

**Sadhu Vaswani Institute of Management Studies (SVIMS), Pune**  
**Minutes of Meeting of Quality Initiative Committee (QIC)**  
**Academic Year 2012-13**

**Proceedings of the Meeting**

In an earlier Faculty Meeting the QIC had been formed to suggest quality initiatives every year. Since we are a small unit it was decided that all employees will be part of this committee.

The Director welcomed all the members present in the meeting and some ground rules for the committee were laid down that:

1. Initiatives requiring an investment of about a lakh of rupees will be restricted to only one in a year.
2. Similarly initiatives that take more than 2 to 3 months of research /ground work should be restricted to one in a year.
3. Each year the meeting will be conducted in the month of April.
4. Each member should try to give at least one quality initiative he/she would share in the meeting

Members agreed to comply with the above

The members began discussions on a variety of quality initiatives - setting up Quality Circles, student facilities, better Infrastructure, getting better quality of students, starting another division, Conferences, introduction of certificate courses, ISO certification, international tie ups Placements etc.

Members in the meeting suggested that since the institute is established in 2010 and all the infrastructure is new we should focus on initiatives that will help to improve academic quality or initiatives that will increase our goodwill in the market or improve our visibility. Given this, the members chose to focus on International Placements.

**i. International Placements**

Satish stated "The institute will soon have its first batch of students passing out" He added "the name of the institute has to go far and wide. We should try and send our students for placements abroad, maybe nearby places such as Dubai, Thailand etc. Anubhuti said that our founder organization 'Sadhu Vaswani Mission' has international contacts which can be used to place our students abroad. She requested the Director to get contact details of such people. She promised to start working on that data.

Soumyakant said that we should try to place at least one of our students in a foreign company. Dr. Sampath however felt that girls are reluctant even to travel 5 kms for their workplaces and wondered if parents would allow such placements.

The Director however averred that we must first take the step of making such offers and then overcome resistance by parents, if any.

Members concurred on this suggestion.

Members thus resolved to work on International Placements as a quality initiative for Academic Year 2012- 13.



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**Sadhu Vaswani Institute of Management Studies (SVIMS), Pune**  
**Minutes of Meeting of Quality Initiative Committee (QIC)**  
**Academic Year 2013-14**

The Quality Initiative Committee (QIC) meeting was held on 5<sup>th</sup> April, 2013 in the Board Room at 3.30 p.m.

Meeting began with the achievements and it was recorded that Ms. Zoya Mulani, Ms. Pooja Ghodekar were placed at EROS, Dubai while Ms. Jennifer Ignatius was placed with Techniline, Dubai. Thus, Quality Initiative of International Placements by the Committee has been achieved.

The Director thanked and congratulated the members on their achievements.

These are the initiative for the ensuing year:

- ISO Certification
  - National Conference
  - In House Journal
  - FDP
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- **ISO Certification:** Soumyakant Dash suggested that as we are focusing on quality why not we go for ISO certification which can add value to our institute and improve operations. The Director asked the members if we should go for ISO certification to which all members agreed. Mr. Soumyakant Dash was given the responsibility to understand the process of getting ISO certification, the cost, agency and the time span to get the accreditation.
  - **National Conference-** Director put her view of organizing national conference as since inception there was not a single conference organized by the institute. She said the institute should first and foremost take this quality initiative to organize national conference and invite national speakers of repute. The members also agreed with this point of taking this quality initiative.
  - **In house Journal-** QIC members deliberated on the possibilities of having our own in-house journal which will also motivate the faculty to contribute in research. The Director requested Dr. Halale to find out the entire procedure of starting an in house journal, getting it indexed etc.
  - **Faculty Development Program -** Director expressed her view of organizing Faculty Development Program to help in the professional development of faculty. Members of the QIC welcomed the idea as it would help in their individual development. Everyone came up with different areas on which the FDP is required and who all could be called as

Resource persons. Director assigned the responsibility of organizing an FDP to Mr. Satish. He was requested to organize at least one FDP in the near future.

Members resolved to accept and work on following quality initiatives:

ISO Certification  
Organising National/International Conference  
In House Research Journal  
Conducting an FDP

The meeting was adjourned thanking the chair.



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**Sadhu Vaswani Institute of Management Studies (SVIMS), Pune**  
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**Academic Year 2014-15**

The Quality Initiative Committee (QIC) meeting was held on 5<sup>th</sup> April, 2014 in the Board Room at 3.30 p.m.

Dr. Sampath began by outlining achievements:

1. The Institute is now ISO recognized( January 2014)
2. National Conference was conducted on 24<sup>th</sup> and 25<sup>th</sup> January 2014 titled Global Crisis: An opportunity in Disguise was organized on 24<sup>th</sup> and 25<sup>th</sup> Jan, 2014.
3. DAWN [ISSN-2348 – 0092] our bi annual in house journal was released in January 2014.
4. An FDP
  - Mr Satish informed that he had organized an FDP on Case Writing and Identification of Research Problems conducted by Dr. Raj Agarwal on 13th Feb, 2014 as decided by QIC. Total participants were 26 out of which 15 attended from other institutes. He has organized another FDP in the month of September.

Given the fact that we now have an ISO, it was resolved that the QIC will be renamed as Steering Committee under the aegis of ISO, though its functioning will remain the same.

This time the focus of improvement was on

- Institutionalizing Sanctuary Syllabus
- Sanctuary Syllabus - Dr. Sampath felt that we should 'live' our mission and vision. In that context she suggested that we should do something to improve the quality of our sanctuary. Mr. Soumyakant proposed Sanctuary to have a structured syllabus having all aspects of values and ethics to be imparted to the students. Mr. Satish added to it that having a structured syllabus for the sanctuary will also help the faculty to prepare and conduct the sanctuary session effectively. The proposal was accepted by all members and Dr. Prabha Sampath was requested to prepare a syllabus for sanctuary and take approval from Director.

Resolved that the committee members would work on constructing a syllabus for Sanctuary.



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**Sadhu Vaswani Institute of Management Studies (SVIMS), Pune**  
**Minutes of Meeting of Quality Initiative Committee (QIC)**  
**Academic Year 2015-16**

The Quality Initiative Committee (QIC) meeting was held on 7<sup>th</sup> April, 2015 in the Board Room at 2.30 p.m.

Members began by outlining achievements

- Dr. Sampath presented Sanctuary Syllabus based on our core values of 4R's (Respect, Reliability, Resourcefulness and Reverence for life). The syllabus included universal values, Meditation, Biography of famous leaders and special sessions by Dr. Shanti.

The Director appreciated Dr. Sampath's work and requested that the syllabus be followed in letter and spirit.

Members discussed the following initiatives for the year 2015-16

- Group Insurance
- Membership of DCCIA
- **Group Insurance** - Dr. Sampath stated that as the institute always takes care of Class IV employees by providing them grocery, uniforms, free medical checkups, monetary benefits etc., we can also consider giving them group insurance benefits. Members agreed upon the idea and Mr. Soumyakant was given responsibility to find different Insurance schemes which can benefit the employees without a heavy burden on the Institute.
- **Membership of DCCIA** - Dr. Halale suggested that the Institute should apply for membership of professional organizations. The Director pointed out that we already have membership of MCCIA. Dr. Halale felt that we could seek membership of other bodies such as NIPM, DCCIA etc. He felt that such a membership will help our faculties to attend different workshops, development programs, lectures by Industry Experts on contemporary topics etc. Supporting the idea, Dr. Prabha said that this will also help the faculty members to form connects with the industry experts which may lead to better industry-institute interface resulting in better placements and industrial visits.

Resolved that the committee would work towards

- Group Insurance [ Mr. Soumyakant Dash]
- Membership of professional Bodies [Dr. Halale]

The meeting ended with vote of thanks to the chair.



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**Sadhu Vaswani Institute of Management Studies (SVIMS), Pune**  
**Minutes of Meeting of Quality Initiative Committee (QIC)**  
**Academic Year 2016-17**

The Quality Initiative Committee (QIC) meeting was held on 9<sup>th</sup> April, 2016 in the Board Room at 2.30 p.m.

Review of the previous meeting was taken. Members reported the following achievements  
DCCIA membership had been sought for a period of three year and it can be renewed after that.  
Group Insurance was done for Class IV employees with New India Assurance

Member discussed the following quality initiatives

- Setting up Ph. D Research center
  - Research Competition- Avishkar
  - LMS - MOODLE
  - Knowledge Management System
  - ERP System
  - Accreditation
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- Setting up Ph. D Research center - Director expressed that we must expand our horizons and apply for a Ph. D research centre since we have good library facilities and guides. She requested Phule and Anil to check eligibility criteria and other formalities for setting up such a centre.
  - Research Competition(Avishkar)- Dr. Sampath informed the members about Avishkar Research Competition organized by Savitribai Phule Pune University to be held in October 2016. The Avishkar Research Competition is for identifying and promoting hidden innovative scientific talents and capacities of students. She also explained the entire process of conducting the competition and how it will help the institute to motivate students for research. She felt that if the Institute is awarded the chance of hosting the programme it would add to the visibility and credibility of the Institute. Dr. Nanwani and other members appreciated the idea and decided to go ahead with the application.
  - LMS – MOODLE - Mr. Soumyakant Dash spoke about LMS - MOODLE (Modular Object-Oriented Dynamic Learning Environment) to improve teaching – learning processes. He detailed out the concept and its advantages. Smita had questions about the usage of MOODLE and the cost involved in its installation. Mr. Soumyakant informed the members that it's an Open Source Software and therefore free.

- Knowledge Management System - The Director informed members about another open source software called Knowledge Management System to help transfer of knowledge and e- governance. The system would help preserve all forms of documents, reports, policies, reforms etc.
- ERP System - Ms. Smita Mehendale said that during the academic and administrative audit she felt that there is an urgent need to automate few processes in student support services. Mr. Phule suggested the software VRIDDHI as a solution over ZOOM software. It is an integrated ERP system, fully secure, reduces manual work as well as paper work.
- Accreditation -The Director and some members had attended seminars/workshops on NBA and NAAC accreditation. Dr. Sampath mentioned that besides being a step for enhancing quality accreditation was now made mandatory by the Government as institutes failing this norm would not be allowed Govt scholarships for students. Mr. Soumyakant added that accreditation and starting some courses was a part of our perspective plan but starting of new courses was not possible without accreditation

Resolved that the members would work upon

- Setting up Ph. D Research center
- Research Competition- Avishkar
- LMS - MOODLE
- Knowledge Management System
- ERP System



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**Sadhu Vaswani Institute of Management Studies (SVIMS), Pune**  
**Minutes of Meeting of Quality Initiative Committee (QIC)**

**Academic Year 2017-18**

The Quality Initiative Committee (QIC) meeting was held on 18<sup>th</sup> April, 2017 in the Board Room at 2.30 p.m.

Review of the previous meeting was taken members reported the following achievements

- Setting up Ph. D Research center – Already it was applied and soon we will receive the approval letter from Savitribai Phule Pune University.
- Research Competition- Avishkar- The competition was hosted successfully and over 100 participants from other institutes participated in this competition. The programme was attended by the Honourable Vice Chancellor of Pune University, Dr. Gade.
- LMS – MOODLE - A seven day workshop on 'Effective Educational Leaders – II' was conducted from 30th Jan to 5th Feb, 2017. Mr. Gaurav trained the faculty for using moodle to make the teaching learning more effective.
- Knowledge Management System- Sudhir informed that Knowledge Management System is already been implemented and is ready to be used by the faculty member. The system admin is dealing with the security of the knowledgebase as it is confidential; the access is given only through individual log-in ID and Passwords.
- Upgrading ERP System- Vriddhi software was now being used.

Director appreciated the efforts of the members and congratulated them for their hard efforts.

Quality Initiatives  
NBA accreditation  
Starting of BMS course

In the year 2017-18, when we set up IQAC, initiative such as setting up KOHA, Lecture Capturing System, Data Management System, Syllabus Tracker, Smart Classroom and other initiatives have been taken up.

It was resolved that efforts would be directed at NBA accreditation and starting of BMS course in 2018 –19



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