

ATSS's

Institute of Industrial & Computer Management & Research, Nigdi

Criteria I - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

MBA

Academic Year 2022-2023



Audyogik Tantra Shikshan Sanstha's
Institute of Industrial and Computer Management and Research
(Affiliated to SP Pune University, Approved by AICTE, New Delhi, Recognized by Govt. of Maharashtra)
Reaccredited by NAAC & Best ICT B-School in Pune

MBA @ IICMR

Date: 30/08/2022

CIRCULAR

Academic Year 2022-23
Roles & Responsibility Allocation (SEM-I & III)

Sr. No	Name of the Activity	Coordinator(s)	Signature
CURRICULAR: Teaching Learning & Evaluation			
1	Class Coordinator-First Year	Ms. Dipti Bajpai Ms. Aditi Thakkar	
2	Class Coordinator-Second Year	Dr. Vinod Bhelose Mr. Dileep Pawar	
3	Exam Coordinator (External & Internal)	Dr. Rajendra Agawane Ms. Swapnisha Khambayat	
4	Induction/ Orientation- MBA I	Class Coordinators	
5	Induction/ Orientation- MBA II	Class Coordinator	
6	INZ-WIZ	Ms. Swapnisha Khambayat	
7	Summer Internship Project (SIP)	Dr. Jayasri Murali	
8	Bridge course	Dr. Dipti Sharma	
9	Slow Learners & Advance Learners	Dr. Madhura Deshpande	
10	Mentoring	Mr. Dileep Pawar	
11	Attendance Monitoring	Class Coordinators & Mentors	

Sr. No	Name of the Activity	Coordinator(s)	Signature
CO-CURRICULAR ACTIVITIES			
1	SDP Coordinator	Ms. Dipti Bajpai	
2	CEP Coordinator	Ms. Pooja Nalawade	
3	EEP Coordinator	Mr. Shankar Iyer	
4	All Placement related activities	Mr. Shankar Iyer Ms. Pooja Nalawade	
6	Language Lab	Ms. Swapnisha Khambayat	
7	Online Courses – MOOCs, etc.	Mr. Marshal Patil	

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2022-23/TLE
Pune - 411 044





8	Drishti- Case Study Center	Dr. Jayasri Murali & All Faculty members	
9	Value Addition Certifications		
i	VAC- Digital Marketing (Div. 1 & 2)	Ms. Puja Gawande	
ii	VAC- Advance Excel (Div. 1 & 2)	Dr. Madhura Deshpande	
iii	VAC- Power BI (Div. 1)	Mr. Harshal Patil	
iv	VAC- Python (Div. 1)	Mr. Harshal Patil	
v	VAC- IIM Certification/Agile Workshop (Div. 1)	Mr. Harshal Patil	
vi	VAC- HR Core Processes (Div. 1 & 2)	Ms. Swapnisha Khambayat	
vii	VAC- Financial Modeling (Div. 1)	Ms. Puja Gawande	
viii	VAC- SCM	Ms. Aditi Thakkar	
ix	VAC- BPDS (Div. 1)	Ms. Aditi Thakkar & Ms. Pooja Nalawade	
x	VAC- NISM (II Year Div. 1)	Dr. Rajendra Agawane	

Sr. No	Name of the Activity	Coordinator(s)	Signature
EXTRA-CURRICULAR ACTIVITIES			
1	Student Welfare Officer	Dr. Vinod Bhelose	
2	ARKO	Ms. Puja Gawande	
3	Academic Social Responsibility	Mr. Harshal Patil	
4	Vidyarthi Purak Upkram	Dr. Madhura Deshpande	
5	Pratibimb	Dr. Dipti Sharma	
6	Earn & learn	Dr. Rajendra Agawane	

Sr. No	Name of the Activity	Coordinator(s)	Signature
OTHER ACTIVITIES			
1	Parents Meet	Mr. Dileep Pawar Dr. Dipti Sharma	
2	Alumni related Activities	Dr. Vinod Bhelose Ms. Pooja Nalawade	
3	FDP coordinator	Dr. Madhura Deshpande	
4	Gender Champions	Dr. Madhura Deshpande	
5	Birthday Flash	Ms. Puja Gawande Ms. Pooja Nalawade	
6	MOU	Ms. Dipti Bajpai Ms. Puja Nalawade	
7	Media Connect & Ranking Institutes in different Magazines & International Collaboration	Dr. Jayasri Murali	
8	Notice Board	All Faculty Members (Rotation basis)	

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9	Website & Social Media	Mr. Dileep Pawar Mr. Harshal Patil Ms. Aditi Thakkar Ms. Puja Gawande Ms. Pooja Nalawade	
10	Institute Infrastructure Management	Dr. Rajendra Agawane Mr. Harshal Patil	
11	e-News Letter	Dr. Madhura Deshpande Ms. Swapnisha Khambayat	
12	Research Achievements from Faculty	Dr. Dipti Sharma Dr. Rajendra Agawane	
13	Achievement from Students (Certifications, participations in intra institution competitions)	Ms. Puja Gawande Mr. Dileep Pawar	
14	Photo Management	Ms. Puja Gawande Ms. Pooja Nalawade	
15	Prerana - Entrepreneurship Development Centre	Dr. Jayasri Murali Ms. Dipti Bajpai	
16	Current Affairs-IICMR today	Ms. Aditi Thakkar	
17	Corporate Mentoring	Dr. Vinod Bhelose	
18	Department MOM	Ms. Dipti Bajpai	
19	Performer of the month	Mr. Dileep Pawar	
20	ERP-VM Edulife	Mr. Harshal Patil	
21	Institutional MOM	Dr. Jayasri Murali	
22	Research and Consultancy	Dr. Jayasri Murali	
23	Departmental Documentation	Dr. Dipti Sharma Dr. Rajendra Agawane Ms. Puja Gawande	
24	UDAAN 2023	Dr. Vinod Bhelose Ms. Dipti Bajpai	
25	National Conference	Dr. Jayasri Murali Dr. Rajendra Agawane Dr. Dipti Sharma	
26	BPE	Ms. Aditi Thakkar Ms. Swapnisha Khambayat	

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Sr. No	Name of the Activity	Coordinator(s)	Signature
Event Management			
1	Branding & Promotion	Dr. Jayasri Murali Mr. Dileep Pawar	
2	Sponsorship	Dr. Dipti Sharma Ms. Puja Gawande	
3	Designing	Ms. Dipti Bajpai Dr. Madhura Deshpande	
4	Execution	As per RnR	

Proposed by


 Dr. (Adv) Manisha Kulkarni
 HOD, MBA@IICMR

Approved by


 Dr. Abhay Kulkarni
 Institute of Industrial and Computer
 Management & Research (I.I.C.M.R.)
 Nigdi, Pune - 411 044





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Academic Year 2021-2022



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Date: 11/04/2022

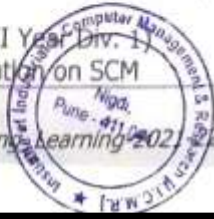
CIRCULAR

Academic Year 2021-22 Roles & Responsibility Allocation (SEM-II & IV)

Sr. No	Name of the Activity	Coordinator	Signature
CURRICULAR: Teaching Learning Evaluation			
1	Class Coordinator-First Year	Mr. Vinod Bhelose Mr. Dileep Pawar	
2	Class Coordinator-Second Year	Ms. Dipti Bajpai Dr. Madhura Deshpande	
3	Exam Coordinator (External & Internal)	Mr. Vinod Bhelose Dr. Rajendra Agawane	

Sr. No	Name of the Activity	Coordinator	Signature
CO-CURRICULAR ACTIVITIES			
1	Induction/ Orientation- MBA I & II	MBA Course Coordinators	
2	SDP Coordinator	Ms. Dipti Bajpai	
3	CEP Coordinator	Ms. Aditi Thakkar	
4	All Placement related activities	Mr. Saurabh Roy Ms. Pooja Nalawade	
5	Seminar	Ms. Swapnisha Khambayat	
6	VAC- Power BI (I Year Div. 1) VAC- IIM Certification (I Year Div. 1) VAC- BPDS (I Year Div. 1)	Ms. Puja Gawande Mr. Saurabh Roy Dr. Rajendra Agawane	
7	VAC- Python (II Year Div. 1) VAC- HR Core Processes (II Year Div. 1 & 2) VAC- Digital Marketing (II Year Div. 1) VAC- Financial Modeling (II Year Div. 1) VAC- Advance Excel (I Year Div. 1) - Assessment VAC- NISM (II Year Div. 1) VAC- Certification on SCM	Mr. Harshal Patil Ms. Swapnisha Khambayat Mr. Harshal Patil Ms. Puja Gawande Ms. Puja Gawande Dr. Madhura Deshpande Dipti Sharma	

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Sr. No	Name of the Activity	Coordinator	Signature
EXTRA-CURRICULAR ACTIVITIES			
1	Student Welfare Officer	Mr. Vinod Bhelose	
2	ARKO	Mr. Vinod Bhelose Ms. Puja Gawande	
3	Academic Social Responsibility	Mr. Harshal Patil	
4	Vidyarthi Purak Upkram	Ms. Jyoti Desai	
5	Earn & learn	Mr. Deogaonkar & Dr. Rajendra Agawane	

Sr. No	Name of the Activity	Coordinator	Sign.
OTHER ACTIVITIES			
1	Mentoring	Mr. Dileep Pawar	
2	Parents Meet	Coordinators	
3	Alumni related Activities	Ms. Pooja Nalawade	
4	FDP coordinator	Dr. Rajendra Agawane	
5	Gender Champions	Ms. Jyoti Desai	
6	Birthday Flash	Ms. Puja Gawande	
7	MOU	Ms. Dipti Bajpai	
8	Media Connect & Ranking Institutes in different Magazines & International Collaboration	Dr. Jayasri Murall	
9	Notice Board	Ms. Puja Gawande	
10	Website & Social Media	Mr. Harshal Patil Ms. Puja Gawande	
11	Institute Infrastructure Management	Dr. Rajendra Agawane Mr. Harshal Patil	
12	e-News Letter	Dr. Madhura Deshpande	
13	Research Achievements from Faculty	Dr. Rajendra Agawane	
14	Achievement from Students (Certifications, participations in intra institution competitions)	Ms. Dipti Bajpai	

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15	Photo Management	Ms. Puja Gawande Ms. Pooja Nalawade	
16	Prerana - Entrepreneurship Development Centre	Dr. Rajendra Agawane	
17	Current Affairs-IICMR today &	Ms. Puja Gawande Ms. Aditi Thakkar	
18	Corporate Mentoring	Ms. Dipti Bajpai	
19	Department MOM	Ms. Dipti Bajpai	
20	Performer of the month	Mr. Dileep Pawar	
21	ERP-VM Edulife	Mr. Harshal Patil	
22	Institutional MOM		
23	UDAAN 2022	Ms. Dipti Bajpai Mr. Dileep Pawar	
24	National Conference	Mr. Vinod Bhelose Dr. Madhura Deshpande	

Prepared by



Dr. (Adv) Manisha Kulkarni
HOD

Approved by



Dr. Abhay Kulkarni

DIRECTOR
Institute of Industrial & Computer
Management & Research [I.I.C.M.R.]
Nigdi, Pune - 411 044




Academic Year 2020-2021



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MBA @ IICMR

Date: 23/02/2020

CIRCULAR

Academic Year 2020-21 Roles & Responsibility Allocation (SEM-I & III)

Sr. No	Name of the Activity	Coordinator	Signature
CURRICULAR: Teaching Learning Evaluation			
1	Class Coordinator-First Year	Mr. Vinod Bhelose Mr. Dileep Pawar	
2	Class Coordinator-Second Year	Mr. Maruti Prasad	
3	Exam Coordinator (External & Internal)	Dr. Jyoti Bhanage & Ms. Kiran Rao	
4	Project Coordinator- SIP	Dr. Jayasri Murali/ Ms. Dipti Bajpai	

Sr. No	Name of the Activity	Coordinator	Signature
CO-CURRICULAR ACTIVITIES			
1	Induction/ Orientation- MBA I & II	MBA Course Coordinators	
2	SDP Coordinator	Ms. Dipti Bajpai	
3	CEP Coordinator	Dr. Madhura Deshpande	
4	Placement and EEP Coordinator	Ms. Neha Inamdar	
5	Seminar	Ms. Kiran Rao	
6	VAC-Human Resource VAC-Marketing VAC-Finance VAC-Business English VAC-Excel	Dr. Jyoti Bhanage Mr. Maruti Prasad Mr. Vinod Bhelose Dr. Madhura Deshpande Ms. Puja Gawande	
7	Six Sigma & Quality Tools	Mr. Harshal Patil	
8	Language Lab	Ms. Kiran Rao	
9	Online Courses	Mr. Harshal Patil	
10	Drishti- Case Study Center	Mr. Dileep Pawar	

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Sr. No	Name of the Activity	Coordinator	Signature
EXTRA-CURRICULAR ACTIVITIES			
1	Student Welfare Officer	Mr. Vinod Bhelose	
2	ARKO	Mr. Maruti Prasad	
3	Academic Social Responsibility	Ms. Kiran Rao	
4	Vidyarthi Purak Upkram	Dr. Manik Rajopadhye	
5	Earn & learn	Mr. Deogaonkar & Dr. Madhura Deshpande	

Sr. No	Name of the Activity	Coordinator	Sign.
OTHER ACTIVITIES			
1	Mentoring & Counseling	MBA Course Coordinators	
2	Parents Meet	Coordinators	
3	Alumni related Activities	Ms. Neha Inamdar	
4	FDP coordinator	Dr. Manik Rajopadhye	
5	Gender Champions	Ms. Puja Gawande	
6	Birthday Flash	Ms. Puja Gawande	
7	MOU	Ms. Neha Inamdar	
8	Media Connect & Ranking Institutes in different Magazines & International Collaboration	Ms. Jayasri Murali	
9	Notice Board	Ms. Kiran Rao	
10	Website & Social Media	Ms. Dipti Bajpai, Harshal Patil & Puja Gawande	
11	Institute Infrastructure Management	Mr. Maruti Prasad & Mr. Harshal Patil	
12	e-News Letter	Dr. Manik Rajopadhye	
13	Research Achievements from Faculty	Ms. Kiran Rao	
14	Achievement of Students	Ms. Kiran Rao	
15	Photo Management	Mr. Dileep Pawar	
16	Prerana - Entrepreneurship Development Centre	Ms. Dipti Bajpai & Dr. Madhura Deshpande	
17	Current Affairs-IICMR today & Corporate Mentoring	Ms. Dipti Bajpai Ms. Puja Gawande	
18	Institutional MOM	Dr. Jayasri Murali	
19	Department MOM	Ms. Dipti Bajpai	

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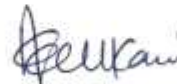
20	Star Student of the month	Ms. Puja Gawande	
21	ERP-VM Edulife	Mr. Maruti Prasad	
	Flagship Events: International/National Conference, BPE, UDAAN		

Prepared by



Adv. Manisha Kulkarni
HOD

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Academic Year 2019-2020



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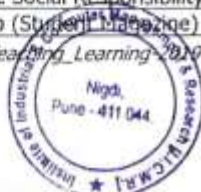
Date: 27/05/2019

CIRCULAR

Academic Year 2019-20 Activities List

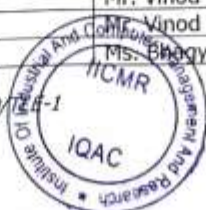
Sr. No	Name of the Activity	Coordinator	Remarks
Teaching Learning Evaluation			
1	Class Coordinator-First Year (Shift 1 & 2)	Ms. Ramya & Mr. Vinod	
2	Class Coordinator-Second Year (Both Shifts)	MKT & Overall - Mr. Maruti FIN-Ms. Bhagyashri HR- Dr. Sukhmeet	
3	Exam Coordinator	Dr. Jyoti (External & Internal) Mr. Vinod (Internal)	
4	Project Coordinator& Dissertation	Ms. Dipti	
5	Induction- MBA I &II	MBA Course Coordinators	
6	Mentoring & Counseling	MBA Course Coordinators	
7	SDP Coordinator	Ms. Bhagyashri	
8	CEP Coordinator	Dr. Sukhmeet	
9	BPE Coordinator	Dr. Khushboo	
10	EEP Coordinator	Ms. Neha	
11	VAC-HR VAC-MKT VAC-Finance	Ms. Ramya Ms. Dipti Ms. Bhagyashri	
12	Seminar	Dr. Sukhmeet	
13	Feed Back -Data Analysis	Concern Activity Coordinators & Course Coordinators	
14	Parents Meet	Coordinators	
15	Alumni Meet	Ms. Neha	
16	Cultural coordinator	Dr. Sukhmeet	
17	FDP coordinator	Ms. Bhagyashri	
18	Student Welfare Officer	Mr. Vinod	
19	ARKO	Mr. Maruti	
20	Academic Social Responsibility	Mr. Vinod	
21	Pratibimb (Student Magazine)	English-Ms. Bhagyashree	

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		Hindi-Mr.Maruti Marathi-Dr.Jyoti	
22	Earn & learn	Dr. Manik/ Mr. Deogaonkar	
23	VidhyarthineeManch	Dr. Manik	
24	Gender Champions	Dr. Sukhmeet/ Dr. Manik	
25	Industrial Visit	Ms. Neha	
26	Birthday Flash	Ms. Dipti	
External Branding			
27	Visiting Graduation colleges-Three Seminar in two Months	Mr.Maruti / Ms.Ramya	
28	Seminar/Exhibitions	Mr.Maruti / Mr.Vinod	
29	MOU with Corporates		
30	Media Connect& Ranking Institutes in different Magazines	Ms.Neha	
Internal Branding			
31	Notice Board	Ms. Bhagyashree	
32	Website	Ms. Dipti	
33	Blog Writing (At least 2 in a semester)	All faculty members	
34	Social Media	Ms. Dipti	
35	Institute Infrastructure Management	Mr. Vinod / Mr.Maruti	
36	e-News Letter	Dr. Khushboo	
37	Research Achievements from Faculty	Dr. Manik	
38	Achievement of Students	Dr. Sukhmeet	
39	Consultancy	Ms. Neha	
40	COE	Dr. Sudhir	
41	Reports and Photo Management	Ms. Neha Dr. Manik	
42	Internal Auditor-Curricular	Dr. Jyoti	
43	Internal Auditor-Co-Curricular	Ms. Dipti	
44	Internal Auditor-Extra Curricular	Dr. Khushboo	
45	Placement Auditor	Adv. Manisha	
46	IQAC Auditor	Dr.Jyoti, Mr.Maruti Ms. Ramya	
47	QIP- National Conference – "Business Analytics for Industry 4.0 Revolution" FDP - 14-15 Dec. FDP-Blooms Taxonomy FDP-2 – 2019 Pattern Awareness – OSCM	Ms. Dipti Ms. Bhagyashree Mr. Maruti	
48	UDAAN 2019 (September-National Level)	Mr. Maruti/	
49	PMI Collaboration	Dr. APK	
50	NIPM, MCCI, CII	Ms.Neha	
51	Six Sigma	Mr. Vinod	
52	Quality Tools	Mr. Vinod	
53	Language Lab	Ms. Bhagyashree	

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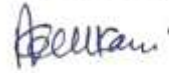
54	Entrepreneurship Incubation Centre	Dr. Jyoti	
55	Current Affairs-IICMR today	Ms. Bhagyashree	
56	Department MOM	Dr. Sukhmeet	
57	Human Capital	Ms. Ramya	
58	Faculty Outing/ Get-together		
59	Business Quiz	Dr. Jyoti	
60	Star Student of the month	Co-ordinators	
61	Excel & Tally	Ms. Neha	
62	Online Courses	Ms. Neha	
63	ERP -Eduknox	Mr. Maruti	
64	Corporate Mentoring	Ms. Neha	

Proposed by



Adv. Manisha Kulkarni
HOD

Approved by



Dr. Abhay Kulkarni
Director

