

28-03-2019

Internal Quality Assurance Cell**NOTICE**

The 13th meeting of IQAC Committee will be held on Thursday, 4th April 2019 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 12th IQAC meeting held on 17th January 2019
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 17th January 2019
4. To brief the members on the Special Engagement Program (SEP)
5. To brief the members on the Examination
6. To brief the members on the International Immersion
7. Report on attainment levels in CO- PO mapping for Academic year 2018-19
8. 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/Q4

04.04.2019

A meeting of the members of IQAC Committee was held on 4th April 2019 at 1st floor Conference Room 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. Dhanashree Potey	Assistant Professor	Member
8	Dr. Sandeep Arur	BASF India	Industry Expert
9	Ms. Sunita Pujar	Librarian	Member
10	Mr. Chirag Aggarwal	Alumnus	Member
11	Ms. Avneet Bhullar	Student Representative, PGDM	Member
12	Mr. Mit Ambani	Student Representative, MMS	Member

The following members who expressed their inability to attend the meeting were granted leave of absence:

1. Shailja Badra - Assistant Professor, Chairperson 2nd Year MMS Program
2. Ms. Kavita Darji – Registrar

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

Agenda 1: To read and approve the minutes of 12th IQAC meeting held on 17th January 2019

The minutes of 12th IQAC meeting held on 17th January 2019 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 17th January 2019

The ATR's for the minutes held on 17th January, 2019 were presented to the committee.

Agenda 4: To brief the members on the Special Engagement Program (SEP)

Dr. Sanchita Banerji made presentation on SEP for PGDM newcomers. The program will commence from 20th May, 2019. Dr. Sanchita Banerji and Dr. Shailja Badra would be working on the Time table and flow of the program.

Agenda 5: To brief the members on the Examination

Dr. Sarika Jain said PGDM Trim I exams will start from 5th April, 2019. Question papers from faculty members are yet to receive. Only three have given question papers.

Agenda 6: To brief the members on the International Immersion

Dr. Babu said PGDM students (two groups) would be going to Germany and Switzerland in September, this year. This time select ten students have the privilege of going to other universities either Athens or Hungary on study trip. Out of the total expenses, 50% of the expenses would be borne by the Institute. Travel dates are yet to be finalized.

Agenda 7: Report on attainment levels in CO- PO mapping for Academic year 2018-19

The CO-PO mapping and validation of attainment levels to be checked and reported for Academic Year 2018-19.

Agenda 8: To discuss any other matter with the permission of the Chair

- Prof. Somesh said that 55% of students were placed. Self-placed students are not giving any details or data of the organisation. He requested concerned faculty members to get the details from the self-placed students and forward to the placement department.
- Discussed on Marketing promotion and the meeting with MARCOM team regarding advertisements.
- Dr. Sarika Jain informed all that the Roti Bank Drive was conducted successfully on 3rd April. Both MMS & PGDM students participated in the initiative. Overall 684 rotis have



been collected. She also appreciated all the student volunteers for taking Initiative In Roti Bank. Certificates to be distributed to the students for their initiative.

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/Q4/04.04.2019

ATR No. 2018-19/04

Agenda 4: The SEP program details were shared with the group by Dr Sanchita Banerji and Dr Shailja Badra. It is scheduled to commence from 20th May 2019. Implementation and completion will be reported in the next meeting

Agenda 5: The group was informed that the PGDM Trimester IV examinations have commenced from 5th April 2019. Controller of Examinations will report on implementation and completion.

Agenda 6: Director informed the group about the plans for International Immersion to Germany and Switzerland in September 2019. Plans have also been made for an additional study tour in Athens or Hungary for 10 selected students, whose expenses would be subsidised 50% by the Institute. Director will inform the travel dates once they are finalised.

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: Managerial Economics	PO 1	PO2	PO3	PO4	PO5	Target Attainment Level	Actual Attainment Level	Gap
CO1	3	2			2	2.3	3	0.7
CO2		3	2	2		2.3	3	0.7
CO3		2	3	2	2	2.2	3	0.8

Comments: As per the analysis the gap seems to be positive

Other Agenda Points:

- Chairperson-Corporate Relations and Placement reported the placement status and requested the assistance of Faculty in obtaining full details of self-placed students.
- Marketing promotion plans and discussions held with MARCOM were advised to the group. Director will report on implementation in the next meeting.



- The group was informed about the successful Roti Bank drive on 3rd April 2019, and the plans to distribute certificates to the students who participated in the initiative.

Prof. Somesh Banerji
IQAC Coordinator

Dr. C Babu
Chairperson

