

Internal Quality Assurance Cell

11-06-2020

NOTICE

The 18th meeting of IQAC Committee will be held on Tuesday, 16th June 2020 online at 12 pm. Zoom link will be shared soon. The following business will be transacted at the meeting.

AGENDA

1. To read and approve the minutes of 17th IQAC meeting held on 17th March 2020.
2. To discuss the matters arising out of minutes
3. To brief the members on the ATR on the minutes of the meeting held on 17th March 2020
4. To report on the Academic performance evaluation of AY 2019-20
5. To brief the members on the plans and timelines of the Academic Calendar 2020-21
6. Formation of Statutory, Non-Statutory and other Committees for 2020-21
7. To discuss on examination
8. To discuss on In-house FDP
9. To discuss on Webinar
10. To discuss on Work from Office (WFO) Vs Work from Home (WFH)
11. To discuss on Teaching Learning Process
12. To discuss on Budget
13. To discuss on Structure and Coverage of Boot Camp
14. To discuss on Duration of Each Sessions
15. To discuss on Placement
16. To discuss on functioning of MMS: First and Second Year
17. To discuss on Mentoring
18. To discuss any other matter with the permission of the Chair



Dr. Sumana Chaudhuri
IQAC Coordinator

Minutes of the meeting of Members of the IQAC**IQAC 2020-21/MoM/Q1****16.06.2020**

The 18th meeting of the members of IQAC Committee was held on 16th June 2021 online zoom meeting at 1:00 pm.

The following members were present:

| SN | Name | Designation | Role |
|----|---------------------------------|--|------------------|
| 1 | Dr. C. Babu | Director | Chairperson |
| 2 | Dr. Sarika Jain | Associate Professor | Member |
| 3 | Dr. Sumana Chaudhuri | Associate Professor | IQAC Coordinator |
| 4 | Dr. Shailja Badra | Assistant Professor | Member |
| 5 | Prof. Priyanka Oza | Assistant Professor | Member |
| 6 | Prof Anthony Colaco | Assistant Professor | Member |
| 7 | Mr Maneesh Gupta | Assistant Professor | Member |
| 8 | Mr. Satish Karandikar | Head, Product Planning, Commercial Vehicle, Mahindra & Mahindra Ltd | Industry Expert |
| 9 | Mr. Mangesh Prakash Wachasundar | Deputy Quality Manager, Crane Process Flow Technologies (India) Ltd. | QM Expert |
| 10 | Ms. Kavita Darji | Registrar | Member |
| 11 | Ms. Sunita Pujar | Librarian | Member |
| 12 | Mr. Rehan Bijapuri | Alumnus | Member |
| 13 | Mr Tejas Shriram Meena | Student Representative | Member |
| 14 | Ms Shefali Sharma | Student Representative | Member |

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

Agenda 1: To read and approve the minutes of 17th IQAC meeting held on 17th March 2020

The minutes of 17th IQAC meeting held on 17th March 2020 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 March 2020

The ATR's for the minutes held on 17th March 2020 were presented to the committee.

Agenda 4: To report on the Academic performance evaluation of AY 2019-20

Report on academic performance of MMS students for the academic year 2019-20 was placed on record by Dr. Sarika Jain. The result analysis was as follows:

| Program | Batch | No. of students appeared | No. of students passed | Pass Percentage (%) |
|--------------------------|---------|--------------------------|------------------------|---------------------|
| MMS 1 st year | 2019-21 | 117 | 115 | 98% |
| MMS 2 nd year | 2018-20 | 115 | 115 | 100% |

Agenda 5: To brief the members on the plans and timelines of the Academic Calendar 2020-21

Academic Calendar was presented by the chairpersons of the MMS program.

| ACADEMIC CALENDAR (A. Y. 2020-2021) | | |
|--|---|-----------------------------------|
| Master of Management Studies (Batch 2020-2022) | | |
| Prepared on | | |
| Orientation | 2nd Sept. 2020 & 3rd Sept. 2020 | - |
| Commencement of Regular Classes | 4th Sept. 2020 to 24th Dec. 2020 | 7th May 2021 to 23rd Sept. 2021 |
| Term-End Examination | 19 April 2021 to 27th April 2021 | 15th Sept 2021 to 23rd Sept. 2021 |
| Events/Conclaves | | |
| SIP VIVA (II Year) | | |
| Blood Donation | | |
| Foundation Day 2020 | 12th September 2020 | |
| SIP Competition (II Year) | | |
| Opsession | 21st November 2020 | |
| Touge | 28th November 2020 | |
| Financia | 5th December 2020 | |
| HR Conclave | 12th December 2020 | |
| Sabrang | 23rd December 2020 and 24th December 2020 | |
| Versus 2020 | 2nd January 2021 and 3rd January 2021 | |
| CSR Event | | |
| MMS Convocation 2020 | | |
| Capstone VIVA (II Year) | | |

| ACADEMIC CALENDAR (A. Y. 2020-2021) | | |
|--|---|-------------------------------------|
| Master of Management Studies (Batch 2019-2021) | | |
| Prepared on | | |
| Boot Camp | 30th July 2020 & 31st July 2020 | N/A |
| Commencement of Regular Classes | 1st August 2020 to 1st December 2020 | 2nd January 2021 to 10th April 2021 |
| Term-End Examination | 7th December 2020 to 15th December 2020 | 17th April 2021* |
| University Exam | *Depending on when the university exams of Semester III gets over | |
| Events/Conclaves | | |
| SIP VIVA (II Year) | | |
| Blood Donation | | |
| Foundation Day 2020 | 12th September 2020 | |

| | |
|----------------------------------|---|
| SIP Competition (II Year) | |
| Opession | 21st November 2020 |
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| HR Conclave | 12th December 2020 |
| Sabrang | 23rd December 2020 and 24th December 2020 |
| Versus 2020 | 2nd January 2021 and 3rd January 2021 |
| CSR Event | |
| MMS Convocation 2021 | |
| Capstone VIVA (II Year) | |

Agenda 6: Formation of Statutory and Non-Statutory Committees for 2020-21

Statutory and Non-Statutory Committees were formed. The list is as follows:

| Statutory Committees 2020-21-DSIMS | | | |
|---|---|----------------------------|-----------------------------------|
| Committee | Members | Designation | Role |
| Grievance Redressal Committee | Dr. C. Babu | Director | Chairperson |
| | Dr Sarika Jain | Associate Professor | Member |
| | Dr C Kaushik | Associate Professor | Member |
| | Prof Maneesh Gupta | Assistant Professor | Member |
| | Ms Kavita Darji | Registrar | Convenor, Member-Secretary |
| | Ms Charmi Vora | Student Representative | Member |
| Anti-Ragging Squad | Dr Nehal Joshipura | Associate Professor | Member |
| | Dr. Chandrashekar Kaushik | Associate Professor | Member |
| | Dr Sarika Jain | Associate Professor | Member |
| | Dr. Shailja Badra | Assistant Professor | Member |
| | Dr. Sumana Chaudhuri | Associate Professor | Member |
| Anti-Ragging Committee | Dr. C. Babu | Director | Convenor |
| | Ms. Kavita Darji | Registrar | Member-Secretary |
| | Prof. Nilesh Deshpande | Assistant Professor | Member |
| | Dr. Sarika Jain | Associate Professor | Member |
| | Mr Sanjay Gupta | Office Superintendent | Member |
| | Mr. George Fernando - Inspector of Police | Representative from Police | Member |
| | Mr. Shailesh Sayajirao Kasbe - Senior Account - Executive Media Relations, Adfactors PR Pvt. Ltd. | Rep. From Local Media | Member |
| | Mr. Thomas Adaikalam-Head Volunteering Kotak Education Foundation | Rep. from NGO | Member |
| | Mr Piyush jain | Student Representative | Member |

| | | | |
|--|----------------------------------|--|--------------------------|
| | Mr Pankil Parekh | Student Representative | Member |
| | Mr Parekh | Parents Representative | Member |
| | Ms Jain | Parents Representative | Member |
| | | | |
| Internal Complaints Committee | Dr Sarika Jain | Associate Professor | Presiding Officer |
| | Dr Nehal Joshipura | Assistant Professor | Convener |
| | Ms Kavita Darji | Registrar | Member-Secretary |
| | Ms. Tejashri Joshi | Student Representative | Member |
| | Archana Pandav | Student Representative | Member |
| | Ms. Mangala Marathe SWADHAR -NGO | NGO | Member |
| | Ms Shilpa Ghume | Non-teaching-Program coordinator(SC/ST/OBC etc) | Member |
| | | | |
| Internal Quality Assurance Cell | Dr. C. Babu | Director | Chairperson |
| | Dr. Sarika Jain | Associate Professor | Member |
| | Dr. Sumana Chaudhuri | Associate Professor | IQAC Coordinator |
| | Dr. Shailja Badra | Assistant Professor | Member |
| | Prof. Priyanka Oza | Assistant Professor | Member |
| | Prof Anthony Colaco | Assistant Professor | Member |
| | Mr Maneesh Gupta | Assistant Professor | Member |
| | Mr. Satish Karandikar | Head, Product Planning, Commercial Vehicle, Mahindra & Mahindra Ltd | Industry Expert |
| | Mr. Mangesh Prakash Wachasundar | Deputy Quality Manager, Crane Process Flow Technologies (India) Ltd. | QM Expert |
| | Ms. Kavita Darji | Registrar | Member |
| | Ms. Sunita Pujar | Librarian | Member |
| | Mr. Rehan Bijapuri | Alumnus | Member |
| | Mr Tejas Shriram Meena | Student Representative | Member |
| | Ms Shefali Sharma | Student Representative | Member |

| Non-Statutory Committees 2020-21-DSIMS | | | |
|---|---------------------|---------------------|------------------|
| Committee | Members | | Role |
| Unfair Means Inquiry Committee | Dr C Babu | Director | Member |
| | Dr. Shailja Badra | Assistant Professor | Member |
| | Prof Anthony Colaco | Assistant Professor | Member |
| | Dr Sumana Chaudhuri | Associate Professor | Member |
| | Prof. Priyanka Oza | Assistant Professor | Convener |
| | Dr Nehal Joshipura | Assistant Professor | Member |
| | Ms. Kavita Darji | Registrar | Member-Secretary |
| | | | |
| Attendance Committee | Dr C Babu | Director | Member |
| | Dr Nehal Joshipura | Assistant Professor | Convenor |
| | Dr Shailja Badra | Assistant Professor | Member |

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|---|---------------------|------------------------|------------------|
| | Dr Sumana Chaudhuri | Associate Professor | Member |
| | Prof. Priyanka Oza | Assistant Professor | Member |
| | Ms. Kavita Darji | Registrar | Member-Secretary |
| | | | |
| Examination Committee | Dr C Babu | Director | Member |
| | Dr Sumana Chaudhuri | Associate Professor | Convenor |
| | Dr. Shailja Badra | Assistant Professor | Member |
| | Dr Nehal Joshipura | Assistant Professor | Member |
| | Prof. Priyanka Oza | Assistant Professor | Member |
| | Ms. Kavita Darji | Registrar | Member-Secretary |
| | Mr Nair | Executive-Examiner | Member |
| | | | |
| Disciplinary Committee | Dr C Babu | Director | Member |
| | Dr. Shailja Badra | Assistant Professor | Convenor |
| | Prof Anthony Colaco | Assistant Professor | Member |
| | Prof. Priyanka Oza | Assistant Professor | Member |
| | Ms Kavita Darji | Registrar | Member |
| | | | |
| Library Committee | Dr C Babu | Director | Chairperson |
| | Dr Nehal Joshipura | Assistant Professor | Member |
| | Prof Anthony Colaco | Assistant Professor | Member |
| | Dr. Shailja Badra | Assistant Professor | Member |
| | Ms Sunita Pujar | Librarian | Member-Secretary |
| | Mr Pankhil Parekh | Student Representative | Member |
| | Ms Kavita Yadav | Student Representative | Member |
| | | | |
| Research Committee | Dr C Babu | Director | Member |
| | Dr Sumana Chaudhuri | Associate Professor | Convener |
| | Dr. Sarika Jain | Associate Professor | Member |
| | Dr Nehal Joshipura | Assistant Professor | Member |
| | Ms Sunita Pujar | Assistant Professor | Member |
| | | | |
| Institute Perspective Plan Committee | Dr C Babu | Director | Convenor |
| | Dr Sumana Chaudhuri | Associate Professor | Member |
| | Dr Nehal Joshipura | Assistant Professor | Member |
| | Ms. Kavita Darji | Registrar | Member-Secretary |
| | Dr Sarika Jain | Associate Professor | Member |
| | Dr. Shailja Badra | Assistant Professor | Member |
| | Prof Anthony Colaco | Assistant Professor | Member |
| | Prof. Priyanka Oza | Assistant Professor | Member |
| | Dr C Kaushik | Associate Professor | Member |
| | Ms Sunita Pujar | Librarian | Member |

Agenda 7: To discuss on examination

- Dr. Sarika Jain said that for MMS Sem IV, the end term examinations of most courses are over, except for the Mumbai University paper on Project Management. She also mentioned that the second year's results are almost ready, only the marks for Capstone need to be incorporated.
- Ms. Kavita advised that all the fourth semester's marks must be send to Mumbai University before 1st July.
- Dr. C. Babu apprehended that the Project Management course of Mumbai University could be decentralized this year; and in that case the concerned Faculty Member (Prof Nitin Shinde) need to prepare one set of question paper with the revised module of two hours instead of three hours. Director requested to keep this arrangement in place, so that if necessary, we can conduct the examination online. Dr. Sarika Jain replied that the Examination Cell is waiting for Mumbai University's decision in this regard.

Agenda 8: To discuss on In-house FDP

- Plans were announced for FDPs to be conducted from 26th June onwards. Each session would be of 90 minutes duration. All Faculty Members will deliver an FDP on their own area of expertise.
- The idea behind this In-house FDP, is to assist the Faculty Members to gain their confidence to conduct In-house FDP, to fine tune minor flaws (if any) by the respective colleagues' constructive feedback and later on gradually enable the Faculty Members to conduct Webinar for outsiders.

Agenda 9: To discuss on Webinar

- Once the FDPs are launched, similar webinars will be conducted for external participants.

Agenda 10: To discuss on Work from Office (WFO) Vss Work from Home (WFH)

- Director informed that, Institute Leadership is encouraging WFO. He said that if there is a problem in WFO mode for any Faculty Member, then he/ she needs to take Director's prior permission to continue WFH.
- He requested Faculty Members to ensure five/six hours of official work every day in WFH mode. He also mentioned that there will be Internal Faculty Meeting (IFM) twice a week. Inability to attend the meeting, except for sessions or other official commitments, will be considered as leave of absence for the day.
- He reiterated the importance of filling the MIS form on a regular basis to document every institutional work by the Faculty Members.

Agenda 11: To discuss on Teaching Learning Process

- The feedback will be discussed in the faculty meeting. The overall feedback appears to be satisfactory. Concern has been expressed about using more technology and e-resources. The faculty members were instructed to use more technology and e-resources while taking online sessions from home.
- The Librarian was asked to procure more and more e-resources and faculty members were asked to suggest reading material in electronic form so that it can be shared easily with the students.

Agenda 12: To discuss on Budget

- Disbursements from the Annual Faculty Development Fund. Some changes are likely and will be announced by the Director, in view of the challenges in the business environment. Expenditure on other events may also be restricted.
- Faculty Members and those responsible for office administration will be advised to manage their budgets more conservatively.

Agenda 13: To discuss on Structure and Coverage of Boot Camp

- A meeting of the Academic Planning Committee, mentored by the Director, is planned in early July. Major decisions arrived at will be briefed to the members.
- Bootcamp, where we usually invite External Domain Experts and our Alumni (Achiever's Zone) to share their corporate experiences, will be held on the following weekends. The responsibility of designing the Bootcamp Schedule will be allotted to the concerned Chairpersons along with the Program Coordinators.
- It is planned that Day 1 of this Hybrid Boot Camp Model will comprise of a new item, like- *Departmental Agenda of the new Academic Year*, along with the old ones, like-SIP feedback, MiM and Placement. Faculty Members of each domain will need to be present in this departmental interaction with the second-year students.
- For assessing domain knowledge through MCQs, the platform designed by Gold Academy will be utilised. The Chairpersons will decide on the dates for conducting the Domain MCQs.

Agenda 14: To discuss on Duration of Each Sessions

- The classes will commence from 21 July. Considering the availability of three official Zoom accounts distributed among four specialization sessions across two programs. The plan is to have six staggered slots ranging from 8.15 am to 8 pm, each slot being of 90 minutes duration and not more than 3 slots will be allotted to any classes on any single day.
- Two sessions of ninety minutes each for any specific course will need to be taken by the respective Faculty Member every week.

Agenda 15: To discuss on Placement

- Placement Chairperson expects the number of placed students to reach around 70 by the end of July. He said that in this pandemic year many of the offers are on hold, since organizations are not fully operational, so it will be difficult to raise Placement figure beyond 70%-75%. Director said that it is a decent number considering the situation.
- Placement Chairperson strongly recommended that the support of the alumni should be sought for placements.

Agenda 16: To discuss on functioning of MMS: First and Second Year

- The concerned chairpersons informed that the sessions are running smoothly, except some IT related glitches.

- Dr. Babu recently attended a Mumbai University webinar, which was also simultaneously attended by the Directors of another around 350 colleges and Institutions affiliated under MU. One of the major takeaways of the keynote address made by the Hon'ble Vice Chancellor, is the *Mentor-Mentee Concept*. To make this Online Teaching-Learning mode an effective one, the MU is emphasizing more on this new practice, wherein the students need to be divided among different clusters/groups and to be mentored by the Faculty Members.
- Dr. Babu said that the Mumbai University is yet to decide on the commencement of the new batch of MMS; but he speculated that it might start in November or December 2020.

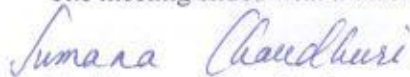
Agenda 17: To discuss on Mentoring

- Dr. Babu appreciated Prof. Priyanka Oza for reminding and initiating the Mentoring process. The Faculty Forum deliberated upon the practices to be opted for the Mentor-Mentee process to make it an effective one..
- Director recommended this mentoring process for both 1st year and 2nd year students. For second year students, he observed that active mentoring is required, and no mentor should have more than ten mentees. He said that the total number of first year students can be equally allocated to all the Faculty Members as mentors, to address their concern.
- While discussing the challenges with reference to time, selection and assigning of mentors, Prof. Priyanka Oza proposed to initiate the process as soon as possible (preferably from the month of August 2020) and to rework on the Mentoring Diary by putting more close ended questions.

Agenda 18: To discuss any other matter with the permission of the Chair

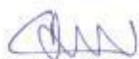
- Dr. Babu asked the Chairperson to ensure that the Course Outline to be submitted well before the session starts and also requested to ensure that the course outlines are shared with the students before the commencement of the session.
- Professors shared their experiences with their SIP Mentees and the progress made so far. Dr. C. Babu mentioned that students' seeking extension for project report submission shall not be entertained, beyond the end of this month as 31st July 2020 is the last date for submission of SIP report. He proposed that SIP viva can be conducted during the week of Ganpati festival.
- Director announced that Capstone Viva will be conducted during 22 June to 24 June. If need be, the Finance and Marketing Departments can schedule the Viva on 25 June also.

The meeting ended with a vote of thanks by the IQAC Coordinator



Dr. Sumana Chaudhuri
IQAC Coordinator

Read Confirmed and Signed on



Dr. C Babu
Chairperson



Internal Quality Assurance Cell**Action Taken Report****Ref: IQAC 2020-21/MoM/Q1/16.06.2020****ATR No. 2020-21/01**

Agenda 1: Minutes of the 17th IQAC meeting held on 17th March 2020 were read and approved, as reported.

Agenda 2: No matters were raised by the members in the meeting, as reported.

Agenda 3: Members were briefed on the ATRs for the meeting held on 17th March 2020, as reported.

Agenda 4: The Academic performance evaluation for AY 2019-20, for both 1st year and second year, was tabled. No action was necessary.

Agenda 5: All concerned stakeholders were advised to ensure that the given timelines were adhered to. The Boot Camp was held on schedule (30th-31st July).

Agenda 6: All members of the Statutory, Non-statutory and other committees have been advised to activate their respective units and set their agendas for the year

Agenda 7: All Sem IV examinations were completed as per schedule and the results communicated to the University of Mumbai by 1st July. The decision of the University in respect of the Sem IV Project Management examination (University paper) was implemented.

Agenda 8: In-house FDPs have commenced from 26th June 2020. Each Faculty Member is required to present an FDP on a subject that he/she is knowledgeable about.

Agenda 9: As planned, FDPs conducted by Faculty will be converted to webinars for external participants. This is currently work-in-progress.

Agenda 10: Guidelines for WFH and WFO routines are being followed, as required by Institute Leadership and management. These are in consonance with directives being issued from time to time by the regulatory bodies, as also practices being followed by other educational institutions.

Agenda 11: Feedback on the Teaching-Learning process was disseminated to stakeholders. The Librarian will focus on increasing access to e-resources.

Agenda 12: Budgetary constraints are being kept in mind while planning disbursements from the Faculty Development Fund and expenditure on other events.

Agenda 13: The Boot Camp schedule has been implemented as planned.

Agenda 14: Sessions will commence from 21st July 2020, as ordained in the Academic Calendar.

Agenda 15: Placement targets are being recalibrated, keeping in mind the constrained circumstances. Month-wise targets are being set and achievement levels reported at the end of each month.

Agenda 16: For the MMS program University of Mumbai guidelines are being followed

Agenda 17: Mentoring – This is being implemented as planned and status reports are being disseminated to stakeholders.



Dr. Sumana Chaudhuri
IQAC Coordinator



Dr. C Babu
Chairperson

