

12-07-2018

Internal Quality Assurance Cell**NOTICE**

The 10th meeting of IQAC Committee will be held on Thursday, 19th July 2018 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 9th IQAC meeting held on 05th April 2018
2. To discuss the matters arising out of minutes
3. To brief the members on the Action taken report on the minutes of the meeting held on 05th April 2018
4. To report on the Academic performance evaluation of AY 2017-18
5. To brief the members on the plans and timelines of Academic Calendar 2018-19
6. Formation of Statutory, Non-Statutory and other Committees for 2018-19
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 2018-19/MoM/Q1****19.07.2018**

A meeting of the members of IQAC Committee was held on 19th July 2018 at 1st floor Conference Room at 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	Prof. Somesh Banerji	Associate Professor	IQAC Coordinator
5	Dr. Sarika Jain	Associate Professor	Member
6	Dr. Sanchita Banerjee	Associate Professor	Member
7	Dr. Shailja Badra	Assistant Professor	Member
8	Dr. Dhanashree Potey	Assistant Professor	Member
9	Dr. Sandeep Arur	BASF India	Industry Expert
10	Ms. Kavita Darji	Registrar	Member
11	Mr. Chirag Aggarwal	Alumnus	Member
12	Mr. Mit Ambani	Student Representative, MMS	Member

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

1. Ms. Sunita Pujar, Librarian
2. Ms. Avneet Bhullar, Student Representative, PGDM

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

Agenda 1: To read and approve the minutes of 9th IQAC meeting held on 05th April 2018

The minutes of 9th IQAC meeting held on 05th April 2018 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 on the minutes of the meeting held on 05th April 2018

The ATR's for the minutes held on 5th April, 2018 were presented to the committee.

Agenda 4: To report on the Academic performance evaluation of AY 2017-18

Report on academic performance of PGDM and MMS students for academic year 2017-18 was placed on record by Dr. Sarika Jain, Controller of Examinations. The result analysis was as follows:

Program	Batch	No. of students appeared	No. of students passed	Pass Percentage (%)
PGDM 1 st year	2017-19	120	114	95
MMS 1 st year	2017-19	120	115	95.83

Program	Batch	No. of students appeared	No. of students passed	Pass Percentage (%)
PGDM 2 nd year	2016-18	92	92	100
MMS 2 nd year	2016-18	115	115	100

Director stated that efforts should be made to improve the results through increase mentoring of slow learners for PGDM.

Agenda 5: To brief the members on the plans and timelines of Academic Calendar AY 2018-19

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

PGDM 1st Year - Academic Calendar : July 2018- June 2019			
Trimesters	Batch 2018-20		
Module/Event	Trim I	Trim II	Trim III
Special Engagement Program	15-May-2018 to	NA	NA

	6-Jul-2018		
Inauguration / Orientation	13-Jul-2018 & 14-Jul-2018	NA	NA
Commencement of Regular Classes	16-Jul-2018 to 29-Sept-2018	10-Oct-2018 to 08-Jan-2019	21-Jan-2019 to 06-Apr-2019
Mid-Term Break for students	13-Sep-2018 to 17-Sep-2018		
Diwali Vacation	7-Nov-2018 to 11-Nov-2018		
Term-End Exam	01-Oct-2018to 09-Oct-2018	09-Jan-2019to 16-Jan-2019	08-Apr-2019to 15-Apr-2019
Trimester Break	NA	17-Jan-2019to 20-Jan-2019	NA
Winter Vacation	25-Dec-2018 to 01-Jan-2019		
Summer Internship Program (SIP)	16-Apr 2019 to 15-Jul-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 Immersion (II Year)	3-Sep-2018 to 10-Sep-2018		10-Feb-2019
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

PGDM 2nd Year -Academic Calendar : July 2019- June 2020			
Trimesters	Batch 2018-20		
Module/Event	Trim IV	Trim V	Trim VI
Inauguration	N/A	N/A	N/A
Orientation/Boot Camp	19-Jul-2019 to 20-Jul-2019	NA	NA
Commencement of Regular Classes	22-Jul-2019 to 30-Oct-2019	11-Nov-2019 to 27-Jan-2020	10-Feb-2020 to 14-Mar-2020
Diwali Holidays	26-Oct-2019 to 29-Oct-2019		
Term-End Exam	01-Nov-2019 to 09-Nov-2019	29-Jan-2020 to 06-Feb-2020	21-Mar-2020 to 22-Mar-2020

Trimester Break	NA	NA	NA
Winter Vacation	25-Dec-2019 to 01-Jan-2020		
Events/Conclaves			
SIP VIVA (II Year)	8-Aug-2019 to 10-Aug-2019	Sabrang	23-Dec-2019 24-Dec-2019
Blood Donation	28-Aug-2019	Ottawa Student Exchange	02-Jan-2020 to 10-Jan-2020
Foundation Day 2019	31-Aug-2019	Versus 2020	02-Jan-2020 03-Jan-2020
SIP Competition 2019 (II Year)	19-Oct-2019	CSR Event	22-Feb-2020
International Immersion (II Year)	14-Sep-2019 to 21-Sep-2019 Div A 28-Sep-2019 to 05-Oct-2019 Div B	MMS Convocation 2020	15-Feb-2020
Opseccion	7-Dec-2019	International Conference 2020	14-Mar-2020
Touge	30-Nov-2019	Capstone VIVA (II Year)	11-Apr-2020 to 14-Apr-2020
Financia	16-Nov-2019	PGDM Convocation 2020	9-May-2020
HR Conclave	23-Nov-2019/14-Dec-2019		

MMS 1 st year – Academic Calendar - (Batch 2018-2020)		
Academic Year 2018-2019		
Module/Event	Semester I	Semester II
Orientation	1st August 2018 to 3rd August 2018	N/A
Commencement of Regular Classes	6th August 2018 to 7th December 2018	2nd January 2019 to 27th April 2019
Mid-term Break	13th September 2018 to 17th September 2018	
Diwali Vacation	7th November 2018 to 10th November 2018	
Term-End Examination	29th November'18 to 7th December'18	18th April 2019 to 27th April 2019
Declaration of Result		
Winter Vacation	26th December 2018 to 1st January 2019	
Summer Internship Program	2nd May 2019 to 30th June 2019	
EVENTS/CONCLAVES		
Foundation Day	Friday, 24th August 2018	
SIP Competition	Saturday, September 22, 2018	
Versus Sabrang	23rd December 2018 & 24th December 2018	
	Friday, 25th January 2019	

Conclaves	8th December 2018 (Opsession), 15th December 2018 (Touge) 9th February 2019 & 10th February 2019
CSR	Saturday, 23rd February 2019
International Conference	Saturday, 9th March 2019
MMS Convocation	Saturday, 23rd March 2019

MMS 2 nd Year- Academic Calendar- (Batch 2017-2019)		
Academic Year 2018-2019		
Module/Event	Semester III	Semester IV
Boot Camp	6th July 2018 & 7th July 2018	N/A
Commencement of Regular Classes	9th July 2018 to 20th November 2018	2nd January 2019 to 4th May 2019
Mid-term Break	13th September 2018 to 17th September 2018	
Diwali Vacation	7th November 2018 to 11th November 2018	
Term-End Examination	29th October 18 to 5th October 2018	16th March 2019
University Exam	*Depending on when the university exams of Semester III gets over	
Declaration of Result		
Winter Vacation	26th December 2018 to 1st January 2019	
EVENTS/CONCLAVES		
SIP VIVA	8th August 2018 to 10th August 2018	
Foundation Day	Friday, 24th August 2018	
SIP Competition	Saturday, September 22, 2018	
Versus	23rd December 2018 & 24th December 2018	
Sabrang	Friday, 25th January 2019	
Conclaves	8th December 2018 (Opsession), 15th December 2018 (Touge) 9th February 2019 & 10th February 2019	
International Conference	Saturday, 9th March 2019	
MMS Convocation	Saturday, 23rd March 2019	
Capstone VIVA	4th April 2019 to 6th April 2019	

Agenda 6: Formation of Statutory, Non-Statutory and other Committees for 2018-19

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

Statutory Committees-2018-19				
	Committee	Members	Designation	Role
1	Grievance Redressal Committee	Dr Sharad Kumar	Dean - Academics & Research	Chairperson
		Dr Sarita Vichore	Professor	Member
		Prof Somesh Banerji	Associate Professor	Member
		Dr Sarika Jain	Associate 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
		Ms Kavita Darji	Registrar	Convenor, Member-Secretary
2	Anti-Ragging Committee	Dr C Babu	Director	Convenor
		Ms Kavita Darji	Registrar	Member-Secretary
		Prof Nilesh Deshpande	Assistant Professor	Member
		Dr Sarika Jain	Associate 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 Anandita Hemmady	PGDM Student Representative	Member
		Mr Mansuri Juned Usman Gani	PGDM Student Representative	Member
		Mr Karan Wadhwa	MMS Student Representative	Member
		Ms Akanksha Mukkavar	MMS Student Representative	Member

		Rep from parents	1) Father of Ms. Anandita Hemmady (PGDM) - Mr. Vivek Hemmady 1) Father of Mr. Mansuri Juned (PGDM) - Mr. Usman Gani Mansuri 1) Father of Mr. Karan Wadhwa (MMS) - Mr. Kishore Wadhwa 2) Father of Ms. Akanksha Mukkawar (MMS) - Mr. Dilip Mukkawar	Member
3	Internal Complaints Committee	Dr C Babu	Director	President
		Dr Sarita Vichore	Professor	Member
		Dr Sanchita Banerji	Associate Professor	Convenor
		Prof Sharmila Bonnerjee	Assistant Professor	Member
		Ms Kavita Darji	Registrar	Member
		Ms Anandita Hemmady	PGDM Student Representative	Member
		Ms Akanksha Mukkawar	MMS Student Representative	Member
		Ms. Rohini Kulkarni-SWADHAR -NGO	NGO	Member
		Ms Shilpa Ghume	Non-teaching-Program coordinator(SC/ST/OBC etc)	Member
		Ms.Kavita Darji	Registrar	Member-Secretary
4	Internal Quality Assurance Cell	Dr C Babu	Director	Chairperson
		Dr Sharad Kumar	Dean - Academics & Research	Chairperson
		Dr Sarita Vichore	Professor	Member
		Dr Sarika Jain	Associate Professor	Member
		Prof. Somesh Banerji	Associate Professor	Convenor, IQAC Coordinator
		Dr. Sanchita Banerji	Associate Professor	Member
		Dr Shailja Badra	Assistant Professor	Member
		Dr Dhanashree Potey	Assistant Professor	Member
		Mr.Sandeep Arur	BASF India	Industry Expert
		Ms. Kavita Darji	Registrar	Member-Secretary
		Ms. Sunita Pujar	Librarian	Member
		Mr. Chirag Aggarwal	Alumnus	Member
		Ms. Avneet Bhullar	PGDM Student Representative	Member

		Mr. Mit Ambani	MMS Student Representative	Member
Non Statutory Committees-2018-19				
	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
		To be decided	***	Convenor
		Ms.Kavita Darji	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
		Ms.Kavita Darji	Registrar	Member-Secretary
3	Examination Committee	Dr Sharad Kumar	Dean - Academics & Research	Member
		Dr Sarita Vichore	Professor	Member
		Dr Sarika Jain	Associate Professor	Convenor
		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
		Ms.Kavita Darji	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
		Ms Kavita Darji	Registrar	Member
5	Library Committee	Dr C Babu	Director	Chairperson
		Dr Sharad Kumar	Dean - Academics & Research	Member
		Prof Somesh Banerji	Associate Professor	Member
		Dr Nehal Joshipura	Assistant Professor	Member
		Prof Anthony Colaco	Assistant Professor	Member
		Ms Kavita Darji	Member	Registrar
		Ms Sunita Pujar	Librarian	Coordinator
		Mr Neel Lad	PGDM Student Representative	Member
		Ms Snehal Ajagaonkar	MMS Student Representative	Member
6	Research Committee	Dr Sharad Kumar	Dean - Academics & Research	Convenor
		Dr Sarita Vichore	Professor	Member
		Dr Sadhana Ghosh	Assistant Professor	Member
		Dr Dhanashree Potey	Assistant Professor	Member
		Prof Pooja Goswami	Assistant Professor	Member
		Ms Sunita Pujar	Librarian	Member
		Ms. Kavita Darji	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
		Ms Kavita Darji	Registrar	Member-Secretary
		Prof Kusum Pawar	Assistant Professor	Member
		Dr Sarika Jain	Associate Professor	Member
		Dr Sanchita Banerji	Associate Professor	Member
		Dr Shailja Badra	Assistant Professor	Member
		Prof Sharmila Bonnerjee	Assistant Professor	Member
		Dr Padma Singhal	Assistant Professor	Member
		Prof Somesh Banerji	Assistant Professor	Member

		Ms Sunita Pujar	Librarian	Member
Other Committees-2018-19				
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
		Ms Nisha Harpalani	Student Representative	Member
		Ms Anandita hemmady	Student Representative	Member
		Ms Divya Ahuja	Student Representative	Member
		Mr Vineet Vaswami	Student Representative	Member
		Ms Dhedeepya	Student Representative	Member
		Mr Neel Lad	Student Representative	Member
		Mr Nikunj Hariya	Student Representative	Member
		Ms Aditi Mandlik	Student Representative	Member
		Ms Namrata Gavas	Student Representative	Member
		Mr Anirudh Malpani	Student Representative	Member
2	IIPC Committee	Dr. C. Babu	Director	Member
		Prof. Somesh Kumar Banerji	Associate Professor	Convener
		Prof. Zubin Sethna	Assistant Professor	Member
		Prof. Ajit Kurvey	Visiting Faculty	Member
		Ms Anandita Hemmady	Student Representative	Member
3	Sports Committee	Prof Anthony Colaco	Assistant Professor	Member
		Prof Ruchika Shokeen	Assistant Professor	Convener
		Mr Vikram Mishra	Student Representative	Member
		Mr Hitesh Gohil	Student Representative	Member
		Ms Sayali Naik	Student Representative	Member
		Mr Mithil Ghadi	Student Representative	Member
		Mr Suraj Khandelwal	Student Representative	Member
		Ms Razi	Student Representative	Member
4	Cultural Committee	Dr Sarita Vichore	Professor	Member
		Dr Sarika Jain	Associate Professor	Member
		Prof Anthony Colaco	Assistant Professor	Member
		Dr Shailja Badra	Assistant Professor	Convener

	Ms Hasti More	Student Representative	Member
	Mr Prabhneet Saluja	Student Representative	Member
	Mr Rushabh Loke	Student Representative	Member
	Mr Kashyap Thakkar	Student Representative	Member
	Mr Ankit Tank	Student Representative	Member
	Mr Deepak Agarwal	Student Representative	Member
	Ms Disha Maniar	Student Representative	Member
	Ms Miti Shah	Student Representative	Member
	Ms Azma Shaikh	Student Representative	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

Boot Camp – PGDM II year: The Director informed that PGDM II year Boot Camp would be conducted for two days i.e. 23rd & 24th July, 2018. Preparation is on.

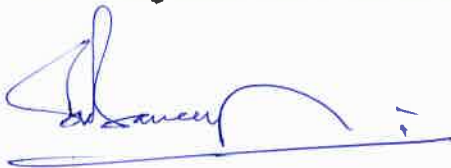
Placements: Prof. Somesh Banerji informed that the counselling session for students who were yet to be placed was done. It was also mentioned that we planned to wind up 2016-18 batch placements by mid-August and start concentrating on 2017-19 batch placements.

Mentoring: It is decided that Dr. Nehal Joshipura would continue to remain as a Chairperson. She would be handing over the booklet for the current academic year.

Conference: Dr. Babu said there is a new initiative to host functional conference during the conclaves. After the conclave session, the conference would be conducted in the next half after every specialization wise conclave. This will be discussed again in detail in the next faculty meeting.

Faculty Development Program: Dr. Babu said in association with HEF, we are conducting FDP on 21st July 2018 and the topic would be 'How to write a case'. Dr. Sengupta and Dr. Babu are the resource persons.

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



**Prof. Suresh Banerji
IQAC Coordinator**

Read Confirmed and Signed on



**Dr. C Babu
Chairperson**



Internal Quality Assurance Cell**Action Taken Report****Ref: IQAC 2018-19/MoM/Q1/19.07.2018****ATR No. 2018-19/01**

Agenda 4: The Academic Performance evaluation of the PGDM and MMS students for the academic year 2017-18 was reported. Director instructed that appropriate measures like mentoring of slow learners should be taken to improve the pass percentage of PGDM students (97%)

Agenda 5: The Academic Calendars for PGDM 1st and 2nd Year, MMS 1st and 2nd Year, Events and Conclaves was tabled before the group. Director instructed that the calendar timelines should be adhered to by all stakeholders.

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	23
Tests and quizzes	Between 50% - 60%	C	44
Tests and quizzes	Less than 50%	D	2

Agenda 8: The mechanism for CO –PO Mapping has been put in place. Attainment levels achieved in Academic Year 2018-19 will be reported at the end of the year.

Other Agenda Points:

- The Boot Camp was successfully conducted on 23rd and 24th July 2018.
- Placement: Chairperson-Corporate Relations and Placement reported plans to wind down placement activities for Batch 2016-18 by August 2018 and ramp up activities for Batch 2017-19 from September 2018 onwards.
- Mentoring: Dr Nehal Joshipura was asked to continue as Chairperson for the Academic Year 2018-19.

- Functional Conferences along with Conclaves: Director gave some new guidelines for Academic Year 2018-19.
- FDP: in association with HEF, FDP was conducted on 21st July, on "How to write a case". It was well attended by faculty.



Prof. Somesh Banerji
IQAC Coordinator



Dr. C Babu
Chairperson

