

22-12-2015

Internal Quality Assurance Cell

NOTICE

The 1st meeting of Internal Quality Assurance Cell will be held on Wednesday, 6th January 2016 at 1st floor, Conference room at 1 pm. All Faculty Members and Staff are requested to attend, in order to facilitate the constitution of the same. The following business will be transacted at the meeting.

AGENDA

1. To constitute the Internal Quality Assurance Cell (IQAC) at DSIMS as per the recommendation of the CDC that is approved by GC
2. Welcome the members of IQAC
3. Discuss the guidelines for functioning of IQAC
4. Any other matter with the permission of the Chair



Dr. C Babu

Director



Minutes of the meeting

IQAC 2015-16/MoM/Q1
6.01.2016

The 1st meeting was held on 6th January 2016 at 1st floor conference room at 12 noon to form the Internal Quality Assurance Cell. The Cell was constituted from the following members who were present :

Sr. No.	Faculty Members	Designation
1	Dr. C. Babu	Director
2	Dr. Sharad Kumar	Dean Academics & Research
3	Dr. Sarita Vichore	Associate Professor
4	Mr. Somesh Banerji	Associate Professor
5	Ms. Sarika Jain	Assistant Professor
6	Ms. Sharmila Bonnerjee	Assistant Professor
7	Ms. Beena Prakash	Assistant Professor
8	Ms. Nehal Joshipura	Assistant Professor
9	Ms. Sumana Chaudhuri	Assistant Professor
10	Ms. Pooja Goswami	Assistant Professor
11	Mr. Zubin Sethna	Assistant Professor
12	Mr. Anthony Colaco	Assistant Professor
13	Mr. Maneesh Gupta	Assistant Professor
14	Mr. Malay Khasnavis	BASF India
15	Mr. R D Shetty	Registrar
16	Ms. Sunita Pujar	Librarian
17	Mr. Gorang Jain	PGDM Student Representative
18	Ms. Aarti Chandawarkar	MMS Student Representative

Agenda 1: To constitute the Internal Quality Assurance Cell (IQAC) at DSIMS as per the recommendation of the CDC and Approved by GC

The Director announced that in line with the resolution passed/ recommendation given in the CDC meeting held on 21st November 2015, which was subsequently approved by the GC in the meeting held on the same date, the institute is required to constitute an Internal Quality Assurance Cell. Accordingly the IQAC is constituted as mentioned below and will be effective from 6th January 2016.

As per the NAAC guidelines, the proposed IQAC was constituted as under:

SN	Faculty Members	Designation	Role
1	Dr. C. Babu	Director	Chairman
2	Dr. Sharad Kumar	Dean Academics & Research	Member
3	Dr. Sarita Vichore	Associate Professor	Member
4	Mr. Somesh Banerji	Associate Professor	IQAC Coordinator
5	Ms. Sarika Jain	Assistant Professor	Member
6	Ms. Sharmila Bonnerjee	Assistant Professor	Member
7	Ms. Beena Prakash	Assistant Professor	Member
8	Ms. Sumana Chaudhuri	Assistant Professor	Member
9	Mr. Malay Khasnavis	BASF India	Industry Expert
10	Mr. R D Shetty	Registrar	Member
11	Ms. Sunita Pujar	Librarian	Member
12	Mr. Aakash Daruka	Alumnus	Member
13	Mr. Gorang Jain	PGDM Student Representative	Member
14	Ms. Aarti Chandawarkar	MMS Student Representative	Member

Agenda 2: Welcome the members of IQAC

The Director welcomed the members of the newly constituted IQAC and requested them to commence the activities.

Agenda 3: Discuss all guidelines for functioning of IQAC

As per NAAC guidelines, Dr. Babu talked about the roles and responsibilities of the Coordinators and the members of the committee. The details are as follows:

- **Role of Coordinator**

- To ensure that the IQAC meets at least once in every quarter.
- To ensure effective planning and implementation of the functions of the IQAC.
- To coordinate with all members for the smooth functioning of IQAC.
- To document the Notices, Agenda, minutes and Action Taken Reports.



- **Role of Committee Members**

- To shoulder the responsibility of generating and promoting awareness in the institution.
- To actively participate in planning and implementation of the functions of the IQAC.
- To devote time for working out the procedural details.

4. Any other matter with the permission of the Chair

Different sub committees of IQAC were constituted for each criterion of NAAC manual.

The meeting ended with a vote of thanks by the Director.

Dr. C Babu
Director



Internal Quality Assurance Cell

Action Taken Report

Ref: IQAC 2015-16/MoM/06.01.2016

ATR No. 2015-16/01

The following actions were taken against the agenda items indicated in the MoM of 6th January 2016.

Agenda 1: The formation of the IQAC was ratified by the Director and the constitution of the Cell was informed to all who attended the meeting. The first meeting of the IQAC was held on 6th January 2016.

Agenda 2: The members of the newly constituted IQAC were welcomed by the Director, who requested them to commence their activities.

Agenda 3: Roles and responsibilities of the coordinator and the other committee members were communicated.

Agenda 4: Details of the different sub committees constituted for each criterion of the NAAC Manual were communicated.



Dr. C Babu
Director

