

## Internal Quality Assurance Cell

25-08-2020

### NOTICE

The 19<sup>th</sup> meeting of IQAC Committee will be held on Thursday, 3<sup>rd</sup> September 2020 online at 12 pm. Zoom link will be shared soon. The following business will be transacted at the meeting.

### AGENDA

1. To read and approve the minutes of 18<sup>th</sup> IQAC meeting held on 16<sup>th</sup> June 2020.
2. To discuss the matters arising out of minutes
3. To brief the members on the ATR on the minutes of the meeting held on 16<sup>th</sup> June 2020
4. To discuss on Continuous Evaluation
5. To discuss on Planning and execution of Mentoring process
6. To discuss on Alumni Meet
7. To brief about Placement updates
8. To discuss on ISR activities
9. To inform about Budget utilization
10. To announce the MU circular about SIP
11. To discuss on Capstone Projects
12. To announce about the next audit of ISO
13. To discuss any other matter with the permission of the Chair

*Sumana Chaudhuri*

Dr. Sumana Chaudhuri  
IQAC Coordinator

## Minutes of the meeting of Members of the IQAC

IQAC 2020-21/MoM/Q2

03.09.2020

The 19<sup>th</sup> meeting of the members of IQAC Committee was held on 3<sup>rd</sup> September 2020 online zoom meeting at 1:00 pm.

The following members were present:

SN	Name	Designation	Role
1	Dr. C. Babu	Director	Chairperson
2	Dr. Sarika Jain	Associate Professor	Member
3	Dr. Sumana Chaudhuri	Associate Professor	IQAC Coordinator
4	Dr. Shailja Badra	Assistant Professor	Member
5	Prof. Priyanka Oza	Assistant Professor	Member
6	Prof Anthony Colaco	Assistant Professor	Member
7	Mr Maneesh Gupta	Assistant Professor	Member
8	Mr. Satish Karandikar	Head, Product Planning, Commercial Vehicle, Mahindra & Mahindra Ltd	Industry Expert
9	Mr. Mangesh Prakash Wachasundar	Deputy Quality Manager, Crane Process Flow Technologies (India) Ltd.	QM Expert
10	Ms. Sunita Pujar	Librarian	Member
11	Mr. Rehan Bijapuri	Alumnus	Member

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

1. Ms. Kavita Darji, Registrar
2. Mr Tejas Shriram Meena, Student Representative
3. Ms Shefali Sharma, Student Representative

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

### Agenda 1: To read and approve the minutes of 18<sup>th</sup> IQAC meeting held on 16<sup>th</sup> June 2020

The minutes of 18<sup>th</sup> IQAC meeting held on 16<sup>th</sup> June 2020 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 16<sup>th</sup> June 2020

The ATR's for the minutes held on 16<sup>th</sup> June, 2020 were presented to the committee.

**Agenda 4: To discuss on Continuous Evaluation**

- Dr. Babu requested Faculty Members to initiate the process of continuous evaluation.
- Dr Sumana expressed that, the midterm examination of MMS second year need to be conducted on priority. To overcome the challenge of conducting technical sessions in online platform
- Dr. Babu advised Prof. Maneesh to conduct a greater number of sessions for students' better absorption, and in that case the midterm could automatically be stretched further.
- Dr. Sarika Jain informed that, as per Circular issued by Mumbai University, MMS Final Year examination will be conducted online in MCQ format. According to MU Guidelines, University affiliated colleges need to work in cluster, with every lead college need to take charge of eight to ten of its constituent institutes. DSIMS received the status of lead institute and collecting MCQs from its constituent institutes to form a question bank. She also informed that the Examination Cell is organizing Mock test for the students to assist them with the new mode and help resolve doubts. She requested Director to create a Grievance Cell to record any technical glitches faced by the students. And requested the concerned Faculty Members to submit their respective question papers on time.
- Dr. Babu announced that till March 2021, Dr. Sarika and Dr. Sumana will jointly handle examination. After that, Dr. Sumana will take charge of Examination.
- To make the Online Examinations more effective, Dr. Sarika suggested to have changed pattern of question paper (more of MCQ type) and procurement of Proctoring Software.

**Agenda 5: To discuss on Planning and execution of Mentoring process**

- Prof. Priyanka Oza presented the new plan of the Mentoring process of the current Academic Year. She said that mentoring will be offered to both 1<sup>st</sup> year and 2<sup>nd</sup> year students, but the design and the dimension of mentoring will be different for different batches. The mentoring process for 2<sup>nd</sup> year students will be more specific and more structured with the A, B, C Grading system. She said that the new format of the Mentoring Diary will be shared with the stakeholders in due course of time. She requested the mentors to maintain and record all the mentor-mentee interactions
- It has been discussed and suggested to practice the hybrid model (individual as well group mentoring) of mentoring for the first year students

**Agenda 6: Tot discuss on Alumni Meet**

- Prof. Maneesh Gupta informed that Alumni Committee has decided to organize Online Coffee Meet in smaller batches in the month of October and based upon the response, again it can be repeated in the month of December. He shared the Alumni Committee's plan (student development program, placement assistance etc.) to address the expectation of the stakeholders.
- While expressing the concern of the current year's placement status, Placement coordinator said that alumni could play a powerful role in bettering our placement position. The Faculty forum suggested to showcase or provide referral incentives to those alumni who extends support to the Placement process.

**Agenda 7: To brief about Placement updates**

- Prof. Sarika Jain informed that another 40-45 students need to be placed to reach this year's placement target of 75%.
- Dr. Babu requested the Faculty Members to leverage their personal alumni contact with the alumni and offer the Placement team some new opportunities.
- Prof. Ssrika presented the Placement Dashboard, wherein she showed that 147 students have been placed (Self opt out by 10 students) till date out of 229 students of the current Academic Year. So current placement status is 68.56% and 72 students are yet to be placed. The Placement Cell is targeting to achieve 75% placement status by the end of November.
- Prof Anthony requested Prof Sarika to create more opportunities with decent packages for HR students.
- Prof. Sarika said placement department trying to double the number of HR Companies to the Institute Placement process who can offer a better package for the HR students.

**Agenda 8: To discuss on ISR activities**

- Dr. Sarika informed that the ISR students' new initiative of raising fund for the Covid 19 relief, under the aegis of Goonj Covid initiative 'Rahat Covid'. And informed that ISR students are sincerely collecting funds for the needy.

**Agenda 9: To inform about Budget utilization**

- Dr. Babu informed that in this year there will be less institutional budget support available for any event, except Placements; even the budget for the annual Alumni event will be reduced drastically.
- To reduce expenses, Prof. Anthony suggested to create small Placement flyer, which could be sent to the companies as a precursor to the Placement brochure.

**Agenda 10: To announce the MU circular about SIP**

- Dr. Babu informed that according to University of Mumbai Circular, two months of in-person (on-site) SIP need to be arranged for the MMS students.

**Agenda 11: To discuss on Capstone Projects**

- The Director asked the Second Year Chairperson to organize a session to address the students regarding the Capstone projects and Prof Anthony to design the timeline of different phases of Capstone Project submission.
- Prof. Anthony updated the faculty forum about the status of Capstone activity, which is in its initial stage as the students are now finalizing their topic.
- To bring research rigor Director advised the Faculty Members to have more involvement in terms of one-to-one interaction with the Capstone mentees.

**Agenda 12: To announce about the next audit of ISO**

- Ms. Sunita informed that the next ISO Audit will be conducted on 15 January, 2021 and the Internal Audit shall be held from 7th to 21st December, 2020. She has requested Dr. Babu and the concerned stakeholders to address the issue of last year's Non-Conformity (NC) with respect to Risk Assessment and Mitigation. She also said that the SOPs and the Departmental Objective Functions to be updated by concerned Stakeholders.

**Agenda 13: To discuss any other matter with the permission of the Chair**

- Dr. Babu informed that, mid-October 2020 onward the possibility of conducting physical classes could be explored, depending on the guidelines issued by the competent authority from time to time. Director office is working on the policy of work from office for the Faculty Members, which would be made available in due course of time.
- Director announced that the responsibility of chairing the Finance Department is bestowed to Dr. Nehal Joshipura.
- Dr. Babu informed that, DSIMS is planning to roll out some new programs of eleven months duration. He said that some faculty members will be given responsibility to explore and handle this new area of revenue creation.
- Dr. Sarika Jain and other faculty members requested Dr. Babu to consider avoiding biometric attendance system. Instead system logging or other forms of automated attendance may be explored.
- Dr. Babu asked the Chairpersons to share the link of the AICTE led Microsoft courses to the students.
- Dr. Babu congratulated the nine Faculty Members who had been shortlisted by Ultra Tech Ltd for their Assessment Centre Project.

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



**Dr. Sumana Chaudhuri**  
IQAC Coordinator

**Read Confirmed and Signed on**

**Dr. C Babu**  
Chairperson



## Internal Quality Assurance Cell

### Action Taken Report

Ref: IQAC 2020-21/MoM/Q2/03.09.2020

ATR No. 2020-21/02

**Agenda 1:** The minutes of the 18<sup>th</sup> IQAC meeting held on 16<sup>th</sup> June 2020 were duly read and approved.

**Agenda 2:** Since there were no matters arising out of the minutes of the 17<sup>th</sup> IQAC meeting, no further discussion took place.

**Agenda 3:** Members were briefed on the Action Taken Report, based on the MoM of the IQAC meeting on 16<sup>th</sup> June 2020.

**Agenda 4:** In view of the longer timelines involved, matters pertaining to Continuous Evaluation, as discussed in the IQAC meeting, will be periodically monitored including MMS Final Year examinations to be conducted in MCQ format, as per University of Mumbai directives.

**Agenda 5:** Mentoring – As planned, this is being offered to both 1<sup>st</sup> and 2<sup>nd</sup> year students, with different design and dimension for different batches. The mentoring process for 2nd year students has been linked to the existing ABC grading system. Mentors have been instructed to record all mentor-mentee interactions.

**Agenda 6:** Alumni Meet – plans have been made for the active involvement of alumni in Placement activities, through Alumni Meet and incentives for referrals.

**Agenda 7:** Placement – activities are proceeding apace. The Placement Department is working towards reaching a level of 75% by November 2020

**Agenda 8:** ISR – Funds have been raised by the students for Covid-19 relief (Rahat Covid), as reported by Dr Sarika Jain.

**Agenda 9:** Institutional budgetary support for all activities, with the exception of Placement and LiM has been substantially pruned. 800 copies of the Placement Brochure have under printing and will be delivered by 29<sup>th</sup> September

**Agenda 10:** SIP – In accordance with directives received from University of Mumbai and AICTE, all SIPs were conducted in WFH mode, keeping student health concerns uppermost.

**Agenda 11:** Capstone Project – A session was organised for the students, and timelines have been set for different phases of completion and submission. Students have been encouraged to finalise their Capstone Project topics.

**Agenda 12:** ISO - The next ISO Audit will be conducted on 15 January, 2021 and the Internal Audit shall be held from 7th to 21st December, 2020. The ISO Team has directed that the NCs of the January 2020 Audit on Risk Assessment and Mitigation should be seriously addressed, and SOPs along with Departmental Objective Functions should be updated by concerned stakeholders.



Dr. Sumana Chaudhuri  
IQAC Coordinator



Dr. C Babu  
Chairperson

