



Jayawant Shikshan Prasarak Mandal's
**Jayawantrao Sawant
Institute of Management & Research**



(Approved by A.I.C.T.E. New Delhi, Govt. of Maha. Affiliated to SPPU University of Pune.)

S.No. 58, Indrayani Nagar, Handewadi Road, Hadapsar Pune-28.

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PROF. DR.TANAJI SAWANT

B.E.(Elect.), PGDM,Ph.D
FOUNDER SECRETARY

Dr. Anita Khatke

Ph.D., MBA, PGDMLM, B.Sc
Director

Establishment of IQAC

This is to declare that JSPM's Jayawantrao Sawant Institute of Management & Research has formed Internal Quality Assurance Cell (IQAC) on **21st December, 2017**
Given Below is the Composition of IQAC for A.Y. (2017-18)

Sr.No.	Designation	No.	Name of Member
1	Chairperson- Head of the institution	1	Dr.Anita Khatke Director,JSPM's JSIMR
2	Faculty Representatives	6	1) Prof. Reuben Umap 2) Prof. Geeta Rao 3) Prof. Shalini Swamy 4) Prof. Vinay Bhalerao 5) Prof. Amol Nikam 6) Prof. Vaishali Nikam
3	Management Representative	1	Dr. Ravi Joshi, JSPM, Member, JSPM, College Development Committee, JSIMR
4	Administrative Officers	2	1) Mr.Pandurang Nikam 2) Mrs.Aparna Devade
5	Alumni Representative	1	Mr.Sunil Mali, Entrepreneur
6	Employee/Industrialist/Stakeholder Representative	1	Mr.Ramesh Raina, CEO, Eicher Group
7	IQAC Coordinator	1	Dr. Archana Singh Associate Professor, JSIMR

Dr. Anita Khatke

**Chairman-IQAC
DIRECTOR
J.S.P.M.'s**

Jayawantrao Sawant Institute
of Management & Research
Hadapsar, Pune - 411 028



**Dr. Archana Singh
Coordinator-IQAC**



Jayawant Shikshan Prasarak Mandal's
Jayawantrao Sawant
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Director


Revised Composition of IQAC

This is to declare that JSPM's Jayawantrao Sawant Institute of Management & Research has formed Internal Quality Assurance Cell (IQAC) on **31st March, 2018**
Given Below is the Composition of IQAC for A. Y. (2017-18)

Sr.No.	Designation	No.	Name of Member
1	Chairperson- Head of the institution	1	Dr.Anita Khatke Director,JSPM's JSIMR
2	Faculty Representatives	6	1) Dr.Manohar Karade 2) Prof. Reuben Umap 3) Prof. Shalini Swamy 4) Prof. Vinay Bhalerao 5) Prof. Umesh Nath 6) Prof. Roshna Jaid
3	Management Representative	1	Dr. Ravi Joshi, JSPM, Member
4	Administrative Officers	2	1) Mr.Pandurang Nikam 2) Mrs.Aparna Devade
5	Alumni Representative	1	Mr.Sunil Mali, Entrepreneur
6	Employee/Industrialist/Stakeholder Representative	1	Mr.Ramesh Raina, CEO, Eicher Group
7	IQAC Coordinator	1	Dr. Prajakta Warale Associate Professor, JSIMR


Dr. Prajakta Warale
Coordinator-IQAC




Dr. Anita Khatke
Chairman-IQAC

DIRECTOR
J.S.P.M.'s
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Dr. Anita Khatke

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Director

Revised Composition of IQAC

This is to declare that JSPM's Jayawantrao Sawant Institute of Management & Research has formed Internal Quality Assurance Cell (IQAC) on 28th December, 2018

Given Below is the Composition of IQAC for A.Y. (2018-19)


Sr.No.	Designation	No.	Name of Member
1	Chairperson- Head of the institution	1	Dr.Anita Khatke Director,JSPM's JSIMR
2	Faculty Representatives	6	1. Dr. Manohar Karade 2. Dr. Deshmukh Shital 3. Prof. Reuben Umap 4. Prof. Vinay Bhalerao 5. Prof. Umesh Nath 6. Prof. Pawar Gajendra
3	Management Representative	1	Dr. Ravi Joshi, JSPM, Member, JSPM, College Development Committee, JSIMR
4	Administrative Officers	2	1) Mrs.Neelam Shinde 2) Mrs.Kishori Ingale
5	Alumni Representative	1	Mr.Sunil Mali, Entrepreneur
6	Employee/Industrialist/Stakeholder Representative	1	Mr.Ramesh Raina, CEO, Eicher Group
7	IQAC Coordinator	1	Dr. Dr. Shailesh Pandey Associate Professor, JSIMR


Dr. Anita Khatke

Chairman-IQAC
DIRECTOR
J.S.P.M.'s

Jayawantrao Sawant Institute
of Management & Research
Hadapsar, Pune - 411 028




Dr. Shailesh Pandey
Coordinator-IQAC

Ref:JSPM's JSIMR/IQAC/2017-18/1

Date: 10/12/2017

E-Mail: iqac.jsimr@gmail.com

IQAC Circular -01


Dear Sir/Madam,


It is immense pleasure to inform you that the 1st Meeting of the Internal Quality Assurance Cell (IQAC) of JSPM's Jayawantrao Sawant Institute of Management & Research is scheduled to be held on **21-12-2017 at 11.00 AM** in the board room adjacent to director cabin of the JSIMR. The agenda of the meeting is given below. You are therefore requested to kindly make it convenient to attend the meeting.

Agenda of the Meeting

1. To confirm and finalise the formation of IQAC in the institute.
2. To introduce, define, objectives and purpose of formation of IQAC to all members.
3. To discuss the nature, procedure and new guidelines published by NAAC for affiliated Colleges.
4. To allocate the NAAC criterion to faculty members for record keeping and documentation purpose.
- 5) To discuss and consider the process of Alumni Registration.
- 6) To implement CBCS pattern of MBA to MBA-II year students
- 7) To organise value added course for MBA-I year students

So kindly attend the meeting on the date and time specified above.


Dr. Anita Khatke
Chairperson-IQAC


Dr Archana Singh
Coordinator-IQAC

DIRECTOR
J.S.P.M.'s
Jayawantrao Sawant Institute
of Management & Research
Hadapsar, Pune - 411 028.



MINUTES OF MEETING OF 1st IQAC MEETING HELD ON 21-12-2017 at 11.00 AM

The 1st Meeting of the Internal Quality Assurance Cell (IQAC) of JSPM's Jayawantrao Sawant Institute of Management & Research (JSIMR) was held on 21-12-2017 (Thursday) at 11.00 AM in the board room adjacent to director cabin at JSIMR. The agenda of the meeting was given as below.

Agenda of the Meeting:-

1. To confirm and finalise the formation of IQAC in the institute.
2. To introduce, define, objectives and purpose of formation of IQAC to all members.
3. To discuss the nature, procedure and new guidelines published by NAAC for affiliated colleges.
4. To allocate the NAAC criterion to faculty members for record keeping and documentation purpose.
5. To discuss and consider the process of Alumni Registration.
6. To implement CBCS pattern of MBA to MBA-II year students
7. To introduce value added course for MBA-I year students


Following members were present for the meeting

1. Dr. Anita Khatke
2. Mr. Pandurang Nikam
3. Mrs. Aparna Devade
4. Dr. Ravi Joshi
5. Prof. Geeta Rao
6. Dr. Archana Singh
7. Prof. Reuben Umap
8. Prof. Shalini Swamy
9. Prof. Jyoti Meshram
10. Prof. Vinay Bhalerao
11. ~~Prof.~~ Ashwini Shinde
12. Mr. Sunil Mali
13. Mr. Ramesh Raina
14. Mr. Rajendra Singh Thakur


Dr. Anita Khatke
Chairperson-IQAC
DIRECTOR
J.S.P.M.'s

Jayawantrao Sawant Institute
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Hadapsar, Pune - 411 028.




Dr. Archana Singh
Coordinator-IQAC

Subject No.1: To confirm and finalise the formation of IQAC in the institute.

Brief Note: As per the norms of UGC an IQAC (Internal quality assurance cell was formed in the institute). The composition of IQAC was decided as follows.

Sr.No.	Designation	No.	Name of Member
1	Chairperson- Head of the institution	1	Dr.Anita Khatke Director,JSPM's JSIMR
2	Faculty Representatives	6	1) Prof. Reuben Umap 2) Prof. Geeta Rao 3) Prof. Shalini Swamy 4) Prof. Vinay Bhalerao 5) Prof. Ashwini Shinde 6) Prof.Jyoti Meshram
3	Management Representative	1	Dr. Ravi Joshi, JSPM, Member, JSPM, College Development Committee, JSIMR
4	Administrative Officers	2	1) Mr.Pandurang Nikam 2) Mrs.Aparna Devade
5	Alumni Representative	1	Mr.Sunil Mali, Entrepreneur
6	Employee/Industrialist/Stakeholder Representative	1	Mr.Ramesh Raina, CEO, Eicher Group
7	IQAC Coordinator	1	Dr. Archana Singh Associate Professor, JSIMR

Subject No.2: To introduce, define, objectives and purpose of formation of IQAC to all members.

Brief Note: Dr. Archana Singh- Coordinator IQAC shared the objectives and functions of IQAC to all the members of IQAC. He urged all members to contribute ideas and conduct various activities under IQAC for improvement in academic and administrative procedures.

The establishment of the IQAC is the first step of quality enhancement initiatives. The cell through its activities will inculcate the quality culture in the institute.

"To develop and ensure a quality culture aimed at bringing improvements in the performance of the institute"

Mission of IQAC

- ✦ To develop quality benchmarks for various academic and administrative activities of the institute.
- ✦ To ensure commitment to quality for consistent improvement of the institute

Objectives of IQAC

- ✦ To ensure timely, consistent and progressive performance of academic, administrative and financial tasks of the institute
- ✦ The IQAC will provide greater clarity and focus in institutional functioning towards quality enhancement.

Functions of IQAC

- ✦ To organise National and International Conferences/Seminars and workshops for students.
- ✦ To organise Faculty Development Programs for teaching and non-teaching staff of the institute
- ✦ To promote research culture among all teaching staff.
- ✦ Documentation of programs and various activities leading to quality improvement
- ✦ To sign MoUs with industry, institutes and NGOs for mutual beneficial interaction.
- ✦ To organise skill development programme for students
- ✦ To conduct academic and administrative audit for MBA Programme
- ✦ To get accreditation of the institute before January 2019

Quality Policy of IQAC

“JSIMR is committed to provide value based quality education for the holistic development of students and faculty by pursuing excellence in curriculum delivery, teaching-learning, research and social sustainability.”

Subject No:3 To discuss the nature, procedure and new guidelines published by NAAC for affiliated colleges.

Brief Note:

UGC has designed new guidelines for NAAC accreditation in July 2017. The new guidelines, process of accreditation, criterion for accreditation, sub criterion, weightage, qualitative metrics and quantitative metrics and fee structure were presented by the Coordinator and discussed in detail.

QUALITY INDICATOR FRAMEWORK

1. Curricular Aspects
2. Teaching-Learning and Evaluation
3. Research, Innovations and Extension
4. Infrastructure and Learning Resources
5. Student Support and Progression
6. Governance, Leadership and Management
7. Institutional Values and Best Practices

ELIGIBILITY FOR ASSESSMENT AND ACCREDITATION BY NAAC

- a) Provided the Colleges are affiliated to a University recognised by UGC.
- b) All the institutions intending to apply for Assessment and Accreditation by NAAC need to mandatorily upload the information on All India Survey on Higher Education (AISHE) portal. AISHE code (reference number) is one of the requirements for Registration.

THE ASSESSMENT PROCESS

The assessment process will be carried out in three stages.

- Self-Study Report (SSR),
- Student Satisfaction Survey and
- Peer Team Report.

The SSR has a total of 121 Metrics for Affiliated / Constituent Colleges covering the seven Criteria

- Self Study Report (SSR),

The SSR has two kinds of Metrics:

- 1) those requiring quantifiable facts and figures as data which have been indicated as '*quantitative metrics*' (QnM); and
- 2) those metrics requiring descriptive responses and are accordingly named '*qualitative metrics*' (QIM).

Distribution of Metrics and KIs across Criteria Type of HEIs	Affiliated/Constituent Colleges
Criteria	7
Key Indicators (KIs)	32
Qualitative Metrics (QIM)	42
Quantitative Metrics (QnM)	79
Total Metrics (QIM + QnM)	121

PROCEDURAL DETAILS:

- Two Window System
Applications will be accepted from HEIs during two specified periods in an year, i.e.,
June 1st – July 30th
November 1st – December 31st
- Eligible HEIs seeking A&A are required to submit Institutional Information for Quality Assessment (IIQA) online with in the first month of the Window. Duly filled in IIQAs of eligible HEIs will be accepted by NAAC for further processing and others will be rejected. NAAC will communicate to the HEIs within 10 days from the date of receipt of IIQA application.

- In case of rejection of IIQA applications specific suggestions would be given to HEIs to facilitate them to resubmit IIQA within the same Window or the consecutive window. An institution can reapply twice after the first attempt resulted in rejection. That is, each HEI is permitted three attempts within the same Window or the consecutive ones, with a single fee. After this, it will be considered a fresh application with required fees.
- After the acceptance of IIQA, the institution will be asked to fill the SSR with the required document to be uploaded in the portal of NAAC website. The SSR of the HEI will then be subjected to further process. HEIs should ensure that their IIQAs are submitted in such a way that there is adequate time available for submission of the SSR within the same Window. In rare cases HEIs can submit SSR in the consecutive Window.
- The SSR has to be uploaded as per the format in portal of NAAC. After submission of SSR on NAAC portal HEI would receive an auto generated link/ID of SSR in their registered email id. The same SSR in .pdf format should be then uploaded on institutional website.
- As indicated earlier, the SSR comprises both qualitative and quantitative metrics. The quantitative metrics add up to about 70% and the remaining about 30% are qualitative metrics.
- The data submitted on Quantitative Metrics (Q_nM) will be subjected to validation exercise with the help of Data Validation and Verification (DVV) process done by NAAC. The responses to Qualitative Metrics (Q_iM) will be reviewed by the Peer Team on site only after the institution clears the Pre-qualifier stage.
- Introducing pre-qualifier for peer team visit, as 30% of system generated score.
- Institutions securing 30% on the quantitative metrics will qualify for onsite peer review/assessment.
- **Pre-qualifier:** The Quantitative Metrics (Q_nM) of SSR will be sent for Data Validation and Verification (DVV) Process. After DVV process, a DVV Deviation report will be generated. On
- the basis of the Deviation report, the A&A process will proceed further as per the following conditions:
- Institutions whose metrics have deviated by $\leq 10\%$ will proceed for Peer Team Visit with a condition of a Pre-qualifier, that the institution should score at least 30% in Quantitative Metrics (Q_nM) as per the final score after the DVV Process. If the HEI does not clear the Pre-qualifier score then they may apply in any of the subsequent Windows by submitting the IIQA afresh and with payment of fees.

- Institutions whose metrics have deviated by $> 10\%$ & $\leq 15\%$ will be issued a cautionary advice. They will be debarred from the Peer Team Visit till the next window. The first Installment of Accreditation fees of such institution will also be forfeited.
- Institutions whose metrics have deviated by $>15\%$ will be debarred from the accreditation process for one year. Their first installment of accreditation fees will also be forfeited, and the names of such institution will be sent to statutory authorities.
- After the DVV process, NAAC will intimate the result to the HEI within 10 days stating that they have successfully cleared the Pre-qualifier. This indicates that the institution has entered the next round of assessment to be done by the Peer Team during their on-site visit. The focus of Peer Team visit will be on the 30% Qualitative Metrics (QIM).
- **Student Satisfaction Survey (SSS):** It will be conducted as per the following conditions:
 - SSS will be administered to institutions which qualify for the Peer Team Visit.
 - Institutions will have to submit the entire database of students with e-mail/mobile numbers.
 - The SSS questionnaire (20 objective & 01 subjective) will be e-mailed to all students and the following rule will be applied for processing the responses.
 - For colleges – (UG/PG and Autonomous) responses should be received from at least 10% of the student population or 100, whichever is lesser.
 - If the response rate is lower than the limits mentioned by NAAC, the metric will not be taken up for evaluation.
 - SSS will be completed before Peer Team Visit.
- **ASSESSMENT OUTCOME**
 - The final result of the Assessment and Accreditation exercise will be an ICT based score, which is a combination of evaluation of qualitative and quantitative metrics. This will be compiled as a document comprising three parts.
 - **PART I - Peer Team Report**
 - Section 1: Gives the **General Information** of the institution and its context.□
 - Section 2: Gives Criterion wise analysis based on peer evaluation of qualitative indicators. Instead of reporting with bullet points, this will be a **qualitative, descriptive assessment report** based on the Peer Team's critical analysis presenting strengths and weaknesses of HEI under each Criterion□
 - Section 3: Presents an **Overall Analysis** which includes Institutional Strengths, Weaknesses, Opportunities and Challenges.□
 - Section 4: Records **Recommendations for Quality Enhancement of the Institution** (not more than 10 major ones).□

PART II - Graphical representation based on Quantitative Metrics (QnM)

This part will be a **System Generated Quality Profile** of the HEI based on statistical analysis of quantitative indicators in the NAAC's QIF (quality indicator framework). Graphical presentation of institutional features would be reflected through synthesis of quantifiable indicators.

Section 4: Records **Recommendations for Quality Enhancement of the Institution** (not more than **10** major ones).

PART III - Institutional Grade Sheet

Contains the **Institutional Grade Sheet** which is based on qualitative indicators, quantitative indicators and student satisfaction survey using existing calculation methods but it will be generated by a software.

Grading System

Grade Qualifiers for Affiliated/Constituent College

Range of Institutional Cumulative Grade Point Average (CGPA)	Letter Grade	Status
3.51-4.00	A++	Accredited
3.26-3.50	A+	Accredited
3.01-3.25	A	Accredited
2.76-3.00	B++	Accredited
2.51-2.75	B+	Accredited
2.01-2.50	B	Accredited
1.51-2.00	C	Accredited
≤ 1.50	D	Not Accredited

The scores of Student Satisfaction Survey will not be counted at Pre-qualifier Stage. However, the same would be counted at Grade Qualifier Stage.

THE FEE STRUCTURE

For Registration – applicable to all institutions i.e., recognized / not recognized u/s 12B of UGC Act, 1956		
Process	Total amount of A&A Fee	Amount to be paid by the Institution
Institutional Information Quality Assessment (IIQA)	Rs. 25,000/- + GST18%	Rs. 25,000/- + GST18% **(Non-refundable)
For Universities and Professional Institutions		
1 to 10 departments	Rs. 3,75,000/-+ GST18%	Rs.1,87,500/- + GST18% (50% of Total fee along with the SSR) (Non-refundable)

- The fee should be remitted through a Demand Draft (DD) drawn in favour of "The Director, NAAC" payable at Bengaluru.
- In case of rejection of IIQA application, HEIs may resubmit IIQA applications for maximum of three attempts without IIQA fees, including the rejection attempt within the period of two consecutive windows.
- **Mandatory Taxes/GST will not be refunded.**
- **Professional Institutions**
- Professional Institutions will be charged as per the fee structure applicable to universities, i.e., Engineering and Technology, Management, Law, Health Sciences (Allopathy, Homeopathy, Ayurveda, Dental, Pharmacy, Nursing, etc.).

Subject No 4: To allocate and NAAC criterion to faculty members for record keeping and documentation purpose.

Brief Note: Looking at the vast scope of the criterion, the documentation and record keeping of all chapters was distributed among all faculty members. Dr. Anita Khatke, Chairperson – IQAC discussed the strategy of record keeping. It was decided that all faculty members will work on NAAC criteria simultaneously along with academic duties. Senior Administrative officer insisted upon development of standard operating procedures (SOP) in order to complete documentation of NAAC accreditation in time. Coordinator of IQAC also told that record has to be created for 5 years.

Sr. No.	Sub Criteria	Criteria Name	Name of Faculty	Marks
1	Criterion I - Curricular Aspects:		Prof. Geeta Rao Prof. Pradnya Kulkarni	NA
	1.1(U)	Curriculum Planning and Implementation		20
	1.1(A)	Curriculum Planning and Implementation		30
	1.2	Academic Flexibility		30
	1.3	Curriculum Enrichment		20
	1.4	Feedback System		100
	Total Marks			
2	Criterion II - Teaching-Learning and Evaluation:		Dr. Archana Singh, Prof. Sagar Lalka Prof. Gajendra Pawar	30
	2.1	Student Enrolment and Profile		50
	2.2	Catering to Student Diversity		50
	2.3	Teaching-Learning Process		80
	2.4	Teacher Quality		50
	2.5	Evaluation Process and Reforms		40
	2.6	Student Performance and Learning Outcomes		50
	2.7	Student Satisfaction Survey		350
	Total Marks:			
3	Criterion III - Research, Consultancy			

	and Extension		
	3.1(U)	Promotion of Research	NA
	3.2	Resource Mobilization for Research	10
	3.3	Innovation Ecosystem	10
	3.4	Research Publications and Awards	20
	3.5(U)	Consultancy	NA
	3.6	Extension Activities	60
	3.7	Collaborations	20
	Total Marks		120
4	Criterion IV - Infrastructure and Learning Resources		
	4.1	Physical Facilities	30
	4.2	Library as a Learning Resource	20
	4.3	IT Infrastructure	30
	4.4	Maintenance of Campus Facilities	20
	Total Marks		100
5	Criterion V - Student Support and Progression		
	5.1	Student Support	50
	5.2	Student Progression	45
	5.3	Student Participation and Activities	25
	5.4	Alumni Engagement	10
	Total Marks		130
6	Criterion VI - Governance, Leadership and Management :		
	6.1	Institutional Vision and Leadership	10
	6.2	Strategy Development and Deployment	10
	6.3	Faculty Empowerment Strategies	30
	6.4	Financial Management and Resource Mobilization	20
	6.5	Internal Quality Assurance System (IQAS)	30
	Total Marks		100

7	Criterion VII - Innovations and Best Practices:		
	7.1	Institutional Values and social responsibility	50
	7.2	Best Practices	30
	7.3	Institutional Distinctiveness	20
	Total Marks		100
Overall Total Marks			1000

5) Subject No 5: To discuss and consider the process of Alumni Registration

Brief Note: Coordinator-IQAC proposed to register the Alumni Association of JSIMR. The procedure to register the alumni was discussed.

An association can be a formal organization with officers, a set of objectives, subscriptions, a newsletter. Alumni association needs to be formed and registered under Pune Charity Commissioner, Pune.

- All students passing out of JSIMR as members of the Alumni association.
- The association has eleven members on its body with the Principal as Ex-Officio President, senior faculties as General Secretary and Treasurer while the remaining members are the alumni.
- Annual General Meet is held every year.
- The alumni are associated to the college and contribute to the college by delivering expert lectures on various topics, arranging industrial visits, providing project guidance and as resource persons for workshops.
- **Institute has to open a separate bank account for alumni association and also apply for PAN Card.**
- College gets Alumni Association registration certificate.

Registration of Alumni Association will help in strengthening the Alumni network and industry institution interaction and also help in placement activity of the institute.

Dr. Anita Khatke, Director -IQAC directed Prof. Shalini Swamy to do the needful.


6) Subject No 6: To implement CBCS pattern of MBA to MBA-II year students

Brief Note: Coordinator IQAC informed to all faculties that Savitribai Phule Pune University has introduced CBCS pattern of MBA-I year students in A.Y.2016-17 and MBA-II year students in A.Y.2017-18. Thus all faculty members were advised to study CBCS Syllabus for MBA-II year. Director Dr. Anita Khatke advised HOD of the institute to give orientation about

syllabus to all faculty members. She also advised IQAC Coordinator to organise FDP on syllabus orientation.

Subject No 7: To Organise value added course for MBA-I year students

Coordinator, IQAC proposed to offer a value added course to all MBA Students . HOD of the institute Prof.Reuben Umap and other faculty members suggested to offer a course on work life balance, human values and ethics to students. All members agreed for the same. Director Dr. Anita Khatke advised HOD of the institute to prepare framework of the course, schedule and outline of the course.


Dr. Anita Khatke
Chairperson-IQAC

DIRECTOR
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Hadapsar, Pune - 411 028.





Dr. Archana Singh
Coordinator-IQAC

Action Taken Report of 1st IQAC Meeting

Subject No.	Subject Name	Action Taken
1	To confirm and finalise the formation of IQAC in the institute.	IQAC was formed in the institute
2	To introduce, define, objectives and purpose of formation of IQAC to all members	All faculty members were made aware of vision, mission, objectives, functions and quality policy of the institute
3	To discuss the nature, procedure and new guidelines published by NAAC for affiliated colleges	Nature, procedure and new guidelines published by NAAC for affiliated colleges were discussed with members of IQAC
4	To allocate the NAAC criterion to faculty members for record keeping and documentation purpose	Faculty members were allocated the NAAC Criteria for record keeping and documentation purpose
5	To discuss and consider the process of Alumni Registration	Alumni Registration was done with Pune Charity Commissioner
6	To implement CBCS pattern of MBA to MBA-II year students	CBCS pattern was introduced to MBA-II year
7	To introduce value added course for MBA-I year students	value added course work life balance, human values and ethics was introduced

DIRECTOR
Dr. Anita Khatke
Jayawantrao Sawant Institute
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Hadapsar, Pune - 411 028



Archana Singh
Dr. Archana Singh
Coordinator-IQAC

Ref: JSPM's JSIMR/IQAC/2017-18/2

Date: 11/06/2018

E-Mail: iqac.jsimr@gmail.com

IQAC Circular -02

Dear Sir/Madam,

It is my pleasure to inform you that the 2nd Meeting of the Internal Quality Assurance Cell (IQAC) of JSPM's Jayawantrao Sawant Institute of Management & Research is scheduled to be held on **30/06/2018 at 11.00 AM** in the board room adjacent to director cabin of the JSIMR. The agenda of the meeting is given below. You are therefore requested to kindly make it convenient to attend the meeting.

Agenda of the Meeting

1. To confirm and finalise the Minutes of Meeting of 1st IQAC Meeting in the institute.
2. To discuss and confirm Cell guidelines for effective functioning of all cells, clubs formed in the institute (For e.g. Placement Cell, I & ED Cell, Alumni Cell, Chatur Chankya Club, Synergy Club)
3. To discuss the measures to improve attendance of the students in the class.
4. To discuss and decide on organising seminar/workshop under QIP of SPPU for next academic year
5. To encourage collaborations related to Entrepreneurship development
6. To renewal of MoU with Green Thumb for social sustainability
7. To implement online e-learning platform Moodle for MBA-I/II year students
8. Any other matter with permission of chairperson.

So kindly attend the meeting on the date and time specified above

DIRECTOR
JSPM's
Jayawantrao Sawant Institute
of Management & Research
Hadapsar, Pune - 411 028.



Dr. Prajakta Warale

Dr. Prajakta Warale
Coordinator-IQAC

MINUTES OF MEETING OF 2nd IQAC MEETING HELD ON 30/06/2018 at 11.00 AM

The 2nd Meeting of the Internal Quality Assurance Cell (IQAC) of JSPM's Jayawantrao Sawant Institute of Management & Research (JSIMR) was held on 30/06/2018 at 11.00 AM in the board room adjacent to director cabin at JSIMR. The agenda of the meeting was given as below.

Agenda of the Meeting

1. To confirm and finalise the Minutes of Meeting of 1st IQAC Meeting in the institute.
2. To discuss and confirm Cell guidelines for effective functioning of all cells, clubs formed in the institute (For e.g. Placement Cell, I & ED Cell, Alumni Cell, Chatur Chankya Club, Synergy Club)
3. To discuss the measures to improve attendance of the students in the class.
4. To discuss and decide on organising seminar/workshop under QIP of SPPU for next academic year
5. To encourage collaborations related to Entrepreneurship development
6. To renewal of MoU with Green Thumb for social sustainability
7. To implement online e-learning platform Moodle for MBA-I/II year students
8. Any other matter with permission of chairperson.

Following members were present for the meeting

1. Dr. Anita Khatke
2. Dr. Ravi Joshi
3. Dr. Manohar Karade
4. Dr. Prajakta Warale
5. Prof. Reuben Umap
6. Prof. Shalini Swamy
7. Prof. Prof. Vinay Bhalerao
8. Prof. Roshana Jaid
9. Mr. Sunil Mali
10. Mr. Ramesh Raina
11. Mr. Pandurang Nikam
12. Mrs. Aparna Devade

Handwritten signatures:
Ravi Joshi
Manohar Karade
Prajakta Warale
Shalini Swamy
Vinay Bhalerao
Roshana Jaid
Sunil Mali
Ramesh Raina
Pandurang Nikam
Aparna Devade

DIRECTOR
Chairman IQAC
Jayawantrao Sawant Institute
of Management & Research
Hadapsar, Pune - 411 028



Handwritten signature:
Dr. Prajakta Warale
Coordinator-IQAC

Discussions and Resolutions Passed in the meeting

Subject No-1: To confirm and finalise the Minutes of Meeting of 1st IQAC Meeting in the institute.

The minutes of meeting of first IQAC were read and confirmed.

Subject No-2: To discuss and confirm Cell guidelines for effective functioning of all cells, clubs formed in the institute (For e.g. Placement Cell, I & ED Cell, Alumni Cell, Chatur Chankya Club, Synergy Club)

Brief Note: The institute has formed various cells in the institute such as IQAC, Placement Cell, CSR Cell, Alumni Cell etc.

It is necessary to form objectives and conduct the activities under each cell and keep record of it.

Thus following common guidelines were issued to all cells in the institute.

- 1) A cell should revised and make amendments in formulated policy stating, objectives, functions and rules /code of conduct for its functioning.
- 2) Each cell must have list of members with signature.
- 3) Responsibilities of the members should be documented.
- 4) Cells, Clubs should have faculty coordinator and student coordinator.
- 5) Regular meetings must be conducted and record of meeting must be created.(For example monthly or quarterly)
- 6) Cells and Clubs should carry out various activities/events/organise workshop/competition under preview of cell.
- 7) Coordinators should keep create record /documentation of cell, clubs.
- 8) A half yearly review must be conducted and report must be submitted to the director of the institute.


Director asked Dr.Prajakta to coordinate, follow up and do the needful.

Subject No.3: To discuss the measures to improve attendance of the students in the class

Brief Note: Director of IQAC, Dr. Anita Khatke raised a concern for poor attendance of students in the class. Dr.Ravi Joshi suggested conducting more activities, event and inviting famous personality / celebrity to attend and inaugurate the event, this will attract students and increase footfall at JSIMR. Director also urged all faculty members to adopt new and innovative teaching learning process such as role plays, field visits, Moodle use which will attract students and increase attendance in the class.


DIRECTOR
Dr. Anita Khatke
Chairman-IQAC
Jayawantrao Sawant Institute
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Dr. Prajakta Warale
Coordinator-IQAC

Subject No.4: To discuss and decide on organising seminar/workshop under QIP of SPPU for next academic year for enhancing learning Innovative practices in teaching learning for faculty members.

Brief Note: Seminar/Workshops have proven to be a powerful tool to constitute a positive institutional climate. It helps in bringing improvement in teaching performance and implement new innovative ways in teaching leaning process which is beneficial for students and faculty too.

Thus understanding the importance of the seminar, it was proposed to organise half day or full day state level seminar on "Opportunities and Challenges of Startup in Maharashtra". It was decided to apply for QIP next year and conduct seminar.

Subject No:5 To encourage collaborations related to Entrepreneurship development
To foster Entrepreneurship spirit among students, IQAC Coordinator Dr.Prajakta proposed to have more MoUs with NGO and government organisations. Dr. Anita Khatke directed Prof. Roshna Jaid, I & ED Cell coordinator to identify and submit the proposal for same to NGO and government organisations.

Subject No:6 To renewal of MoU with Green Thumb

Prof. Roshana Jaid, I & ED Cell coordinator proposed to sign MoU with Green Thumb, NGO for social work and environmental sustainability, Chairman IQAC Dr.Anita Khatke and all members agreed for same.

Subject No:7 To implement online e-learning platform Moodle for MBA-I/II year students
Taking into consideration recent trends in education and advantages and features of online e-learning system , JSPM Trust has launched online e-learning education platform –Moodle .Coordinator IQAC appeal all faculty to use Moodle for online teaching to all MBA-I and II year students. Chairman IQAC Dr.Anita Khatke suggested Moodle coordinator to arrange FDP on Moodle and also organise session for MBA-I/II year students.

Subject No:8 Any other matter with permission of chairperson.

Since there was no any additional topic of discussion in meeting Coordinator IQAC Dr.Prajakta Warale proposed vote of thanks.

DIRECTOR
Dr. Anita Khatke
Chairman IQAC
Jayawantrao Sawant Institute
of Management & Research
Hadapsar, Pune - 411 028.



Prarale
Dr. Prajakta Warale
Coordinator-IQAC

Action Taken Report of 2nd IQAC Meeting

Subject No.	Subject Name	Action Taken
1	To confirm and finalise the formation of IQAC in the institute.	IQAC was re constituted in the institute as per the NAAC Guidelines.
2	To introduce, define, objectives and purpose of formation of IQAC to all members	All faculty members were made aware of vision, mission, objectives, functions and quality policy of the institute
3	To discuss the nature, procedure and new guidelines published by NAAC for affiliated colleges	Nature, procedure and new guidelines published by NAAC for affiliated colleges were discussed with members of IQAC
4	To allocate the NAAC criterion to faculty members for record keeping and documentation purpose	Faculty members were allocated the NAAC Criteria for record keeping and documentation purpose
5	To introduce Management Festival at National Level	Fiesta Management Event was successfully conducted
6	To sign various MoUs with institutes and Industry	Institute has done MoUs with various industries and institutes
7	To introduce value added course for the students	value added course was introduced

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Chairperson-IQAC
Jayawantrao Sawant Institute
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Hadapsar, Pune - 411 028.



Dr. Prajakta Warale
Dr. Prajakta Warale
Coordinator-IQAC

Ref: JSPM's JSIMR/IQAC/2018-19/3

Date: 25/12/2018

E-Mail: iqac.jsimr@gmail.com

IQAC Circular -03

Dear Sir/Madam,

It is my pleasure to inform you that the 2nd Meeting of the Internal Quality Assurance Cell (IQAC) of JSPM's Jayawantrao Sawant Institute of Management & Research is scheduled to be held on **28/12/2018 at 2.00 PM** in the board room adjacent to director cabin of the JSIMR. The agenda of the meeting is given below. You are therefore requested to kindly make it convenient to attend the meeting.


Agenda of the Meeting

1. To confirm and finalise the Minutes of Meeting of 2nd IQAC Meeting in the institute.
2. To discuss the course of action for NAAC Presentation, Preparation for NAAC Peer Team Visit
3. To discuss and confirm Cell activities conducted for effective functioning of all cells, clubs formed in the institute
4. To discuss the learning resources and improvements in quality teaching learning
5. To discuss on organising seminar/workshop under QIP of SPPU
6. To encourage collaborations related to Entrepreneurship development
7. Any other matter with permission of chairperson.

Please confirm and attend the meeting on the date and time specified above


DIRECTOR
JSPM's
Dr. Anita Khatke
Jayawantrao Sawant Institute
of Management & Research
Hadapsar, Pune - 411 028




Dr. Shailesh Pandey
Coordinator-IQAC

MINUTES OF MEETING OF 3rd IQAC MEETING HELD ON 28/12/2018 at 2.00 PM

The 2nd Meeting of the Internal Quality Assurance Cell (IQAC) of JSPM's Jayawantrao Sawant Institute of Management & Research (JSIMR) was held on 28/12/2018 at 2.00 PM in the board room adjacent to director cabin at JSIMR. The agenda of the meeting was given as below.

Agenda of the Meeting

1. To confirm and finalise the Minutes of Meeting of 2nd IQAC Meeting in the institute.
2. To discuss the course of action for NAAC Presentation, Preparation for NAAC Peer Team Visit
3. To discuss and confirm Cells and clubs activities conducted for effective functioning of all cells, clubs formed in the institute
4. To discuss the learning resources and improvements in quality teaching learning
5. To discuss on organising seminar/workshop under QIP of SPPU
6. To encourage collaborations related to Entrepreneurship development
7. Any other matter with permission of chairperson.

Following members were present for the meeting

1. Dr. Anita Khatke
2. Dr. Ravi Joshi
3. Dr. Manohar Karade
4. Dr. Shailesh Pandey
5. Dr. Shital Deshmukh
6. Prof. Reuben Umap
7. Prof. Umesh Nath
8. Prof. Vinay Bhalerao
9. Prof. Pawar Gajendra
10. Mr. Sunil Mali
11. Mr. Ramesh Raina
12. Mrs. Neelam Shinde
13. Mrs. Kishori Ingale

R. Joshi
Manohar Karade
Absent
Shital Deshmukh
Umap
Umesh Nath
Vinay Bhalerao
Gajendra Pawar
Sunil Mali
Ramesh Raina
Absent
Kishori Ingale

DIRECTOR
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Jayawantrao Sawant Institute
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Hadapsar, Pune - 411 028



Shailesh Pandey
Dr. Shailesh Pandey
Coordinator-IQAC

Discussions and Resolutions Passed in the meeting

Subject No-1: To confirm and finalise the Minutes of Meeting of 2nd IQAC Meeting in the institute.

The minutes of meeting of first IQAC were read and confirmed.

Subject-2: To discuss the course of action for NAAC Presentation, Preparation for NAAC Peer Team Visit

The discussion on NAAC Presentation and Preparation of NAAC Peer Team Welcome and arrangement of infrastructure as per requirement to be done. The Management representative, Dr. Ravi Sir suggested the inputs in the meeting. The director has presented the complete plan. The NAAC Coordinator has given overview and plan of action with details schedule of visit and presentation. The next course of action has suggested by director to Dr. Manohar Karade for complete the formality of Visit.

Subject No-3: To discuss and confirm Cells and clubs activities conducted for effective functioning of all cells, clubs formed in the institute

Brief Note: The institute has various cells and Clubs in the institute such as IQAC, Training and Placement Cell, Alumni Cell, I & Ed Cell, R& D Cell, Chatur Chanakya Club, Synergy Club etc.

It is necessary to conduct the activities under each cell and keep record of it. The brief interaction with each coordinator was carried out in the meeting and suggested to conduct initiatives and activities which will enhance the quality of education. The Director has asked to Dr. Pandey to coordinate, follow up and do the needful.

Subject No.4: To discuss the learning resources and improvements in quality teaching learning

Brief Note: Chairman of IQAC, Dr. Anita Khatke has discussed the current status of teaching learning. The Management representative, Dr. Ravi Joshi suggested conducting more activities, event and inviting famous personality / celebrity for conducive learning environment. Director also urged all faculty members to adopt new and innovative teaching learning process such as role plays, field visits, Moodle use which will attract students and increase attendance in the class.

Subject No.5: To discuss on organising seminar/workshop under QIP of SPPU

Brief Note: Seminar/Workshops have proven to be a powerful tool to constitute a positive institutional climate. It helps in bringing improvement in teaching performance and implement new innovative ways in teaching leaning process which is beneficial for students and faculty too. It was decided to conduct QIP Seminar in the month of March which was approved by SPPU.

DIRECTOR
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Jayawantrao Sawant Institute
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Hadapsar, Pune - 411 028



Dr. Shailesh Pandey
Coordinator-IQAC

Subject No. 5:- To encourage collaborations related to Entrepreneurship development

To foster Entrepreneurship spirit among students, IQAC Coordinator Dr. Pandey proposed to have more MoUs with NGO and government organisations. Dr. Anita Khatke directed Prof. Pawar Gajendra, I & ED Cell coordinator to identify and submit the proposal for same to NGO and government organisations.

Subject No:8 Any other matter with permission of chairperson.

Since there was no any additional topic of discussion in meeting Coordinator IQAC Dr. Shailesh Pandey proposed vote of thanks.

DIRECTOR
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Jayawantrao Sawant Institute
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Hadapsar, Pune - 411 028




Shailesh
Dr. Shailesh Pandey
Coordinator-IQAC

Action Taken Report of 3rd IQAC Meeting

Subject No.	Subject Name	Action Taken
1	To confirm and finalise the Minutes of Meeting of 2 nd IQAC Meeting in the institute.	The minutes of meeting of first IQAC were read and confirmed.
2	To discuss the course of action for NAAC Presentation, Preparation for NAAC Peer Team Visit	The complete plan of Action has done by NAAC Coordinator and Duties assignment has carried out.
3	To discuss and confirm Cells, Clubs activities conducted for effective functioning of all cells, clubs formed in the institute	Coordinator IQAC issued Cells, Clubs as per guidelines with all faculty members for better functioning of all Cells and clubs
4	To discuss the learning resources and improvements in quality teaching learning	Activities were planned and more innovative approaches were introduced in the curriculum delivery
5	To discuss on organising seminar/workshop under QIP of SPPU	QIP Seminar and FDP in association with SPPU is scheduled in March, 2019
6	To encourage collaborations related to Entrepreneurship development	MoU was signed with Maharashtra Centre for Entrepreneurship Development (MCED)
7	Any other matter with permission of chairperson	No matter of Discussion Hence vote of thanks was proposed


Dr. Anita Khatke
Chairperson-IQAC

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Hadapsar, Pune - 411 028.


Dr. Shailesh Pandey
Coordinator-IQAC