

30-09-2021

Internal Quality Assurance Cell**NOTICE**

The 23rd meeting of IQAC Committee will be held on Saturday, 7th October 2021 online zoom meeting at 1:00 pm. The following business will be transacted at the meeting.

AGENDA

1. To read and approve the Minutes of 22nd IQAC Meeting held on 8th July 2021
2. To discuss the Matters arising out of Minutes
3. To brief the members on the ATR of the Minutes of the Meeting held on 8th July 2021
4. To inform the commencement of MMS Semester III
5. To discuss on Mentoring
6. To discuss on Summer Internship Project (SIP) Viva
7. To brief about the offline classes with activities
8. To discuss on about IQAC
9. To discuss about the Managers in Making (MIM)
10. To announce about the Placement and Industry Connect
11. To brief about the PhD centre
12. To announce on the DVV NAAC
13. To discuss the Examination Results
14. To discuss the Course Completion
15. To discuss the Conclaves
16. To discuss on renewing the Subscriptions
17. To discuss on the Remsons Research Conference
18. To inform about the ISO Audit
19. To announce on the Admission
20. To announce on the Faculty Designation
21. To announce on the Alumni Association
22. To announce on the New Initiates
23. To discuss any other matter with the permission of the Chair

**Dr. Sumana Chaudhuri****IQAC Coordinator**

Minutes of the meeting of Members of the IQAC

IQAC 2021-22/MoM/Q2

07.10.2021

The 23rd meeting of the members of IQAC Committee was held on 7th October 2021 online zoom meeting at 1:00 pm.

The following members were present:

S N	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. Sanchita Banerjee	Associate Professor	Member
5	Ms. Priyanka Oza	Assistant Professor	Member
6	Dr. Dhanashree Potey	Assistant Professor	Member
7	Mr. Satish Karandikar	Head, Product Planning, Commercial Vehicle, Mahindra & Mahindra Ltd	Industry Expert
8	Mr. Mangesh Prakash Wachasundar	Deputy Quality Manager, Crane Process Flow Technologies (India) Ltd.	QM Expert
9	Ms. Kavita Darji	Registrar	Member
10	Ms. Sunita Pujar	Librarian	Member
11	Ms. Prajyot Mahajan	Student representative	Member
12	Mr. Pankhil Parekh	Student representative	Member

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

- Dr. Shailja Badra, Assistant Professor
- Ms. Rupali Sarwagi, Alumna

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

Agenda 1: To read and approve the minutes of 22nd IQAC meeting held on 8th July 2021

The minutes of 22nd IQAC meeting held on 8th July 2021 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 8th July 2021

The ATR's for the minutes held on 8th July 2021 were presented to the committee.

Agenda 4: To inform the commencement of MMS Semester III

The chairperson SYMMS informed that regular semester III sessions will commence for 23rd October 2021.

Agenda 5: To discuss on Mentoring

- The faculty in charge of mentoring stated that the Mentor- Mentee allocation has been shared to all the concerned stakeholders. Further, HR HOD, opined that the Faculty members to seriously initiate the mentoring activities by organizing group sessions, communicating with the mentees, understanding their issues and finally handholding them for their preparedness for placement.
- The Director, Dr. C. Babu discussed about four different layers of Mentoring, like- Faculty-Student Mentoring, Mentoring by senior students, Alumni Mentoring and Corporate Mentoring.
- Director asked HoDs to nominate 4 senior students who can act as mentors to their juniors in the Buddy program to be commenced in a controlled environment. In the Mentor-Mentee relationship, The Director advised to identify some common feedback points in the domain knowledge as well as in the personality front of the mentee. Also added that, these data can help in improving the mentoring process, which is one of the best practices of DSIMS.

Agenda 6: To discuss on Summer Internship Project (SIP) Viva

- Director informed that SIP Viva for students will be held on 18th, 19th and 20th October 2021. He added that the HoD's had allocated the departmental professors in various panels and the SIP Evaluation format had already been shared with the Faculty Members. Further, he said that after 31 October, the dates of SIP Viva would be rescheduled for the students who were absent at the time SIP Viva and also for the students who received redo by the Panel Members.
- The Director asked the faculty in-charge to fix the timeline of SIP completion and then announce the date of SIP Competition.
- Faculty Members are requested to submit their evaluation of SIP reports to the Program Office.

Agenda 7: To brief about the offline classes with activities

- The Director informed that in a month or two the offline classes would commence. He requested the HoDs to design the activity-based sessions in offline format.

- Also check the students vaccination data before commencement of the offline classes

Agenda 8: To discuss about IQAC

Prof Sumana presented on the Quality initiatives taken by IQAC. While Dr. Dhanashree informed that as a part of Quality initiative, IQAC is getting collaborated with senior Industry professionals.

Agenda 9: To discuss about the Manager-in-Making (MIM)

- The convener updated on the status of the activities of the MiM cell and on the MiM sessions to be commenced for SYMMS students. She also stated that Resume Writing Feedback would be shared with the Faculty Mentors for their perusal.
- Director asked IQAC to suggest Prof. Anthony to identify some Effectiveness Metrics and then map this with the students' performance during Placement so that to map and measure the *Outcomes* is prerequisite for any process to improve further.
- The Director said that the student categorization metric for placement should be equally based on academics and beyond classroom initiatives like- co-curricular, extracurricular, MiM and other innovative initiatives. He also stated that in the upcoming years, the CVs need to be double checked by the concerned stakeholders prior to the Mock Interview sessions.

Agenda 10: To announce about the Placement and Industry Connect

- The Convener presented the Placement Status Report wherein it showed that overall results as Placement is slightly over ninety percent till on date.
- Director asked IQAC to request the faculty in-charge to explore the possibility of corporate relationship with *Globeup* and organise interview sessions of the remaining finance students with *Globeup*
- Suggested to keep a placement meeting with the Chairman and Industry Mentors
- The Director requested to work on the Company Wish List and the empaneled companies for the Placement activity.

Agenda 11: To brief about the PhD centre

The Director informed that the Team of Expert (LIC) of Mumbai University visited DSIMS Campus on 5 October, expressed their satisfaction with the Institute's preparedness and recommended DSIMS to initiate the process of establishing a Ph.D. Centre.

Agenda 12: To announce on the DVV NAAC

The Director announced the NAAC DVV had been done and required documents would be uploaded on 7 October 2021. He also said that to map the claims made in SSR, the concerned stakeholders now need to work on the presentations of the respective criterions and the Directors

Office need to work on the infrastructure requirements as a preparation for the NAAC Peer Team Visit.

Agenda 13: To discuss the Examination Results

The MMS Examination Convener Dr. Sumana informed that Examination Cell is trying to announce MMS Semester II result by 31 October 2021 or at most by 01 November 2021, based on the submission of corrected answer sheets by the rest of the Faculty Members. The MMS Semester III Examination would commence tentatively on 24 January, 2022, and that the Institute is yet to receive MU date for conducting Strategic Management Examination. The Director affirmed that the ensuing examinations in the Year 2022, will be conducted in online platform only.

Agenda 14: To discuss the Course Completion

The SYMMS Chairperson informed that Semester III commenced from 22 October, 2021. The Director then requested the Faculty Members to include activity driven teaching pedagogy in their session delivery, so that students can retain the learning for a long time as well appreciate the contents of the respective courses.

Agenda 15: To discuss the Conclaves

The Director had requested the HoDs to decide the Team and the Action Plan for the upcoming Conclaves. The HoDs announced the following dates and themes of the upcoming Conclaves of their respective domains.

Conclave	Date	Theme
Financia	05 February 2022	Financial Markets in Post Covid Times
Touge	12 February 2022 (proposed)	Reimagining Marketing in the Post Pandemic World
HR-O-Scope	05 March 2022	Reboot, Refresh & Reimagine
Opession	26 February 2022 (proposed)	AI & Predictive Analytics

Agenda 16: To discuss on renewing the Subscriptions

The Director informed that the Institution started renewing the subscriptions of EBSCO Search Engine, HBS case Studies, Plagiarism Software, Language Lab and Finance databases. He requested the Faculty Members to start writing good quality research articles, based on the resources made available by the Institute. Both the Directors congratulated Ms Sunita for her recent research publication in an UGC CARE listed Journal 'College Libraries' (A Peer Reviewed Quarterly Journal) ISSN 0972-1975.

Agenda 17: To discuss on the Remsons Research Conference

The convenor research Dr. Sumana shared that the Volume 4 Issue 1 of the in-house Journal- *The Management Quest*, has been published and it is available online in Institute Website. Ms. Sunita on behalf of Remsons Centre for Management Research (RCMR) has requested Faculty Members to contribute their research manuscripts for the subsequent issues of the in-house journal.

Dr. Sumana, the Faculty-in-charge Research announced the theme of the upcoming Conference- *Post Pandemic Business Landscape: Recreating Sustainable Competitive Advantage*. The Research Cell reiterated the request of clearing the financial dues of the stakeholders related to the last year's conference.

The spokesperson of Remsons Centre for Management Research (RCMR) shared a concept note on initiating the Remsons Research Seminar Series (RRSS) to be held once in a month (last Thursday of every month succeeding the IFM); the objective is to foster research practices, increase the quantity and quality of Institute publications and thereby enhance the Institute brand building.

Agenda 18: To inform about the ISO Audit

The MR presented the planning and preparation for Surveillance Audit of ISO Certification for the upcoming year. Regarding the scope of ISO for this year,

Agenda 19: To announce on the Admission

The Director informed that FYMMS Admission is under progression and requested the assistance of Faculty Members in Admission initiatives.

Agenda 20: To announce on the Faculty Designation

The Director Dr. C. Babu, announced that Dr. Sarika Jain has been promoted to the post of Professor with immediate effect and has also been bestowed with the position of Assistant Dean Academics; Dr. Nehal Joshipura has been promoted to the post of Associate Professor and has been designated as Assistant Dean Innovative Initiatives and Dr. Sumana, promoted to Assistant Dean in Research respectively.

Agenda 21: To announce on the Alumni Association

The new Alumni Association of Institute is in the process of formation as said by Prof. Maneesh.

Agenda 22: To announce on the New Initiatives

The Director proposed the newly promoted Assistant Dean New- Initiatives, Dr. Nehal Joshipura give a presentation on the same and requested all faculty members to assist Dr. Nehal in executing those new initiatives.

Agenda 23: To discuss any other matter with the permission of the Chair

Nil

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

Director
DURGADEVI SARAF INSTITUTE OF
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Malad (W), Mumbai-400 064

Internal Quality Assurance Cell

Action Taken Report

Ref: IQAC 2021-22/MoM/2/07.10.2021

ATR No. 2021-22/02

Agenda 1: Minutes of the 22nd IQAC meeting held on 8th July 2021 were read and approved, as reported.

Agenda 2: No matters were raised by the members in the meeting, as reported.

Agenda 3: Members were briefed on the ATRs for the meeting held on 8th July 2021, as reported.

Agenda 4: The MMS SEM III sessions started from 23rd October.

Agenda 5: SIP viva dates announced as 18th, 19th and 20th October 2021 and tentative date for the SIP completion will be January 8th 2022.

Agenda 6: The offline activities have been discussed by the HoDs of four different domains. The students' vaccination data has been shared by the coordinators to the admin dept on 22nd Oct. 2021. Based on the receipt of the Circular of the competent authorities the Offline classes started from Tuesday, Nov 23, for HR, 24th Nov. for Operations Specialization and for the Marketing and Finance specialization it started from Dec 1, 2021.

Agenda 7: The IQAC committee announced the names of Industry and Quality expert as Mr. Satish Karandikar, Head, Product Planning, Commercial Vehicle, Mahindra & Mahindra Ltd and Mr. Mangesh Prakash Wachasundar, Deputy Quality Manager, Crane Process Flow Technologies (India) Ltd. A formal invites have been sent to both the experts.

Agenda 8: Prof. Anthony updated the status of MiM activities. He proposed to identify and nurture top 20% of the students for premium placement and accordingly enhance the brand valuation. He made a presentation on MiM activities. Collating the feedback of Industry experts, Faculty Members and other related stakeholders, some key pointers had been discussed to improve the MiM initiatives with respect to better placement conversion.

Agenda 9: As suggested the placement meeting held on 22 October 2021 with Chairman and Industry Mentors. Placement in-charge presented the Placement Review, wherein it has been showcased the Placement Dashboard for the Batches 2019-21 and 2020-22, an array of twenty two Work-in-process companies, expectations from Mentors, Wish list of Potential Recruiters and suggestions made by the Industry Mentors and the Board Members the aforementioned meeting to improve the quality of Placements. The Mentors specifically suggested to map the students with their interests and to groom the students in client facing

role etc. Further, he stated that active participation by the HoDs, in terms of networking with the senior level executives of the company could play a significant role in terms of better placement conversion.

Further, the Placement status for the batch 2020-2022 has been updated with the placed students. The industry feedback has been share with respect to students during Placement, like, communication problem as identified by Deloitte and the problem of confidence and domain knowledge as identified by CMIE. It has been mentioned that the Placement Cell has started mentioning the expected remuneration in the job application of the students.

Agenda 10: As suggested the work is in progress to make the institute to be recognised as PhD Centre.

Agenda 11: All the documents were kept ready as suggested by the director. All the criterion holders are preparing presentations for their PPTs and all the documentation preparations is in process.

Agenda 12: MMS Sem II results were announced on 1st November 2021. Sem III exams will be conducted from 22nd to 29th January 2022. 'Strategic management' paper was was conducted on 29th Jan as per the MU circular. As discussed, the exams were conducted online.

Agenda 13: The SYMMS Semester III sessions were getting conducted smoothly.

Agenda 14: Conclaves were scheduled and the work is in progress.

Agenda 15: The process of renewing the subscriptions of databases has been initiated by the Librarian.

Agenda 19: ISO Audit dates announced on January, 13th & 14th of January 2022.

Agenda 20: Faculty members assisted during Admission process.



Dr. Sumana Chaudhuri
IQAC Coordinator, DSIMS



Dr. C Babu
IQAC Chairperson, DSIMS