

19-13-2019

Internal Quality Assurance Cell**NOTICE**

The 16th meeting of IQAC Committee will be held on Thursday, 2nd January 2020 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 15th IQAC meeting held on 14th November 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 14th November 2019
4. To brief the members on the status on SAR - NBA
5. To discuss on the forthcoming Seminar to be held
6. To brief the members on the dates for the Examination
7. To update the members on the ISO training program
8. To discuss the Degree Distribution Ceremony details
9. To announce the conduct of the Board of Studies meeting
10. To brief the members about DSIMS to conduct Entrepreneurial Convention in association with Higher Education Forum (HEF)
11. To announce the Governing Council & College Development Committee Meeting
12. To brief the members on the Reiki and plans for the forthcoming Rural Immersion Intervention
13. 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 2019-20/MoM/Q3

02.01.2020

The 16th meeting of the members of IQAC Committee was held on 2nd January 2020 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. Sumana Chaudhuri	Assistant Professor	Member
8	Dr. Shailja Badra	Assistant Professor	Member
9	Prof. Priyanka Oza	Assistant Professor	Member
10	Dr. Dhanashree Potey	Assistant Professor	Member
11	Mr. (Rotarian) Manoj Nayak	VP & Chief Information Security Officer, SBI Life Insurance Company Ltd.	Industry Expert
12	Ms. Kavita Darji	Registrar	Member
13	Ms. Sunita Pujar	Librarian	Member
14	Ms. Mitali Vete	Student Representative, MMS	Member

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

1. Ms. Aaliya Mulla, Alumni
2. Ms. Nisha Walawalkar, Student Representative, PGDM

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

Agenda 1: To read and approve the minutes of 15th IQAC meeting held on 14th November 2019

The minutes of 15th IQAC meeting held on 14th November 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 14th November 2019

The ATR's for the minutes held on 14th November, 2019 were presented to the committee.

Agenda 4: To brief the members on the status on SAR - NBA

The director informed that SAR report has been successfully uploaded. Physical documents have to be prepared and kept ready for NBA experts' will visit our institute for scrutinizing the documents. The exact date of a visit would be intimated soon.

Agenda 5: To discuss on the forthcoming Seminar to be held

Discussed on the seminar to be held this month:

'Leaders in Talk – Why Management' – this seminar will be held on Sunday - 19th January 2020. Target audiences are MBA coaching class students. Mr. Sanjay Muthal will be the guest and moderator for the panel discussion.

In this panel discussion, there would be four senior corporate leaders; they would discuss the nuances of management for success. This seminar is jointly hosted by DSIMS and Indian Development Foundation (IDF).

Agenda 6: To brief the members on the dates for the Examination

- CoE announced that MMS I semester exams will start from 6th January 2020; PGDM trim I re-exam from 2nd January till 6th January 2020 while PGDM Sem-II starts on 9th January 2020. Further, all faculty members to expedite question papers on time.
- Dr. Sarita Vichore asked faculty members to submit the internal assessment marks before the commencement of the examination.

Agenda 7: To update the members on the ISO training program

Prof. Priyanka Oza and Ms. Veronica Gonsalves attended the ISO Internal Auditor training program for two days (December 19th & 20th). The training program was very informative & extensive and covered case studies on how to report the non-conformities and reporting the audit. They had exams and certificates for the same would be received in two weeks.

Agenda 8: To discuss the Degree Distribution Ceremony details

It was announced that the MMS Degree Distribution Ceremony will be held on Saturday, 1st February 2020 between 10.00 am and 1.00 pm. Dr. Sivanandan has agreed to come as a Chief Guest. The Director asked all the faculty members to be present on that day.

Agenda 9: To announce the conducting of Board of Studies meeting

Dr. Sarita, Associate Dean stated that a mail has to be sent from Dean's office to HOD's for conducting Board of Studies meeting.

Agenda 10: To brief the members about DSIMS to conduct Entrepreneurial Convention in association with Higher Education Forum (HEF)

Prof. Nilesh, in-charge of E-cell and for this convention, will be coordinating with Dr. Sen Gupta. DSIMS will be conducting this event in association with HEF. The event date is 11th January 2020 for half a day from morning till afternoon at 1.30 pm. HEF has identified six speakers, and Dr. Sarita Vichore, Associate Dean, will be looking after this convention with Prof. Nilesh.

Agenda 11: To announce the Governing Council & College Development Committee Meeting

It was announced that the GC & CDC meeting would be held on 11th January 2020 at 10.30 am & 11.00 am respectively, on the 6th Floor.

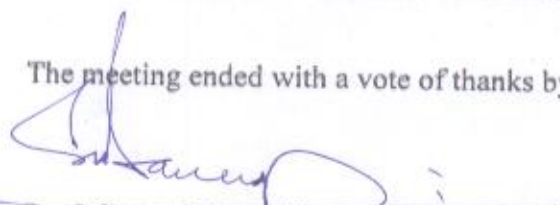
Agenda 12: To brief the members on the Reiki and plans for the forthcoming Rural Immersion Intervention

Prof. Anthony briefed that he, along with Prof. Maneesh went to Anand on Reiki. About 50+ students along with 4 faculty members would be visiting Anand on Jan 19th for three nights and four days. The Director said faculty members who went for International Immersion should also go on Rural Immersion.

Agenda 13: To discuss any other matter with the permission of the chair

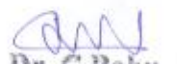
- The director appreciated Sabrang team and Dr. Dhanashree Potey for organizing the event very well.
- The Director appreciated Prof. Ruchika Shokeen for single handedly managing the Copa De well. Prof. Ruchika said that this sports event was for three days 27th, 28th & 30th December 2019 and the event went off very well.
- Social Media Committee to be formed.

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 2019-20/MoM/Q3/02.01.2020****ATR No. 2019-20/03**

Agenda 4: The director informed that SAR report has been successfully uploaded. Physical documents have to be prepared and kept ready for NBA experts' will visit our institute for scrutinizing the documents. Exact date of visit would be intimated soon.

Agenda 5: The group was informed about two seminars conducted on NEP and on the topic "Why Management?" in association with HEF and IDF, on 12th December 2019 and 19th January 2020, respectively. Director advised that more such interventions should be conducted.

Agenda 6: MMS I semester exams will start from 6th January 2020; PGDM trim I re-exam from 2nd January till 6th January 2020 while PGDM Sem-II starts on 9th January 2020. Further, all faculty members to expedite question papers on time. CoE will advise on outcomes in the next meeting.

Agenda 7: The ISO 9001:2015 Audit and re-certification by LRQA were successfully completed on 16th January 2020. Two Faculty members attended the ISO Internal Auditor Training Program conducted by LRQA, to enhance internal auditor resources.

Agenda 8: The MMS Convocation was conducted successfully on 1st February 2020.

Agenda 9: Board of Studies meetings are to be conducted by all four specialization streams as per schedule. Progress will be reported on completion.

Agenda 10: In association with HEF, an Entrepreneurial Convention was successfully conducted on 11th January 2020.

Agenda 11: Governing Council and College Development Committee meetings were successfully conducted on 11th January 2020.

Agenda 12: Rural Immersion was successfully conducted from 19th to 22nd January 2020.

Other Agenda Points:

Report on Sabrang, the formation of Social Media teams, Copa De intervention in December 2019 – the group was informed of completion.



Prof. Somesh Banerji
IQAC Coordinator



Dr. C Babu
Chairperson

