

10-01-2019

Internal Quality Assurance Cell**NOTICE**

The 12th meeting of IQAC Committee will be held on Thursday, 17th January 2019 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 11th IQAC meeting held on 11th October 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 11th October 2018
4. To brief the members on the conducted Management Development Programme (MDP)
5. To brief the members on the Examination
6. To brief the members on the Mentoring in charge faculty
7. To discuss any other matter with the permission of the chair



Prof. Somesh Banerji
IQAC Coordinator

Minutes of the meeting of Members of the IQAC

IQAC 2018-19/MoM/Q3

17.01.2019

A meeting of the members of IQAC Committee was held on 17th January 2019 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	Ms. Sunita Pujar	Librarian	Member
12	Ms. Avneet Bhullar	Student Representative, PGDM	Member
13	Mr. Mit Ambani	Student Representative, MMS	Member

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

1. Mr. Chirag Agarwal, Alumnus

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

Agenda 1: To read and approve the minutes of 11th IQAC meeting held on 11th October 2018

The minutes of 11th IQAC meeting held on 11th October 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 11th October 2018

The ATR's for the minutes held on 11th October, 2018 were presented to the committee.

Agenda 4: To brief the members on the conducted Management Development Program

Dr. Shailja briefed on the organised Management Development Program held on 24th & 25th of November, 2018. This program was basically done for corporates who were from Non-Finance background. A total of six participants thoroughly enjoyed the program. This program was an extensive 12 hours program, covering analysis in terms of equity research.

Agenda 5: To brief the members on the Examination

- PGDM course the Trimester I result had been declared this was announced by Dr. Sarika Jain examination in charge.
- Declaration of results for MMS course Semester III and PGDM course Trimester IV was delayed due to non-receipt of answer booklets from few Professors. Dr. Sharad Kumar and Dr. Sarita to take it up.

Agenda 6: To brief the members on the Mentoring in charge faculty

Dr. Padma to be in charge of mentoring. It was decided that since there would be no lectures, every Thursday post lunch mentoring sessions would be done with the students.


Agenda 7: To discuss any other matter with the permission of the chair

- The respective conclaves organised by each specialised departments was reported by the Director.
- Dr. Babu announced that Dr. Kaushik has handed over the HOD-Marketing position to Dr. Padma Singhal. Official email would be sent to everyone soon.
- Dr. Babu said the Governing Council & College Development Meeting held on 17th November, went off well.

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 2018-19/MoM/Q3/17.01.2019

ATR No. 2018-19/03

Agenda 4: The members were briefed on the MDP (Finance for Non-Finance Executives) held on 24th and 25th November 2018. Duration 12 hrs, Equity Research Analysis was covered. The MDP was successfully conducted. Director advised all functional streams' faculty to have more such MDPs.

Agenda 5: CoE briefed the members on the announcement of PGDM Trimester I results and advised some delay in the announcement of results for MMS Semester III and PGDM Trimester IV. The causative factors will be investigated by Dean and Associate Dean and corrective actions to be taken within a specified timeline.

Agenda 6: Members were advised that mentoring sessions would be scheduled every Thursday, post lunch. Dr Padma has to report implementation and progress in future meetings.

Other Agenda Points:

- Director complimented all Event Heads for conducting all four Conclaves successfully.
- The change of HoD for the Marketing specialisation was announced by Director.
- Director briefed the members on the successful conduct of the Governing Council (GC) and College Development Committee (CDC) meetings on 17.11.2018



Prof. Somesh Banerji
IQAC Coordinator



Dr. C Babu
Chairperson

