birthday on 02<sup>nd</sup> August 2019. Dr. Nanwani proposed that to celebrate Revered Dada J P Vaswani's 101<sup>st</sup> birthday, we should plan and execute social service activities and send a report to the Management.

**Decision:** Ms. Vaishali Dhawane was given the responsibility to organize these activities with the help of contribution from students and faculty members. Ms. Vaishali Patil suggested that we can serve the students of Poona Blind School while, Dr. Gidwani suggested that like every year we can also visit Blue Cross Animal Shelter.

Proposed by: Dr. Nanwani

Seconded by: Unanimously everyone

**Agenda 3k:** Professional Development of Faculty members

For professional development of faculty members and to add to better equip them with additional skills for teaching, we should organize a session to be conducted by an Industry Resource person.

**Decision:** Ms. Bindiya Rangwani was given the responsibility to connect with a few industry resource persons and organize the same. Dr. Nanwani suggested the name of Dr. Bharat Nain, Director of United Resource Consultants while, Ms. Vaishali Patil suggested the name of Mr. Satish Belhekar, Director at Splendid Facility Management.



Proposed by: Mr. Anil Gupte

Seconded by: Dr. Gidwani

**Agenda 3l: Green Initiatives**

To continue with our Green initiatives, in this quarter too, we should undertake small initiatives to contribute towards Sustainability in our own small ways.

**Decision:** Ms. Vaishali Dhawane and Mr. Phule jointly undertook this responsibility since, Mr. Phule knew a few Government agencies with which we could associate and successfully carry out these.

**Agenda 3m: Any other matter related to Quality Initiatives**

Dr. Prabha Singh presented the following reports:

IQAC Annual Report

Academic Administrative Audit

E-Governance Report

Dr. B H Nanwani was requested to share the reports with the Management.



Dr. Prabha Singh

IQAC Coordinator

**IQAC Coordinator**

**SVIMS**



Dr. B H Nanwani

IQAC Chairperson

**DR. B. H. NANWANI**

**DIRECTOR**

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS  
6, KOREGAON ROAD, PUNE-411 001



# SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS, PUNE

## IQAC

### Action Taken Report

Action Taken Report of the meeting of the IQAC meeting held on 03<sup>rd</sup> June 2019

#### **Agenda 3a:** Planning for the upcoming Academic Year

Academic Plan, Timetable, Session plans, Assignment mix and Assignment schedule were ready and displayed on the notice board on 15<sup>th</sup> July 2019.

Ms. Rangwani attended training programme for Students' orientation Programme from 10<sup>th</sup> June 2019 to 16<sup>th</sup> June 2019. Subsequently a blueprint of Students' Orientation programme was drawn up by Ms. Bindiya Rangwani and Ms. Supriya Bhagat and submitted to the HOD. The same was in line with AICTE mandate.

#### **Agenda 3b:** Academic Record Book

The Academic Record Book was created, and a copy was given to each faculty member on 12th July 2019. It was decided that each faculty member would take the Academic Record Book from the Library and return it at the end of the day. Every time, a faculty would take the book and return it, he/she must sign a register made for it.

#### **Agenda 3c:** Orientation for OBE and the new curriculum

On 04<sup>th</sup> July 2019, Dr. Nanwani conducted an internal training session for a day on Outcome-based education and the new syllabus introduced by SPPU. In addition, all faculty members attended FDPs organized by SPPU for discussing course and programme outcomes, the details of which are as follows:

Sr. No.	Name of the Faculty	Date of FDP attended	FDP
1	Ms. Vaishali Patil	28th June 2019	Outcome-based Education and Finance specialization subjects
2	Ms. Bindiya Rangwani	29th June 2019	Outcome-based Education and Marketing specialization subjects
3	Ms. Vaishali Dhawane	03rd July 2019	Outcome-based Education and HR specialization subjects
4	Dr. Supriya Bhagat	03rd July 2019	Outcome-based Education and HR specialization subjects



Presentations were kept ready for orienting students on the new curriculum. These were to be incorporated in Students' orientation programme.

**Agenda 3d:** Analysis of the Results for Course and Programme Outcome attainments

SPPU results were declared on 06<sup>th</sup> July 2019. Result analysis was completed on 15<sup>th</sup> July 2019 and the same was shared with management and was taken up for deliberation and action in faculty meeting on 26<sup>th</sup> July 2019

**Agenda 3e:** Invigorating Entrepreneurship and Innovation

1. As a member of Innovation and Incubation cell, Ms. Vaishali Dhawane registered for Startup and Innovation cell on 25<sup>th</sup> June 2019. She also sent a proposal for hosting the i2e start-up competition under SPPU to be organised at our institution, which was accepted.
2. The announcements for i2e Ideation competition and cluster level competition were yet not made and hence, the portal had not opened yet.
3. It was decided that, a workshop by Think Transform Play will be arranged in the month of November 2019 since, the trainers for the same were available only in November.

**Agenda 3f:** Revision in the Research Policy

The Research Policy was suitably revised to reflect acceptance and recognition of faculty publications only in UGC CARE listed/SCOPUS indexed journals for KRA purposes.

Dr. Nanwani presented Management's acceptance of her proposal for seed money and leave for pursuing Ph. D research by faculty. The same was accepted and incorporated in the Research Policy.

**Agenda 3g:** Establishment of NSS unit

NSS unit was established on 30<sup>th</sup> August 2019 after completing SPPU formalities in this context.

**Extension Activities**

Ms. Vaishali Dhawane being the coordinator for red Cross attended the Counsellors Training Course organized by them on 10<sup>th</sup> August 2019 while, 2 student representatives namely Ms. Monica Rohilla and Ms. Nisha Shingate attended a Certificate course on organized on 24<sup>th</sup> August 2019.

On 13<sup>th</sup> August 2019, we organized a session to create awareness on Organ Donation attended by all our students.





**Agenda 3h: Employer's Feedback**

Ms. Bindiya submitted the analysis of Employer's feedback on 01<sup>st</sup> August 2019.

**Agenda 3i: Observation of certain Days as stated by MHRD, UGC and SPPU**

Below mentioned days were observed as directed by various authorities:

Sr. No.	Day	Date	Directed by
1.	Anti-Tobacco Pledge	11 <sup>th</sup> July 2019	SPPU
2.	Sadbhavna Divas	20 <sup>th</sup> August 2019	SPPU
3.	Fit India Movement	29 <sup>th</sup> August 2019	MHRD and SPPU

Fit India Movement was further continued from August with Folk Fitness sessions being conducted by a Folk Fitness Trainer, Ms. Reema Advani.

**Agenda 3j: Social Service activities in connection with Rev. Dada J. P. Vaswani's Birthday**

Following social service activities were organized and executed by the students and faculty members:

Date	Organisation/Institution visited	Social Service activity performed
09 <sup>th</sup> July 2019	Poona Blind School	We sponsored one-time meal for 130 boys
01 <sup>st</sup> August 2019	Blue Cross Animal Shelter	We donated 10 kgs of Rice, old clothes, bottles of Phenyl and Soaps

**Agenda 3k: Professional Development of Faculty members**

On 21<sup>st</sup> June 2019, Ms. Bindiya Rangwani arranged for a session on 'Case Study writing' taken up by Dr. Bharat Nain, Director at United Resource Consultants which was attended by Dr. Prabha, Dr. Supriya, Ms. Vaishali Pati, Ms. Vaishali Dhawane and Ms. Bindiya all faculty members.

**Agenda 3l: Green Initiatives**

We associated with Gurudutta Waste-Paper Merchant, a Government certified Agency and sold old newspapers worth INR 2,089 to be recycled by them.



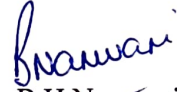
**Agenda 3m: Others**

The Reports were sent to the Management.



Dr. Prabha Singh  
IQAC Coordinator

**IQAC Coordinator**  
**SVIMS**



Dr. B H Nanwani  
IQAC Chairperson

**DR. B. H. NANWANI**  
**DIRECTOR**  
SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS  
6, KOREGAON ROAD, PUNE-411 001

# SVIMS



**Institutional Quality Assurance Cell Annual Report  
2018 -2019**

## Introduction

The Internal Quality Assurance Cell was set up on 15 November 2018 immediately after the culmination of NAAC First Cycle of Accreditation. It is tasked with the quality sustenance activity. The IQAC plans, guides and monitors Quality Assurance and Quality Enhancement activities of the Institute. It is tasked with a relentless pursuit of academic excellence and transparent and robust internal governance. The IQAC was constituted as per the guidelines given by NAAC in this context and has the Director as Chairperson and members of the Management, Faculty, Students and Staff and external members representing industry, alumnae and parents. It meets quarterly to identify areas of improvement and how quality benchmarks can be set and achieved.

## Quality Policy

There is no finishing line to quality; SVIMS will relentlessly pursue policies, practices, processes to promote effectiveness and efficiency in teaching-learning-evaluation, research, student and staff development, and infrastructure, ensuring accountability to stake holders through internal and external evaluation.

## Quality Objectives

- To develop a quality culture in the institute by designing and implementing suitable training and motivation interventions among personnel and students in academic and administrative activities
- To establish best practices and quality benchmarks in academic and administrative work
- To collectively and collaboratively design, develop and implement appropriate Quality Processes and Procedures for academic and administrative activities
- Bring about standardization of activities and processes and strive for continuous improvements in standards and their achievement.
- To monitor and audit the implementation of processes and procedures at periodic intervals and initiate necessary corrective measures to achieve set goals and quality standards
- To Maintain suitable documentation to support Quality Processes and Procedures adopted and undertake evaluation by internal and external agencies.

## Thrust Areas of Quality Sustenance and Quality Enhancement

1. Curricular Aspects [Curriculum Flexibility and Curricular Enhancement]
2. Teaching – Learning and Evaluation [Special Thrust on Outcome Based Education, Student Centric Methods of Teaching, ICT in Teaching and Measurement of Attainment of Learning Outcomes]
3. Ecosystem for Research, Innovation and Entrepreneurship
4. Infrastructure
5. Student Support, Welfare, Progression
6. Governance and Leadership
7. Environment, Gender Equity, Diversity and Inclusion and Best Practices

## Deployment of Perspective Plan

For Academic Year 2018 -2019 the IQAC focussed on Quality Initiatives in the operations of the Institute.



## Annual Quality Report 2018 -2019

### IQAC Meeting Details

Date of Meeting	Attendees
Saturday, December 1, 2018	14
Tuesday, March 5, 2019	13
Monday, June 3, 2019	11

### IQAC Committee

#### Committee Members 2018-2019

Sr. No.	Name of the Member	Role
1	Dr. B H Nanwani	Chairperson
2	Dr. Gulshan Gidwani	Management Representative
3	Dr. Prabha Singh	IQAC Coordinator
4	Ms. Vaishali R. Patil	Teacher-Member
5	Ms. Supriya Bhagat	Teacher-Member
6	Ms. Vaishali D Patil	Teacher-Member
7	Mr. Vinayak Phule	Sr. Administrative Officer
8	Mr. Anil Gupte	Local Society
9	Ms. Sonia Karamchandani	Alumni
10	Ms. Shirin Medora	Student
11	Mr. Rajan Navani	Employer
12	Ms. Meher Medora	Stakeholder

### Student Enrolment

Sanctioned Intake	60
Students Admitted	59

### New Courses Introduced

- 112-Leadership Lab
- 211-Geopolitical and World Economic System
- 307-MKT-Integrated Marketing Comm.
- 316MKT-Tourism Marketing
- 407-MKT Service Operations Management
- 410 HR- Lab in CSR



### **Ph. D Research Centre**

Ph D Centre established and new guides identified and registered with the centre increasing the intake capacity from 1 to 12

### **Student Related Initiatives and Achievements**

#### **Scholarship**

Students availing Government Scholarship – 31

Students availing Institutional/Private Scholarship – 10

#### **SIP**

Students of Batch 2017-19 opted for following Specialization:

- a) Finance – 28
- b) Marketing –11
- c) HR – 17

Total No. of Companies associated with SVIMS for Internship of Batch 2017-2019 - 47

#### **Capacity Building Initiatives during the Year**

Soft Skills, Communication Skills and Life Coping Skills – 12

Awareness Initiatives – Technology - 3

#### **Pass Percentage**

All the 54 students who appeared for SPPU Examination have passed.

Thus, the Pass Percentage stands at 100%

#### **Placement**

26 Students have been Placed.



### Student Entrepreneurs

Following Students started their own ventures:

Sr. No	Name of Student	Name of Venture
1	Ms. Navale Manisha Nitin	Dealer HBN Networks Office No 1, Surbhi Complex, Airport Road Vishrantwadi Pune 411015

### In House Professional Development/Training Programmes for Staff

Refer Annexure 1

### Library

- Books Purchased: 259 at an investment of Rs. 83614
- Journals & Periodicals:  
International Journals – 6  
National Journals - 8
- E journals – Expenditure Incurred - ₹ 66,198

### Other Initiatives

- Funds Generated /Grants Received: Received Rs. 35000 from Mr. Kishor Sidhwani for Building Fund
- Case study/field work made a mandatory component of assignment mix for every course.

### Achievements – Criteria Wise

Action	Achievements /Outcomes
<b>Curricular Aspect</b>	
MOOCs [ NPTEL]	Four teaching faculty completed at least one MOOCs course
	53 out of 56 of Batch 2017 -2019 students successfully completed different MOOCs jointly identified by teachers and students as per needs and interests; this despite the fact that the students were required to travel to Mumbai for appearing for exams, given that there is no centre in Pune.
	Blended teaching introduced by teachers for promotion of MOOCs by students
Certificate Courses and other Value	Edubridge Certified Industry Professional Programme-SK P-Accounts Executive



Added Courses	
	Image Consultancy – Level-I
	Training on Practical HR Application aspects of Human Resource Management and Analytical skills
	NPTEL course--Financial Statement Analysis and Reporting
	NPTEL Course-Financial Institutions and Markets
	NPTEL Course - Human Behavior
	NPTEL Course - Sales and Distribution Management
	NPTEL Course - Introduction to Marketing Essentials
	NPTEL Course - Better Spoken English
Academic Record Book	Created a comprehensive Academic Record Book for recording academic work by each faculty
Feedback from stakeholders	*Students' and Teachers' feedback collected at the end of each semester
	Students' feedback on effectiveness of teachers and on curriculum
	Feedback from Alumni, Parents and Employers collected at the end of the year
	Feedback collected has been analysed and necessary action initiated for effecting corrective action in teaching - learning processes
<b>Teaching Learning- Evaluation</b>	
Designing Course Outcomes and Framework for CO attainment levels	Designed Course Outcomes and a Comprehensive framework for mapping and measuring course and programme outcomes attainment levels to improve teaching – learning process
	Conducted an internal training programme [ FDP] for faculty to understand and operationalise the same. [4.1.2019]
<b>Research, Innovation and Entrepreneurship</b>	
Industry-Academia Connect	Arranged 16 Guest lectures/industry visits/workshops by Industry experts/professionals to bridge the gap between theory and practice and to supplement the curriculum
	Industry Visits:





	<table border="1"> <tr> <td>Barclays Global Services Centre, Eon IT Park, Kharadi, Pune</td> <td>26-09-2018</td> </tr> <tr> <td>Dubai Industrial Visit</td> <td>8 to 11 Oct 2018</td> </tr> <tr> <td>EATON Corporation, Pimpri, Pune</td> <td>16-11-2018</td> </tr> <tr> <td>World Trade Center Mumbai- 'World Trade Expo'</td> <td>13-11-2019</td> </tr> <tr> <td>Barclays, Hinjewadi</td> <td>20-11-2018</td> </tr> <tr> <td>Kalyani Maxion Wheels Private Limited, Chakan, Pune</td> <td>19-01-2019</td> </tr> <tr> <td>Bridgestone</td> <td>7-02-2019 and 14-03-2019</td> </tr> </table>	Barclays Global Services Centre, Eon IT Park, Kharadi, Pune	26-09-2018	Dubai Industrial Visit	8 to 11 Oct 2018	EATON Corporation, Pimpri, Pune	16-11-2018	World Trade Center Mumbai- 'World Trade Expo'	13-11-2019	Barclays, Hinjewadi	20-11-2018	Kalyani Maxion Wheels Private Limited, Chakan, Pune	19-01-2019	Bridgestone	7-02-2019 and 14-03-2019
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Kalyani Maxion Wheels Private Limited, Chakan, Pune	19-01-2019														
Bridgestone	7-02-2019 and 14-03-2019														
	Digital Camp organised in association with Digital Marketing Practitioners' Forum [23.2.2019]														
	SYSKA sponsorship of ₹ 15 lakhs received for student scholarships and general development														
	<p>Industry Sponsored Projects</p> <ul style="list-style-type: none"> <li>• Avail Advertising India Pvt. Ltd. 10000 10000</li> <li>• Cupshup Paper Cup Advertising 10000 10000</li> <li>• EFC Limited and Social Tafrii-a subsidiary of EFC Ltd. 4000</li> <li>• i-Source Infosystems Pvt. Ltd 10000</li> <li>• Sharad Shah Company 5000</li> <li>• United Consultants Pvt Ltd 13000</li> </ul>														
	<p>Linkages With Industry for Summer Internship Projects:</p> <p>Airport Authority of India: 18  Blue Diamond IHCL Selections: 2  SRA &amp; Company: 5  SYSKA LED: 1</p>														
Research Related Activities & IPR	<p>Faculty published 11 papers in UGC - CARE listed journals</p> <p>Joint papers by Faculty and Students submitted in UGC CARE listed journals</p> <p>Seminar on IPR conducted [IPR Management 5.3.2019 &amp; 8.3.2019]</p> <p>Policy initiative for providing leave to support Ph. D work by faculty[ Research Policy changes]</p>														
Extension Activities through Recognised Bodies	<p>Breast Cancer Awareness with Prashanti Cancer Care Mission</p> <p>Disaster Management Camp by Red Cross</p> <p>Abhiviyakti: Women &amp; Law by Lokayat Group, Pune</p> <p>Blood Donation Camp with Inlaks &amp; Budhrani Hospital [ 12 February 2019]</p> <p>Dental Check-up free of charge with Shanti Clinic</p> <p>Wellness Wednesdayswith Madhavbaug Multidisciplinary Cardiac Clinic; Shanti Clinic, Inlaks &amp; Budhrani Hospital and K K Eye Institute</p>														
	<p>Blanket Donation Drive for the homeless with Robinhood Army [1st and 2nd December 2018]</p> <p>Visit to Blue Cross[ Animal Shelter – 26 January 2019</p>														



<b>Student Support and Services</b>	
Cultural and Sports Events	September-Swachhata Pakhwada was observed
	A programme was organised for children of staff to celebrate Janmashtami [3rd September 2018]
	Ganesh Chaturthi was celebrated in an ecofriendly way [13th September 2018]
	Republic Day was celebrated 26th January 2019
	Students participated in two events organised by other Colleges/Institutions
Alumnae Activity	Guest Lectures by alumnae
	Alumnae Meet organised [9th March 2019] Mr. J M Kaul, Ex-Managing Director at Dresser Rand was invited to talk on 'Ingredients for Sustained Success': Leadership, Self-improvement, Importance of Team work and proud ownership of one's own product/services. The achievements of our alumni were also accoladed with awards and words of praise
	Felicitation of successful Alumnae entrepreneurs on World Entrepreneurship Day
<b>Governance</b>	
Staff Welfare	Meditation sessions [5th, 19th March, 2nd 23rd April, 7th and 21st May 2019]
	Group Insurance
Quality Audits	Library Audit Conducted on 23rd April 2019
	ISO Surveillance Process was successfully completed and the Institute received Certificate for continuation of ISO 9001:2015 Certificate on 11th April 2019
	Academic and Administrative Audit completed on 10th June 2019
<b>Institutional Values</b>	
Green Initiatives	Measured carbon footprint impact by observing Meatless Day and Carpooling for protecting environment and towards sustainable development
	Investment in E - books of over Rs. 50000 as against physical books
	(i) Swachh Bharat Abhiyan and Plastic free week challenges held (ii) Workshops on making Eco Friendly Ganapati idols, making eco-friendly bags from newspapers, lectures on sustainability, walk/cycle days, tree plantation drives, river cleaning
Promotion of Universal Values	Imparting Universal Values/Character Building Education through conduct of a special lecture every day under the title 'Sanctuary'
Gender Equity Programmes	Global Mentoring Walk [10/03/2019]
	Abhivyakti: Woman and Law [07/03/2019]



	Women Empowerment and Mental Health [07/03/2019]
	Personal Hygiene and Women Specific Diseases
	Nirbhaya Kanya Yojana Abhiyan [Self-defence Session [25/02/2019]]
	SVIMS –Pukar Gender Sensitization Program [15/12/2018]
	Women Dental Check-up free of Charge [26/10/2018]
	Give wings to your Heart [04/10/2018 ]

### Deployment of Perspective Plan

In terms of Deployment of Perspective Plan

CURRICULAR ASPECTS	
To introduce post graduate degree programs and Ph. D research program  <b>Goal:</b> Setting up Ph. D Research Centre [2017-18]	Established in 2018
To introduce career-oriented certificate courses/ short term courses with reputed knowledge partners/industry/international institutes of learning and MOOCs  <b>Goal 1:</b> Minimum two certificate courses to be introduced every year	Achieved
<b>Goal 2:</b> 100% enrolment of students in one or the other Certificate course	Achieved
Improve student enrolment and arrest student drop out <b>Goal 1:</b> 100% enrolment for MBA programme	98.33%
Curriculum enrichment through enhanced corporate/industry interface [guest sessions by professionals and executives]  <b>Goal:</b> To have a minimum of 20 sessions by executives/industry experts per year	Target achieved
To conduct periodic academic audit and other quality related audits	Achieved



<b>TEACHING - LEARNING – EVALUATION</b>	
<ul style="list-style-type: none"> <li>To train teachers in Outcome Based pedagogies, student centric learning- experiential and collaborative learning and ICT based teaching methodology</li> </ul> <p><b>Goal:</b> To shift to OBE in 2019 and keep making improvements</p>	Full-fledged OBE has been implemented. All faculty are well versed with ICT tools.
<ul style="list-style-type: none"> <li>Train teachers in designing innovative assignments to test higher order learning outcomes and the construction of rubrics</li> </ul>	Assignments aligned with higher learning outcomes.
<ul style="list-style-type: none"> <li>Measure student learning outcomes to effect fact-based improvements</li> </ul> <p><b>Goal:</b> To implement processes to measure attainment of outcomes in 2019 and keep making improvements</p>	Attainment of Outcomes is measured and corrective action initiated
<ul style="list-style-type: none"> <li>To improve student performance in examinations</li> </ul> <p><b>Goal:</b> To achieve a minimum of 95% pass result every year</p>	Achieved
<ul style="list-style-type: none"> <li>Improve Research Publications by faculty</li> </ul> <p><b>Goal:</b> A minimum of ten Research publications in UGC listed journals/Scopus journals</p>	Achieved 11 papers published
<b>RESEARCH, CONSULTANCY AND EXTENSION</b>	
<ul style="list-style-type: none"> <li>To set up a Ph.D Research Centre and increase student enrolments</li> </ul> <p><b>Goal:</b> 2018 -19</p>	Centre established in 2018. One student admitted.
<ul style="list-style-type: none"> <li>To organize International/National seminars</li> </ul> <p><b>Goal:</b> Minimum One per year</p>	Achieve
<ul style="list-style-type: none"> <li>To enter into meaningful, impactful MoUs/ Collaborations/Linkages</li> </ul> <p><b>Goal:</b> Minimum three per year</p>	Two MOU in 2018-19, mainly for training, internship, placement.
<ul style="list-style-type: none"> <li>Create an eco-system for start-ups and innovation, greater thrust on entrepreneurial activities</li> </ul> <p><b>Goal:</b> two student per year to become entrepreneurs</p>	1 students took up entrepreneurship
<ul style="list-style-type: none"> <li>To conduct outreach programme with the help of NSS</li> </ul> <p><b>Goal:</b> Set up NSS unit</p>	Achieved



<b>INFRASTRUCTURE AND LEARNING RESOURCES</b>	
<b>STUDENT SUPPORT AND PROGRESSION</b>	
• To register Alumni association and enhance their engagement	Established on 22/02/2018.
<b>Goal:</b> Improving interface every year	Ongoing
<b>GOVERNANCE LEADERSHIP AND MANAGEMENT</b>	
• Professional development opportunities for faculty and staff <b>Goal:</b> One Development programme per year	Accomplished.
• To implements various staff welfare schemes and programs <b>Goals:</b> Provident Fund by 2019 -2020; improvements every year	PF implemented and other welfare measures introduced
• Digitising records and greater use of IT for documentation <b>Goal:</b> Ongoing; improvements every year	Document Management System in place.
• Tapping grants from different funding agencies <b>Goal:</b> Minor Research project by 2020	In process
<b>INNOVATIONS AND BEST PRACTICES</b>	
•Meaningfully contributing towards Sustainable Development Goals <b>Goal:</b> Greater engagement with UN for creating awareness about SDGs by 2019 -2020	Sustainability Accounting and other measures taken up
<b>Goal:</b> Conducting Seminars on related topics of SDGs, gender equity etc	Achieved
<b>Goal:</b> Adopting Green Practices	Ongoing and Green Audit, Energy Safety Audit, Environmental Audit completed
<b>Goal:</b> Activities to promote Peaceful coexistence	Ongoing

### Meetings

Meetings of all Statutory committees were conducted and there were no grievances recorded



## Preparation of Reports

- E Governance Report was prepared and sent for approval to Governing Council
- The IQAC team along with others prepared the Annual Quality Assurance Report for submission to NAAC
- Course of Action for the Next Academic Year was prepared



**Dr. Prabha Singh**  
IQAC Coordinator

**IQAC Coordinator**  
**SVIMS**



**Dr. B. H. Nanwani**  
Director

**DR. B. H. NANWANI**  
DIRECTOR

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# Annexure 1

## CAPACITY BUILDING – FACULTY and NON-TEACHING STAFF

2018-19

As a Learning Organisation, SVIMS believes in and encourages its faculty and non-teaching staff to seek new knowledge/enhance teaching skills. The benefits reaped are increase in confidence and competence of teachers and transmission of better inputs/learning materials to students.

During 2018-19, we had following Faculty Members on our roll:

1	Dr. B H Nanwani	MBA
2	Dr. Prabha Singh	MBA
3	Dr. Supriya Bhagat	MBA
4	Ms. Bindiya Rangwani	MBA
5	Ms. Vaishali Rajendra Patil	MBA
6	Ms. Vaishali Damodar Patil	MBA

Each one of them attended at least one programme as is evident from the details given below:

Sr. No.	Name of Faculty	Programme	Topics/ Themes of FDPs	Gain	No of Programmes attended [organised by external agencies]
1.	Dr. B. H Nanwani	1) Leadership Development and Institution Building	Skill Development	• Leadership Development	1
2.	Dr. Prabha Singh	1) Train the Trainer Workshop for IQAC Coordinators 2) Financial Statement Analysis and Reporting	Skill Development	• Leadership Development • Domain Knowledge	2
3.	Dr. Supriya Bhagat	1) Emotional Intelligence	MBA Subjects	• Domain Knowledge	1
4.	Ms. Bindiya Rangwani	1) Emotional Intelligence 2) Student Induction	MBA Subjects	• Domain Knowledge • Student Development	2
5.	Ms. Vaishali Rajendra Patil	1) Mentoring & Counselling Skills 2) Financial Statement Analysis and Reporting	MBA Subjects	• Domain Knowledge	2



The Institution organised the following programmes to enhance pedagogical skills of faculty members. All staff members attended the following in house programmes:

Sr. No.	Title of the Programme	From	To
1	Training on How to use the Smart Board	2-07-2018	2-07-2018
2	Open Access Sources	27-11-2018	27-11-2018
3	Global Competence: Teaching 21st Century Students	17-12-2018	17-12-2018
4	Orientation for using the Swayam Portal for Online Courses	20-12-2018	20-12-2018
5	Case Writing Workshop	21-06-2019	21-06-2019
6	CO - PO Mapping in Curriculum 2019	04-01-2019	04-01-2019

### *Participation of Faculty in Seminars/Conferences*

Sr. No.	Name of Faculty/Staff	Title of Program	Organized by	Duration (from – to) (DD-MM-YYYY)
1	Dr. Prabha Singh	National Seminar - Competitive Strategies & its Excellence in Diversified Sectors	JSPM's Kautilya Institute of Management & Research	22-02-2019 to 23-02-2019
2	Dr. Supriya Bhagat	International Conference - The Effect of 'New Approach to Globalization' on Business	Neville Wadia Institute of Management Studies & Research	28-01-2019 to 29-01-2019
3	Ms. Bindiya Rangwani	National Seminar – Industry 4.0: Ecological, Ethical, Social and Cultural Concerns	Poona Institute of Management Sciences and Entrepreneurship	2/15/2019

### *Participation of Faculty in Professional Development Programmes*

Sr. No.	Name of Faculty/Staff	Title of Program	Organized by	Duration (from – to) (DD-MM-YYYY)
1	Dr. Prabha Singh	Workshop - Train the Trainer Workshop for IQAC Coordinators	Rashtriya Uchatar Shiksha Abhiyan in association with B. K. Birla College, Kalyan	12-12-2018 to 16-12-2018
		Workshop – Digital Marketing Camp	Digital Marketing Practitioner Forum	23-02-2019
		Outcome Based Education in Marketing Management	Modern Institute of Business Management and Modern College of Engineering	29-06-2019



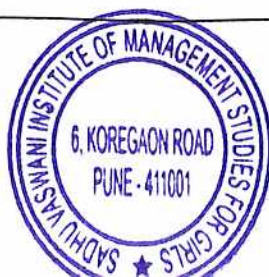


Sr. No.	Name of Faculty/Staff	Title of Program	Organized by	Duration (from – to) (DD-MM-YYYY)
		Workshop - Digital Marketing Camp	Digital Marketing Practitioner Forum	23-02-2019
2	Ms. Vaishali D Patil	Pune StartUp Conclave 2019	MITCON Institute of Management, Pune & OpEx StartUp Accelerator	2/16/2019
		Digital Marketing Camp	Digital Marketing Practitioner Forum	2/23/2019
3	Mrs. Vaishali Rajendra Patil	NPTEL Workshop	MIT Academy of Engineering, Alandi, Pune	29-11-2019
		Outcome Based Education for Finance & Accounting	Rajgadh Institute of Management Research and Development	28-06-2019
		Impact of GST on Small & Medium Enterprises	Rajgadh Institute of Management Research and Development	21-02-2019 to 22-02-2019

### ***Programmes for Non-Teaching Staff:***

Following programs were attended by the staff members:

Sr. No.	Name of Faculty/Staff	Title of Program	Organized by	From
1.	Mr. Netaji Jagtap	1] Koha and Library Automation	National Virtual Library of India	12-10-2018
2.	Mr. Rajesh Shelar	1] NPTEL National Programme on Technology Enhanced Learning	MIT Academy of Engineering Alandi	29-11-2018
		2] Library Readiness for NAAC Accreditation	Yashaswi Education Society International Institute of Management Science	30-11-2018
		3] Koha and Library Automation	National Virtual Library of India	12-10-2018
		4] Strategies for Transforming Libraries: Growing Trends & Technologies	DELNET & Yashaswi Education Society's International Institute of	02-02-2019



			Management Science, Pune	
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***Development Programmes for Support Staff***

- 1) Good Manners Programme [10<sup>th</sup> July 2018]
- 2) ATM transactions and safety programme [ 20<sup>th</sup> December 2018]
- 3) Saving Schemes [ 10<sup>th</sup> April 2019]

***In House Training/ Development Programmes for Teaching and Non-Teaching Staff***

- 1) Disaster Management- Fire Safety
- 2) First Aid

*Prabha*

Dr. Prabha Singh  
IQAC Coordinator  
**IQAC Coordinator**  
**SVIMS**



*Nanwani*

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