

11-01-2018

Internal Quality Assurance Cell

NOTICE

The 8th meeting of IQAC Committee will be held on Thursday, 18th January 2018 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 7th IQAC meeting held on 05th October 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 05th October 2017
4. To brief the members on the schedules and timelines of the forthcoming Conclaves
5. To discuss the plans for the International Conference scheduled on 24th March 2018
6. To discuss any other matter with the permission of the Chair



Prof. Somesh Banerji
IQAC Coordinator

Minutes of the meeting of Members of the IQAC

IQAC 2017-18/MoM/Q3

18.01.2018

A meeting of the members of IQAC Committee was held on 18th January 2018 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. 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 members who expressed their inability to attend the meeting were granted leave of absence:

1. Dr. Sumana Chaudhuri

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

Agenda 1: To read and approve the minutes of 7th IQAC meeting held on 05th October 2017

The minutes of 7th IQAC meeting held on 05th October 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 05th October 2017

The ATR's for the minutes held on 5th October, 2017 were presented to the committee.

Agenda 4: To brief the members on the schedules and timelines of the forthcoming Conclaves

- Financia -Mock Stocks and Excel Ninja are amongst the event, designed by Prof. Maneesh which is arranged for students. This competition will start from 5th February. Financia is scheduled for 24th Feb (1st half)
- HR-o-Scope –This is scheduled on 24th Feb. (2nd half).
- Touge – Touge is scheduled for Sunday, 25th Feb.

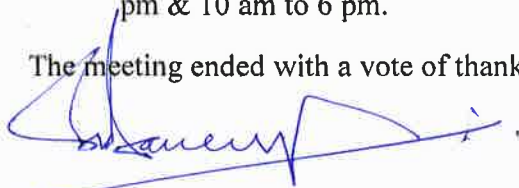
Agenda 5: To discuss the plans for the International Conference scheduled on 24th March 2018

International Conference is scheduled on 24th March 2018. Core student team will visit the colleges and promote International Conference. Lecturers in Undergraduate colleges can be encouraged to contribute papers. Research scholars pursuing PhD to be encouraged to contribute papers.

Agenda 6: To discuss any other matter with the permission of the Chair


- CoE has emailed the examination schedule to the students. PGDM Trim II exams would be starting on 16th to 24th January 2018 and PGDM Trim V starting from 15th to 25th January 2018. While PG re-exams will start from the week thereafter.
- It was discussed that Alumni Meet will be held on 21st January 2018. This meet will be held at Vivette Banquet Hall, Malad.
- Prof. Somesh said ISO Audit will be on 29th & 30th January 2018. Reports have been generated.
- The director emphasized the importance of mentoring process. He reiterated that it should take place as scheduled. In case of any deviation, it should be informed to Dean/Director.
- Dr Babu said that next research audit meeting will be held on 15th March 2018.
- It is decided that completion of 80 hours is mandatory and seven hours of working has to be covered in a day. No more classes to be lined up after 5.30 pm for the fully time faculties. Two time windows have been decided for the time being that is – 9.30 am to 5.30 pm & 10 am to 6 pm.

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/Q3/18.01.2018

ATR No. 2017-18/03

Agenda 4: The scheduled dates for all four Conclaves were announced. Director advised stakeholders to ensure proper implementation and submit completion reports post-events.

Agenda 5: Dr Sharad advised the International Conference is scheduled on 24th March 2018. Directions were given to the team for promotional activities and submission of research papers.

Other Agenda points:

- CoE reported that the examinations of PGDM Trimester II and PGDM Trimester V were successfully conducted as per schedule.
- A report was tabled by Prof Maneesh Gupta about the successful Alumni Meet held on 21.01.2018.
- Prof Somesh reported that the ISO Audit was successfully conducted by LRQA on 29th and 30th January 2018.
- Director instructed that the mentoring process should continue as scheduled and that periodic progress reports should be tabled.
- The Research Audit meeting would be held on 15.03.2018.
- Instructions were given to all Faculty and Staff members about the guidelines regarding 80 hours /week and 7 hours/day. Director advised all Faculty and Staff to adhere to these time schedules.



Prof. Somesh Banerji
IQAC Coordinator



Dr. C Babu
Chairperson

