

04-10-2018

Internal Quality Assurance Cell**NOTICE**

The 11th meeting of IQAC Committee will be held on Thursday, 11th October 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 10th IQAC meeting held on 19th July 2018
2. To discuss the matters arising out of minutes
3. To brief the members on the Action taken report on the minutes of the meeting held on 19th July 2018
4. To brief the members on the Review of progress of PGDM & MMS first year
5. To brief the members on the CSR activities
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 2018-19/MoM/Q2

11.10.2018

A meeting of the members of IQAC Committee was held on 11th October 2018 at 1st floor Conference Room at 1:00 pm.

The following members were present:

Sr No	Name	Designation	Role
1	Dr. C. Babu	Director	Chairperson
2	Dr. Sharad Kumar	Dean Academics & Research	Member
3	Dr. Sarita Vichore	Professor	Member
4	Prof. Somesh Banerji	Associate Professor	IQAC Coordinator
5	Dr. Sarika Jain	Associate Professor	Member
6	Dr. Sanchita Banerjee	Associate Professor	Member
7	Dr. Shailja Badra	Assistant Professor	Member
8	Dr. Dhanashree Potey	Assistant Professor	Member
9	Dr. Sandeep Arur	BASF India	Industry Expert
10	Ms. Kavita Darji	Registrar	Member
11	Ms. Sunita Pujar	Librarian	Member
12	Mr. Chirag Aggarwal	Alumnus	Member
13	Ms. Avneet Bhullar	Student Representative, PGDM	Member
14	Mr. Mit Ambani	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 10th IQAC meeting held on 19th July 2018

The minutes of 10th IQAC meeting held on 19th July 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 on the minutes of the meeting held on 19th July 2018

The ATR's for the minutes held on 19th July, 2018 were presented to the committee.

Agenda 4: To brief the members on the Review of progress of PGDM & MMS first year

- MMS 1st Year Boot Camp was conducted well. The classes started on Monday, 6th August, 2018 and faculties were taking scheduled sessions, the review as given by Dr. Shailja 1st year MMS chairperson.
- The Dean, Dr. Sharad stated that the students should know the campus policies, especially re-evaluation policy. He asked the faculty members to spend some time and explain to them about the policies.
- PGDM 1st year review was given by Dr. Sanchita, stating that the sessions were taken regularly by the respective faculty. Coco meet and feedback sessions are being conducted.
- The Director asked all the faculty members to play national anthem in class at the start of the session.

Agenda 5: To brief the members on the CSR activities

- Dr. Sarita informed that the Blood donation camp was held on 29th August, 2018 and that around 30 students had volunteered for this camp.
- Dr. Sarika Jain, in charge of CSR did presentation on Institutional Social Responsibility (ISR). She reported that the "Rakhi Selling Drive" conducted on 2nd August with the support of IDF was a success. The Rakhis were prepared by young school children.
- Further she added that the Blood Donation camp went of very well. 161 donors donated blood and for the first time these many numbers of donors were participated in this noble cause.

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

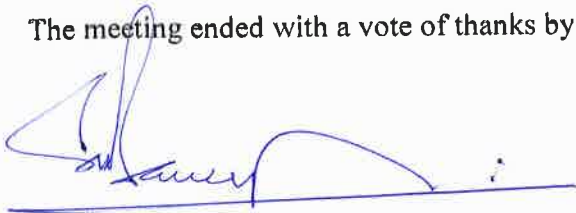
Language Lab and Business Communication

Dr. Sharad, Dean, informed that the new adjunct faculty appointed was Prof. Beena Menon for language lab and Business Communication sessions. She is doing well by concentrating in the areas of students' development and effective communication. She is adhering to her JD (stated below) which includes as listed below:

- Written and oral communication
- Resume writing and vetting of all the resumes
- Mock Interview – how to face the interview
- Managing Language Lab

Ms. Sunita Pujar, in charge of library, informed that, 'Wordsworth software' installed is working well and students and faculty are working smoothly on the same. She informed all that, in September the finalisation for setting up the English Language Lab was done subsequently the Purchase order was raised and meeting was conducted between IT team and administration team for final confirmation and requirements of 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 2018-19/MoM/Q2/11.10.2018

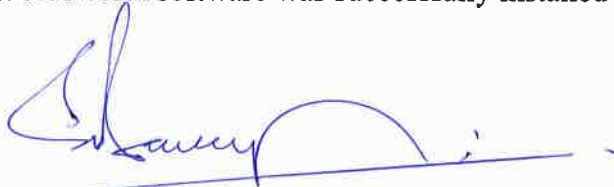
ATR No. 2018-19/02

Agenda 4: The progress of PGDM and MMS 1st year was reviewed, including the Boot Camp, dress codes, attendance, session rollout and playing of the National Anthem in class.

Agenda 5: A report was tabled on the CSR activities successfully conducted, including the Blood Donation Camp in August 2018, presentational on Institutional Social Responsibility, Rakhi Selling Drive.

Other Agenda Points:

The decision to appoint Prof Beena Menon for the Language Lab and Business Communication sessions was successfully implemented. She will focus on written and oral communication, resume writing and vetting, interview facing skills and managing the language lab. Periodic progress and status reports will be generated. Head of KRC reported that Wordsworth software was successfully installed and was working satisfactorily.



Prof. Somesh Banerji
IQAC Coordinator



Dr. C Babu
Chairperson

