



Durgadevi Saraf
institute of management studies
WE CREATE LEADERS

NBA Accredited (MMS Program -AY 2024-25 to 2026-27)
NAAC Accredited and ISO Certified

022-4520 7711

info@dsims.org.in

RSET Campus, S V Road,
Malad (West), Mumbai
400064, Maharashtra, INDIA

25 June, 2025

MEETING INVITATION AND AGENDA

IQAC/Q1/2025-26/Agenda

Committee Name: Internal Quality Assurance Cell (IQAC)

Dear IQAC Members,

You are cordially invited to attend the 38th IQAC Meeting scheduled as below:

Date	26 June, 2025
Time	11:00 hours
Venue	Room no. 621

The agenda for the meeting is as below:

Sr. No.	Agenda Item
1	To read and approve the minutes of 37 th IQAC meeting held on 3 April 2025
2	To discuss the matters arising out of the minutes
3	To brief the members on the Action Taken Report on the minutes of the meeting held on 3 April 2025
4	To propose new members for IQAC, as per the required composition
5	To understand the UGC Guidelines and the procedural requirements of Autonomous institutes
6	To revisit the existing Syllabus
7	To discuss the Examination and Degree Certification process for the Autonomous Institute
8	To discuss any other matter with the permission of the Chair

Please make every effort to attend, and if for any reason you cannot, kindly inform IQAC Coordinator at your earliest convenience.

Sincerely,

Dr. Sumana Chaudhuri
IQAC Coordinator, DSIMS



Internal Quality Assurance Cell (IQAC)

MINUTES OF MEETING

IQAC 2025-26/MoM/01

Date- 26 June 2025

Committee Name: Internal Quality Assurance Cell (IQAC)

Date of Meeting: 26 June 2025

Time: 12.00 hours

Venue: Room no.621

The 38th meeting of the committee above was held as per the details mentioned and was attended by the following members.

SR.NO.	NAME OF THE MEMBERS	DESIGNATION
1	Dr. C Babu	Chairman
2	Dr. Sumana Chaudhuri	IQAC Coordinator
3	Dr. C Kaushik	Member
4	Dr. Sunita Pujar	Member
5	Mr. Anthony Colaco	Member
6	Mr. Vivek Sharma	Member
7	Mr. Vishal Vedak	Member
8	Dr. Ansha Gupta	Member

The following member/s who expressed their inability to attend the meeting was/were granted leave of absence:

1. Mr. Sharad Shejawal
- 2.
- 3.
- 4.

The discussions that ensued in the meeting are detailed as below:

SR. NO.	AGENDA	DISCUSSION
1	To read and approve the minutes of 37 th IQAC meeting held on 3 April 2025	Read and approved by the Members
2	To discuss the matters arising out of minutes	No points were raised by the members in the meeting.
3	To brief the members on the Action taken report on the minutes of the meeting held on 3 rd April 2025	The ATR's for the minutes held on 3 rd April 2025 were presented to the committee.
4	To propose new members for IQAC, as per the required composition	<p>The following names were proposed as new members-</p> <ul style="list-style-type: none"> * Dr. Shailja Badra (Teacher representative) * Mr. Muffazzal (Senior VP, HDFC- as Industry Expert) * Dr. Rahul Altekhar (Quality Expert from Industry) * Mr. Chirag Agarwal (Alumni 2016-18 Batch) * Ms. Shruti Kadam (SYMMS Student Representative) * Mr. Sarvesh Gaikwad (SYMMS Student Representative)
5	To understand the UGC Guidelines and the procedural requirements of Autonomous institutes	Members were requested to go through the UGC Guidelines for the Autonomous Institutes and understand the procedural requirements to be maintained by DSIMS and improving the system quality during the next 5 years of first Autonomous cycle.
6	To revisit the existing Syllabus	<p>IQAC proposed to improve the existing Syllabus in terms of better employability, feasibility and better alignment to the Institute's Vision, Mission and PEO.</p> <p>To restructure the syllabus, It has been decided that -</p> <ul style="list-style-type: none"> * There should be a Faculty Council Meeting in the 1st week of July, wherein this council will redesign the architecture of the MMS Syllabus (bettering the existing syllabus) for the Batch 2025-27 * Post Faculty Council Meeting, there needs to be a separate domain-wise meeting for reshaping the syllabus and introducing new courses by benchmarking with the peer institutes of international repute. * The draft structure emanates from the deliberations in the above meetings to be presented in the domain-wise BoS Meetings and thereafter, adorned with the BoS inputs the MMS Syllabus of Autonomous DSIMS will be staged in the Academic Council Meeting for final ratification.

SR. NO.	AGENDA	DISCUSSION
7	To discuss the Examination and Degree Certification process for the Autonomous Institute	Considering the critical importance and sanctity of the Examination process for an Autonomous Institute, IQAC Chairman Dr. Babu informed that a separate examination room has been designated on the 1st floor, and the institute is going to recruit another staff member for the Examination Cell.
8	To discuss any other matter with the permission of the Chair	Nil
9	Adjournment	The meeting was adjourned at 12:30 PM. The Chairperson thanked everyone for their participation.

These minutes serve as an official record of the proceedings and decisions made during the meeting.

Regards



Dr. Sumana Chaudhuri
IQAC Coordinator, DSIMS



Dr. C Babu
IQAC Chairperson, DSIMS



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Action Taken Report

Internal Quality Assurance Cell (IQAC)

Ref IQAC 2025-26/MoM/01/ 26.06.2025

ATR No. 2025-26/01

Action Taken Report

Sr. No.	Agenda Item	Action Taken
1	To propose new members for IQAC, as per the required composition	<p>The following members have given their consent to the members of IQAC-</p> <ul style="list-style-type: none">• Dr. Shailja Badra (Teacher representative)• Mr. Muffazzal (Senior VP, HDFC- as Industry Expert)• Dr. Rahul Altekar (Quality Expert from Industry)• Mr. Chirag Agarwal (Alumni 2016-18 Batch)• Ms. Shruti Kadam (SYMMS Student Representative)• Mr. Sarvesh Gaikwad (SYMMS Student Representative)
2	To understand the UGC Guidelines and the procedural requirements of Autonomous institutes	<p>Members studied thoroughly the UGC Guidelines for the Autonomous Institutes and understand the procedural requirements to be maintained by DSIMS and improving the system quality during the next 5 years of first Autonomous cycle.</p>
3	To revisit the existing Syllabus	<p>Based on the IQAC's proposal, the following meetings had been conducted to improve the existing syllabus in terms of better employability, feasibility and better alignment to the Institute's Vision, Mission and PEO</p> <ul style="list-style-type: none">• Domain Meetings• Pre BoS Meetings• BoS Meetings• Faculty Retreat <p>The main objective of these meetings is to introduce new age courses over and above the existing structure of MMS Program as received from Mumbai University and aligned with NEP.</p>
4	Examination- Additional Staff Member	<p>Recruitment is in process</p>

Dr. Sumana Chaudhuri
IQAC Coordinator, DSIMS



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26th June, 2025

Attendance Sheet

IQAC/Q1/2025-26

Committee Name: Internal Quality Assurance Cell (IQAC)

SN	NAME OF THE MEMBERS	DESIGNATION	Signature
1	Dr. C Babu	Chairman	
2	Dr. Sumana Chaudhuri	IQAC Coordinator	
3	Dr. C Kaushik	Member	
4	Dr. Sunita Pujar	Member	
5	Mr. Anthony Colaco	Member	
6	Mr. Vivek Sharma	Member	
7	Mr. Vishal Vedak	Member	
8	Mr. Sharad Shejawal	Member-Secretary	ABSENT
9			
10			
11			
12			

Sincerely,

Dr. Sumana Chaudhuri
IQAC Coordinator, DSIMS