11-07-2020

Internal Quality Assurance Cell

NOTICE

The 18th meeting of IQAC Committee will be held on Tuesday, 16th July 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. Committees' report
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) Vss 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 the progress of NAAC
18. To discuss on Mentoring
19. To discuss any other matter with the permission of the Chair

Dr. Sumana Chaudhuri
IQAC Coordinator

DSMS | ✥ Durgadevi Saraf
institute of management studies

Minutes of the meeting of Members of the IQAC

IQAC 2020-21/MoM/Q1   16.07.2020

The 18th meeting of the members of IQAC Committee was held on 16th July 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. Sanchita Banerjee	Associate Professor	Member
5	Dr. Shailja Badra	Assistant Professor	Member
6	Ms. Priyanka Oza	Assistant Professor	Member
7	Dr. Dhanashree Potey	Assistant Professor	Member
8	Mr. (Rotarian) Manoj Nayak	VP & Chief Information Security Officer, SBI Life Insurance Company Ltd.	Industry Expert
9	Ms. Kavita Darji	Registrar	Member
10	Ms. Sunita Pujar	Librarian	Member
11	Mr. Rehan Bijapuri	Alumni	Member
12	Mr. Prajyot Mahajan	Student Representative	Member
13	Ms. Shreya Dharia	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

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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 1st year	2019-21	115	115	100%
MMS 2nd year	2018-20	115	115 (except MU paper- Project Management, still pending)	100%

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

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

ACADEMIC CALENDAR (A. Y. 2020-2021)		
Master of Management Studies (Batch 2020-2022)		
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		

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MMS Convocation 2020	
Capstone VIVA (II Year)	

NOTE
1) Examination Time-Table will be informed separately.
2) These are indicative dates, subject to change. In case of any change in dates, the same will be informed accordingly.
3) As per Mumbai University rule, you must have 75% attendance in each subject, failing which you will not be permitted to appear at the semester end examination.

ACADEMIC CALENDAR (A. Y. 2020-2021)

Master of Management Studies (Batch 2019-2021)

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)	
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 2021	
Capstone VIVA (II Year)	

NOTE
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3) As per Mumbai University rule, you must have 75% attendance in each subject, failing which you will not be permitted to appear at the semester end examination.

Agenda 6: Committees' report

The Committees' shared their reports/MoMs with the IQAC.

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

- Director informed that from 26 June onwards (the timeline is tentative), every Faculty Member need to conduct a ninety-minute FDP on their own area of expertise for the Faculty Colleagues. 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.
- Director said that the Planner for this In-house FDP will be ready by tomorrow to circulate among the Faculty Members. It will be a regular event for the next twenty days, to be scheduled in the post lunch time slot from 2 PM – 3:30 PM.

Agenda 9: To discuss on Webinar

- Dr. C. Babu discussed that with the commencement of our Internal FDPs, and receiving constructive feedback internally from our Faculty colleagues, we should be able to incorporate those; with a professional touch it should be good to go as Institute offered Webinar for external participants. Dr. Babu reiterated that his expectation is that we will be ready to launch at least two Webinars in next fifteen days.

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.
- Director 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.
- Director 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 was discussed in the faculty meeting and though the overall feedback was found quite satisfactory but there was concern about using more technology and using more 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

- Director informed that, since the year 2020 is extremely challenging, in this academic year some changes are likely to be implemented in the disbursement of the Annual Faculty Development Fund.
- Director also mentioned that, in this academic year, some of the events may be restricted due to budgetary constraints. He also requested the Faculty Members to manage their respective office administration with the financial year's conservative Annual Budget.

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

- The Academic Planning Committee mentored by Institute Director Dr Babu had a meeting on 7 July 2020 morning on the agenda previously circulated. The major decisions resolved in the same meeting were briefed by Dean for the rest of the members.
- Dr Babu announced that the Bootcamp (Day 1) will be held on 20 July 2020 for Second Year MMS. The remaining part of the 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 has been allotted to the concerned Chairpersons along with the Program Coordinators.

- Chairperson mentioned that the 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. He said that all the Faculty Members of each domain need to be present in this departmental interaction with the second-year students.
- For assessing domain knowledge through MCQs, Director said that as an institutional requirement, we need to utilize the platform designed by Gold Academy. Based upon her discussion with Mr. Dutta, he said that, the half an hour of assessment for each of four domains can be conducted in one day with a fifteen minutes gap in between. Director asked the Chairpersons to decide the dates for conducting the Domain MCQs. He also said that the Academy requires the question papers at least four days prior to design the randomized MCQ Assessment kit.

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, Director suggested having six staggered slots ranging from 8.15 am to 8 pm. He said that each session will be of ninety minutes and there will be half an hour break in between two sessions and one-hour lunch break (1.30-2.30). He also mandated that not more than 3 slots will be allotted to any classes on any single day.
- Director mentioned that two sessions of ninety minutes each for any specific course needs to be taken by the respective Faculty Member every week.

Agenda 15: To discuss on Placement

- Placement Chairperson informed that this year till date DSIMS could place 61 students and expecting the number to reach around 65-70 by the mid 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 urged to explore Alumni body to come forward for Institutional Placement.

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 the progress of NAAC

- Dr. Shailja said that 80% to 85% of the NAAC work have already been completed by the team members. She affirmed that in another fifteen days the rest of the work could be completed and then the Institute will be ready to upload the NAAC IQAC and the NAAC SAR document.
- She affirmed that External Experts Dr. Harish Purohit and Dr. Svetlana Tatuskar of IES has already assured that inclusion of Part time courses in NAAC document might not be necessary.
- Dr. Babu requested Dr. Shailja to nominate two senior members to work on NAAC in the next one/two-week. She replied that she will promote the schedule and the work will start from tomorrow.
- Dr. Babu informed that Former Registrar of Mumbai University Mr. K Venkatramani have consented to be the External Auditor of NAAC SAR document.

Agenda 18: To discuss on Mentoring

- Dr. Babu appreciated Ms. 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, 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 19: To discuss any other matter with the permission of the Chair

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- 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
Director
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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 respected 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