

28-09-2017

Internal Quality Assurance Cell

NOTICE

The 7th meeting of IQAC Committee will be held on Thursday, 5th October 2017 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 6th IQAC meeting held on 20th July 2017
2. To discuss the matters arising out of minutes
3. To brief the members on the Action Taken Report based on the minutes of the meeting held on 20th July 2017
4. To brief the members on the plans and timelines for the forthcoming Rural Immersion intervention
5. To discuss issues pertaining to the LIM /MIM interventions
6. To brief the members on the guidelines for the Mentoring process
7. To discuss any other matters with the permission of the Chair



Prof. Somesh Banerji
IQAC Coordinator

Minutes of the meeting of Members of the IQAC

IQAC 2017-18/MoM/Q2

5.10.2017

A meeting of the members of IQAC Committee was held on 5th October 2017 at 1st floor Conference Room 1:00 pm.

The following members were present:

SN	Name	Designation	Role
1	Dr. C. Babu	Director	Chairperson
2	Dr. Sharad Kumar	Dean Academics & Research	Member
3	Dr. Sarita Vichore	Professor	Member
4	Mr. Somesh Banerji	Associate Professor	IQAC Coordinator
5	Dr. Sarika Jain	Associate Professor	Member
6	Ms. Sharmila Bonnerjee	Assistant Professor	Member
7	Ms. Beena Prakash	Assistant Professor	Member
8	Dr. Sumana Chaudhuri	Assistant Professor	Member
8	Dr. Sandeep Arur	BASF India	Industry Expert
9	Ms. Kavita Darji	Registrar	Member
10	Ms. Sunita Pujar	Librarian	Member
11	Ms. Lavina D'Souza	Alumna	Member
12	Ms. Anandita Hemmady	Student Representative, PGDM	Member
13	Mr. Naveen Chhangani	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 6th IQAC meeting held on 20th July 2017

The minutes of 6th IQAC meeting held on 20th July 2017 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 based on the minutes of the meeting held on 20th July 2017

The ATR's for the minutes held on 20th July, 2017 were presented to the committee.

Agenda 4: To brief the members on the plans and timelines for the forthcoming Rural Immersion intervention

It was announced as planned for Rural Immersion to Anand (Gujarat) for both I year and II year PGDM students, the proposed dates for II year students would be 5th November 2017 to 10th November 2017 for one division and 12th November 2017 to 17th November 2017 for the other division. The proposed dates for I year students would be 10th December 2017 to 15th December 2017 for I division and 17th December 2017 to 22nd December 2017 for the II division. Prof. Zubin will be taking care of two divisions and Prof. Anthony and Prof. Maneesh would be taking care of one division each.

Agenda 5: To discuss issues pertaining to the LIM /MIM interventions

Prof. Anthony Colaco said LIM / MIM approval is pending for Ms. Hetal Shah. He requested Dr. Babu to speak to the purchase manager on this. Dr Kondap said core team members should decide about the costing and he will get the approval from the Chairman and inform the purchase manager accordingly to avoid any delay.

Agenda 6: To brief the members on the guidelines for the Mentoring process

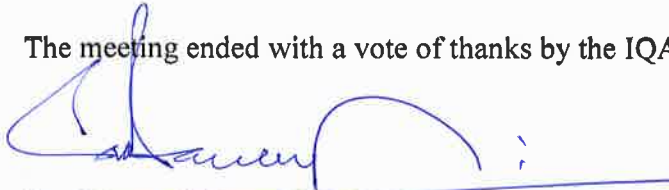
- Dr. Nehal spoke about the mentoring process and explained about the mentorship dairy in detail to all the faculty members.
- Dr. Babu asked the stakeholders to start the mentoring sessions from the following week for both PGDM and MMS.

Agenda 7: To discuss any other matters with the permission of the Chair

- Dr. Babu said we need two more professors to drive this E-Cell initiative on 14th October, 2017, an E-Cell program conducted by IIT Kharagpur.
- Prof. Somesh said around 73% students were placed. Remaining 27% are yet to be placed.
- It was announced that Prof. Maneesh Gupta will be in charge of the Alumni cell henceforth.

- Dr. Nehal Joshi pura will be the Chairperson for Website as she has taken over Dr. Sumana Chaudhuri's work. She is also responsible for Mentoring Process.
- It was discussed that the SEP program which was conducted for 1st year PGDM students went off very 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 2017-18/MoM/Q2/05.10.2017

ATR No. 2017-18/02

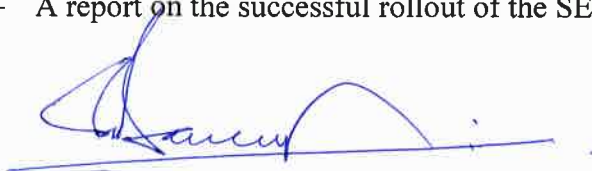
Agenda 4: Plans for Rural Immersion (Batch No 1: 05.11.2017-10.11.2017; Batch No 2: 12.11.2017-17.12.2017; Batch No 3: 10.12.2017-15.12.2017; Batch No 4 : 17.12.2017-22.12.2017) were tabled. Director advised concerned coordinators to submit completion reports.

Agenda 5: Prof Anthony Colaco was advised to organize necessary budgetary approvals and PO releases for the planned LIM/MIM interventions.

Agenda 6: Prof Nehal Joshipura was advised by Director to ensure proper implementation of the mentoring process and report progress periodically.

Other Agenda Points:

- The E-cell event jointly convened with IIT Kharagpur was successfully held on 14th October 2017.
- A status report on Placement (73% placed successfully) was presented by Chairperson-Corporate Relations and Placement. Director advised that further placement efforts should continue and progress should be periodically reported.
- Alumni activities: Prof Maneesh Gupta to direct the activities and report progress periodically.
- Website: Prof Nehal Joshipura will be responsible for creating and updating content. Director advised Prof Nehal to report progress periodically.
- A report on the successful rollout of the SEP program was tabled by the stakeholders.



Prof. Somesh Banerji
IQAC Coordinator



Dr. C Babu
Chairperson

