

11-07-2019**Internal Quality Assurance Cell****NOTICE**

The 14th meeting of IQAC Committee will be held on Thursday, 18th July 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 13th IQAC meeting held on 4th April 2019
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 4th April 2019
4. To report on the Academic performance evaluation of AY 2018-19
5. To brief the members on the plans and timelines of the Academic Calendar 2019-20
6. Formation of Statutory, Non-Statutory and other Committees for 2019-20
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. Semesh Banerji
IQAC Coordinator

Minutes of the meeting of Members of the IQAC

IQAC 2019-20/MoM/Q1**18.07.2019**

The 14th meeting of the members of IQAC Committee was held on 18th July 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. Sumana Chaudhuri	Assistant Professor	Member
8	Dr. Shailja Badra	Assistant Professor	Member
9	Prof. Priyanka Oza	Assistant Professor	Member
10	Dr. Dhanashree Potey	Assistant Professor	Member
11	Mr. (Rotarian) Manoj Nayak	VP & Chief Information Security Officer, SBI Life Insurance Company Ltd.	Industry Expert
12	Ms. Kavita Darji	Registrar	Member
13	Ms. Sunita Pujar	Librarian	Member
14	Ms. Aaliya Mulla	Alumna	Member
15	Ms. Nisha Walawalkar	Student Representative, PGDM	Member
16	Ms. Mitali Vete	Student Representative, MMS	Member

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

Agenda 1: To read and approve the minutes of 13th IQAC meeting held on 4th April 2019

The minutes of 13th IQAC meeting held on 4th April 2019 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 04th April 2019

The ATR's for the minutes held on 4th April, 2019 were presented to the committee.

Agenda 4: To report on the Academic performance evaluation of AY 2018-19

Report on academic performance of PGDM and MMS students for the academic year 2018-19 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	2018-20	120	115	95.83
MMS 1 st year	2018-20	Result Withheld due to Covid-19		

Program	Batch	No. of students appeared	No. of students passed	Pass Percentage (%)
PGDM 2 nd year	2017-19	114	112	98
MMS 2 nd year	2017-19	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 the Academic Calendar 2019-20

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

PGDM 1 st Year - Academic Calendar: July 2019 - June 2020			
Trimesters	Batch 2019-21		
Module/Event	Trim I	Trim II	Trim III
Special Engagement Program	21-May-2019 to 29-Jun-2019	NA	NA

Inauguration / Orientation	08-Jul-2019 to 09-Jul-2019	NA	NA
Commencement of Regular Classes	10-Jul-2019 to 28-Sept-2019	10-Oct-2019 to 08-Jan-2020	20-Jan-2020 to 06-Apr-2020
Diwali Vacation	26-Oct-2019 to 29-Oct-2019		
Term-End Exam	30-Sept-2019 to 09-Oct-2019	09-Jan-2020 to 16-Jan-2020	08-Apr-2020 to 17-Apr-2020
Trimester Break	NA	17-Jan-2020 to 19-Jan-2020	NA
Winter Vacation	25-Dec-2019 to 01-Jan-2020		
Summer Internship Program (SIP)	20-Apr 2020 to 10-Jul-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		

PGDM 2 nd 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	29-Jan-2020 to	21-Mar-2020 to

	09-Nov-2019	06-Feb-2020	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
Opseession	7-Dec-2019	International Conference2020	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 2019-2021)		
Module/Event	Semester I	Semester II
Orientation	16th September 2019	N/A
Commencement of Regular Classes	17th September 2019 to 3rd January 2020	16th January 2020 to 15th April 2020
Mid-term Break	2nd September 2019 to 7th September 2019	
Diwali Vacation	25th October 2019 to 29th October 2019	
Term-End Examination	6th January 2020 to 14th January 2020	20th April 2020 to 28th April 2020
Declaration of Result		
Winter Vacation	25th December 2019 to 1st January 2020	
Summer Internship Program	2nd May 2020 to 30th June 2020	
Events/Conclaves		
SIP VIVA (II Year)	Thursday, 8th August 2019 to Saturday, 10th August 2019	
Blood Donation	Wednesday, 28th August 2019	

Foundation Day 2019	Saturday, 31st August 2019
SIP Competition 2019 (II Year)	Saturday, 19th October 2019
Touge	Saturday, 30th November 2019
Financia	Saturday, 16th November 2019
HR Conclave	Saturday, 23rd November 2019/Saturday, 14th December 2019
Opession	Saturday, 7th December 2019
Sabrang	Monday, 23rd December 2019 & Tuesday, 24th December 2019
Versus 2020	Thursday, 2nd January 2020 & Friday 3rd January 2020
Entrepreneurship Day	Saturday, 11th January 2020
CSR Event	Saturday, 22nd February 2020
MMS Convocation 2020	Saturday, 15th February 2020
Capstone VIVA (II Year)	Saturday 11th April 2020 to Tuesday 14th April 2020

MMS 2 nd year – Academic Calendar - (Batch 2018-2020)		
Prepared on 16th April 2019 .		
Module/Event	Semester III	Semester IV
Boot Camp	5th July 2019 & 6th July 2019	N/A
Commencement of Regular Classes	8th July 2019 to 24th October 2019	2nd December 2019 to 7th March 2020
Mid-term Break	2nd September 2019 to 7th September 2019	
Diwali Vacation	25th October 2019 to 29th October 2019	
Term-End Examination	30th October 2019 to 7th November 2019	15th March 2020
University Exam	*Depending on when the university exams of Semester III gets over	
Declaration of Result		
Winter Vacation	26th December 2019 to 1st January 2020	
Events/Conclaves		
SIP VIVA (II Year)	Thursday, 8th August 2019 to Saturday, 10th August 2019	
Blood Donation	Wednesday, 28th August 2019	
Foundation Day 2019	Saturday, 31st August 2019	
SIP Competition 2019 (II Year)	Thursday, 5th September 2019	
Touge	Saturday, 9th November 2019	
Financia	Saturday, 16th November 2019	
HR Conclave	Saturday, 23rd November 2019/Saturday, 14th December 2019	
Opession	Saturday, 7th December 2019	
Sabrang	Monday, 23rd December 2019 & Tuesday, 24th December 2019	

Versus 2020	Thursday, 2nd January 2020 & Friday 3rd January 2020
CSR Event	Saturday, 8th February 2020
MMS Convocation 2020	Saturday, 15th February 2020
Capstone VIVA (II Year)	Saturday 11th April 2020 to Tuesday 14th April 2020

Agenda 6: Formation of Statutory, Non-Statutory and other Committees for 2019-20

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

Statutory Committee 2019-20				
	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
		Dr Sumana Chaudhuri	Associate Professor	Member
		Dr Sanchita Banerji	Associate Professor	Member
		Dr Shailja Badra	Assistant Professor	Member
		Prof. Priyanka Oza	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	Mr. George Fernando - Inspector of Police	Member
		Rep. From Local Media	Mr. Shailesh Sayajirao Kasbe - Senior Account - Executive Media Relations, Adfactors PR Pvt. Ltd.	Member

		Rep. from NGO	Mr. Thomas Adaikalam-Head Volunteering Kotak Education Foundation	Member
		Mr Mansuri Juned Usman Gani	PGDM Student Representative	Member
		Ms Nisha Walawalkar	PGDM Student Representative	Member
		Mr Mayank Jain	MMS Student Representative	Member
		Mr Hitesh Maru	MMS Student Representative	Member
		Rep. from Jr. & Sr. Students	Kesarwani Aditya Satish, Rekha - PGDM 19-21 batch; Rajpurohit Shubham Mohan - MMS - 19-21 batch	Member
		Rep from parents	Mr. Satish Kesarwani - Father; Mr. Mohan Rajpurohit - Father	Member
3	Internal Complaints Committee	Dr C Babu	Director	President
		Dr Sarita Vichore	Professor	Member
		Dr. Sanchita Banerji	Associate Professor	Convenor
		Ms Kavita Darji	Registrar	Member
		Ms Nisha Walawalkar	PGDM Student Representative	Member
		Ms Rupali Sarawagi	MMS Student Representative	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	Chairperson
		Dr Sarita Vichore	Professor	Member
		Prof Somesh Banerji	Associate Professor	Convenor, IQAC Coordinator
		Dr Sarika Jain	Associate Professor	Member
		Dr Sumana Chaudhuri	Associate Professor	Member
		Dr Sanchita Banerji	Associate Professor	Member
		Dr. Shailja Badra	Assistant Professor	Member
		Prof Priyanka Oza	Assistant Professor	Member
		Dr Dhanashree Potey	Assistant Professor	Member
		Mr. (Rotarian) Manoj Nayak	VP & Chief Information Security Officer, SBI Life Insurance Company Ltd.	Member

		Ms. Kavita Darji	Registrar	Member-Secretary
		Ms. Sunita Pujar	Librarian	Member
		Ms. Aaliya Mulla	Alumnus	Member
		Ms. Nisha Walavalkar	PGDM Student Representative	Member
		Ms. Mitali Vete	MMS Student Representative	Member
Non Statutory Committee 2019-20				
	Committee	Members	Designation	Role
1	Unfair Means Inquiry Committee	Dr Sharad Kumar	Dean - Academics & Research	Member
		Dr Sarita Vichore	Professor	Member
		Dr Sumana Chaudhuri	Associate Professor	Member
		Dr. Sanchita Banerji	Associate Professor	Member
		Dr. Shailja Badra	Assistant Professor	Member
		Prof Priyanka Oza	Assistant Professor	Convenor
		Ms Kavita Darji	Registrar	Member-Secretary
2	Attendance Committee	Dr Sharad Kumar	Dean - Academics & Research	Member
		Dr Sarita Vichore	Professor	Member
		Dr Sumana Chaudhuri	Associate Professor	Member
		Dr. Sanchita Banerji	Associate Professor	Convenor
		Dr. Shailja Badra	Assistant Professor	Member
		Prof. Priyanka Oza	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
		Dr Sumana Chaudhuri	Associate Professor	Member
		Dr. Sanchita Banerji	Associate Professor	Member
		Dr. Shailja Badra	Assistant Professor	Member
		Prof. Priyanka Oza	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
		Dr Sumana Chaudhuri	Associate Professor	Member
		Dr. Sanchita Banerji	Associate Professor	Member

		Dr. Shailja Badra	Assistant Professor	Convenor
		Prof. Priyanka Oza	Assistant Professor	Member
		Ms Kavita Darji	Registrar	Member
5	Library Committee	Dr C Babu	Director	Member
		Dr Sharad Kumar	Dean - Academics & Research	Member
		Prof Somesh Banerji	Associate Professor	Member
		Prof Anthony Colaco	Assistant Professor	Member
		Dr Nehal Joshipura	Assistant Professor	Member
		Ms Kavita Darji	Member	Registrar
		Ms Sunita Pujar	Librarian	Convenor
		Mr Aditya Kesarwani	PGDM Student Representative	Member
		Ms Kavita Yadav	MMS Student Representative	Member
6	Research Committee	Dr Sharad Kumar	Dean - Academics & Research	Member
		Dr Sarita Vichore	Professor	Member
		Dr Sadhana Ghosh	Assistant Professor	Member
		Dr Sumana Chaudhuri	Associate Professor	Convenor
		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
		Dr Sumana Chaudhuri	Associate Professor	Member
		Dr Sarika Jain	Associate Professor	Member
		Dr. Sanchita Banerji	Associate Professor	Member
		Dr. Shailja Badra	Assistant Professor	Member
		Prof. Priyanka Oza	Assistant Professor	Member
		Dr Padma Singhal	Assistant Professor	Member
		Prof Somesh Banerji	Associate Professor	Member
		Ms Sunita Pujar	Librarian	Member
Other Committees-2019-20				
SN	Committee	Name	Designation	Role
1	ISR	Dr C Babu	Director	Member

	Committee	Dr Sharad Kumar	Dean - Academics & Research	Member
		Dr Sarita Vichore	Associate Dean	Member
		Dr. Sarika Jain	Associate Professor	Convener
		Ms Kavita Darji	Registrar	Member Secretary
		Dr Shailja Badra	Assistant Professor	Member
		Mr Neel Lad	Student Representative	Member
		Mr Nikunj Hariya	Student Representative	Member
		Mr Anirudh Malpani	Student Representative	Member
		Ms Diya Shah	Student Representative	Member
		Mr Sahil Mhatre	Student Representative	Member
		Ms Pushpanjali Muttu	Student Representative	Member
		Ms Priyanka Sharma	Student Representative	Member
		Mr Manav Pithisaria	Student Representative	Member
		Mr Suyog Somani	Student Representative	Member
		Ms Ayushi Kakrania	Student Representative	Member
2	IIPC Committee	Dr. C. Babu	Director	Member
		Prof. Somesh Kumar Banerji	Associate Professor	Convener
		Dr. Sadhana Ghosh	Adjunct Faculty	Member
		Prof. Anil Agnihotri	Visiting Faculty	Member
		Ms Avneet Bhullar	Student Representative	Member
3	Sports Committee	Prof. Ruchika Shokeen	Adjunct Faculty	Convener
		Prof. Anthony Colaco	Assistant Professor	Member
		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 Sanchit Nemani	Student Representative	Member
		Mr Mohammed Razi	Student Representative	Member
4	Cultural Committee	Dr. Dhanashree Potey	Assistant Professor	Convener

	Prof. Priyanka Oza	Assistant Professor	Member
	Ms Neha Singh	Student Representative	Member
	Ms Srijoythi Annamraj	Student Representative	Member
	Mr Aayush Joshi	Student Representative	Member
	Ms Jagruti Jaiswal	Student Representative	Member
	Mr Rishab Lodha	Student Representative	Member
	Mr Ishan Mishra	Student Representative	Member
	Mr Dhaval Hariya	Student Representative	Member
	Ms Mahima Shah	Student Representative	Member
	Mr Anirudh Malpani	Student Representative	Member
	Mr Smit Ruparel	Student Representative	Member
	Mr Neel Lad	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: Prof. Kusum Pawar informed that PGDM II year Boot Camp would be conducted for two days, i.e., 23rd & 24th July 2018. Preparation is on.

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 a 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.

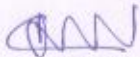
Faculty Development Program: Dr. Babu said in association with HEF, we are conducting FDP on 21st July 2018, and the topic would be 'How to write a case.' Dr. Sengupta and Dr. Babu are the resource persons.

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



Prof. Somesh Banerji
IQAC Coordinator

Read Confirmed and Signed on



Dr. C Babu
Chairperson



Internal Quality Assurance Cell

Action Taken Report

Ref: IQAC 2019-20/MoM/Q1/18.07.2019
ATR No. 2019-20/01

Agenda 4: The academic performance of the PGDM and MMS Programs was reported by the Controller of Examinations. Director advised that measures should be taken to improve the PGDM performance (98%). One of the measures suggested was increased mentoring of slow learners. Implementation and progress will be reported by the stakeholders.

Agenda 5: The Academic Calendar 2019-20, for PGDM 1st Year and 2nd Year [July 2019 - June 2020], MMS 1st Year and 2nd Year and separately for Events and Conclaves was tabled.

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:

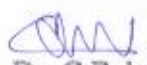
Type of intervention	Qualifying levels	Grade awarded	No of students
Tests and quizzes	Greater than equal to 75%	A	0
Tests and quizzes	Between 61% - 74%	B	4
Tests and quizzes	Between 50% - 60%	C	13
Tests and quizzes	Less than 50%	D	19

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:

- Boot Camp – reported as held in July 2019.
- Mentoring – will be continued under the Chairmanship of Dr. Nehal Joshipura.
- Functional Conferences - proposed to be conducted along with the scheduled Conclaves.
- FDPs – Director instructed that implementation and progress should be monitored and periodically reported.


 Prof. Somesh Banerji
 IQAC Coordinator


 Dr. C Babu
 Chairperson

