

29-03-2018

Internal Quality Assurance Cell

NOTICE

The 9th meeting of IQAC Committee will be held on Thursday, 5th April 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 8th IQAC meeting held on 18th January 2018
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 18th January 2018
4. To discuss the proposed schedule and timelines for the MMS and PGDM examinations
5. To discuss plans for the proposed Faculty Development Program (FDP)
6. To brief the members on the forthcoming MMS Graduation Ceremony
7. Report on attainment levels in CO- PO mapping for Academic year 2017-18
8. 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/Q4

05.04.2018

A meeting of the members of IQAC Committee was held on 5th April 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	Mr. Somesh Banerji	Associate Professor	IQAC Coordinator
4	Dr. Sarika Jain	Associate Professor	Member
5	Ms. Sharmila Bonnerjee	Assistant Professor	Member
6	Ms. Beena Prakash	Assistant Professor	Member
7	Dr. Sandeep Arur	BASF India	Industry Expert
8	Ms. Kavita Darji	Registrar	Member
9	Ms. Sunita Pujar	Librarian	Member
10	Ms. Lavina D'Souza	Alumna	Member
11	Ms. Anandita Hemmady	Student Representative, PGDM	Member
12	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. Sarita Vichore
2. Dr. Sumana Chaudhuri

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

Agenda 1: To read and approve the minutes of 8th IQAC meeting held on 18th January 2018

The minutes of 8th IQAC meeting held on 18th January 2018 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 18th January 2018

The ATR's for the minutes held on 18th January, 2018 were presented to the committee.

Agenda 4: To discuss the proposed schedule and timelines for the MMS and PGDM examinations

Discussed on forthcoming examinations, for MMS first year students exams would be commencing from 16th April and for PGDM first year 13th April. The last day of the examination for MMS students is 25th and PGDM would be on 21st April, respectively. Reg. Part Time II year, exams would be commencing from 14th till 22nd April and for III year 21st and 22nd April 2018.

Agenda 5: To discuss plans for the proposed Faculty Development Program (FDP)

Dr. Babu said we are planning to conduct two FDP's (1) Design Thinking and (2) Case Writing. Dr. Sharad and Dr. Babu to finalise two different dates for this program and also to identify resource persons.

Agenda 6: To brief the members on the forthcoming MMS Graduation Ceremony

Prof. Sharmila said MMS draft Manual is ready and the same has been sent to Registrars. List of Awards and Moments have been given to Ms. Kavita. After the faculty meeting Core Committee Members were retained to discuss further on this Ceremony.

Agenda 7: Report on attainment levels in CO- PO mapping for Academic year 2017-18

The CO-PO mapping and validation of attainment levels to be checked and reported for Academic Year 2017-18.

Agenda 8: To discuss any other matters with the permission of the chair

- Prof. Somesh said as on date 88 students are placed out of 209. Target for end April is to achieve 105. SIP – Out of 236, 169 students were placed.

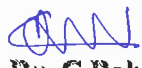
- Discussed on Faculty Retreat which would be held on 9th April at the 6th Floor, MDP Room.
- Dr. Babu said Academic Council meeting went off very well. Good presentations were made by HR, Operations, Finance and Marketing HoDs. Our efforts were well appreciated by the council members present for the meeting.
- Special Engagement Program (SEP) would be starting from 15th May 2018 till 15th June 2018 for the newly admitted PGDM students.
- Dr. Babu said parents to be called for orientation program especially one of the Saturdays between 9 am to 1 pm, date to be finalized.
- Dr. Babu announced:
 - 27th April Mr. Emsar is expected from Frankfurt School of Finance & Management, to sign an MoU.
 - 8th May from 11 am to 1 pm a demo on language lab

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/Q4/05.04.2018

ATR No. 2017-18/04

Agenda 4: CoE tabled a report about the successful conduct of the examinations as per schedule, for MMS, PGDM and Part-Time.

Agenda 5: Plans were announced by Director to hold two FDPs on Design Thinking and Case Writing respectively. A detailed report will be submitted in due course.

Agenda 6: The MMS Graduation Ceremony plans were tabled.

Agenda 7: As per information provided to IQAC it was observed that attainment levels were either achieved or exceeded in most of the courses.

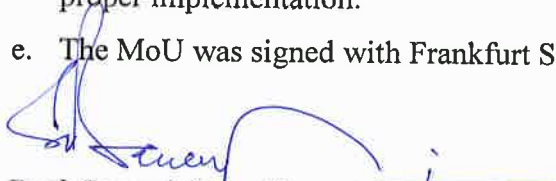
The CO-PO mapping for a representative course is reported hereunder:


Subject (Operations Research)	PO1	PO2	PO3	PO4	PO5	Target Attainment Level	Actual Attainment Level	Gap
CO1	3	2				2.5	3	0.5
CO2		2	2			2.0	2	0
CO3			2			2	2	0

Comments: As per the analysis the gap is positive for CO1 and nil for CO2 & CO3

Other Agenda Points:

- Chairperson Corporate Relations and Placement presented a status report on the no of students placed (88/209) and the number of SIPs finalized (169/230).
- The Faculty Retreat was successfully conducted on 09.04.2018. Director advised stakeholders to draw up action plans and periodically report progress.
- Director complimented all four HODs for making good presentations about their respective specializations in front of the Academic Council members.
- Plans for the next SEP were discussed. Director advised stakeholders to ensure proper implementation.
- The MoU was signed with Frankfurt School of Finance & Management.


 Prof. Somesh Banerji
 IQAC Coordinator


 Dr. C Babu
 Chairperson

