

13-07-2017

Internal Quality Assurance Cell**NOTICE**

The 6th meeting of IQAC Committee will be held on Thursday, 20th July 2017 at 1st 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 5th IQAC meeting held on 23rd March 2017
2. To discuss the matters arising out of minutes
3. To brief the members on the Action Taken Report based on the minutes of the meeting held on 23rd March 2017
4. To report on the Academic Performance Evaluation for AY 2016-17
5. To brief the members on the plans and timelines of the Academic Calendar for AY 2017-18
6. Formation of Statutory, Non-Statutory and other Committees for 2017-18
7. To place on record the report on Assessment of learning levels after admission
8. To discuss about PO, CO & PSO and to design a mechanism for measuring the attainment.
9. 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 2017-18/MoM/Q1****20.07.2017**

A meeting of the members of IQAC Committee was held on 20th July 2017 at 1st floor Conference Room 1:00 pm.

The following members were present:

Sr No	Name	Designation	Role
1	Dr. C. Babu	Director	Chairperson
2	Dr. Sharad Kumar	Dean Academics & 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. Sharmila Bonnerjee	Assistant Professor	Member
7	Ms. Beena Prakash	Assistant Professor	Member
8	Dr. Sumana Chaudhuri	Assistant Professor	Member
9	Dr. Sandeep Arur	BASF India	Industry Expert
10	Mr. R D Shetty	Registrar	Member
11	Ms. Sunita Pujar	Librarian	Member
12	Mr. Naveen Chhangani	Student Representative, MMS	Member

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

1. Ms. Lavina D'Souza, Alumna
2. Ms. Anandita Hemmady, Student Representative, PGDM

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

Agenda 1: To read and approve the minutes of 5th IQAC meeting held on 23rd March 2017

The minutes of 5th IQAC meeting held on 23rd March 2017 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 based on the minutes of the meeting held on 23rd March 2017

The ATR's for the minutes held on 23rd March, 2017 were presented to the committee.

Agenda 4: To report on the Academic Performance Evaluation for AY 2016-17

Program	Batch	No. of students appeared	No. of students passed	Pass Percentage (%)
PGDM 1 st year	2016-18	101	94	93.06
MMS 1 st year	2016-18	117	115	98.29

Program	Batch	No. of students appeared	No. of students passed	Pass Percentage (%)
PGDM 2 nd year	2015-17	66	66	100
MMS 2 nd year	2015-17	120	120	100

Agenda 5: To brief the members on the plans and timelines of the Academic Calendar for AY 2017-18

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

PGDM 1 st Year-Academic Calendar : July 2017- June 2018			
Trimesters	Batch 2017-19		
Module/Event	Trim I	Trim II	Trim III
Special Engagement Program	22-Jun-2017 to 28-Jul-2017	NA	NA
Inauguration / Orientation	01-Aug-2017 & 03-Aug-2017	NA	NA
Commencement of Regular Classes	07-Aug-2017 to 07-Oct-2017	23-Oct-2017 to 15-Jan-2018	29-Jan-2018 to 06-Apr-2018
Ganapati Break for students	25-Aug-2017 to 29-Aug-2017		
Diwali Holiday	16-Oct-2017 to 21-Oct-2017		
Term-End Exam	10-Oct-2017 to	16-Jan-2018 to	09-Apr-2018 to

	18-Oct-2017	24-Jan-2018	18-Apr-2018
Declaration of Result	18-Dec-17	26-Mar-18	18-Jun-18
Trimester Break	NA	17-Jan-2019 to 20-Jan-2019	NA
Winter Vacation	25-Dec-2017 to 01-Jan-2018		
SIP	23-Apr 2018 to 30-Jun-2018		
Events/Conclaves			
Foundation Day 2017	16-Aug-17	22 Yards (completely student led event)	25-Dec-2017 to 01-Jan-2018
SIP Competition 2017	18-Aug-17	International Conference 2018	20-Jan-18
International Immersion (II Year)	06-Sep-2017 to 15-Sep-2017	Sabrang 2018	27-Jan-18
Rural Immersion (II Year)	05-Nov-2017 to 11-Nov-2017 (Div A) 08-Nov-2017 to 14-Nov-2017 (Div B)	Joint Conclaves	HR O-Scope: 10-Feb-2018 Op-Session : 11-Feb-2018 Financia :17-Feb-2018 Touge : 18-Feb-2018
Versus 2017	03-Dec-2017 to 06-Dec-2017	PGDM Convocation 2018	12-May-18

PGDM 2 nd Year -Academic Calendar : July 2018- June 2019			
Trimesters	Batch 2017-19		
Module/Event	Trim IV	Trim V	Trim VI
Inauguration	N/A	N/A	N/A
Orientation/Boot Camp	23-Jul-2018 to 24-Jul-2018	NA	NA
Commencement of Regular Classes	25-Jul-2018 to 20-Oct-2018	30-Oct-2018 to 16-Jan-2019	28-Jan-2019 to 09-Mar-2019
Mid-Term Break for students	13-Sep-2018 to 17-Sep-2018		
Diwali Holidays	7-Nov-2018 to 11-Nov-2018		
Term-End Exam	22-Oct-2018 to 29-Oct-2018	17-Jan-2019 to 24-Jan-2019	11-Mar-2019 to 14-Jan-2019
Trimester Break	NA	NA	NA
Winter Vacation	25-Dec-2018 to 01-Jan-2019		
Events/Conclaves			
SIP VIVA (II Year)	8-Aug-2018 to 10-Aug-2018	Sabrang 2019	25-Jan-2019
Foundation Day 2018	24-Aug-2018	Joint Conclaves 2019	09-Feb-2019
International	3-Sep-2018 to		10-Feb-2019

Immersion (II Year)	10-Sep-2018		
SIP Competition 2018 (II Year)	5-Sep-2018	CSR Event	23-Feb-2018
Rural Immersion (I Year)	25-Nov-2018 to 30-Nov-2018 02-Dec-2018 to 07-Dec-2018	International Conference 2019	9-Mar-2019
Rural Immersion (II Year)	9-Dec-2018 to 14-Dec-2018 16-Dec-2018 to 21-Dec-2018	Capstone VIVA (II Year)	4-Apr-2019 to 6-Apr-2019
Versus 2018	23-Dec-2018 24-Dec-2018	PGDM Convocation 2019	4-May-2019

MMS 1 st Year Academic Calendar July 2017- June 2018(Batch: 2017-19)			
ACADEMIC YEAR	2017-2018		
Module/Event	Semester I	Semester II	
Orientation	02-Aug-2017 to 04-Aug-2017	N/A	
Midterm Break	25-Aug-2017 to 29-Aug-2017		
Commencement of Regular Classes	07-Aug-2017 to 07-Dec-2017	02-Jan-2018 to 13-Apr-2018	
Diwali Vacation	19-Oct-2017 to 21-Oct-2017		
Term-End Exam	11-Dec-2017 to 19-Dec-2017	16-Apr-2018 to 25-Apr-2018	
Declaration of Result			
Semester Break			
Winter Vacation	25-Dec-2017 to 01-Jan-2018		
SIP	01-May-2018 to 30-Jun-2018		
Events/Conclaves			
Foundation Day 2017	16-Aug-2017	International Conference 2018	24 th March, 2018
SIP Competition 2017	18-Aug-2017	Sabrang 2018	01-February-2018
Versus 2018	10-Feb-2018 to 13-Feb-2018	Joint Conclaves 2018	23-Feb-2018: Op-Session 24-Feb-2018: Finance (1 st half) & HR (2nd half) 25-Feb-2018: Touge
HR Convention	28th Feb, 2018		
MMS Convocation	17-Feb-2018	CSR Event	03-February-2018

MMS2 nd Year -Academic Calendar: July 2017- June 2018 (Batch 2016-18)			
ACADEMIC YEAR	Batch: 2017-2018		
Module/Event	Sem III	Sem IV	
Orientation/Boot Camp	07-Jul-2017 & 08-Jul-2017	N/A	
Midterm Break	25-Aug-2017 to 29-Aug-2017		
Commencement of Regular Classes	10-Jul-2017 to 25-Oct-2017	*04-Dec-2017 to 05-Mar-2018	
Diwali Vacation	19-Oct-2017 to 21-Oct-2017		
Term-End Exam	30-Oct-2017 to 07-Nov-2017	08-Mar-2018 to 15-Mar-2018	
University Exam	*depending on when the university exams of Sem 3 gets over		
Declaration of Result			
Semester Break			
Winter Vacation	25-Dec-2017 to 01-Jan-2018		
SIP			
Events/Conclaves			
Foundation Day 2017	16-August-2017	International Conference 2018	24 th March, 2018
SIP Competition 2017	18-August-2017	Sabrang 2018	01-February-2018
Versus 2018	10-February-2018 to 13-February-2018	Joint Conclaves 2018	23-Feb-2018: Op-Session 24-Feb-2018: Finance (1st half) & HR (2nd half) 25-Feb-2018: Touge
HR Convention	28 th February, 2018	MMS Convocation 2018	17-February-2018

Agenda 6: Formation of Statutory, Non-Statutory and other Committees for 2017-18

Statutory, non-Statutory and other committees noted below are formed.

Statutory Committees-2017-18				
	Committee	Members	Designation	Role
1	Grievance Redressal	Dr Sharad Kumar	Dean	Chairperson
		Dr Sarita Vichore	Professor	Member

	Committee	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	Convenor, Member-Secretary
2	Anti Ragging Committee	Dr. C. Babu	Director	Convenor
		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
		Ms Bhakti Doshi	PGDM Student * Representative	Member
		Mr Rajeev Maroo	PGDM Student Representative	Member
		Ms Shruti Rajghire	MMS Student Representative	Member
		Ms Vidhi Shah	MMS Student Representative	Member
		Rep from parents	1) Father of Ms. Bhakti Doshi (PGDM) - Mr. Sanjay Doshi 1) Father of Mr. Rajeev Maroo (PGDM) - Mr. Nirmal Maroo 1) Father of Ms. Shruti Rajghire (MMS) - Mr. Deepak Rajghire 2) Father of Ms. Vidhi Shah (MMS) - Mr. Ashish Shah	Member
3	Internal Complainants Committee	Dr. C. Babu	Director	President
		Dr. Sarita Vichore	Professor	Member
		Dr Sanchita Banerji	Associate Professor	Convenor
		Prof Sharmila Bonnerjee	Assistant Professor	Member

		Mr R D Shetty	Registrar	Member
		Ms Shruti Rajghire	MMS Student Representative	Member
		Ms Bhakti Doshi	PGDM Student Representative	Member
		Ms. Rohini Kulkarni-SWADHAR -NGO	NGO	Member
		Ms Shilpa Ghume	Non teaching-Program coordinator(SC/ST/OBC etc)	Member
		Mr R D Shetty		Member-Secretary
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	Assistant Professor	Convenor, IQAC Coordinator
		Dr Sumana Chaudhuri	Assistant Professor	Member
		Mr Sandeep Arur	BASF India	Industry Expert
		Mr R D Shetty	Registrar	Member
		Ms Sunita Pujar	Librarian	Member
		Ms. Lavina D'Souza	Alumna	Member
		Ms Anandita Hemmady	PGDM Student Representative	Member
		Mr Naveen Chhangani	MMS Student Representative	Member
Non Statutory Committees-2017-18				
	Committee	Members	Designation	Role
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	Convenor
		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	Convenor

		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, HoD Finance	Member
		Dr Sarika Jain	Assistant Professor	Convenor
		Prof Kusum Pawar	Assistant Professor	Member
		Dr Sanchita Banerji	Associate Professor	Member
		Dr Shailja Badra	Assistant Professor	Member
		Prof Zubin Sethna	Assistant Professor	Member
		Prof Sharmila Bonnerjee	Assistant Professor	Member
		Mr R D Shetty	Registrar	Member-Secretary
		Mr R K Nair	Executive-Examiner	Member
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	Convenor
		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 Soumya Shetty	PGDM Student Representative	Member
		Mr Aaditya Singhania	MMS Student Representative	Member
6	Research Committee	Dr Sharad Kumar	Dean - Academics & Research	Convenor
		Dr Sadhana Ghosh	Assistant Professor	Member
		Dr Sumana Chaudhuri	Assistant Professor	Member
		Dr Dhanashree Potey	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	Convenor
		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 C Kaushik	Assistant Professor	Member
		Prof Somesh Banerji	Associate Professor	Member
		Ms Sunita Pujar	Librarian	Member

Other Committees-2017-18

SN	Committee	Name	Designation	Role
1	ISR Committee	Dr C Babu	Director	Member
		Dr Sharad Kumar	Dean - Academics & Research	Member
		Dr Sarita Vichore	Professor	Member
		Dr Sarika Jain	Associate Professor	Convener
		Mr R D Shetty	Registrar	Member
		Dr Shailja Badra	Assistant Professor	Member
		Mr Rohan Mehta	Student Representative	Member
		Ms Archisha Chidumala	Student Representative	Member
		Mr Chirag Agarwal	Student Representative	Member
		Mr Gaurav Singh	Student Representative	Member
		Mr Chirag Shanbhag	Student Representative	Member
		Ms Urvashi Gopalani	Student Representative	Member
		Ms Nisha Harpalani	Student Representative	Member
		Ms Anandita H	Student Representative	Member
		Ms Divya Ahuja	Student Representative	Member
		Mr Vineet Vaswani	Student Representative	Member
2	IIPC Committee	Dr C Babu	Director	Member
		Prof Somesh Kumar	Associate Professor	Convener

		Banerji		
		Prof Zubin Sethna	Assistant Professor	Member
		Prof Nitin Shinde (VF)	Visiting Faculty	Member
		Mr Chirag Agrawal	Student Representative	Member
3	Sports Committee	Prof Ruchika Shokeen	Assistant Professor	Member
		Prof Zubin Sethna	Assistant Professor	Convener
		Prof Anthony Colaco	Assistant Professor	Member
		Mr Lokesh Raghuram	Student Representative	Member
		Mr Nikhil Madhav	Student Representative	Member
		Mr Ajay Naidu	Student Representative	Member
		Mr Ninad Pathak	Student Representative	Member
4	Cultural Committee	Dr Sarita Vichore	Professor	Member
		Dr Shailja Badra	Assistant Professor	Convener
		Prof Sharmila Bonnerjee	Assistant Professor	Member
		Prof Kusum Pawar	Assistant Professor	Member
		Dr Sanchita Banerji	Assistant Professor	Member
		Prof Zubin Sethna	Assistant Professor	Member
		Ms Aaliya Mulla	Student, MMS	Member
		Mr Akshay Shetty	Student, MMS	Member
		Mr Jeetesh Shinde	Student, MMS	Member
		Mr Aman Singh	Student, MMS	Member
		Ms Riddhi Gala	Student, MMS	Member

Agenda 7: To place on record the report on Assessment of learning levels after admission

The report on the assessment of learning levels through Special Engagement Program (SEP).

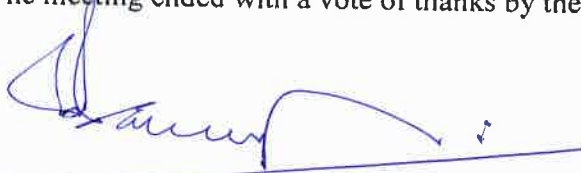
Agenda 8: To discuss about PO, CO & PSO and to design a mechanism for measuring the attainment.

It was decided to formulate and implement a mechanism to check and validate attainment levels through CO-PO mapping in all courses.

Agenda 9: To discuss any other matter with the permission of the Chair

- Dr. Babu advised that 16th August would be Foundation Day and all faculty members should attend.
- Dr. Babu made the announcement that Dr. Sarita Vichore will be taking charge of 1st year PGDM and MMS. Dr. Sharad Kumar will concentrate more on Research. Tutorial sessions to be conducted for the students
- Mentor and mentee documentation to be maintained.
- After end of five sessions of PGDM, evaluation sheet should be distributed to the faculty members for review.
- Faculty feedback to be documented.
- Dr Babu asked faculty members to prepare the Course Outline and the same to be vetted by respective Area Heads and then to upload the same.

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



Prof. Somesh Banerji
IQAC Coordinator

Read Confirmed and Signed on



Dr. C Bobu
Chairperson



Internal Quality Assurance Cell**Action Taken Report****Ref: IQAC 2017-18/MoM/Q1/20.07.2017****ATR No. 2017-18/01**

Agenda 4: The evaluation report of the academic performance of both PGDM and MMS for the academic year 2016-17 was tabled. Director complimented faculty on the 100% pass percentages achieved.

Agenda 5: The Academic Calendar for July 2017-June 2018 for both PGDM and MMS programs, along with the calendar of events and conclaves was tabled. Director advised all stakeholders to ensure compliance. Variance reports may be generated as required.

Agenda 6: The composition of all 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: This was done through a well-organised Special Engagement Program [SEP] (for students admitted to the PGDM Program). Assessment was done through multiple tests conducted during the interventions. Grading results were reported on the following basis:

Type of intervention	Qualifying levels	Grade awarded	No of students
Tests and quizzes	Greater than equal to 75%	A	0
Tests and quizzes	Between 61% - 74%	B	26
Tests and quizzes	Between 50% - 60%	C	38
Tests and quizzes	Less than 50%	D	45

Agenda 8: The mechanism for CO –PO Mapping has been put in place. Attainment levels achieved in Academic Year 2017-18 will be reported at the end of the year

Other Agenda Points:

- The Foundation day was successfully held on 16th August 2017.
- Dr Sarita Vichore was given charge of 1st Year PGDM and MMS.
- Director advised stakeholders to document Mentor-Mentee interactions and faculty feedback; share periodic evaluation with faculty; prepare and upload Course Outlines and Session Plans.


 Prof. Somesh Banerji
 IQAC Coordinator


 Dr. C Babu
 Chairperson
