

21-07-2016

**Internal Quality Assurance Cell****NOTICE**

The 2<sup>nd</sup> meeting of IQAC Committee will be held on Thursday, 28<sup>th</sup> July 2016 at 1<sup>st</sup> floor, Conference room at 1:00 pm. The following business will be transacted at the meeting.

**AGENDA**

1. To read and approve the minutes of 1<sup>st</sup> IQAC meeting held on 6<sup>th</sup> January 2016
2. To discuss the matters arising out of minutes
3. To brief the members on Action Taken Report on the minutes of the meeting held on 6<sup>th</sup> January, 2016
4. To discuss the workload and faculty allocation for the year 2016-17
5. To discuss Academic Calendar for 2016-17
6. Formation of Statutory, Non-Statutory and other Committees for 2016-17
7. To discuss the steps initiated towards Accreditation
8. To discuss the student support facility including Mentoring
9. To report on the Academic Performance Evaluation for AY 2015-16
10. Presentation of placement details by the placement co-ordinator
11. To discuss any other matters with the permission of the Chair



Prof. Somesh Banerji  
IQAC Coordinator

**Minutes of the meeting of Members of the IQAC****IQAC 2016-17/MoM/Q1****28.07.2016**

The 2<sup>nd</sup> meeting of the members of IQAC Committee was held on 28<sup>th</sup> July 2016 at 1:00 pm at 1<sup>st</sup> floor conference room.

The following members were present:

SN	Name	Designation	Role
1	Dr. C. Babu	Director	Chairperson
2	Dr. Sharad Kumar	Dean Academic & Research	Member
3	Dr. Sarita Vichore	Professor	Member
4	Mr. Somesh Banerji	Associate Professor	IQAC Coordinator
5	Dr. Sarika Jain	Assistant Professor	Member
6	Ms. Beena Prakash	Assistant Professor	Member
7	Dr. Sumana Chaudhuri	Assistant Professor	Member
8	Mr. R D Shetty	Registrar	Member
9	Ms. Sunita Pujar	Librarian	Member
10	Mr. Arbez Karbhari	Alumnus	Member
11	Ms. Aaliya Mulla	PGDM Student Representative	Member
12	Ms. Chirag Agarwal	MMS Student Representative	Member

The following members who expressed their inability to attend the meeting were granted leave of absence:

1. Ms. Sharmila Bonnerjee, Assistant Professor
2. Mr. Malay Khasnavis, Industry Expert

The following points were put forth, discussed and accepted in the meeting:

**Agenda 1: To read and approve the minutes of 1<sup>st</sup> IQAC meeting held on 6<sup>th</sup> January 2016**

The minutes of 1<sup>st</sup> IQAC meeting held on 6<sup>th</sup> January 2016 were read and approved.

**Agenda 2: To discuss the matters arising out of minutes**

No points were raised by the members in the meeting

**Agenda 3: To brief the members on the Action Taken Report (ATR) on the minutes of the meeting held on 6<sup>th</sup> January, 2016**

The ATR's for the minutes held on 6<sup>th</sup> January, 2016 were presented to the committee.

**Agenda 4: To discuss the workload and faculty allocation for the year 2016-17**

The area Heads reported that course allocations were completed for 2<sup>nd</sup> year PGDM and MMS and similar allocations for MMS and PGDM 1<sup>st</sup> year should be completed on or before 21<sup>st</sup> August 2016.

**Agenda 5: To discuss the Academic Calendar 2016-17**

The Academic Calendar was presented by the Chairpersons of PGDM and MMS programs.

PGDM 1 <sup>st</sup> Year -Academic Calendar : July 2016- June 2017			
Trimesters	Batch 2016-18		
Module/Event	Trim I	Trim II	Trim III
Inauguration	01-Aug-2016	N/A	N/A
Orientation/Boot Camp	02-Aug-2016to 07-Aug-2016	N/A	N/A
Commencement of Regular Classes	08-Aug-2016to 20-Oct-2016	02-Nov-2016 to 30-Jan-2017	10-Feb-2017to 22-Apr-2017
Diwali Vacation	30-Oct-2016 to 01-Nov-2016		
Term-End Exam	23-Oct-2016to 29-Oct-2016	01-Feb-2017 to 09-Feb-2017	23-Apr-2017 to 30-Apr-2017
Declaration of Result	14-Dec-2016	24-Mar-2017	14-Jun-2017
Trimester Break	30-Oct-2016to 01-Nov-2016	N/A	SIP
Winter Vacation	25-Dec-2015 to 01-Jan-2016		
SIP	01-May-2016 to 30-Jun-2016		
Events/Conclaves			
Foundation Day 2016	12-Aug-16	Versus 2016	06-Jan-2016 to <sup>*</sup> 07-Jan-2016
SIP Competition 2016	16-Aug-2016	Sabrang 2016	28-Jan-2017
Rural Immersion 2016	07-Nov-2016 to 12-Nov-2016	International Conference	11-Feb-2017



<b>Joint Conclaves</b>	03-Dec-2016 to 04-Dec-2016	<b>International Immersion 2017 (I Year)</b>	05-Mar-2017 to 12-Mar-2017
<b>22 Yards (completely student led event)</b>	25-Dec-2016 to 01-Jan-2017	<b>Convocation 2017</b>	13-May-17

<b>PGDM 2<sup>nd</sup> Year -Academic Calendar : July 2016- June 2017</b>			
<b>Trimesters</b>			
<b>Module/Event</b>	<b>Trim IV</b>	<b>Trim V</b>	<b>Trim VI</b>
<b>Inauguration</b>	N/A	N/A	N/A
<b>Orientation/Boot Camp</b>	8-Jul-2016to 9-Jul-2016	N/A	N/A
<b>Commencement of Regular Classes</b>	11-Jul-2016to 28-Sep-2016	13-Oct-2016to 10-Jan-2017	23-Jan-2017to 20-Mar-2017
<b>Term-End Exam</b>	01-Oct-2016to 10-Oct-2016	12-Jan-2017to 20-Jan-2017	27-Mar-2017to 04-Apr-2017
<b>Declaration of Result</b>	26-Nov-2016	06-Mar-2017	07-May-2017
<b>Trimester Break</b>	11-Oct-2016to 12-Oct-2016	N/A	N/A
<b>Events/Conclaves</b>			
<b>Foundation Day 2016</b>	12-Aug-16	<b>Versus 2016</b>	06-Jan-2016 to 07-Jan-2016
<b>SIP Competition 2016</b>	16-Aug-2016	<b>Sabrang 2016</b>	28-Jan-2017
<b>Rural Immersion 2016</b>	07-Nov-2016 to 12-Nov-2016	<b>International Conference</b>	11-Feb-2017
<b>Joint Conclaves</b>	03-Dec-2016 to 04-Dec-2016	<b>International Immersion 2017 (I Year)</b>	05-Mar-2017 to 12-Mar-2017
<b>22 Yards (completely student led event)</b>	25-Dec-2016 to 01-Jan-2017	<b>Convocation 2017</b>	13-May-17

<b>MMS 1<sup>st</sup> Year -Academic Calendar: July 2016- June 2017</b>		
<b>ACADEMIC YEAR</b>	<b>Batch: 2015-2017</b>	
<b>Module/Event</b>	<b>Sem III</b>	<b>Sem IV</b>
<b>Orientation/Boot Camp</b>	08-Jul-2016 to 09-Jul-2016	

Ganesh Festival	6-Sept-2016 to 12-Sept-2016		
Commencement of Regular Classes	11-Jul-2016 to 17-Oct-2016	*01/07-Dec-2016 to 05-Mar-2017	
Diwali Vacation	30-Oct-2016 to 01 -Nov-2016		
Term-End Exam	18-Oct-2016 to 26-Oct-2016	8-Mar-2017 to 15-Mar-2017	
University Exam	*depending on when the university exams for Sem 3 gets over		
Declaration of Result			
Semester Break			
Winter Vacation	25-Dec-2016 to 01-Jan-2017		
Events/Conclaves			
Foundation Day 2016	12-Aug-2016	Versus 2017	06-Jan - 2017 to 07-Jan – 2017
SIP Competition 2016	16-Aug-2016	Sabrang 2017	28-Jan-2017
Rural Visit/Social Immersion	07-Nov-2016 to 08-Nov-2016	International Conference 2017	11-Feb-2017
Joint Conclaves	03-Dec-2016to 04-Dec-2016	International Immersion 2017	05-Mar-2017to 10-Mar-2017
22Yards (completely student led event)	25-Dec-2016to 01-Jan-2017		

MMS 2 <sup>nd</sup> year -Academic Calendar: July 2016- June 2017		
ACADEMIC YEAR	Batch: 2015-2017	
Module/Event	Sem III	Sem IV
Orientation/Boot Camp	08-Jul-2016 to 09-Jul-2016	
Ganesh Festival	6-Sept-2016 to 12-Sept-2016	
Commencement of Regular Classes	11-Jul-2016 to 17-Oct-2016	*01/07-Dec-2016 to 05-Mar-2017
Diwali Vacation	30-Oct-2016 to 01 -Nov-2016	
Term-End Exam	18-Oct-2016 to 26-Oct-2016	8-Mar-2017 to 15-Mar-2017
University Exam	*depending on when the university exams of Semester 3 gets over	
Declaration of Result		
Semester Break		
Winter Vacation	25-Dec-2016 to 01-Jan-2017	
Events/Conclaves		



<b>Foundation Day 2016</b>	12-Aug-2016	<b>Versus 2017</b>	06-Jan – 2017 to 07-Jan – 2017
<b>SIP Competition 2016</b>	16-Aug-2016	<b>Sabrang 2017</b>	28-Jan-2017
<b>Rural Visit/Social Immersion</b>	07-Nov-2016 to 08-Nov-2016	<b>International Conference 2017</b>	11-Feb-2017
<b>Joint Conclaves</b>	03-Dec-2016 to 04-Dec-2016	<b>International Immersion 2017</b>	05-Mar-2017 to 10-Mar-2017
<b>22Yards (completely student led event)</b>	25-Dec-2016 to 01-Jan-2017		

<b>Note</b>
1. Examination Time-Table will be informed separately.
2. These are indicative dates, subject to change. In case of any change in dates, the same will be informed accordingly.
3. As per the existing institute norms, you must have 75% attendance in each subject, failing which you will not be allowed to appear in Term End examination.

#### **Agenda 6: Formation of Statutory, Non-Statutory and other Committees for 2016-17**

The details of constitutions of internal sub committees were announced.

<b>Statutory Committees-2016-17</b>				
	<b>Committee</b>	<b>Members</b>	<b>Designation</b>	<b>Role</b>
1	<b>Grievance Redressal Committee</b>	Dr Sharad Kumar	Dean - Academics & Research	Chairperson
		Dr Sarita Vichore	Professor	Member
		Prof Somesh Banerji	Associate Professor	Member
		Dr Sarika Jain	Assistant Professor	Member
		Prof Kusum Pawar	Assistant Professor	Member
		Dr.Sanchita Banerji	Associate Professor	Member
		Dr.Shailja Badra	Assistant Professor	Member
		Prof Sharmila Bonnerjee	Assistant Professor	Member *
		Mr R D Shetty	Registrar	<b>Convenor, Member- Secretary</b>
2	<b>Anti</b>	Dr C Babu	Director	<b>Convenor</b>

	Ragging Committee	Mr R D Shetty	Registrar	Member-Secretary
		Dr Sarika Jain	Assistant Professor	Member
		Mr Sanjay Gupta	Office Superintendent	Member
		Representative from Police		Member
		Rep. From Local Media	Mr. Shailesh Sayajirao Kasbe, Senior Account-Executive Media Relations, Adfactors PR Pvt. Ltd.	Member
		Rep. from NGO	Ms. Malika Ramachandran, Indian Development Foundation	Member
		Mr Rajeev Maroo	PGDM Student Representative	Member
		Mr Anmol Agarwal	MMS Student Representative	Member
		Ms Hiral Kapasi	MMS Student Representative	Member
		Mr Chirag Agarwal	MMS Student Representative	Member
		Rep from parents	1) Father of Mr. Rajeev Maroo (PGDM) - Mr. Nirmal Maroo 2) Father of Mr. Anmol Agarwal (PGDM) - Mr. Rajesh Agarwal 1) Father of Ms. Hiral Kapasi (MMS) - Mr. Ajay Kapasi 2) Father of Mr. Chirag Agarwal (MMS) - Mr. Subhash Agarwal	Member
3	Internal Complainants Committee	Dr C Babu	Director	President
		Dr Sarita Vichore	Professor	Member
		Dr. Sanchita Banerji	Associate Professor	<b>Convenor</b>
		Prof Sharmila Bonnerjee	Assistant Professor	Member
		Mr R D Shetty	Registrar	Member-Secretary
		Ms Hiral Kapasi	Student	Member
		Ms Valentina Fernandez	Student	Member
		Ms. Rohini Kulkarni-SWADHAR -NGO	NGO	Member
		Ms Shilpa Ghume	Non-teaching-Program coordinator(SC/ST/OBC etc)	Member
4	Internal Quality Assurance Cell	Dr C Babu	Director	Chairperson
		Dr Sharad Kumar	Dean - Academics & Research	Member
		Dr Sarita Vichore	Professor	Member
		Dr Sarika Jain	Assistant Professor	Member
		Prof Sharmila Bonnerjee	Assistant Professor	Member
		Prof Beena Prakash	Assistant Professor	Member



		Prof Somesh Banerji	Associate Professor	<b>Convenor, IQAC Coordinator</b>
		Dr. Sumana Chaudhuri	Assistant Professor	Member
		Mr. Malay Khasnavis	BASF India	Industry Expert
		Mr R D Shetty	Registrar	Member
		Ms. Sunita Pujar	Librarian	Member
		Mr. Arbez Karbhari	Alumnus	Member
		Ms. Aaliya Mulla	PGDM Student Representative	Member
		Ms. Chirag Agarwal	MMS Student Representative	Member
<b>Non Statutory Committees-2016-17</b>				
	<b>Committee</b>	<b>Members</b>	<b>Designation</b>	<b>Role</b>
1	Unfair Means Inquiry Committee	Dr Sharad Kumar	Dean - Academics & Research	Member
		Dr Sarita Vichore	Professor	Member
		Prof Kusum Pawar	Assistant Professor	Member
		Dr Sanchita Banerji	Associate Professor	Member
		Dr Shailja Badra	Assistant Professor	Member
		Prof Sharmila Bonnerjee	Assistant Professor	<b>Convenor</b>
		Mr R D Shetty	Registrar	Member-Secretary
2	Attendance Committee	Dr Sharad Kumar	Dean - Academics & Research	Member
		Dr Sarita Vichore	Professor	Member
		Prof Kusum Pawar	Assistant Professor	Member
		Dr.Sanchita Banerji	Associate Professor	<b>Convenor</b>
		Dr.Shailja Badra	Assistant Professor	Member
		Prof Sharmila Bonnerjee	Assistant Professor	Member
		Mr R D Shetty	Registrar	Member-Secretary
3	Examination Committee	Dr Sharad Kumar	Dean - Academics & Research	Member
		Dr Sarita Vichore	Professor	Member
		Dr Sarika Jain	Assistant Professor	<b>Convenor</b>
		Prof Kusum Pawar	Assistant Professor	Member
		Dr.Sanchita Banerji	Associate Professor	Member
		Dr.Shailja Badra	Assistant Professor	Member
		Prof Sharmila Bonnerjee	Assistant Professor	Member
		Prof Zubin Sethna	Assistant Professor	Member
		Mr R D Shetty	Registrar	Member-Secretary
		Mr R K Nair	Executive-Examination	



4	Disciplinary Committee	Dr Sharad Kumar	Dean - Academics & Research	Member
		Dr Sarita Vichore	Professor	Member
		Prof Kusum Pawar	Assistant Professor	Member
		Dr. Sanchita Banerji	Associate Professor	Member
		Dr. Shailja Badra	Assistant Professor	<b>Convenor</b>
		Prof Sharmila Bonnerjee	Assistant Professor	Member
		Mr R D Shetty	Registrar	Member
5	Library Committee	Dr C Babu	Director	Chairperson
		Dr Sharad Kumar	Dean - Academics & Research	Member
		Prof Somesh Banerji	Associate Professor	Member
		Prof Nehal Joshipura	Assistant Professor	Member
		Prof Anthony Colaco	Assistant Professor	Member
		Mr R D Shetty	Member	Registrar
		Ms. Sunita Pujar	Librarian	Coordinator
		Ms Priyanka Kothari	PGDM Student Representative	Member
		Mr Chirag Agarwal	MMS Student Representative	Member
6	Research Committee	Dr Sharad Kumar	Dean - Academics & Research	<b>Convenor</b>
		Dr Sanchita Banerji	Associate Professor	Member
		Dr Priti Pandey	Assistant Professor	Member
		Prof Pooja Goswami	Assistant Professor	Member
		Ms Sunita Pujar	Librarian	Member
		Mr R D Shetty	Registrar	Member-Secretary
7	Institute Perspective Plan Committee	Dr C Babu	Director	<b>Convenor</b>
		Dr Sharad Kumar	Dean - Academics & Research	Member
		Dr Sarita Vichore	Professor	Member
		Mr R D Shetty	Registrar	Member-Secretary
		Prof Kusum Pawar	Assistant Professor	Member
		Dr Sarika Jain	Assistant Professor	Member
		Dr Sanchita Banerji	Associate Professor	Member
		Dr Shailja Badra	Assistant Professor	Member
		Prof Sharmila Bonnerjee	Assistant Professor	Member
		Dr Minakshi Kishore	Assistant Professor	Member
		Prof Somesh Banerji	Associate Professor	Member
		Ms Sunita Pujar	Librarian	Member

**Other Committees - 2016-17**

SN	Committee	Name	Designation	Role
1	ISR Committee	Dr C Babu	Director	Member
		Prof Vijay Hegde	Assistant Professor	<b>Convener</b>
		Dr Sharad Kumar	Dean - Academics & Research	Member
		Dr Sarita Vichore	Professor	Member
		Prof Sarika Jain	Assistant Professor	Member
		Mr R D Shetty	Registrar	Member
		Mr Rohan Mehta	Student Representative	Member
		Ms Archisha Chidumala	Student Representative	Member
		Mr Ninad Bhilare	Student Representative	Member
		Ms Malvika Agarwal	Student Representative	Member
		Ms Khushboo Shukla	Student Representative	Member
		Mr Chirag Agarwal	Student Representative	Member
		Mr Yashvarshan Adukia	Student Representative	Member
		Mr Gaurav Singh	Student Representative	Member
		Mr Chirag Shanbhag	Student Representative	Member
		Mr Shikhar Jiwarajka	Student Representative	Member
2	IIPC Committee	Dr C Babu	Director	Member
		Prof Somesh Kumar Banerji	Associate Professor	<b>Convener</b>
		Prof Zubin Sethna	Assistant Professor	Member
		Dr Sadhana Ghosh	Associate Professor	Member
		Mr Kunal Shingare	Student Representative	Member
3	Sports Committee	Prof Sagar Advani	Adjunct professor	<b>Convener</b>
		Prof Zubin Sethna	Assistant Professor	Member
		Prof Maneesh Gupta	Assistant Professor	Member
		Mr Chirag Shanbhag	Student Representative	Member
		Mr Gaurav Singh	Student Representative	Member
		Mr Aniket Vaishnav	Student Representative	Member
		Mr Abhishek Baheti	Student Representative	Member
				Member
4	Cultural Committee	Prof Vijay Hedge	Assistant Professor	Member
		Dr Shailja Badra	Assistant Professor	Member
		Prof Sharmila Bonnerjee	Assistant Professor	<b>Convener</b>
		Prof Kusum Pawar	Assistant Professor	Member
		Prof Ganesh Kulkarni	Assistant Professor	Member
		Prof Zubin Sethna	Assistant Professor	Member
		Ms Vinita Bajari	Assistant Placement Manager	Member
		Ms Priyanka Misra	Student Representative	Member



	Mr Anmol Agarwal	Student Representative	Member
	Mr Rajiv Maroo	Student Representative	Member
	Mr Aditya Lawate	Student Representative	Member
	Mr Behavesh Sanghvi	Student Representative	Member
	Mr Mihir	Student Representative	Member

#### **Agenda 7: To discuss the steps initiated towards Accreditation**

Dr. Sanchita Banerji's presentation on Academic Assessment Process in the faculty meeting received few inputs from faculty members which were discussed during this meeting.

- External invigilator for PGDM to be introduced
- Validation of course outline from experts
- More Live projects to be introduced for select students which will help students to incorporate the same in their resume.
- Academic Council meeting should be held thrice in a year & BOS twice.
- Focus more on research articles, case studies etc.

#### **Agenda 8: To discuss students support facility including Mentoring**

It has been decided that the mentees will be distributed amongst the faculty members. Each faculty should mentor at least 10 students. It has been decided that eight meetings of mentees this year would be conducted by the faculty members and the formal report needs to be prepared.

#### **Agenda 9: To report on the Academic Performance Evaluation for AY 2016-17**

Dr. Sarika Jain has presented the results of the AY 2015-16

Program	Batch	No. of students appeared	No. of students passed	Pass Percentage (%)
PGDM 1 <sup>st</sup> year	2015-17	66	66	100
MMS 1 <sup>st</sup> year	2015-17	120	120	100

Program	Batch	No. of students appeared	No. of students passed	Pass Percentage (%)
PGDM 2 <sup>nd</sup> year	2014-16	35	35	100
MMS 2 <sup>nd</sup> year	2014-16	114	114	100

**Agenda 10: Presentation of placement details by the placement co-ordinator**

Prof. Somesh Banerji has presented the placement details as of as on today.

Placement Dashboard for the Batch 2014-16					
Specialization	Course	Total No. of Students	No of students placed till date	No. of Students to be placed	
Finance	MMS	60	49	11	2 Opt Out
	PGDM	10	6	4	
Marketing	MMS	37	32	5	4 Opt Out
	PGDM	10	7	3	3 Opt out
Human Resource	MMS	11	10	1	1 opt out
	PGDM	8	6	2	1 opt out
Operations	MMS	6	6	0	
	PGDM	7	6	1	1 opt out
Gross Numbers		149	122	27	
less: students opted out				12	
Net to be placed				15	

**Agenda 12: To discuss any other matter/s with the permission of the Chair**

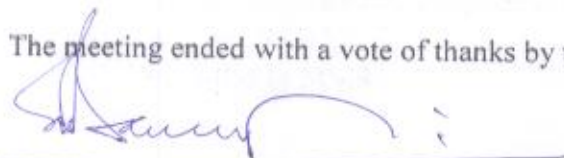
- **Industry Network** - It was decided that at least one meeting conducted by NHRDN to be attended by all the faculty members once in a week. Dr. C. Babu said interested faculty should provide the name to enable Ms. Parvati to register with NHRDN. Registration is mandatory.
- **Bootcamp** - Dr. C. Babu said 1st year PGDM will have a boot camp / orientation program on 3rd, 4th & 5th August, 2016. Prof. Kusum & Dr. Sanchita would be co-ordinating in preparing the schedule.



- **LIM & MIM** - Director, Dean, DG & Registrar to discuss on the dedicated staff requirement to meet the requirements of LIM/MIM program.
- **Accreditation:** Prof. Beena Prakash briefed about NBA Accreditation to fellow faculty colleagues. It was informed in the meeting that Prof. Beena Prakash has been appointed as Chairperson of Accreditation. Further, it was informed that Prof. Beena would be supported by three colleagues – Dr. Sanchita Banerji, Ms. Sunita Pujar & Ms. Pooja Goswami.
- **The following faculty members were designated as key stakeholders for the criteria mentioned against their names:**
  - Prof. Gaanyesh Kulkarni - E- Cell
  - Prof. Vijay Hedge – CSR
  - Prof. Zubin Sethna – Innovation
  - Dr. C. Kaushik - MDP
- **Foundation Day:** It was informed that the Foundation Day would be held on 12th August, 2016. Mr. Ninad Karpe, Chairman & Managing Director of Aptech would be the Chief Guest and would address the students on Foundation Day.
- **Summer Internship Programme (SIP):** Dr. C. Babu asked each faculty member to share their experience about the visit to industry mentors of SIP. All faculty members who were present in the meeting expressed their views about the students. Faculty members had mixed opinions – good and bad about students' experiences.
- **Student Placement Committee:** It was also decided that the Student Placement Committee has to be created on or before 31st July, 2016. It was also decided that a rigorous placement policy would be implemented.
  - Prof. Somesh Banerji also advised that the recruitment process for adding one more team member in the placement department was going on and by 1st week of August the candidate would be selected.
  - Dr. Babu proposed to have some exclusive counselling sessions for final year students who are yet to be selected by recruiting companies. He further, congratulated the placement team for achieving 100% placement for PGDM Batch 2014-16 in DSIMS history.

- **Institutional Guidelines:** Dr. Sharad Kumar made a presentation on Institutional Guidelines. The following points to be added in the guidelines.
  - To create a separate retreat policy
  - International Guidelines – gaps to be filled Revival of two programs – Women
  - Entrepreneurship Program & Executive Program.
  - LIM in PGDM
  - MIM in MMS
- **Rural Immersion:** It was informed in the meeting that Dr. C. Kaushik had taken charge of Rural Immersion intervention from Prof. Amit Srivastava. It was further informed that final year students of PGDM would be taken to Ahmednagar in the month of November 2016.
- Dr. C Babu introduced Dr. Sanchita Banerji as a Chairperson for PGDM 1st year. It was informed that henceforth, two Chairpersons will look after PGDM, Dr. Sanchita Banerji for 1st year PGDM and Prof. Kusum Pawar for II year PGDM.

The meeting ended with a vote of thanks by the IQAC Coordinator.



**Prof. Somesh Banerji**  
**IQAC Coordinator**

**Read Confirmed and Signed on**



**Dr. C Babu**  
**Chairperson**





## **Internal Quality Assurance Cell**

### **Action Taken Report**

**Ref: IQAC 2016-17/MoM/Q1/28.07.2016**

**ATR No. 2016-17/01**

**Agenda 3:** The formation of the IQAC on 06.01.2016 was ratified by the Director and the details informed to all who attended the meeting. The Director advised that NAAC guidelines would be followed by IQAC and that it would commence its activities from the base year AY 2016-17. Directions were given that quarterly meetings should be held. The first meeting of the IQAC was held on 28.07.2016.

**Agenda 4:** The Subject allocations were completed as discussed in the meeting

**Agenda 5:** The Academic Calendar for the period July 2016 - June 2017, was prepared and presented. Director advised all stakeholders to ensure that the calendar was rigorously implemented. (IQAC to monitor implementation and report status every quarter of the year)

**Agenda 6:** The statutory, non – statutory and other committees was formed. The Director advised all committee members to convene need-based meetings of the respective committees. (IQAC to report details of meetings held every year).

**Agenda 7:** Following steps have been introduced towards Accreditation - Introduction of an External Invigilator for PGDM; validation of course outline by experts; increasing the number of live projects; suggested frequency of Academic Council meetings; focus on research activities, development of case studies.

**Agenda 8:** Guidelines were given about the mentoring process. The Director advised that periodic reports should be presented by stakeholders.

**Agenda 9:** The evaluation report of the academic performance of both PGDM and MMS for the academic year 2015-16 was tabled. The Director complimented faculty on the 100% pass percentages achieved.

**Agenda 10:** Presentation of placement details was presented by the placement co-ordinator Prof. Somesh Banerji

#### **Other Agenda Points:**

- Industry network and attendance at weekly NHRDN meetings
- Boot Camp successfully conducted - 3<sup>rd</sup>-5<sup>th</sup> August 2016.
- LIM and MIM – as per MoM.
- Accreditation: Appointment of Prof Beena Prakash as Chairperson-Accreditation was announced. She will be assisted by Dr Sanchita Banerji, Ms Sunita Pujar and Ms Pooja Goswami.

- Key stakeholders for E-Cell, CSR, Innovation and MDP were announced. The Director advised them to draw up their action plans and report periodically on implementation and progress.
- A half-day workshop on NBA accreditation was conducted on 12.07.2016
- Foundation Day: It was successfully conducted on 12.08.2016.
- SIPs: Faculty Project Mentors provided their inputs on their interaction with Industry Mentors.
- Student Placement Committee (SPC): The SPC was created by the target date of 31.07.2016. It will assist the Placement Committee in implementation of the Placement Rules and Guidelines.
- Institutional Guidelines: The Dean made a presentation and suggested some inclusions.
- Rural Immersion: The immersion is planned for November 2016.



Prof. Somesh Banerji  
IQAC Coordinator



Dr. C Babu  
Chairperson

