COLLEGE DEVELOPMENT COMMITTEE (CDC) MEETING

HELD ON TUESDAY, 29 MARCH 2022

Meeting of 'College Development Committee (CDC)' was held on 1st April 2022 at 11:00 AM in the IIMS Corporate Centre

Following Members were present

COLLEGE DEVELOPMENT COMMITTEE 2021-22		
Chairman:	**Hon'ble Vishwesh Kulkarni**	
Secretary:	**Mrs Sobha Kulkarni**	
Representative of the Management:	**Mr Abhisekh Kulkarni**	
	Mr Makrand Kulkarni	
Finance-CFO-Yashaswi Group	**Mr Devidas Mali**	
Local Representatives:	**Capt.C.M Chitale**	
	Dr Sachin Borgave	
	Mr Narendra Patil	
	Mr Rohit Shenoy	
Member Secretary/Director	**Dr Shivaji Mundhe**	
Teacher Representatives:	**Dr Sachin Misal**	
	Prof .Nishant Pachpor	
	Prof Mahesh Mahakal	

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Administrative Staff Representative:	**Mrs Aditi Chiplunkar**	
Head of Department	**Dr Pushpraj Wagh**	
Student's Representative	**Mr Shubham Darkunde**	
	Ms. Ravina Lodha	
IQAC Co-ordinator	**Dr Vandana Mohanty**	

Leave of absence — Mrs Sobha Kulkarni, Mr Makrand Kulkarni

Members attended the Meeting in physical Offline Mode.

The Chairman confirmed from. all whether proceedings being -transacted, were audible and visible, and after their conformation the Meeting was called to order. At the outset the Chairman warmly welcomed all Members.

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Items	Description
1	**Statutory matters** **A. To confirm Minutes of last CDC Meeting (Dated)** Minutes of the last meeting held on 28th February 2021 were read and confirmed unanimously. **B. To consider Action Taken Report** 1. Reformulation of Vision and Mission Statements The Finalised Vision and Mission Statements were approved in the BoG. Dr Shivaji Mundhe read out the statements to the committee. The Vision and Mission Statements have been formulated with the fundamental goal of achieving a NIRF ranking of less than 1000 and obtaining NBA Accreditation for a duration of 6 years. It was emphasized that related rigorous efforts will be invested accordingly to achieve these objectives. 2. Appointments of Faculty and Supporting Staff Appointments are made (Associate Professor — 2 and Assistant Professor — 9). During the meeting, the director, Dr Shivaji Mundhe informed the committee regarding appointments that were finalized for faculty and supporting staff positions. Specifically, two positions for Associate Professor and nine positions for Assistant Professor were filled. The Selection Committeee from University has conducted Interviews and the appointments are made in line with the SPPU regulations. 3. Students Admission and Budget Students Admissions (MBA-120,MCA-60) Discussion centered around student admissions and budget allocation for the upcoming academic year. It was decided that admissions will be made for 120 students in the MBA program and 60 students in the MCA program. Budget — in view of final Admission status till 31 Dec 2022 no Revision in the Budget for 2022 — 2023 is required. Admissions status is encouraging especially in the current concerning scenario where Colleges are facing tremendous difficulties in getting Admissions. Efforts of all Members of 'Team IIMS' are acknowledged and appreciated.
2	Budget for the Academic Year 2022-2023

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	The budget for the academic year 2022-2023 was presented before the members for review. After careful consideration and discussion, the presented budget was unanimously approved by the members.
• 3.	• **Academics — Update** • **Declaration of Results and Admissions** **The result analysis of Semesters I, and III, was presented before the members. It was observed that the introduction of Bloom's Taxonomy had an impact on the positive results.** **Dr. Pushpraj Wagh proposed the application of Bloom's Taxonomy for internal examinations only, suggesting that it not be applied for Semester End Examinations.** **Additionally, it was suggested to implement an Open Book - Application based test for internal examinations.** • Commencement of Teaching in offline mode from 1st May 2022 • Response for Offline Teaching is very good (average Attendance more than 90%) withStudents being enthusiastic and eager to learning. Examinations will be conducted in physical Offline Mode. • Success of Value addition Programme. Almost 90% enrolment and successful completion of various value addition programs organised by Institute. The Committee suggested in encouraging students to enrol in NPTEL,IIT Bombay Courses. • We are Training Partners under the Skill Development initiative of NSDC. Skill Development is important for vertical development and is a need of the hour. • For External Faculty we are offering Rs. 1000/- per hour. In case where identifying External Faculty is difficult and Internal Faculty is available; it is felt that a combined effort should be undertaken by both the faculties.
4	**Research and Development — Update** A. Publication Targets (NIRF) a, Strategic Plan for five years is ready with a Target of 40 Quality Publications, Department wise and individual Faculty wise yearly Targets. All Members are informed accordingly. B. Review of Incentives offered for Publications

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	During the meeting, the incentives offered for publications were reviewed with the aim of enhancing motivation and recognition for faculty and students. It was decided that the institute will bear the registration fees for faculties presenting papers in reputed B-schools at international conferences. Furthermore, fees paid for the filing of copyrights and patents will be reimbursed to both faculties and students. The management will waive off fees for in-house international conferences, workshops, and Faculty Development Programs (FDPs). C. Research Mentorship Information was shared regarding efforts for involving Students in ongoing Research and offering Research Mentorship. Positive responses received and Projects are getting materialized through shortlisted Students.
5.	**Industry Connect** A. Proposal for Industry Mentorship Program for MCA Students The meeting focused on the proposed implementation of an industry mentorship program for MCA students.The program aims to connect students with experienced professionals from the IT industry. It was decided to initiate the industry mentorship program. Action Items: Mentorship Pool Identified: Fifteen (15) potential mentors from various IT companies have been identified as a starting point for the program. Mentor Outreach: The next step involves approaching these individuals to gauge their interest in participating as mentors. Prof Nishant Pachpor and Prof Prashant Wadkar have developed a program outline that details the structure of the mentorship program, including: Mentor and student matching criteria and process Frequency and format of interaction (e.g., monthly meetings, online discussions) Expected duration of the mentorship Program goals and desired outcomes for both students and mentors Develop communication materials to be sent to potential mentors, outlining the program details and benefits of participation. Finalize the mentor selection process and begin outreach to the identified individuals.

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	B. Collaboration with NIPM for Research Paper Publication This collaboration has resulted in the successful publication of a special issue of the research journal Yashomanthan. The members expressed their appreciation for this distinctive institute practice, highlighting its role in knowledge exchange. Key Points: The collaboration with NIPM facilitates the publication of high-quality research papers by industry and academic members. The special issue of Yashomanthan serves as a valuable platform for disseminating research findings to a wider audience. This ongoing practice exemplifies the institute's commitment to knowledge exchange and scholarly collaboration. C. Training on Power BI in collaboration with AutoFlow Technologies Power BI is a business intelligence tool that facilitates data visualization and analysis. The collaboration between IIMS and AutoFlow Technologies aims to provide training to MCA Students on utilizing Power BI for effective data exploration
6.	**Administrative matters** A. Appraisal Interactions for Faculty Members Interviews with Faculty are planned and the exercise will be completed before 30 April 2022. B. Faculty requirements for 2022 — 2023 Considering an Intake of more than 60 Students in the batch of MCA Teaching appointments are required to be made. Proposal to be put up accordingly. Alternatives such as Visiting, Adjunct (Full Time) and Industry Experts (15%) are being considered. C. Technical Support and Non teaching staff requirements for 2022 — 2023 On the same lines, 4 Technical Support and Non Teaching Staff appointments are required to be made. Proposal to be put up accordingly. D. Infrastructure requirements for 2022 — 2023 This meeting addressed several proposals related to college infrastructure development. Each proposal was discussed and voted on by the committee members.

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	1. Equipment and Furniture Purchases Computers: A proposal to purchase new computers for the administrative office, library, laboratories, and other departments was presented. Furniture: Approval was sought for the acquisition of necessary furniture for the administrative office, staff room, laboratories, and library. 2. Security System A proposal was presented to purchase and install new CCTV cameras at strategic locations across the college campus to enhance security. Action Items: Develop a security plan outlining the specific camera locations and functionalities needed. Obtain quotes from vendors for the CCTV camera system and installation. Present the security plan and vendor quotes for committee approval at the next meeting. 3. Campus Maintenance Overall cleaning and maintaining the campus was emphasized. The committee highlighted the importance of implementing measures to promote energy conservation and rainwater harvesting. The committee recommended the- • Developing a plan for improved cleaning routines and procedures. • Identifying areas in need of additional attention or resources for cleanliness. • Researching and proposing specific strategies for energy conservation (e.g., replacing incandescent lights with LEDs, implementing automated power shutoff systems in unoccupied areas). • Investigating feasibility and potential locations for rainwater harvesting systems on campus grounds.
7.	**Finance (Proceedings of Finance Committee Meeting)** A. Concession in Fees for Students who have lost parent/s in Covid 19 Pandemic Already processed. B. It was strongly mentioned that Student Fees is the only amount Receivable and Faculty are required to invest meticulous focused efforts for Revenue Generation and Consultancy. This can be achieved through Department Targets with individual Targets. Key areas reviewed in finance areas are included:

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	Major spending categories Significant revenue sources Variances from previous budgets
9	Any other point Director Dr Shivaji Mundhe presented the draft policy for the promotion of research and consultancy. Key points of the policy were likely covered, including: Objectives of the policy (e.g., encourage faculty research, generate revenue) Definitions of research and consultancy activities Eligibility criteria for participation in research and consultancy Approval process for research and consultancy proposals Recognition and rewards for successful research and consultancy projects. The policy was unanimously approved by the committee members.

Meeting concluded with a vote of thanks by Dr Vandana Mohanty,IQAC Coordinator.

Dr Vandana Mohanty
IQAC Coordinator

Dr Shivaji Munde
Director,IIMS

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MINUTES OF MEETING OF GOVERNING BODY: AY 2022-23

Name of Association: International Institute of Management Science Governing Body

Type of Meeting: Annual General Meeting

Date: 02nd April, 2022

Time: 10:00 AM-4:30 PM

Venue: S.No. 169, 1/A, Chinchwad - Akurdi Link Rd, opposite Elpro International, Vijay Nagar, Chinchwad, Pune, Pimpri-Chinchwad, Maharashtra 411033

Meeting Facilitator: Prof. Vandana Mohanty (Head IQAC and Asst. Prof)

Call to order: The meeting was called to order at the IIMS Meeting room(3rd Floor). A quorum wasestablished.

Roll Call: Attendees

Present:

Sr. No	Name of the board member	Designated as in Board
1	Mr. Vishwesh Kulkarni	Founder President.
2	Mr. Abhisekh V. Kulkarni	Managing Director.
3	Mrs. Shobha V. Kulkarni	Secretary.
4	Mr. Mukrand P. Kulkarni	Treasurer.
5	Mrs Manorama P Kulkarni	Member.
6	Mr. Abhilasha V. Kulkarni	Member.
7	Mr. Devidas Mali	Special Invitee.
8	Dr. Balaji Gopalan	Special Invitee.

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9	Capt. C. M. Chitale	Member.
10	Dr. Shivaji D Mundhe	Member Secretary (Director)
11	Dr. Pushpraj Wagh.	Teacher Representative
12	Dr. Vandana Mohanty	IQAC co-ordinator

Meeting Agenda:

1. Discussion on academic and administrative requirements for AY 2022-23.
2. Discussion on Reformulation of Vision, Mission, Core Values and Quality Policies.
3. Approval of the proposed budget for institutional activities.
4. Review of last year's actionable decided in the AGM of AY 2021-22.
5. To approve the Fee structure (2022-23), annual budget (2022-23), of the college
6. as finalized in the finance committee meeting.
7. Review of accreditations.
8. Review of the Post-Pandemic teaching-learning process.

Review of Minutes from the last meeting:

1. A review of overall academic processes has been done as per earlier discussions.
2. Value addition Courses approved from Savitri Bai Phule Pune University has been introduced to improve the Knowledge and skills of students.
3. In total 24 research papers were published by faculties, of which 24 were in UGC-approved journals and none of the papers were in SCOPUS-indexed journals. In addition to this 2 Books were also published by IIMS faculties and 8 students have published research papers leading to increased focus towards knowledge and research dissemination.
4. A PO and CO achievement and placement review has been done.
5. The director explained the appropriate utilization of the budget for faculty and staff salary

andtheir well-being.

6. MCA and Ph.d Research Centre courses are started with 60 seats and 3 enrolled students for each course.

Reports:

Director academics presented the management report in front of the governing body and discussed thefollowing key points:

1. **Accreditations and Approvals:**
   - **1.1.** The IQAC cell has been given the responsibility of filling up the NAAC, and AQAR for AY 2019-20 and 2020-21.
   - **1.2.** The IQAC cell has been given the responsibility to apply for the National Institution Ranking Framework 2021.
2. **New Appointment:** With the introduction of MCA Course, Prof Prashant Wadkar, Prof Jalinder Gandal, Prof Nishant Pachpor ,Prof Ananya Naik have been newly recruited for the MCA Department.
3. **Academic**:
   - **3.1.** The director requested an additional annual salary budget of Rs. 50 Lakh to be allocated for recruiting new faculty for analytics, IT, and operation specializations, and MCA Courses.
   - **3.2.** The director proposed an additional certification course with IIT Bombay, NPTEL AND Course era in semester II and IV for a better understanding of digitalization in different fields of management and computer applications
   - **3.3.** It was also realized that the summer internship projects review to happen continuouslyas due to the pandemic the projects are converted to "work from home" and the assessment reports and presentation should become more domain and sector-specific, thus the director proposed alignment of the sector and profile specific evaluators fromthe industry to conduct internship project evaluation.
   - **3.4.** The director proposed that all kinds of external evaluation will be on physical mode basis however to use Microsoft Teams for internal assessment.

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4. Research:

4.1. The director requested a discretionary budget of Rs. 5 Lakh for organizing the third virtual international conference at the institute. The main committee and theme for the research have been decided as "Innovation in Management and Information Technology".

4.2. The director briefed the committee members that the institute is looking for institute foreign collaborations with Universities for co hosting the International Conference.

4.3. The research paper output was appreciated by the BoG. An additional budget of Rs. 3 Lakh was requested by the director for rolling out incentives and providing research facilities to the faculty who will publish in SCOPUS-indexed journals.

4.4. Faculties were motivated to write research papers by connecting with various corporates through corporate relations teams.

4.5. The BoG has suggested increasing the writing of books by the faculties and suggested to motivate them.

4.6. The BoG have suggested to undertake research projects and research collaborations with Industry on profit sharing basis.

5. Administration:

5.1. The director proposed a budget of Rs 50 Lakh for maintenance and upgradation of IT and ICT facilities, making E-Learning resources accessible in all classrooms, and online classes account purchases. However, the director requested an additional budget of Rs. 10 Lakh for the procurement of new specialization books and renewable E-resource subscriptions.

5.2. The director brought to the board's attention that the current inventory of books available in the library is as per the norms of AICTE.

5.3 The annual e-governance report detailing the institutes advancements in digital administrative system was presented

6. **Student Welfare:**

6.1. The director proposed extending economic and social welfare in the form of fee waivers to deserving candidates, from economically weak backgrounds, helping the society during a pandemic.

6.2. The director requested for a budget of Rs. 5 Lakhs to further increase the corporate interface and industry outreach activities, and industry experts workshop for the students. The Institute has also initiated Industry Mentorship for MCA students and undertaking Live Projects with collaborations with Industry Mentors.

6.3. In order to ensure holistic student development through extra-curricular and co-curricular activities, a discretionary budget of Rs. 1 lakh was requested for the same.

6.4. The director mentioned that due to the pandemic situation, the institute has organized various student and employee wellbeing workshops such as; Meditation, Yoga, and counselling for emotional health. The director also proposed more sessions on the continuous well-being of mental and physical health.

6.5. The director proposed for vaccination drive for all staff, faculties, and students (who arein Pune) free of cost.

2. Discussion on Reformulation of Vision, Mission, Core Values and Quality Policies.

- The BoG emphasized on the need to review and potentially reformulate the organization's vision, mission, core values, and quality policies to ensure alignment with current goals and objectives. The BoG have undertaken the process in the last AGM. A Committee at Institute-faculty-department level was formed for identification, implementation and review of Vision and Mission statements in consistency with the vision and mission statements of the institute. Various bodies like ACE (Advisory Committee, AAAC (Academic and Administrative Audit Committee) ,CDC are asked to advice in various matters. The proposed Vision and Mission statements are also circulated to the Alumni, Employer, Faculty and Parents and their feedback is taken. After taking into consideration of the feedback received, the IQAC Committee Prepared a draft of Vision and Mission statements which are discussed and brainstormed

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in a meeting consisting of the entire faculty. The statements are then finalized.

- The Chairperson opened the floor for input from board members and invited stakeholders.
- Several key points were raised during the discussion:
    - The current vision statement was deemed outdated and not reflective of the organization's current aspirations and strategic direction.
    - There was consensus on the importance of crafting a vision statement that is inspiring, ambitious, and forward-looking.
    - Concerns were raised regarding the clarity and relevance of the existing mission statement, with suggestions for refining it to better articulate the organization's purpose and primary objectives.
    - Board members emphasized the need to ensure that the organization's core values accurately reflect its culture and guiding principles.
    - Quality policies were discussed in the context of maintaining high standards of performance and student Satisfaction.
- On the Suggestions of the Board Members the following Vision, Mission, Core Values and Quality Policy statements are formulated and to be implemented from the Academic Year 2022-2023.

Vision

To be a world-class institution in the field of higher education and research dedicated to quality education in Management and Information Technology which will contribute value to the knowledge-based economy and society.

Mission

- To create a centre of excellence in developing high-quality professionals in the field of Management and Information Technology.
- To provide a conducive environment to achieve excellence in teaching-learning, research, and development activities.
- To offer excellent, value-based Post-graduate and Doctoral programs in the field of Management Sciences and Information Technology.

- To focus on the quality of Vocational and skill-based education, inspired by students and admired by the industry globally.

Core values

- Excellence
- Professionalism
- Discipline
- Passion
- Social Responsibility

Quality Policies

We are committed to imparting Quality Education through well-qualified Faculty, industry-Institute Interface, high standard infrastructure, and Promoting research consultancy and innovation with the help of global collaborations among the students and faculties.

Approvals:

1. The governing body has encouraged the institute to submit the application for NBA and participate in NIRF.

2. Director Dr Shivaji Mundhe presented the details of Fees structure and the annual budget for the academic year 2022-23 which were previously approved in the meeting with the Finance committee members. The minutes of the Finance Committee meeting was shared with all Governing Body members in this regard. The Governing Body members unanimously approved the fee structure and the annual budget for 2022-23. However, the approval/decisions taken by Governing Body are subject to prevailing Provisions/ Rules and Regulations of Maharashtra State Government/ Shikhsan Shulka Samiti/ Savitri Bai Phule Pune University enforced from time to time.

2. The budget requested for incentivizing research activity was taken under consideration by the governing body and the final approval for the same will be released upon review of the

total institutional budget.

3. All the other qualitative inputs presented by the director were acknowledged and approved by the governing body, subject to review and planning by the Academic Advisory Council.
4. The governing body vested the authority for issuing fee waivers to deserving candidates in the Director, against the requested budget of Rs. 20 lakhs for AY 2021-22.
5. The financial decision-making authority for all other academic, administrative, and student welfare activities (other than fee waiver) was vested in the Chairman, by the board.
6. The governing body appreciated the institute's efforts during the pandemic to ensure the well- being of faculties, staff, students,
7. Director Dr. Shivaji Mundhe informed the members about the initiative of IIMS to constitute software development cell for inhouse development of software and websites by MCA Students from the academic year 2022-23. The same initiative is to be considered for Best Practices and to be represented in the NAAC.
    - Dr Vandana Mohanty have presented the updated performance appraisal form of both teaching and non-teaching staffs. The Same was accepted at BoG.

8. The meeting ended with a vote of thanks proposed by Dr. Vandana Mohanty.

Authorized Signatory

Director

Chairman

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6.1 Institutional Vision and Leadership

Vision

To be a world-class institution in the field of higher education and research dedicated to quality education in Management and Information Technology which will contribute value to the knowledge-based economy and society.

Mission

- To create a centre of excellence in developing high-quality professionals in the field of Management and Information Technology.
- To provide a conducive environment to achieve excellence in teaching-learning, research, and development activities.
- To offer excellent, value-based Post-graduate and Doctoral programs in the field of Management Sciences and Information Technology.
- To focus on the quality of Vocational and skill-based education, inspired by students and admired by the industry globally.

Core values

- Excellence
- Professionalism
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- Passion
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Quality Policies

We are committed to imparting Quality Education through well-qualified Faculty, industry-Institute Interface, high standard infrastructure, and Promoting research consultancy and innovation with the help of global collaborations among the students and faculties.

Dr Shivaji Munde
Director,IIMS

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COMPOSITION OF IQAC- 2022-2023

The composition of IQAC has internal as well as some eminent external experts well known in their chosen domain of expertise. They attend IQAC Meetings and give valuable suggestions. They are invited as experts to the departmental presentations. The composition of the IQAC is as follows-

Sr. No	Name of the member	Designation
➢ Chairperson		
1	Dr. Shivaji D. Mundhe	Director,IIMS
➢ Members from Management		
2.	Mr Makarand Kulkarni	Treasurer, Yashaswi
➢ Co-ordinator of IQAC		
3.	Dr. Vandana Mohanty	Asst.Professor
➢ Nominee from Local Societies, Students and Alumni		
4	Dr. Bharat Kasar	Local society member
5	Ms K Abhinja	Student representative
6	Mr. Mr.Ganesh Kalshetty	Alumni Representative
➢ Nominee from Industrialist and Stake Holders		
7	Mr Narendra Patil	Industry Representative
8	Mr Mangesh Kulkarni	Industry Representative
9	Ms. Jayashree Sapkal	Stakeholders
10	Mr Ashish Waghe	Stakeholders
➢ Teacher Representatives		
11	Dr. Pushparaj Wagh	Teacher Representative
12	Dr Sachin Misal	Teacher Representative
13	Mr Nishant Pachpor	Teacher Representative
14	Dr Ashwini Bramhe	
➢ Adminstrative Officers		
14	Mr.Mahendra Kamble	Head Librarian
15	Mrs Aditi Chiplunkar	Admin Officer.

Dr Shivaji D. Mundhe
Director,IIMS

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Copy for Information and Necessary Action to-

1. Head Office, Yashaswi House, Pune
2. All Concerned Staffs
3. Administrative Office

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YASHASWI

Yashaswi Education Society's
INTERNATIONAL INSTITUTE OF MANAGEMENT SCIENCE

International Institute of Management Science

Internal Quality Assurance Cell (IQAC)

Date: 22nd April, 2023.

Attendance

Sr. No	Name of the member	Designation	Signature
➢ Chairperson			➢
1	Dr. Shivaji D. Mundhe	Director,IIMS	
➢ Members from Management			➢
2.	Mr Makarand Kulkarni	Treasurer, Yashaswi	
➢ Co-ordinator of IQAC			➢
3.	Dr. Vandana Mohanty	Asst.Professor	
➢ Nominee from Local Societies, Students and Alumni			
4	Dr. Bharat Kasar	Local society member	
5	Ms K Abhinja	Student representative	
6	Mr.Ganesh Kalshetty	Alumni Representative	
➢ Nominee from Industrialist and Stake Holders			➢
7	Mr Narendra Patil	Industry Representative	
8	Mr Mangesh Kulkarni	Industry Representative	
9	Ms. Jayashree Sapkal	Stakeholders	
10	Mr Ashish Waghe	Stakeholders	
➢ Teacher Representatives			➢
11	Dr. Pushparaj Wagh	Teacher Representative	
12	Dr Sachin Misal	Teacher Representative	
13	Mr Nishant Pachpor	Teacher Representative	
14	Dr Ashwini Bramhe		
➢ Administrative Officers			➢
14	Mr.Mahendra Kamble	Head Librarian	
15	Mrs Aditi Chiplunkar	Admin Officer.	

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Dr. Shivaji Mundhe
Director
International Institute of Management Science
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Internal Quality Assurance Cell (IQAC)

Date: 18.04.2023

Notice

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that, IQAC meeting to be held on, 22nd April, 2023 at 11.30 am at the Institute's Campus. Presence of all members of IQAC is solicited.

Agenda of the Meeting:

Sr.No	Agenda
	Review of last Minutes of Meeting and Action Taken Report.
1.	Academic performance of previous semester
2.	To discuss the Curricular Aspects of the Academic programs and suggest improvements
3.	Value Added Courses designed and imparted at department level.
4.	To apprise members about various activities/ events
5.	To apprise the members on revised NAAC Guidelines and Standard Operating Procedure and accordingly plan for features on the website.
6.	To discuss on Academic Bank of Credits, a platform to upload credits earned by students under DigiLocker framework.
7.	To discuss and plan the preparedness towards NEP 2020
8.	Promotion of research and innovation in the institute
9.	Align future plans with NAAC criteria and institutional vision
10.	Review of FDPs/STTPs/Refresher courses conductecl & attended
11.	Review of Previous NAAC Assessment and NAAC Criteria Analysis:
12.	Quality Enhancement measures in Library and Library Status update.
13.	Any Other Item with the Permission of the Chair.

Copy to-

1. All Members of the IQAC Committee
2. Copy to Mr Makrand Kulkarni,Management Trustee, Yashaswi Education Society.
3. Copy to Dr. Bharat Kasar, Director, Camp Education Society's Institute of Management.
4. Copy to Mr Narendra Patil, Head Hr, Kalyani Maxion Wheels Ltd, Pune
5. Copy to Mr Mangesh Kulkarni, Director Human Resources -South Asia @ Bekaert,Pune
6. Copy to Ashish Waghe, Senior Manager HR, Kalyani Maxion Wheels Ltd, Pune
7. Copy to Mr Ganesh Kalshetty, HRBP,L&T Infotech.
8. IIMS,Office
9. Institute Website

Dr. Shivaji Mundhe
Director
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Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting –22nd April, 2023

Date: 22.04.2023 **Time-11.30PM** **Venue: Computer Lab, IIMS**

Next Meeting Proposed August 2023

The Chairperson commenced the meeting, welcoming all participants and emphasizing the importance of the agenda items for continuous improvement in academic quality. The IQAC Coordinator presented a summary of the minutes of the previous meeting and the action taken report. Members were invited to provide feedback, corrections, and updates on the status of assigned tasks. The Chairperson ensured that all concerns and queries were addressed before proceeding to the next agenda item.

Agenda 1- Academic performance of previous semester

A comprehensive analysis of the academic performance data from the previous semester was presented. Dr. Pushpraj Wagh said that the odd semester for the current academic year got over, all the results were declared and mark sheets for the students are yet to be distributed The IQAC Coordinator highlighted key trends, areas of improvement, and notable achievements. Discussions ensued on identifying factors influencing academic performance and formulating strategies for enhancement.

Agenda 2 - To discuss the Curricular Aspects of the Academic programs and suggest improvements

Department Heads presented an overview of the curricular aspects of their respective academic programs. Discussions focused on curriculum design, relevance to industry needs, alignment with learning outcomes, and integration of emerging trends. The IQAC Coordinator informed the committee that 10 Value added courses are to be introduced to the MBA and MCA students for the Academic Year 2022-2023.The value added courses are all approved by Savitribai Phule Pune University. Recommendations for improvements were discussed, including the introduction of new courses, updates to existing ones, and strategies for interdisciplinary learning.

Agenda 3 - Value Added Courses designed and imparted at department level.

Departments provided updates on the value-added courses designed and imparted at the department level. The Chairperson encouraged sharing best practices and successful models. Members discussed ways to enhance the effectiveness of these courses in complementing the core curriculum and fostering holistic student development.

Agenda 4 - To apprise members about various activities/ events

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Director
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The IQAC coordinator provides an overview of the methods and processes employed for collecting feedback on various aspects of the institutions functioning. This includes feedback from students, faculty, and other stakeholders. The presentation includes a summary of key findings and any notable trends or patterns identified. A comprehensive report on the recently conducted Student Satisfaction Survey is presented. The analysis includes insights into overall satisfaction levels, specific areas of concern, and actionable feedback received from students. The aim is to discuss strategies for addressing identified issues and enhancing the overall student experience. A detailed report on the successful completion of the 3rd International Conference is presented. The coordinator highlights the key themes, participation statistics, feedback received from participants, and any notable outcomes or collaborations resulting from the conference. Members are invited to share their observations and suggestions for improving future conferences. An update on the recently concluded Faculty Development Programs is provided. This includes a review of the topics covered, the number of participants, and feedback received from faculty members. Discussion focuses on the impact of the FDPs on professional development and strategies for sustaining the momentum.

Agenda 5 - To apprise the members on revised NAAC Guidelines and Standard Operating Procedure and accordingly plan for features on the website

To apprise the members on revised NAAC Guidelines and Standard Operating Procedure and accordingly plan for features on the website. Dr. Vandana Mohanty apprised the members of the revised NAAC guidelines that includes revised metrics, value added courses, experiential learning etc. Dr Shivaji Mundhe , Chairperson IQAC emphasized on the value added courses along with domain knowledge to enhance skill development and adapting to the dynamic situation involving online (that ensures reachability to maximum students in tune with future needs) methods. He further mentioned the need to develop a plan to reskill and upskill students for addressing various challenges through innovative learning. Dr. Vandana Mohanty also briefed all on the SOP that involves criteria wise specifications to be considered for the submission of AQAR. These guidelines and processes involve changes in website content and features that need to be incorporated as part of data availability and transparency. She proposed organization of sessions with criteria in charge in relevance to SOP to discuss the inclusion and implementation of SOOP.

Agenda 6 - To discuss on Academic Bank of Credits, a platform to upload credits earned by students under DigiLocker framework.

To discuss on Academic Bank of Credits, a platform to upload credits earned by students under DigiLocker framework. Prof Nishant Pachpor discussed the developments in the education system related to the credit system introduced in the curriculum and verification & authentication of academic credentials. The Institute would be a part of Academic Bank of Credits ass advised by statutory bodies. The credit system would benefit the placement opportunities of the students and contribute to the industry requirement of employable

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graduates/ post graduates. Dr Pushpraj Wagh and Dr Sachin Misal proposed the organization of training sessions/ workshops for the same in coordination with the Institute examination officer.

Agenda 7 - To discuss and plan the preparedness towards NEP 2020

With the implementation of NEP 2020, NAAC has advised on its preparedness and Institute will take steps to prepare for the same as per below given suggestions

a. Creative thinking: Prof Nishant Pachpor reiterated that the 'out of box' or creative thinking of the young generation to be motivated for setting up an ecosystem for innovations. Awareness on establishing a startup and a value added course on its orientation could be beneficial.

b. Promote Vernacular Medium- Mr Makrand Kulkarni suggested the publication of testimonials (in the form of short videos) on the website by students to encourage other students, especially students from rural regions. Dr Shivaji Mundhe appreciated the fact that the Institute has continually supported and encouraged students for communication in the national and regional language through various student activities so as to develop their personality.

c. Skill Development- Mr. Mangesh Kulkarni suggested that entrepreneurs from rural regions be invited to address the students about the reality of entrepreneurial expectations, work and outcomes. Specifically, a session may be conducted on handling failure and success by entrepreneurs to inspire others.

Dr Ashwini Bramhe further mentioned the 'Connect Initiative Student Counselling Program' that would provide a platform to complement the efforts towards personality development.

Agenda 8 -Promotion of research and innovation in the institute

In order to develop innovation ecosystem in the institute and to promote innovation in the institute, decided to formulate "Start up and innovation Committee". Also, confirmed that every year "Start-Up and innovation week" will be celebrated by Start-up and Innovation Committee on the occasion of birth anniversary of Dr A P J kalam. It was also decided to prepare policy document for providing incentives to faculty for research contribution, research publications.

Agenda 9- Align future plans with NAAC criteria and institutional vision

The Chairperson emphasized the importance of aligning future plans with the institution's vision and mission. Members were encouraged to revisit and reaffirm the institution's core values and objectives to ensure coherence in planning and implementation. Discussion ensued on developing a strategic plan that integrates NAAC criteria and aligns with the institutional

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vision. The IQAC Coordinator presented a draft outline, and members provided feedback on key goals, action items, and timelines. Emphasis was placed on setting SMART (Specific, Measurable, Achievable, Relevant, Time-bound) objectives.

Agenda 10- Review of FDPs/STTPs/Refresher courses conducted & attended

The IQAC coordinator presented an overview of all Faculty Development Programs (FDPs), Short Term Training Programs (STTPs), and Refresher Courses attended by the faculties in the last Academic Year and 1 International Conference and 2 Fdps conducted by the institution during the specified period. A discussion on the outcomes and impact of the conducted programs, focusing on how the knowledge and skills gained have been applied in teaching, research, and other professional activities was discussed. The committee encouraged faculty members to continue participating in FDPs and Conference.

Agenda 11- Review of Previous NAAC Assessment and NAAC Criteria Analysis

The IQAC Coordinator presented a brief overview of the findings from the previous NAAC assessment, highlighting areas of strength and improvement. Members were encouraged to provide additional insights based on their respective departments. A comprehensive analysis of the NAAC criteria was conducted, with each criterion discussed in detail. The members deliberated on how the institution currently meets each criterion and identified potential areas for enhancement. Suggestions for incorporating best practices and benchmarks from other reputed institutions were also discussed.

Agenda 12- Quality Enhancement measures in Library and Library Status update

Mr Mahendra Kamble presented a proposed timeline and methodology for the stocktaking process. The team agreed to allocate resources and personnel for the stocktaking exercise and to schedule it during a period of minimal library usage to minimize disruptions. Procurement of new books for MCA Course has started. The Library has free access of DELNET platform to all the faculty and students. The access will not require any id and password in IIMS campus. However to access the resources outside IIMS premises, the id and password is communicated to all students and staff.

Agenda 13- Any Other Item with the Permission of the Chair.

The Chairperson, Dr Shivaji Mundhe informed the committee about applying to AICTE AND SPPU for an increased intake of 60 Seats for MCA Course. The Admission process for the academic year 2022-2023 has already started. With no other agenda items to discuss, the Chairperson thanked all attendees for their active participation and commitment to the institution's continuous improvement. The meeting was adjourned with a reminder of the collective responsibility to uphold and advance the institution's academic and research standards. The Next Meeting was scheduled on August 2023

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Dr Vandana Mohanty

IQAC Co-ordinator

Dr Shivaji Mundhe

Director, IIMS.

International Institute of Management Science
I.I.M.S.
Chinchwad, Pune

Dr. Shivaji Mundhe
Director
International Institute of Management Science
Chinchwad, Pune - 411 033

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YASHASWI

Yashaswi Education Society's
INTERNATIONAL INSTITUTE OF MANAGEMENT SCIENCE

ACTION TAKEN REPORT of IQAC COMMITTEE MEETING

Date: 22.04.2022 **Time-11.30PM** **Venue: Computer Lab, 1st Floor.**

Sr.No	Agenda/Plan of Action	Action Taken
1.	Academic performance of previous semester	• Result Compilation: The results of the previous semester were compiled, and a detailed analysis was conducted to identify areas of improvement. • Mapping of CO-PO: Course outcomes (COs) and program outcomes (POs) were mapped to assess alignment and identify gaps. • Remedial Classes: Based on the result analysis, a schedule for remedial classes was prepared, targeting areas where students showed lower performance.
2.	To discuss the Curricular Aspects of the Academic programs and suggest improvements	• Regular updates on remedial classes, curricular improvements, and academic activities will be presented in subsequent meetings. • Assessment of the impact of value-added courses will be conducted through feedback sessions and performance evaluations.
3.	Value Added Courses designed and imparted at department level.	• Departmental Initiatives: Value-added courses were designed and imparted at the department level to enhance the skill set of students. • Feedback Collection: Feedback sessions were conducted to assess the effectiveness of value-added courses, with adjustments made based on student input.
4.	To apprise members about various activities/ events	• Various academic activities and events were organized, including Conferences, Fdps, workshops, and guest lectures. • A feedback mechanism was established to gather input from participants, facilitating continuous improvement in the planning and execution of academic events.
5.	To apprise the members on revised NAAC Guidelines and Standard Operating Procedure and accordingly plan for features on the website.	• **Awareness Session:** Members were apprised of the revised NAAC guidelines and standard operating procedures (SOP).
6.	To discuss on Academic Bank of Credits, a platform to upload credits earned by students under DigiLocker framework.	• Framework Introduction: The concept of the Academic Bank of Credits (ABC) and its integration with the DigiLocker framework were introduced.

Dr. Shivaji Mundhe
Director
International Institute of Management Science
Chinchwad, Pune - 411 033

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		• Planning Phase: Initial discussions were held to plan the implementation of ABC, outlining the process for students to upload and track earned credits.
7.	To discuss and plan the preparedness towards NEP 2020	A Continuous consultations with faculty, administrators, and relevant stakeholders to gather insights and perspectives on aligning institutional strategies with NEP 2020 will be undertaken.
8.	Promotion of research and innovation in the institute	• Every year "Innovation and start Up" will be celebrated under the banner of Institute Innovation Council on the occasion of birth anniversary of Dr A P J kalam. Incentive and research policy for faculty is to be prepared. Communicated to IIC coordinator. Instructions given to research and development committee coordinator.
9.	Align future plans with NAAC criteria and institutional vision	• Action items identified from the NAAC criteria analysis will be integrated into the institutional planning process for the upcoming academic year.
10.	Review of FDPs/STTPs/Refresher courses conductecl & attended	• A comprehensive list of all Faculty Development Programs (FDPs), Short Term Training Programs (STTPs), and Refresher Courses conducted and attended by faculty members was compiled. The effectiveness for the same was mapped .
11.	Review of Previous NAAC Assessment and NAAC Criteria Analysis:	• A detailed review of the previous NAAC assessment report was conducted, focusing on strengths, weaknesses, opportunities, and threats (SWOT analysis). • Action points were identified based on the recommendations and feedback provided in the previous NAAC assessment report.
12.	Quality Enhancement measures in Library and Library Status update	• Ongoing maintenance activities will continue as scheduled to ensure a well-functioning and welcoming library environment. • Further staff training sessions will be planned to keep the library team updated on the latest trends and technologies in library services. • A follow-up meeting with the finance department will be scheduled to discuss the implementation of the revised budget and any additional funding needs.
13.	Any Other Item with the Permission of the Chair.	MCA Seats increased from 60 to 120 for the ay-2023-2024.

Dr Vandana Mohanty
IQAC Co-ordinator

Dr Shivaji Mundhe
Director, IIMS.

International Institute of Management Science
I.I.M.S.
Chinchwad, Pune

Dr. Shivaji Mundhe
Director
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Chinchwad, Pune - 411 033

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Academic Year 2023 -2024

SC/ST COMMITTEE

Ref.No.IIMS/23-24 **Date:** 12/12/2023

Notice

The meeting of the SC/ST Committee is scheduled on Tuesday13 Dec-2023 at 11:30 a.m. at the Institute's Meeting Hall (101). All members are requested to be present for the said meeting.

Agenda of Meeting:

- Confirmation of action items from the last meeting & Status updates on previous cases and resolutions
- Review of Previous Meeting Minutes
- Discussion on Scholarship document submission
- Current Challenges and Issues

SNO	NAME	DESIGNATION	ROLE	CONTACT NUMBER
1	Dr. Shivaji Mundhe	Director	Chairman	9822242322
2	Dr. Pushpraj Wagh	Assistant Professor	Teacher Representative	9922950687
3	Prof. Mahesh Mahankal	Assistant Professor	Teacher Representative	9767778838
4	Mr. Pavan Sharma	Assistant Professor	Teacher Representative	7350014526
5	Mr.Mahendra Kamble	Librarian	Non-Teaching Representative & Coordinator	9762651600
6	Mrs. Aditi Chiplunkar	Admin Officer	Non-Teaching Representative	9881036758
7	Mrs. Jayashree Sapkal	Faculty YIT	External Member	7350014506
8	Mr.Kalate Ajay	FY.Student MCA	Student Representative	7039802047
9	Ms.Gujar Harshada Santosh	FY.Student MBA	Student Representative	7277112002
10	Ms.Shweta Dhone	SY. Student MBA	Student Representative	9284372312
11	Mr.Mukesh Ingale	SY..Student MCA	Student Representative	9373019504

Dr Shivaji Mundhe
Director, IIMS, Pune

YASHASWI

Yashaswi Education Society's
International Institute of Management Science

IIMS

Ref.No.IIMS/23-24

Minute of Meeting

SC/ST COMMITTEE

Date: 14/12/2023 **Time-** 11.30 -12.30 pm

The Meeting of SC/ST Committee was held on 13Dec-2023 .The meeting was held at the Institute's Meeting Hall (101).

Proceedings: 1. The Chairperson explained the aims and objectives of the SC/ST Cell to all the members and the activities that needed to be carried out in order to achieve this.

2. Mrs. Aditi Chiplunkar, Member SC/ST Committee read out the minutes of the previous meeting & discuss Guidelines for accurate and timely reporting of committee activities Documentation of cases, resolutions, and recommendations.

3. Dr Wagh, Teacher Representative presented a report on the amounts received with respect to the pending bills submitted to the scholarship department for the AY 2023-24.

4. Dr.Pushpraj wagh arranged offline session for the existing students and inform them about the status of their scholarship and submission of pending documents if any & Evaluation of existing programs aimed at creating awareness Planning future workshops or outreach initiatives & awareness campaigns. Evaluation of the impact of previous awareness programs.

5. The chairperson, as admissions were still in progress, asked Mrs. Aditi Chiplunkar to collect details of the students admitted to MBA –I and MCA –I Year in the SC/ST category. Additionally, she was tasked with ensuring that a list of required documents be provided to them for the smooth processing of their scholarship.

6. Prof Mahesh Mahakal was asked to coordinate with the accounts section for reimbursement of the scholarship amounts received to the respective & Agreement on the date and time of the next meeting Formal adjournment of the current meeting

7. Dr Pushpwraj Wagh welcome to new member from MBA-IYr Ms.Harshda Gujar & MCA-Iyr Mr.Ajay Kalate Student of SC/ST Committee's.

8. Prof Mahesh Mahnkal -Representative proposed the Vote of Thanks.

Dr Shivaji Mundhe
Director, IIMS, Pune

YASHASWI

Yashaswi Education Society's
International Institute of Management Science

IIMS

Following members were present for meeting:

SNO	NAME	DESIGNATION	ROLE	Attendance
1	Dr. Shivaji Mundhe	Director	Chairman	
2	Dr. Pushpraj Wagh	Assistant Professor	Teacher Representative	
3	Prof. Mahesh Mahankal	Assistant Professor	Teacher Representative	
4	Mr. Mahendra Kamble	Librarian	Non-Teaching Representative	
4	Mr. Pavan Sharma	Assistant Professor	Teacher Representative	
6	Mrs. Aditi Chiplunkar	Admin Officer	Non-Teaching Representative	
7	Mrs. Jayashree Sapkal	Faculty YIT	External Member	jayshree.
8	Mr.Kalate Ajay	FY. Student MCA	Student Representative	Ajaykalate.
9	Ms.Gujar Harshada Santosh	FY. Student MBA	Student Representative	
10	Ms.Shweta Dhone	SY. Student MBA	Student Representative	
11	Mr.Mukesh Ingale	SY Student MCA	Student Representative	

Dr Shivaji Mundhe
Director, IIMS, Pune

Academic Year 2023 -2024

SC/ST COMMITTEE

Ref.No.IIMS/23-24 Date: 14/06/2023

Notice

The meeting of the SC/ST Committee is scheduled on Friday16 June -2023 at 11:30 a.m. at the Institute's Meeting Hall (101). All members are requested to be present for the said meeting.

Agenda of Meeting:

- Confirmation of action items from the last meeting & Status updates on previous cases and resolutions
- Discussion on Common Issues and Trends
- Briefing about Scholarship process
- Awareness Programs and Outreach

SNO	NAME	DESIGNATION	ROLE	CONTACT NUMBER
1	Dr. Shivaji Mundhe	Director	Chairman	9822242322
2	Dr. Pushpraj Wagh	Assistant Professor	Teacher Representative	9922950687
3	Prof. Mahesh Mahankal	Assistant Professor	Teacher Representative	9767778838
4	Mr. Pavan Sharma	Assistant Professor	Teacher Representative	7350014526
5	Mr.Mahendra Kamble	Librarian	Non-Teaching Representative & Coordinator	9762651600
6	Mrs. Aditi Chiplunkar	Admin Officer	Non-Teaching Representative	9881036758
7	Mrs. Jayashree Sapkal	Faculty YIT	External Member	7350014506
8	Mr. Shubham Shinde	SY.Student MBA	Student Representative	7020508055
9	Mr.Sushil Garud	SY.Student MCA	Student Representative	9021563498
10	Ms.Shweta Dhone	FY. Student MBA	Student Representative	9284372312
11	Mr.Mukesh Ingale	FY.Student MCA	Student Representative	9373019504

Dr Shivaji Mundhe
Director, IIMS, Pune

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Yashaswi Education Society's
International Institute of Management Science

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Ref.No.IIMS/23-24

Minute of Meeting

SC/ST COMMITTEE

Date: 17/06/2023 **Time-** 11.30 -12.30 pm

The Meeting of SC/ST Committee was held on 16 June-2023 .The meeting was held at the Institute's Meeting Hall(101).

Proceedings:1. The Chairperson explained the aims and objectives of the SC/ST Cell to all the members and the activities that needed to be carried out in order to achieve this.

2. Mrs. Aditi Chiplunkar, Member SC/ST Committee read out the minutes of the previous meeting & discuss Guidelines for accurate and timely reporting of committee activities Documentation of cases, resolutions, and recommendations.

3. Dr Wagh, Teacher Representative presented a report on the amounts received with respect to the pending bills submitted to the scholarship department for the AY 2022-23.

4. The Chairperson asked Mr. Kamble & Dr.Pushpraj Wagh to conduct an offline session for the existing students and inform them about the status of their scholarship and submission of pending documents if any & Evaluation of existing programs aimed at creating awareness Planning future workshops or outreach initiatives accordingly will plan to take in month of Nov-2023.

5. The chairperson, as admissions were still in progress, asked Mrs. Aditi Chiplunkar to collect details of the students admitted to MBA and MCA in the SC/ST category. Additionally, she was tasked with ensuring that a list of required documents be provided to them for the smooth processing of their scholarship.

6. Prof Mahesh Mahakal was asked to coordinate with the accounts section for reimbursement of the scholarship amounts received to the respective & Agreement on the date and time of the next meeting Formal adjournment of the current meeting

7. Prof Mahesh Mahnkal -Representative proposed the Vote of Thanks.

Dr Shivaji Mundhe
Director, IIMS, Pune

YASHASWI

Yashaswi Education Society's
International Institute of Management Science

IIMS

Following members were present for meeting:

SNO	NAME	DESIGNATION	ROLE	Attendance
1	Dr. Shivaji Mundhe	Director	Chairman	
2	Dr. Pushpraj Wagh	Assistant Professor	Teacher Representative	
3	Prof. Mahesh Mahankal	Assistant Professor	Teacher Representative	
4	Mr. Mahendra Kamble	Librarian	Non-Teaching Representative	
4	Mr. Pavan Sharma	Assistant Professor	Teacher Representative	
6	Mrs. Aditi Chiplunkar	Admin Officer	Non-Teaching Representative	
7	Mrs. Jayashree Sapkal	Faculty YIT	External Member	
8	Mr. Shubham Shinde	SY. Student MBA	Student Representative	
9	Mr.Sushil Garud	SY. Student MCA	Student Representative	
10	Ms.Shweta Dhone	FY. Student MBA	Student Representative	
11	Mr.Mukesh Ingale	FY.Student MCA	Student Representative	

Dr Shivaji Mundhe

Director,IIMS,Pune

Academic Year 2022 -2023

SC/ST COMMITTEE

Ref.No.IIMS/22-23

Date: 07/06/2022

Notice

The meeting of the SC/ST Committee is scheduled on Thursday 09 June -2022 at 11:30 a.m. at the Institute's Meeting Hall (301). All members are requested to be present for the said meeting.

SNO	NAME	DESIGNATION	ROLE	CONTACT NUMBER
1	Dr. Shivaji Mundhe	Director	Chairman	9822242322
2	Dr. Pushpraj Wagh	Associate Professor	Teacher Representative	9922950687
3	Prof. Mahesh Mahankal	Assistant Professor	Teacher Representative	9767778838
4	Mr. Pavan Sharma	Assistant Professor	Non-Teaching Representative	7350014526
5	Mr. Mahendra Kamble	Librarian	Non-Teaching Representative & Coordinator	9762651600
6	Mrs. Aditi Chiplunkar	Admin Officer	Non-Teaching Representative	9881036758
7	Mrs. Jayashree Sapkal	Faculty YIT	External Member	7350014506
8	Ms. Akshada V. Ubale	SY. Year Student MBA	Student Representative	8788108045
9	Ms. Asmita A. Ovhal	SY.Year Student MBA	Student Representative	9067281122
10	Mr. Shubham C. Kamble	SY. Year Student MBA	Student Representative	7020508055
11	Mr.Sushil Garud	Fy.Student MCA	Student Representative	9021563498

Dr Shivaji Mundhe

Director,IIMS.

Institute of Management Science ★ I.I.M.S. ★ International Institute Chinchwad, Pune

Ref.No.IIMS/22-23/

Minute of Meeting- SC/ST COMMITTEE

Date: 10/06/2022

Time- 11.30 -12.30 pm

The Meeting of SC/ST Committee was held on 09 June-2022.The meeting was held at the Institute's Meeting Hall(301).

SC/ST COMMITTEE

SNO	NAME	DESIGNATION	ROLE	Attendance
1	Dr. Shivaji Mundhe	Director	Chairman	
2	Dr. Pushpraj Wagh	Associate Professor	Teacher Representative	
3	Prof. Mahesh Mahankal	Assistant Professor	Teacher Representative	
4	Mr. Mahendra Kamble	Librarian	Non-Teaching Representative	
5	Mr. Pavan Sharma	Assistant Professor	Non-Teaching Representative	
6	Mrs. Aditi Chiplunkar	Admin Officer	Non-Teaching Representative	
7	Mrs. Jayashree Sapkal	Faculty YIT	External Member	
8	Ms. Akshada V. Ubale	SY. Student	Student Representative	
9	Ms. Asmita A. Ovhal	SY. Student	Student Representative	
10	Mr. Shubham C. Kamble	SY. Student	Student Representative	
11	Mr.Sushil Garud	Fy.Student MCA	Student Representative	

1. Mrs. Aditi Chiplunkar read out the minutes of the previous meeting.
2. Mr. Kamble was asked to conduct an online session for the concerned students regarding the SC/ST Scholarship Policies offered by the Govt. of India and also to guide the new admissions about the filing up of scholarship forms online.
3. Mrs. Aditi Chiplunkar was asked to post the list of documents for application of the scholarship required on all the students groups.
4. Dr Wagh also presented the following before the committee members
   I. List of students whose scholarship forms had been rejected and the reason for it.
   II.The amounts received against the pending bills.
   III.List of students whose amounts had been reimbursed.
5. Mr. Mahesh Mahakal , Teacher -Representative proposed the Vote of Thanks

Dr. Shivaji Mundhe
Director,IIMS

Institute of Management Science ★ International Institute ★ Chinchwad, Pune
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Academic Year 2022 -2023

SC/ST COMMITTEE

Ref.No.IIMS/22-23

Date: 13/12/2022

Notice

The meeting of the SC/ST Committee is scheduled on Thursday 15 Dec -2022 at 11:30 a.m. at the Institute's Meeting Hall (301). All members are requested to be present for the said meeting.

SNO	NAME	DESIGNATION	ROLE	CONTACT NUMBER
1	Dr. Shivaji Mundhe	Director	Chairman	9822242322
2	Dr. Pushpraj Wagh	Associate Professor	Teacher Representative	9922950687
3	Prof. Mahesh Mahankal	Assistant Professor	Teacher Representative	9767778838
4	Mr. Pavan Sharma	Assistant Professor	Teacher Representative	7350014526
5	Mr.Mahendra Kamble	Librarian	Non-Teaching Representative & Coordinator	9762651600
6	Mrs. Aditi Chiplunkar	Admin Officer	Non-Teaching Representative	9881036758
7	Mrs. Jayashree Sapkal	Faculty YIT	External Member	7350014506
8	Mr. Shubham Shinde	SY. Year Student	Student Representative	7020508055
9	Mr.Sushil Garud	SY.Student MCA	Student Representative	9021563498
10	Ms.Shweta Dhone	FY. Student MBA	Student Representative	9284372312
11	Mr.Mukesh Ingale	Fy.Student MCA	Student Representative	9373019504

Dr Shivaji Mundhe
Director,IIMS.

International Institute of Management Science
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Chinchwad, Pune

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Ref.No.IIMS/22-23

Minute of Meeting- **SC/ST COMMITTEE**

Date: 16/12/2022 Time- 11.30 -12.30 pm

The Meeting of SC/ST Committee was held on 15 Dec-2022 .The meeting was held at the Institute's Meeting Hall(301).

SC/ST COMMITTEE

SNO	NAME	DESIGNATION	ROLE	Attendance
1	Dr. Shivaji Mundhe	Director	Chairman	
2	Dr. Pushpraj Wagh	Associate Professor	Teacher Representative	
3	Prof. Mahesh Mahankal	Assistant Professor	Teacher Representative	
4	Mr. Mahendra Kamble	Librarian	Non-Teaching Representative	
4	Mr. Pavan Sharma	Assistant Professor	Teacher Representative	
6	Mrs. Aditi Chiplunkar	Admin Officer	Non-Teaching Representative	
7	Mrs. Jayashree Sapkal	Faculty YIT	External Member	
8	Mr. Shubham Shinde	SY. Student MBA	Student Representative	
9	Mr.Sushil Garud	SY. Student MCA	Student Representative	
10	Ms.Shweta Dhone	FY. Student MBA	Student Representative	
11	Mr.Mukesh Ingale	Fy.Student MCA	Student Representative	

Proceedings:1. The Chairperson explained the aims and objectives of the SC/ST Cell to all the members and the activities that needed to be carried out in order to achieve this.

2. Mrs. Aditi Chiplunkar, Member SC/ST Committee read out the minutes of the previous meeting.

3. Dr Wagh, Teacher Representative presented a report on the amounts received with respect to the pending bills submitted to the scholarship department for the AY 2021-22.

4. The Chairperson asked Mr. Kamble to conduct an online session for the existing students and inform them about the status of their scholarship and submission of pending documents if any.

5. As the admissions were still in progress the chairperson asked Mrs. Aditi Chiplunkar to collect the details of the students of SC/ST category admitted to MBA and MCA and alsoensure that a list of required documents be given to them for the smooth processing of their scholarship.

6. Prof Mahesh Mahakal was asked to coordinate with the accounts section for reimbursement of the scholarship amounts received to the respective students & welcome new student representative from first year of MBA & MCA 1) Shweta Dhone 2) Mukesh Ingale

7. Prof Mahesh Mahnkal -Representative proposed the Vote of Thanks.

Dr Shivaji Mundhe

Director,IIMS.

Institute of Management Science ★ International ★ Chinchwad, Pune
I.I.M.S.

Yashaswi Education Society's
Reg No. Maha. : 417/2007/Pune
INTERNATIONAL INSTITUTE OF MANAGEMENT SCIENCE
An ISO 9001 Certified Institute
(Approved by AICTE Ministry of HRD Govt. of India, Recognised by Govt. of Maharashtra and Affiliated to Savitribai Phule Pune University)
Campus. : IIMS Bldg, S. No. 169/1/A, Opp. Elpro International, Chinchwad, Pune - 411033. Ph.: (020) 27353730/32/33/34, Fax : (020) 27354731
Website. : www.iims.ac.in E-mail : info@iims.ac.in

COMPOSITION OF SC/ST COMMITTEE

As per The Scheduled Castes and Tribes – Prevention of atrocities Act committee is established under Scheduled Caste and the Scheduled Tributes (prevention of Atrocities) Act. 1989, No.33 of 1989, Dated 11.09.1989) committee is constituted for International Institute of Management Science. To comply with AICTE regulations for the establishment of the Committee for SC/ST (as per the Scheduled Caste and the Scheduled Tribes (prevention of Atrocities) act, 1989, No.33 of 1989, 11/09/1989) the committee is as follows-

SNO	NAME	DESIGNATION	ROLE	CONTACT NUMBER
1	Dr. Shivaji Mundhe	Director	Chairman	9822242322
2	Dr. Pushpraj Wagh	Associate Professor	Teacher Representative	9922950687
3	Prof. Mahesh Mahankal	Assistant Professor	Teacher Representative	9767778838
4	Mr. Pavan Sharma	Librarian	Non-Teaching Representative	7350014526
5	Mr. S.V. Gejage	Assistant Librarian	Non-Teaching Representative & Coordinator	8898132410
6	Mrs. Aditi Chiplunkar	Admin Officer	Non-Teaching Representative	9881036758
7	Mrs. Jayashree Sapkal	Faculty YIT	External Member	7350014506
8	Ms. Akshada V. Ubale	First Year Student	Student Representative	8788108045
9	Ms. Asmita A. Ovhal	First Year Student	Student Representative	9067281122
10	Mr. Shubham C. Kamble	First Year Student	Student Representative	7020508055

Dr.Shivaji Mundhe
Director,IIMS,Pune.

International Institute of Management Science * I.I.M.S. * Chinchwad, Pune

Yashaswi Education Society's
Reg No. Maha. : 417/2007/Pune
INTERNATIONAL INSTITUTE OF MANAGEMENT SCIENCE
An ISO 9001 Certified Institute
(Approved by AICTE Ministry of HRD Govt. of India, Recognised by Govt. of Maharashtra and Affiliated to Savitribai Phule Pune University)
Campus. : IIMS Bldg, S. No. 169/1/A, Opp. Elpro International, Chinchwad, Pune - 411033. Ph.: (020) 27353730/32/33/34, Fax : (020) 27354731
Website. : www.iims.ac.in E-mail : info@iims.ac.in

Ref.No: IIMS/20-21/62

Minutes of meeting SC/ST Committee

The meeting was held at the conference hall on 22nd October 2020 at 2.00 pm & following members were present for the meeting.

a) The review of issues discussed in previous meetings was taken. The chairman put forth the aims and objectives of the meeting

SNO	NAME	DESIGNATION	ROLE	Attendance
1	Dr. Shivaji Mundhe	Director	Chairman	
2	Dr. Pushpraj Wagh	Associate Professor	Teacher Representative	
3	Prof. Mahesh Mahankal	Assistant Professor	Teacher Representative	
4	Mr. Pavan Sharma	Librarian	Non-Teaching Representative	
5	Mr. S.V. Gejage	Assistant Librarian	Non-Teaching Representative & Coordinator	
6	Mrs. Aditi Chiplunkar	Admin Officer	Non-Teaching Representative	

b) The committee discussed about various scholarships given to the students. Follow up of scholarships was taken.

c) It was also suggested to give guidelines regarding scholarship and various programmes conducted by college to the students.

d) The meeting was concluded by the chairman with the planning for the next academic year.

Dr.Shivaji Mundhe
Director
IIMS,Pune.

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Website. : www.iims.ac.in E-mail : info@iims.ac.in

Ref.No: IIMS/20-21/24

Minutes of meeting SC/ST Committee

The meeting was held at the conference hall on 17th February 2021 at 2.00 pm & following members were present for the meeting.

SNO	NAME	DESIGNATION	ROLE	Attendance
1	Dr. Shivaji Mundhe	Director	Chairman	
2	Dr. Pushpraj Wagh	Associate Professor	Teacher Representative	
3	Prof. Mahesh Mahankal	Assistant Professor	Teacher Representative	
4	Mr. Pavan Sharma	Librarian	Non-Teaching Representative	
5	Mr. S.V. Gejage	Assistant Librarian	Non-Teaching Representative & Coordinator	
6	Mrs. Aditi Chiplunkar	Admin Officer	Non-Teaching Representative	
7	Mrs. Jayashree Sapkal	Faculty YIT	External Member	
8	Ms. Akshada V. Ubale	First Year Student	Student Representative	
9	Ms. Asmita A. Ovhal	First Year Student	Student Representative	
10	Mr. Shubham C. Kamble	First Year Student	Student Representative	

a) The review of issues discussed in previous meetings was taken. The chairman put forth the aims and objectives of the meeting
b) The committee discussed about various scholarships given to the students. Follow up of scholarships was taken.
c) It was decided to give information about competitive examination and related facilities to the students of SC and ST categories.
d) It was decided to organize a programme personality development.

Dr.Shivaji Mundhe
Director, IIMS, Pune.

International Institute of Management Science
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Chinchwad, Pune

Academic Year 2023 -2024

Internal Complaints committee cell

Ref.No: IIMS/23-24/ **Date: 05/06/2023**

Notice

The meeting of the Internal Complaints committee cell is scheduled on **Friday 9th June-2023** at 11:00 a.m. at the Institute's Meeting Hall (101). All members are requested to be present for the said meeting.

Agenda of Meeting:

- Review of Previous Meeting Minutes
- Identification of tasks to be completed before the next meeting & Assignment of responsibilities to specific members
- Evaluation of existing training programs for employees/students & Planning future workshops or awareness sessions on prevention and reporting
- Next Meeting Date and Adjournment

Sr.No	Name	Designation	Role
1	Dr Shivaji Mundhe	Director	Chairperson
2	Dr Vandana Mohanty	Associate. Professor	Member& Convenor
3	Mrs Aditi Chiplunkar	Admin Officer	Member
4	Mrs Archana Dobe	Life Coach,Vivek Doba Training Academy	External Member
5	Smt Aruna Tai Marathe	Director,Vivekanand Kendra Kanya kumari Shakha,Pimpri Chinchwad	External Member
6	Mrs.Amruta Tendulkar	Assistant Professor	Member
7	Adv.Pallavi Thithe	Adv.AVK Law Associate	External Member
8	Ms.Shivangi Bagale	Student,MBA IInd Year	Member
9	Ms. Kshitija More	Student,MBA IInd Year	Member
10	Ms.Shweta Katkar	Student,MCA IInd Year	Member
11	Mr.Mahesh Panchal	Student,MBA ISTYear	Member
12	Ms.Nikita Pawar	Student,MBA ISTYear	Member
13	Ms.Pooja Magar	Student,MCA ISTYear	Member

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Dr Shivaji Mundhe

Director, IIMS.

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- Institute Admin Office
- Vivekanand Kendra Kanya kumari Shakha,Pimpri Chinchwad

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Internal Complaints committee cell

Minutes of Meeting

Ref No: IIMS/Minutes meet/23-24/ Date: 10/06/2023.

The Chairperson Dr .Shivaji Mundhe chaired the meeting. He welcomed the members of the committee and the meeting was started.

Minutes of the Meeting: Complaints Regarding Sexual Harassment

1. The Meeting started with the reading of previous Minutes of Meeting by the Convenor & previous meeting were reviewed. All action items were confirmed as completed or discussed further if outstanding.

2. Discuss on Guidelines for accurate and timely reporting of ICC activities were discussed. Documentation of cases, resolutions, and recommendations was emphasized. The committee emphasized that in order to create awareness and continuous sensitization for the students, it is essential to communicate the information through the faculty.

3. The committee also emphasized that (i) "Sexual Harassment of women at Workplace (Prevention,Prohibition, and Redressal) Act and Rule 2013" (ii) Constituion of the committee and (iii) details of the members of the complaints committee such as name,phone number,address etc should be uploaded to the website.

4. Discuss on existing training programs for employees/students were evaluated. Plans for future workshops or awareness sessions on prevention and reporting were outlined.

5. No cases of Sexual Harassment was found, the meeting was concluded with the presentation of Vote of Thanks.

Following Members were present in the meeting-

Sr.No	Name	Designation	Role	Attendance
1	Dr Shivaji Mundhe	Director	Chairperson	
2	Dr Vandana Mohanty	Asst. Professor	Membe& Convenor	
3	Mrs Aditi Chiplunkar	Admin Officer	Member	
4	Mrs Archana Dobe	Life Coach,Vivek Doba Training Academy	External Member	
5	Smt Aruna Tai Marathe	Director,Vivekanand Kendra Kanya kumari Shakha,Pimpri Chinchwad	External Member	
6	Mrs.Amruta Tendulkar	Assistant Professor	Member	
7	Adv.Pallavi Thithe	Adv.AVK Law Associate	External Member	
8	Ms.Shivangi Bagale	Student,MBA IInd Year	Member	
9	Ms. Kshitija More	Student,MBA IInd Year	Member	
10	Ms.Shweta Katkar	Student,MCA IInd Year	Member	

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11	Mr.Mahesh Panchal	Student,MBA ISTYear	Member	
12	Ms.Nikita Pawar	Student,MBA ISTYear	Member	
13	Ms.Pooja Magar	Student,MCA ISTYear	Member	

Dr Vandana Mohanty

IQAC Coordinator

Dr. Shivaji Mundhe

Director, IIMS.

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Chinchwad, Pune

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Academic Year 2022 -2023
Anti Ragging committee

Ref.No:IIMS/22-23/ 5/424 **Date: 05/05/2023**

Notice

The meeting of the Anti-Ragging committee cell is scheduled on Friday 12th of May 2023 at 11:00 a.m. at the Institute's Classroom (301). All members are requested to be present for the said meeting.

Sr. No.	Name	Designation	Role	Mobile Number
1	Dr. Shivaji Mundhe	Director	Chairman	9822242322
2	Dr. Pushpraj Wagh	Assistant Professor	Teacher Representative & Convenor.	9657096854
3	Prof. Prashant Wadkar	Assistant Professor	Teacher Representative	8208992530
4	Mr. Mahendra Kamble	Librarian	Non-Teaching Representative	9421039142
5	Mrs. Aditi Chiplunkar	Admin Officer	Non-Teaching Representative	9881036758
6	Mr. Vaibhav Dharankar	First Year Student(MBA)	Student Representative	
7.	Mr Shubham Darkunde	First Year Student(MCA)	Student Representative	
8	Mr. Abhimanyu Pise	Faculty, YIT	External Member	9881053933
9	Mrs. Jayashree Sapkal	Faculty, YIT	External Member	9823996664
10	Ms.Pallavi Thatte	Advocate	External Member	

The agenda of the meeting is as follows

1. To read and confirm minutes of meeting held on 30th November,2022.
2. To obtain updates regarding the policies which were implemented concerning Anti Ragging Measures
3. To obtain feedback from Anti Ragging Squad pertaining to the efficiency of various checks and balances undertaken by them
4. Steps to curb Anti Ragging Activities

Dr Shivaji Mundhe
Director, IIMS

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- YIT,Office

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Minutes of the Meeting
Anti Ragging committee

Ref.No:IIMS/22-23 / 5746 **Date: 12/05/2023**

At the outset of the meeting, Chairman welcomed the members of the Anti-ragging Committee. He invited the convener and told to highlight the of 2022-23 and congratulated all the Members of the Anti-ragging Squad, Senior Faculty members and student representatives who had supported and worked towards making the Campus ragging-free. The following points were discussed-

Agenda-1: To read and confirm the Minutes of the Anti-ragging committee meeting held on 11" January 2022. The Anti-Ragging Committee Chairman read the Minutes of the Previous Anti-Ragging Committee meeting held on 11th January 2022 and the following resolution was passed.

Agenda -2 To obtain updates regarding the policies which were implemented concerning Anti Ragging Measures

The contents of the letter from AICTE letter number L- 103/AICTE/PGRC/Regulation s / 2023 regarding Steps to be taken for curbing the menace of ragging-reg was informed to all committee members for strict compliance. Also the members were requested to continue spreading awareness amongst the students regarding their safety and advise them not to be silent sufferers but to bring out to the knowledge of the management any ragging incident.

Agenda-3: To obtain of feedback from Anti Ragging Squad pertaining to the efficiency of various checks and balances undertaken by them.

Anti Ragging students Squad confirmed that surprise checks are being undertaken to discourage students from getting involved in ragging activities. It was praiseworthy that no case of ragging incidents occurred in the campus.

Agenda 4: Steps to curb Anti Ragging Activities

Regular talks with the students by the department HODs are being undertaken regarding Anti Ragging Measures.

Second Year Students, Mr. Vaibhav Dharankar and Mr Shubham Darkunde were bid farewell as they will be passing out in the month of August. The committee members wished them all the best for their career ahead.

The meeting concluded with a vote of thanks by the member secretary.

Dr. Pushpraj Wagh

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Attendance

Date: 12/05/2023

/

Sr. No.	Name	Designation	Role	Signature
1	Dr. Shivaji Mundhe	Director	Chairman	
2	Dr. Pushpraj Wagh	Assistant Professor	Teacher Representative & Convenor.	
3	Prof. Prashant Wadkar	Assistant Professor	Teacher Representative	
4	Mr. Mahendra Kamble	Librarian	Non-Teaching Representative	
5	Mrs. Aditi Chiplunkar	Admin Officer	Non-Teaching Representative	
6	Mr. Vaibhav Dharankar	Second Year Student tudent	Student Representative	
7	Mr Shubham Darkunde	Second Year Student	Student Representative	
8	Mr Sujit Patil	First Year Student(MBA)	Student Representative	S. patil
9.	Ms.Pooja Shinde	First Year Student(MCA)	Student Representative	
9	Mr. Abhimanyu Pise	Faculty, YIT	External Member	
10	Mrs. Jayashree Sapkal	Faculty, YIT	External Member	
11	Ms.Pallavi Thatte	Advocate	External Member	Pallavi T.

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Academic Year 2022 -2023
Anti Ragging committee

Ref.No:IIMS/23-24/5227

Date: 04/09/2023

Notice

The meeting of the Anti-Ragging committee cell is scheduled on Friday 8th of September 2023 at 11:00 a.m. at the Institute's Classroom (401). All members are requested to be present for the said meeting.

Sr. No.	Name	Designation	Role	Mobile Number
1	Dr. Shivaji Mundhe	Director	Chairman	9822242322
2	Dr. Pushpraj Wagh	Assistant Professor	Teacher Representative & Convenor.	9657096854
3	Prof. Prashant Wadkar	Assistant Professor	Teacher Representative	8208992530
4	Mr. Mahendra Kamble	Librarian	Non-Teaching Representative	9421039142
5	Mrs. Aditi Chiplunkar	Admin Officer	Non-Teaching Representative	9881036758
6	Mr Sujit Patil	Second Year Student(MBA)	Student Representative	
7.	Ms.Pooja Shinde	Second Year Student(MCA)	Student Representative	
8	Mr. Abhimanyu Pise	Faculty, YIT	External Member	9881053933
9	Mrs. Jayashree Sapkal	Faculty, YIT	External Member	9823996664
10	Ms.Pallavi Thatte	Advocate	External Member	

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The agenda of the meeting is as follows

1. To read and confirm the minutes of the meeting held on 12th May 2023

2. To apprise the members about the Anti-ragging Committee and Anti-Ragging Squad newly inducted for Academic Year 2022-2023.

3. To ensure First year Students to fill the Anti-Ragging form on the Anti-Ragging portal and inducting first year students to the committee

4. To discuss the cases of Ragging received after the last meeting, if any

5. Any other matters with the permission of the chair.

Dr Shivaji Mundhe
Director, IIMS.

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Minutes of the Meeting
Anti Ragging committee

Ref.No:IIMS/23-24 / 5233 **Date: 08/09/2023**

The Chairman welcomed the members of the Anti-ragging Committee. The following points were discussed.

Agenda-1: To read and confirm the Minutes of the Anti-ragging committee meeting held on 05th May 2023. The Anti-Ragging Committee Chairman read the Minutes of the Previous Anti-Ragging Committee meeting held on 05th May 2023 and the committee members confirmed the meeting.

Agenda Point no. 2
To apprise the members about the Anti-ragging Committee and Anti-Ragging Squad newly inducted for Academic Year 2022-2023.

Sr. No	Name	Designation	Role	Mobile Number
1	Dr. Shivaji Mundhe	Director	Chairman	9822242322
2	Dr. Pushpraj Wagh	Assistant Professor	Teacher Representative & Convenor.	9657096854
3	Prof. Prashant Wadkar	Assistant Professor	Teacher Representative	8208992530
4	Mrs. Aditi Chiplunkar	Admin Officer	Non-Teaching Representative	9881036758

Agenda Point no.3
To ensure First year Students to fill the Anti-Ragging from on the Anti-Ragging portal
The Chairman apprised the members regarding the necessity of the First year Students to fill the Anti-Ragging form on the Anti-Ragging Portal. The Members suggested that Students need to be assisted to fill up the form on the Anti Ragging Portal - https://www.antiragging.in/ .First Year student representatives Mr Rohit Misal and Mr Mestri Satyawan Dhaku were inducted into the committee.

Agenda Point no.4 To discuss the cases of Ragging received after the last meeting, if any
The Chairman apprised that since the last meeting there have been no Ragging cases registered by any of the stakeholders The chairman appreciated the fact that there were no Ragging cases

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Agenda 5- Any other matters with the permission of the chair.

There being no other matter to be discussed and business to be conducted, the meeting ended by thanking the Members for their presence.

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Dr. Pushpraj Wagh

Agenda 5- Any other matters with the permission of the chair.

There being no other matter to be discussed and business to be conducted, the meeting ended by thanking the Members for their presence.

****

Dr. Pushpraj Wagh

IIMS

Attendance

Date: 08/09/2023

Sr. No.	Name	Designation	Role	Signature
1	Dr. Shivaji Mundhe	Director	Chairman	
2	Dr. Pushpraj Wagh	Assistant Professor	Teacher Representative & Convenor.	
3	Prof. Prashant Wadkar	Assistant Professor	Teacher Representative	
4	Mr. Mahendra Kamble	Librarian	Non-Teaching Representative	
5	Mrs. Aditi Chiplunkar	Admin Officer	Non-Teaching Representative	
6	Mr Sujit Patil	Second Year Student MBA	Student Representative	S. patil
7	Ms.Pooja Shinde	Second Year Student MCA	Student Representative	Shinde
8	Mr. Rohit raisoni	First Year Student(MBA)	Student Representative	Raisoni
9.	Mr. Nilesh Satyam	First Year Student(MCA)	Student Representative	
9	Mr. Abhimanyu Pise	Faculty, YIT	External Member	
10	Mrs. Jayashree Sapkal	Faculty, YIT	External Member	Jayshree
11	Ms.Pallavi Thatte	Advocate	External Member	Pallavi T.

IIMS

Academic Year 2022 -2023
Anti Ragging committee

Ref.No:IIMS/22-23/4138 Date: 27/11/2022

Notice

The meeting of the Anti-Ragging committee cell is scheduled on Thursday 30th November 2022 at 11:00 a.m. at the Institute's Meeting Hall (301). All members are requested to be present for the said meeting.

Sr. No.	Name	Designation	Role	Mobile Number
1	Dr. Shivaji Mundhe	Director	Chairman	9822242322
2	Dr. Pushpraj Wagh	Assistant Professor	Teacher Representative & Convenor.	9657096854
3	Prof. Prashant Wadkar	Assistant Professor	Teacher Representative	8208992530
4	Mr. Mahendra Kamble	Librarian	Non-Teaching Representative	9421039142
5	Mrs. Aditi Chiplunkar	Admin Officer	Non-Teaching Representative	9881036758
6	Mr. Vaibhav Dharankar	First Year Student(MBA)	Student Representative	
7.	Mr Shubham Darkunde	First Year Student(MCA)	Student Representative	
8	Mr. Abhimanyu Pis	Faculty, YIT	External Member	9881053933
9	Mrs. Jayashree Sapkal	Faculty, YIT	External Member	9823996664
10	Ms.Pallavi Thatte	Advocate	External Member	

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The agenda of the meeting is as follows

1. Duty allotment regarding Anti ragging activity.
2. To take decision on vigilance rounds.
3. To co-ordinate with first year students regarding any ragging experiences
4. Inducting New Members and MBA and MCA Students to the committee.

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Dr Shivaji Mundhe
Director, IIMS

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- Institute Notice Board
- Institute Admin Office
- YIT Office

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Minutes of the Meeting
Anti Ragging committee cell

Ref.No:IIMS/22-23 /1896 **Date: 30/11/2022**

The Director and Chairperson of the Anti- Ragging Committee welcomed the members and the meeting started with a discussion regarding awareness programme

As per the agenda, following minutes of the meeting were discussed.

1) It is unanimously decided to form anti ragging squad by including all the HODs. Every member should be allotted with some or the other duties regarding anti ragging.

2) It was decided that the previous boards with Anti ragging committee member names written on them should be renewed with recent names of committee Members.

3) Vigilance rounds should be taken by committee and squad members periodically at different places in the campus. It is decided to meet with first year students and introduce them with Anti ragging committee and squad members.

4) Students of MBA 1st Year Ms. Sneha Sutar and Mr Parag Pardeshi and MCA 1st Year Ms. Koumudini Wayal and Ajinkya Kadam were inducted to the committee.

Further the committee noted that no such cases have been recorded as a matter of fact and the campus is a ragging free zone. The meeting ended with a vote of thanks proposed by Dr Pushpraj Wagh.

Dr Shivaji Mundhe
Director, IIMS.

International Institute of Management Science
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Kothrud, Pune

Dr. Pushpraj Wagh

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Attendance

Sr. No.	Name	Designation	Role	Signature
1	Dr. Shivaji Mundhe	Director	Chairman	
2	Dr. Pushpraj Wagh	Assistant Professor	Teacher Representative & Convenor.	
3	Prof. Prashant Wadkar	Assistant Professor	Teacher Representative	
4	Mr. Mahendra Kamble	Librarian	Non-Teaching Representative	
5	Mrs. Aditi Chiplunkar	Admin Officer	Non-Teaching Representative	
6	Mr. Shubham Pilley	Second Year Student tudent	Student Representative	
7	Ms. Parineeta Pawar	Second Year Student	Student Representative	
8	Mr. Vaibhav Dharankar	First Year Student(MBA)	Student Representative	
9.	Mr Shubham Darkunde	First Year Student(MCA)	Student Representative	
9	Mr. Abhimanyu Pis	Faculty, YIT	External Member	
10	Mrs. Jayashree Sapkal	Faculty, YIT	External Member	
11	Ms.Pallavi Thatte	Advocate	External Member	

International Institute of Management Science, Chinchwad, Pune
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Academic Year 2022 -2023
Anti-Ragging Committee cell

Ref.No:IIMS/22-23/76 **Date: 11/01/2022**

Notice

The meeting of the Anti Ragging committee cell is scheduled on Thursday 13th January 2022 at 11:00 a.m. at the Institute's Meeting Hall (301). All members are requested to be present for the said meeting.

Sr. No.	Name	Designation	Role	Mobile Number
1	Dr. Shivaji Mundhe	Director	Chairman	9822242322
2	Dr. Pushpraj Wagh	Assistant Professor	Teacher Representative & Convenor.	9657096854
3	Prof. Prashant Wadkar	Assistant Professor	Teacher Representative	8208992530
4	Mr. Mahendra Kamble	Librarian	Non-Teaching Representative	9421039142
5	Mrs. Aditi Chiplunkar	Admin Officer	Non-Teaching Representative	9881036758
6	Mr. Shubham Pilley	Second Year Student tudent	Student Representative	7038135259
7	Ms. Parineeta Pawar	Second Year Student	Student Representative	9588[illegible]

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8	Mr. Vaibhav Dharankar	First Year Student(MBA)	Student Representative	7219114564
9.	Mr Shubham Darkunde	Second Year Student(MCA)	Student Representative	8856097872
10	Mr. Abhimanyu Pis	Faculty, YIT	External Member	9881053933
11	Mrs. Jayashree Sapkal	Faculty, YIT	External Member	9823996664
12	Ms.Pallavi Thatte	Advocate	External Member	-

Dr Shivaji Mundhe
Director, IIMS.

Dr. Shivaji Mundhe
Director
International Institute of Management Science
Chinchwad, Pune - 411 033

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Chinchwad, Pune

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Minutes of the Meeting
Anti Ragging committee cell

Ref.No:IIMS/22-23 / **Date: 13/01/2022**

The Director and Chairperson of the Anti- Ragging Committee welcomed the members and elaborated the various measures to be followed to avoid ragging on the campus. He requested all the members to coordinate and monitor that no ragging events should take place in the in the college premises.

Agenda:

Measures to be taken to prevent ragging on the college campus-
After a detailed discussion. the members unanimously accepted to adopt and implement the following to make the campus free from ragging.

1. Providing information about Contact person's with phone numbers and mail id in case of complaints on ragging.

2. Display of punishments as per Supreme Court order for various offences connected to ragging.
3. Conduct meetings for the first year students and senior students separately to create mass awareness on ragging.
4. Inducting MBA and MCA 1st Year Students in the committee.

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Chinchwad, Pune

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Action Taken

1. It is resolved to take necessary measures to prevent ragging in the College campus, the members of the Anti-Ragging squad monitor and supervise the students in the classroom as well as on the campus.
2. It is resolved to display the Supreme Court order on ragging in the College Notice Board.
3. It is resolved to conduct the meeting to create awareness on ragging among the students.
4. It is resolved to display the contact numbers of the Anti-Ragging Committee members on the College Notice Board and website.
5. The committee members welcomed Mr Vaibhav Dharankar and Mr Shubham Darkunde from MBA and MCA Respectively into the committee.

The Anti-Ragging Squad to be displayed at the Institute-

Sr. No.	Name	Designation	Role	Mobile Number
1	Dr. Shivaji Mundhe	Director	Chairman	9822242322
2	Dr. Pushpraj Wagh	Assistant Professor	Teacher Representative & Convenor.	9657096854
3	Prof. Prashant Wadkar	Assistant Professor	Teacher Representative	8208992530
4	Mrs. Aditi Chiplunkar	Admin Officer	Non-Teaching Representative	9881036758

Further the committee noted that no such cases have been recorded as a matter of fact and the campus is a ragging free zone. The meeting ended with a vote of thanks proposed by Dr Pushpraj Wagh.

Dr Shivaji Mundhe
Director,IIMS.

Dr. Shivaji Mundhe
Director
International Institute of Management Science
Chinchwad, Pune - 411 033

International Institute of Management Science
I.I.M.S.
Chinchwad, Pune

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Attendance

13/01/2022

Sr. No.	Name	Designation	Role	Signature
1	Dr. Shivaji Mundhe	Director	Chairman	
2	Dr. Pushpraj Wagh	Assistant Professor	Teacher Representative & Convenor.	
3	Prof. Prashant Wadkar	Assistant Professor	Teacher Representative	
4	Mr. Mahendra Kamble	Librarian	Non-Teaching Representative	
5	Mrs. Aditi Chiplunkar	Admin Officer	Non-Teaching Representative	
6	Mr. Shubham Pilley	Second Year Student tudent	Student Representative	
7	Ms. Parineeta Pawar	Second Year Student	Student Representative	
8	Mr. Vaibhav Dharankar	First Year Student(MBA)	Student Representative	
9.	Mr Shubham Darkunde	First Year Student(MCA)	Student Representative	
9	Mr. Abhimanyu Pis	Faculty, YIT	External Member	
10	Mrs. Jayashree Sapkal	Faculty, YIT	External Member	
11	Ms.Pallavi Thatte	Advocate	External Member	

International Institute of Management Science I.I.M.S.

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Academic Year 2022 -2023
Anti Ragging committee cell

Ref.No:IIMS/22-23/74 **Date: 27/11/2022**

Notice

The meeting of the Anti-Ragging committee cell is scheduled on Thursday 30th November 2022 at 11:00 a.m. at the Institute's Meeting Hall (301). All members are requested to be present for the said meeting.

Sr. No.	Name	Designation	Role	Mobile Number
1	Dr. Shivaji Mundhe	Director	Chairman	9822242322
2	Dr. Pushpraj Wagh	Assistant Professor	Teacher Representative & Convenor.	9657096854
3	Prof. Prashant Wadkar	Assistant Professor	Teacher Representative	8208992530
4	Mr. Mahendra Kamble	Librarian	Non-Teaching Representative	9421039142
5	Mrs. Aditi Chiplunkar	Admin Officer	Non-Teaching Representative	9881036758
6	Mr. Vaibhav Dharankar	First Year Student(MBA)	Student Representative	
7.	Mr Shubham Darkunde	First Year Student(MCA)	Student Representative	
8	Mr. Abhimanyu Pis	Faculty, YIT	External Member	9881053933
9	Mrs. Jayashree Sapkal	Faculty, YIT	External Member	9823996664
10	Ms.Pallavi Thatte	Advocate	External Member	

International Institute of Management Science I.I.M.S. Chinchwad Pune

The agenda of the meeting is as follows

1. Duty allotment regarding Anti ragging activity.
2. To take decision on vigilance rounds.
3. To co-ordinate with first year students regarding any ragging experiences
4. Inducting New Members and MBA and MCA Students to the committee.

Dr Shivaji Mundhe
Director, IIMS.

Dr. Shivaji Mundhe
Director
International Institute of Management Science
Chinchwad, Pune - 411 033

Copy to-

- Institute Notice Board
- Institute Admin Office
- YIT,Office

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Chinchwad, Pune

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Minutes of the Meeting
Anti Ragging committee cell

Ref.No:IIMS/22-23

Date: 30/11/2022

The Director and Chairperson of the Anti- Ragging Committee welcomed the members and the meeting started with a discussion regarding awareness programme

As per the agenda, following minutes of the meeting were discussed.

1) It is unanimously decided to form anti – ragging squad by including all the HODs. Every member should be allotted with some or the other duties regarding anti ragging.

2) It was decided that the previous boards with Anti ragging committee member names written on them should be renewed with recent names of committee Members.

3) Vigilance rounds should be taken by committee and squad members periodically at different places in the campus. It is decided to meet with first year students and introduce them with Anti ragging committee and squad members.

4) Students of MBA 1st Year Ms. Sneha Sutar and Mr Parag Pardeshi and MCA 1st Year Ms. Koumudini Wayal and Ajinkya Kadam were inducted to the committee.

Further the committee noted that no such cases have been recorded as a matter of fact and the campus is a ragging free zone. The meeting ended with a vote of thanks proposed by Dr Pushpraj Wagh.

Dr Shivaji Mundhe
Director, IIMS.

Dr. Shivaji Mundhe
Director
International Institute of Management Science
Chinchwad, Pune - 411 033

International Institute of Management Science
I.I.M.S.
Chinchwad Pune

IIMS

Attendance

30/11/22

Sr. No.	Name	Designation	Role	Signature
1	Dr. Shivaji Mundhe	Director	Chairman	
2	Dr. Pushpraj Wagh	Assistant Professor	Teacher Representative & Convenor.	
3	Prof. Prashant Wadkar	Assistant Professor	Teacher Representative	
4	Mr. Mahendra Kamble	Librarian	Non-Teaching Representative	
5	Mrs. Aditi Chiplunkar	Admin Officer	Non-Teaching Representative	
6	Mr. Vaibhav Dharankar	First Year Student(MBA)	Student Representative	
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8	Mr. Abhimanyu Pise	Faculty, YIT	External Member	
9	Mrs. Jayashree Sapkal	Faculty, YIT	External Member	
10	Ms.Pallavi Thatte	Advocate	External Member	

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SUMMER INTERNSHIP PROGRAMME (SIP) POLICY:

GUIDELINES & PROCEDURES

International Institute of Management Science
I.I.M.S.
Chinchwad, Pune

1. INTRODUCTION

At the end of the second semester, all students are required to undertake a summer internship for a period of 8 weeks. The Summer Internship carries 100 marks with 4 credits. This internship is expected to provide the participants elements of experiential learning pertaining to managerial functions. The following are the objectives of Summer Internship:

1. Heighten the overall business awareness of the students.
2. Enhance depth of knowledge in the same functional area in which the student specializes.
3. Offer hands-on and challenging operational projects and learning opportunities.
4. Provide a probable route for final placements.
5. Build relationships with organizations where students are doing SIP. Develop them as prospective campus recruiters.
6. Promote academic, professional and/or personal development.
7. Expose the students to future managers/ entrepreneurs.
8. Understand the social, economic and administrative considerations that influence the working environment of industrial organizations.
9. Understand the psychology of the workers and their habits, attitudes and approach to problem solving.

The Summer Internship is envisaged to provide the participants practical knowledge in managerial functions and processes. The purpose is to expose the MBA participants to the business world and make them understand how various managerial functions are performed in an organisation. The students are expected to gain practical insights into the application of various management concepts in an organisation. The students will have to undergo Summer Internship in any reputed National or International organization, where they can get practical experience in their specialized functional areas of Management. The organisations either from manufacturing or services sectors may be selected by the students for internship. PSUs, Organisations in Co-operative Sector, SMEs, Private and Public Limited firms may be selected for this.

The students are expected to select either of the functional areas where they plan to specialize in the second year and focus more on the specialization related jobs and functions in the organization

2. INTERNSHIP GUIDELINES:

The SIP cell will arrange internship for students in industries/organization after Second Semester as per SPPU Curriculum. The general procedure for arranging internship is given below:

- Step 1: Request Letter/ Email from the office of Summer Internship Programme (SIP) cell of the college should go to industry to allot various slots of 6-8 weeks during summer vacation as internship periods for the students. Students request letter/profile/ interest areas may be submitted to industries for their willingness for providing the training. At the end of Second Semester each student shall undertake a Summer Internship Project (SIP) for a minimum of 8 weeks. For SIP, 1 credit is equivalent to minimum 40-45 hours of effective work. SIP shall have 6 credits. It is mandatory for the student to seek advance written approval from the faculty guide and the Director of the Institute about the topic and organization before commencing the SIP.
- Step 2: Industry will confirm the training slots and the number of seats allocated for internships via Confirmation Letter/ Email. In case the students arrange the training themselves the confirmation letter will be submitted by the students in the office of Summer Internship Programme cell through concerned department. Based on the number of slots agreed to by the Industry, SIP Cell will allocate the students to the Industry. In addition, the internship slots may be conveyed through Telephonic or Written Communication (by Fax, Email, etc.) by the SIP or other members of the SIP cell / Faculty members who are particularly looking after the Summer Internship of the students.
- Step 3: Students on joining Training at the concerned Industry / Organization, submit the Joining Report/Letters / Email. SIP may be a research project – based on primary / secondary data or may be an operational assignment involving working by the student on a given task/assignment/project/ etc. in an organization / industry. It is expected that the SIP shall sensitize the students to the demands of the workplace.

- Step 4: Students undergo Internship at the concerned Industry / Organization. If feasible, in-between Faculty Member(s) evaluate(s) the performance of students once/twice by visiting the Industry/Organization and Evaluation Report of the students is submitted in SIP Office with the consent of Industry persons/ Trainers. Each student shall maintain a SIP Progress Diary detailing the work carried out and the progress achieved on a daily basis. The student shall submit a written structured SIP report based on work done during this period. The student shall submit the SIP Progress Diary along with the SIP Report.
- Step 5: Students will submit Completion report after completion of internship. Students shall also seek a formal evaluation of their SIP from the company guide. The formal evaluation by the company guide shall comment on the nature and quantum of work undertaken by the student, the effectiveness and overall professionalism. The learning outcomes of the SIP and utility of the SIP to the host organization must be specifically highlighted in the formal evaluation by the company guide. The SIP evaluation sheet duly signed and stamped by the industry guide shall be included in the final SIP report.
- Step 6: Completion Certificate to be obtained from industry.
- Step 7: List of students who have completed their internship successfully will be issued by SIP Cell.

3. **INTERNSHIP REPORT**

- After completion of Internship, the student should prepare a comprehensive report to indicate what he/she has observed and learnt in the Internship period. The student may contact Industrial Supervisor/ Faculty Mentor for assigning special topics and problems and should prepare the final report on the assigned topics. Daily diary will also help to a great extent in writing the Internship report since much of the information has already been incorporated by the student into the daily diary. The Internship report should be signed by the Internship
- Supervisor and/or Faculty Mentor. The Internship report will be evaluated on the basis of following criteria:

  i. Originality.
  ii. Adequacy and purposeful write-up.
  iii. Organization, format, drawings, sketches, style, language etc.
  iv. Variety and relevance of learning experience.
  v. Practical applications, relationships with basic theory and concepts

4. MONITORING & EVALUATION OF INTERNSHIP

The Internship of the students will be evaluated in three stages:

- Evaluation by Industry.
- Evaluation by faculty supervisor (Mentor).
- Evaluation through seminar presentation/viva-voce at the Institute.

4.1 EVALUATION BY INDUSTRY

The industry will evaluate the students based on the Punctuality, eagerness to learn, Maintenance of Daily Diary and skill test in addition to any remarks. Industry Supervisor Feedback on the student intern will be taken confidentially. The proforma for the Industry Supervisor Feedback is attached in the end of the Guidelines.

ANNEXURE-1(**Internship External Supervisor Form**)

4.2 MONITORING/SURPRISE VISIT BY THE TPO/STAFF/FACULTY MENTOR

TPO/Staff/Faculty Mentor of the institutes will sometimes make a surprise visit to the internship site, to check the student's presence physically and the relevant guidance or support will be given as and when required.

4.3 EVALUATION THROUGH SEMINAR PRESENTATION/ VIVA-VOCE AT THE INSTITUTE

The student will give a seminar/ viva voce based on his Internship report, before a committee constituted by the concerned department as per norms of the institute. The evaluation will be based on the following criteria:

- Quality of content presented. ANNEXURE-2 (SIP Report Contents)
- Proper planning for presentation.
- Effectiveness of presentation.
- Depth of knowledge and skills.
- Attendance record, departmental reports shall also be analysed along with the Summer
- Internship Report. Seminar presentation will enable sharing knowledge & experience amongst students & teachers and build communication skills and confidence in students.
- Also, there will be continuous evaluation done during Internship period.
- Plagiarism free and originality of the work.

- Understanding of problems/ relevant concepts / Method and objectives of the study.
- Literature references.
- Data Analysis and Application of appropriate tools, methods/ models
- Implement ability and overall contribution to the organization.
- Presentation evaluated on contents, clarity and response to Q&A.

5 **TRAINING REPORT SHOULD BE PRESENTED IN THE FOLLOWING FORMAT-**

(a) Every student is required to submit the summer training report as per the guidelines.(ANNEXURE-2)

(b) The report should be printed on A4 size sheet.

(c) The font used should be Times New Roman and font size should be 12.

(d) The line spacing should be fixed at 1.5 lines.

(e) Page numbers should be placed at bottom middle position.

(f) Chapters should be numbered as 1, 2, 3 etc.

(g) The training report should be a minimum of 60 pages and should not exceed 90 pages.

(h) Students should submit 3 (one for the student, one for the Organization, one for the Institute) hard copies duly signed by the industry mentor and soft copy in one CD.

(i) Every student is required to take approval before the stipulated date.

6. **IDENTIFICATION OF PROJECTS AND ALLOCATION METHODOLOGY TO FACULTY MEMBERS:**

The most significant element of internships is that they assimilate classroom knowledge and theory with practical application and skills developed in professional settings. They also bring a bundle of benefits to students, both while completing a degree and when seeking a career path post-graduation. During an internship he/she is exposed to new people in a more controlled and stable environment. It also provides a learning arc for students with little experience of the professional world.

- Knowing students strength and interested functional area is the first step of identification process.

- SIP division will facilitate the identification of SIPs by communicating with the commercial, corporate, consultancy or government organizations and knowing their needs and identifying their skill requirements.
- SIP brochures and the student academic background, skill set and their interested subjects will be communicated to the organization by brochure invitation from February month onwards.
- With help of various distinguished lectures and workshops, students will get an idea for their interested area to move on. With the help of the faculty mentors support, students will have a clarity on internship and they will come to know various sub-areas in each functional area of Management, wherein the students can pursue their SIPs.
- Every faulty will have 10 to 15 students as mentees and they will have periodical meetings to know the strength of the students and groom them in all aspects to make them fit to be perfect to fulfil the industry needs. The faculty mentors need to Map the SIP with Programme Outcomes. (Annexure-3)

- Apart from the Mentor-Mentee allocation, all the students are free to contact any faculty without any restriction to have guidance and suggestion as per their domain strength and students interest. This helps the students to identify and opt their internship topic and organization. This is apart from the industry mentors which the students get while they are working with a particular industry.
- As and when the organization comes for intern's selection process, students will choose the opportunities according to their strength and interested functional area of management.

7. GENERAL GUIDELINES

7.1 General:

1. All the SIP related communications will be through e-mail only. The date/time/venue of the interviews are subject to change depending on the recruiter preference. Students are required to keep a tab on their mails continuously.

2. IIMS does not take any responsibility of the outcome of the selection process.

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3. Once a student gets SIP, placed through campus, he/she is not eligible for further SIP's at IIMS. If any student is found to be violating the above Guideline, he/she will be subject to disciplinary action.

7.2 **Misconduct**:

4. Any corporate complaint against a given student misconduct is considered a serious offence and such student will automatically disqualify from the SIP's and referred to the authorities of the Institute for follow up action.

5. Any student found to have used unfair means at any Semester examination will automatically disqualify for placements.

6. Any student or his / her parent or guardian found misbehaving with Recruiter/Faculty/Staff during the course at IIMS stands disqualified from SIP's.

7. If the student remains absent from any stage/round of selection process he / she would be immediately debarred from IIMS SIP's process and would not be allowed to take part in further SIP's.

8. Impersonation in tests or any other kind of malpractice is a serious offence. Such students would be debarred immediately and also will be referred to the concerned authorities.

9. If any shortlisted student is not found at the interview venue while the interview is going on or found roaming around, strict disciplinary actions will be taken against him/her.

7.3 **Curriculum Vitae**:

10. Students are required to prepare an attractive Resume / Curriculum Vitae taking job profile/requirements laid by the respective company. Late submission will not be considered for the test/interview.

11. It is expected that a student shall NOT add any ambiguous / wrong / fraudulent /misleading information in his / her resume or while submitting details to the SIP Department/recruiter. If, on verification, any discrepancies are found, the student will not be allowed for SIP process.

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7.4 **SIP Process:**

12. Students should consider carefully before applying for any vacancy as notified by the SIP Department. Once a student applies, he/she has to undergo the complete process without fail.

13. Geographical preference of job / company should not be a pretext for rejecting the SIP opportunity at any point of the process.

14. Students are expected to report to the venue 15 min. before the indicated time in complete formal dress code as mentioned below.

15. Students should carry their resume, passport size photographs and IIMS ID card of their during the SIP process.

16. At the time of interview, students must carry copies of the resume that was submitted to that company online and NO other resume. Discrepancies in resume are not appreciated by companies and could be a cause for rejection.

17. Student shall not question the company on why he/she is not shortlisted / selected. Shortlisting / Selection is discretion of the company officials. Any unruly behaviour compromising the reputation of the Institute shall deem the student ineligible for future SIP and placements and such student shall face disciplinary action.

7.5 **Others**:

18. If a student attends an external internship through one's own reference, he / she is expected to keep SIP Department informed.

19. Once a student gets SIP through campus, he/she should honour the offer and comply with the joining formalities.

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ANNEXURE-1

INTERNSHIP SUPERVISOR EVALUATION FORM

This evaluation is designed primarily to provide feedback on job performance and related issues to assist the student. This form is to be completed and submitted by the organization supervisor/guide at the end of the internship

SUPERVISOR INFORMATION	
NAME:	JOB TITLE:
ORGANIZATION'S NAME:	PHONE NUMBER:
EMAIL ADDRESS:	

INTERN INFORMATION	
STUDENT'S NAME:	
STUDENT ROLL NUMBER :	
STARTING DATE (DD/MM/YYYY):	COMPLETION DATE (DD/MM/YYYY):

ABOUT THE INTERN							
	1. Please evaluate this student intern on the following items by checking the appropriate rating.	Excellent	Very Good	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
	Arrived to work on-time						
	Behaved in a professional manner						
	Effectively performed assignments						
	Oral communication skills						
	Written communication skills						
	Work Relevant Skills						
	Ability to work with others						
	Ability to adapt to a variety of tasks						
	Decision-making, setting priorities						
	Reliability and dependability						
	Attention to accuracy and details						

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(For 2 years Degree Programme MBA)

Name & Address of Organization

Name of Student	
Roll No	
Name of Course	
Date of Commencement of Training:	
Date of Completion of Training:	
Number of days Attended:	

2.	Describe the ways in which the intern's performance benefited your organization.					
3.	What development have you observed in the student's skills, knowledge, personal and/or Professional performance?					
4.	What do you consider to be the intern's strengths?					
5.	In what areas does the intern need to improve?					
6.	Overall, how do you rate your experience with **this Intern**	**Excellent**	**Good**	**Above Average**	**Average**	**Poor**

SUPERVISOR'S SIGNATURE:	**DATE:**
OFFICIAL STAMP :	

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Annexure-2

FORMAT FOR SUMMER PROJECT REPORT

Summer Internship Project Report Guideline:

The SIP report must reflect 8 weeks of work and justify the same. The SIP report should be well documented and supported by –

1. Institute's Certificate
2. Certificate by the Company
3. Formal feedback from the company guide
4. SIP Progress Diary
5. Mapping of Summer Internship Project with Programme Outcomes
6. Executive Summary
7. Organization profile
8. Outline of the problem/task undertaken
9. Literature Review
10. Research methodology & data analysis (in case of research projects only)
11. Relevant activity charts, tables, graphs, diagrams, AV material, etc.
12. Learning of the student through the project
13. Contribution to the host organization
14. Conclusion
15. Result
16. References in appropriate referencing styles. (APA, MLA, Harvard, Chicago Style etc.)

Appendix/Annexures

Appendix/Annexures should include Survey Questionnaire and other related reference Documents, wherever applicable

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Annexure-3

MAPPING OF SUMMER INTERNSHIP PROJECT WITH PROGRAMME OUTCOMES

NAME OF THE STUDENT: _____

ROLL NO: --------

SPECIALISATION: ----

TITLE OF THE SIP----------

ACADEMIC YEAR: ----------

NAME OF THE ORGANISATION: _____

ADDRESS OF THE ORGANISATION: _____

You are to map the Summer Internship Project with the Programme Objectives on a scale where Mapping of experience in Summer Internship Project with the Programme Outcomes on a scale of 0 to3.

0- No Correlation
1 indicates-Low Correlation
2 indicates - Medium Correlation
3-indicates-High Correlation

POS	PROGRAM OUTCOMES					
		3	2	1	0	Justification
PO1	**Generic and Domain Knowledge-** Ability to articulate, illustrate, analyse, synthesize and apply the knowledge of principles and frameworks of management and allied domains to the solutions of real-world complex business issues					

PO2	**Problem Solving & Innovation**- Ability to Identify, formulate and provide innovative solution frameworks to real world complex business and social problems by systematically applying modern quantitative and qualitative problem-solving tools and techniques					
PO3	**Critical Thinking** - Ability to conduct investigation of multidimensional business problems using research-based knowledge and research methods to arrive at data driven decisions					
PO4	**Effective Communication** - Ability to effectively communicate in cross-cultural settings, in technology mediated environments, especially in the business context and with society at large					
PO5	**Leadership and Team Work**-Ability to collaborate in an organizational context and across organizational boundaries and lead themselves and others in the achievement of organizational goals and optimize outcomes for all stakeholders					
PO6	**Global Orientation and Cross-Cultural Appreciation**-Ability to approach any relevant business issues from a global perspective and exhibit an appreciation of Cross-Cultural aspects of business and management					
PO7	**Entrepreneurship** - Ability to identify entrepreneurial opportunities and leverage managerial & leadership skills for founding, leading & managing start-ups as well as professionalizing and growing family businesses					
PO8	**Environment and Sustainability** - Ability to demonstrate knowledge of and need for sustainable development and assess the impact of managerial decisions and business priorities on the societal, economic and environmental aspects					

PO9	**Social Responsiveness and Ethics** - Ability to exhibit a broad appreciation of the ethical and value underpinnings of managerial choices in a political, cross-cultural, globalized, digitized, socio-economic environment and distinguish between ethical and unethical behaviours & act with integrity					
PO10	**Life Long Learning** - Ability to operate independently in new environment, acquire new knowledge and skills and assimilate them into the internalized knowledge and skills					

Name & Signature
Of Student

Name & Signature
Internal Guide

Name & Signature
HOD (IQAC Coordinator)

Name & Signature
External Examiner

IIMS

Approved by-

Name	Signature	Date
Dr Shivaji Mundhe Director		11 | April | 22
Dr Vandana Mohanty IQAC Co-ordinator		11 | April | 22
Prof Gangadhar Dukre Incharge:Internships		11 | April | 22

International Institute of Management Science ★ Chinchwad, Pune ★ I.I.M.S.

Document Updates

Policy Date	14 | May | 2021
First Revision	11 | April | 2022
Second Revision	-

International Institute of Management Science ★ Chinchwad, Pune ★ I.I.M.S.

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Ref.No: IIMS/20-21/14

Academic Year 2020 -2021

Student Grievance Redressal Cell

Date: 10.02.2021

Notice

The meeting of the Student Grievance Redressal Cell is scheduled on Saturday 14th February, 2021 at 11:00 a.m. at the Institute. All members are requested to be present for the said meeting.
Dr Shivaji Mundhe

Sr. No.	Name	Designation	Role	Mobile Number
1.	Dr. Shivaji Mundhe	Director	Chairperson	9822242 322
2.	Dr. Pushpraj Wagh	Assistant Professor	Teacher Representative & Convenor	9922950 687
3.	Prof. Amar Gupta	Assistant Professor	Teacher Representative	8208992 530
4.	Mr. Pavan Sharma	Librarian	Non-Teaching Representative	9421039 142
5.	Mrs. Aditi Chiplunkar	Admin Officer	Non-Teaching Representative	9881036 758
6.	Dr Ashita Ghewari	Asso.Professor Camp Education Society.	Representative from the University	9822448 504
7.	Dr. Sachin Borgave	Director, Pratibha Institute of Management	External Member	9881476 714
8.	A representative from among students of the college to be nominated by the Director based on academic merit / excellence in sports / performance in co-curricular activities -	As and when required	Special Invitee	------

Director,
IIMS,Pune

International Institute of Management Science
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Ref.No: IIMS/20-21/36

Academic Year 2020 -2021

Student Grievance Redressal Cell

Date: 08/10/2020

Notice

The first meeting of the Student Grievance Redressal Cell is scheduled on Monday 12th October , 2020 at 11:00 a.m. at the Institute's Conference Hall . All members are requested to be present for the said meeting.

Sr. No.	Name	Designation	Role	Mobile Number
1.	Dr. Shivaji Mundhe	Director	Chairperson	9822242322
2.	Dr. Pushpraj Wagh	Assistant Professor	Teacher Representative & Convenor	9922950687
3.	Prof. Amar Gupta	Assistant Professor	Teacher Representative	8208992530
4.	Mr. Pavan Sharma	Librarian	Non-Teaching Representative	9421039142
5.	Mrs. Aditi Chiplunkar	Admin Officer	Non-Teaching Representative	9881036758
6.	Dr Ashita Ghewari	Asso.Professor Camp Education Society.	Representative from the University	9822448504
7.	Dr. Sachin Borgave	Director, Pratibha Institute of Management	External Member	9881476714
8.	A representative from among students of the college to be nominated by the Director based on academic merit / excellence in sports / performance in co-curricular activities -	As and when required	Special Invitee	-------

Dr Shivaji Mundhe

Director,IIMS,Pune

International Institute of Management * Chinchwad, Pune * I.I.M.S.

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Ref.No: IIMS/20-21/ 38

Minutes of Meeting

Student Grievance Redressal Cell

Date: 12/10/2020 Time: 11.00-12.00 PM.

The meeting of the Students' Grievances Redressal Committee started at 11.00 a.m. under the Chairmanship Dr. Shivaji Mundhe (Chairperson).

Item No. 1: To read and confirm the minutes of the previous meeting of Students' Grievances Redressal Committee,

Item No-2 : As per the students request the study materials and videos to be sent through mail or should be given access.

The meeting was concluded with Vote of Thanks to the Chair.

Following members were present:

- Dr. Shivaji Mundhe, Director
- Dr. Sachin Borgave
- Dr Ashita Ghewari
- Dr. Pushpraj Wagh
- Prof. Amar Gupta
- Mr. Pavan Sharma
- Mrs. Aditi Chiplunkar

Dr.Shivaji Mundhe
Director ,IIMS,Pune.

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Website. : www.iims.ac.in E-mail : info@iims.ac.in

COMPOSITION OF STUDENT GRIEVANCE REDRESSAL CELL -2020-2021

As per the rules and regulations addressed by the AICTE / UGC / SPPU, for student or other stake holders in a Technical Institution, "Grievance Redressal Committee" of International Institute of Management Science, Pune, has been constituted with following Staff in different positions to enquire the nature and extent of grievance.

Sr. No:	Name	Designation	Role	Mobile Number
1.	Dr. Shivaji Mundhe	Director	Chairperson	9822242322
2.	Dr. Pushpraj Wagh	Assistant Professor	Teacher Representative & Convenor	9922950687
3.	Prof. Amar Gupta	Assistant Professor	Teacher Representative	8208992530
4.	Mr. Pavan Sharma	Librarian	Non-Teaching Representative	9421039142
5.	Mrs. Aditi Chiplunkar	Admin Officer	Non-Teaching Representative	9881036758
6.	Dr Ashita Ghaisari	Asso.Professor Camp Education Society.	Representative from the University	9822448504
7.	Dr. Sachin Borgave	Director, Pratibha Institute of Management	External Member	9881476714
8.	A representative from among students of the college to be nominated by the Director based on academic merit / excellence in sports / performance in co-curricular activities -	As and when required	Special Invitee	-------

Dr.Shivaji Mundhe
Director,IIMS,Pune.

International Institute of Management Science * I.I.M.S. * Chinchwad, Pune *