

Internal Quality Assurance Cell

23-03-2021

NOTICE

The 21st meeting of IQAC Committee will be held on Thursday, 1st April 2021 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 20th IQAC meeting held on 21st January 2021.
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 21st January 2021
4. To advise the members on the conduct of the Examinations
5. To discuss the MMS Sem II commencement
6. To brief the members on the Placement situation and table a status report
7. To brief the members on the Capstone and SIP
8. To brief the members on Sabrang
9. To brief the members on Foundation Day
10. To brief the members on MMS Graduation Ceremony
11. To brief the members on the Online Class Video Relaxation
12. To brief the members on the Student Feedback Online Classes
13. To brief the members on the Rolling Trophy in the memory of Prof. Y.K Bhushan
14. To discuss any other matter with the permission of the Chair

Sumana Chaudhuri

Dr. Sumana Chaudhuri
IQAC Coordinator

Minutes of the meeting of Members of the IQAC

IQAC 2020-21/MoM/Q4

01.04.2021

The 21st meeting of the members of IQAC Committee was held on 1st April 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. Satish Karandikar	Head, Product Planning, Commercial Vehicle, Mahindra & Mahindra Ltd	Industry Expert
8	Mr. Mangesh Prakash Wachasundar	Deputy Quality Manager, Crane Process Flow Technologies (India) Ltd.	QM Expert
9	Ms. Kavita Darji	Registrar	Member
10	Ms. Sunita Pujar	Librarian	Member
11	Mr. Rehan Bijapuri	Alumnus	Member
12	Ms Shefali Sharma	Student Representative	Member
13	Dr. Dhanashree Potey	Assistant Professor	Invitee

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

1. Mr Maneesh Gupta, Assistant Professor
2. Mr Tejas Shriram Meena, Student Representative

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

Agenda 1: To read and approve the minutes of 20th IQAC meeting held on 21st January 2021

The minutes of 20th IQAC meeting held 21st January 2021 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 based on the minutes of the meeting held on 21st January 2021

The ATR's for the minutes held on 21st January 2021 were presented to the committee.

Agenda 4: To advise the members on the conduct of the Examinations

- Dr. Sumana informed that MMS Sem I Examination has been scheduled on 19 April 2021 and will be over by 5th May 2021. With respect to course completion, Dr. Shailja requested to reschedule it to 22 April 2021.

- Dr. Babu asked Dr. Sumana to coordinate with Dr. Harish Purohit for MMS Sem IV University Examination.

Agenda 5: To discuss the MMS Sem II commencement

- MMS Chairperson informed that as per academic calendar, MMS Sem II will commence from 7 May 2021 and the students will be relieved from 23 May 2021 for SIP and MMS Sem III will resume on 23 July 2021 and the semester will be completed on 23 September 2021.
- It requested the Faculty Members to submit the Course Outline before the commencement of the course.

Agenda 6: To brief the members on the Placement situation and table a status report

- Placement Chairperson presented the placement dashboard, wherein the data showed that till 31st March 2021, 32% placement has been done and mentioned that 45% is the placement target for the month of April.
- Dr. Babu requested placement chairperson to present a year wise comparative analysis of Average Salary received by our students in the Placement.

Agenda 7: To brief the members on the Capstone and SIP

- Prof. Anthony informed that 8th April 2021 is the last date of submission of Capstone projects for SY MMS students. To enforce professionalism and seriousness towards Capstone submission, Dr. Babu mentioned that this year the students will not get benefit of extension of submission date.
- Prof. Anthony stated that SIP for two months, will commence on 24 May 2021 and be over by the end of July 2021. Further he informed that SIP Orientation Sessions had been conducted; and the lists of SIP Faculty Guide have also been shared with the concerned stakeholders.
- Prof. Sarika Jain said that till date 68% students have been placed for SIP.
- Director requested the Faculty Members to organize SIP opportunities for the students by exploring their own corporate and alumni network.
- Further, Placement Chairperson presented the SIP dashboard, wherein the data showed that out of 88 students, 43 have received an SIP offer. She expressed her concern of placing another 45 students for Summer Internship.
- Dr. Babu requested the Faculty Members to extend support to receive more SIP offer by exploring their personal contact and alumni network.

Agenda 8: To brief the members on Sabrang

Dr. Dhanashree informed that 3rd and 4th April Sabrang will be held and she shared the tentative plan of Sabrang and requested the Faculty Members to participate and showcase their talent in the Sabrang event.

Agenda 9: To brief the members on Foundation Day

Dr. Shailja presented the event flow for the Foundation Day 2021, which will be held on 3rd April 2021.

Agenda 10: To brief the members on MMS Graduation Ceremony

Prof. Priyanka informed the Work-in-Progress status of MMS Graduation Ceremony for the Batch 2018-20, which will be held on 24 April 2021.

Agenda 11: To brief the members on the Online Class Video Relaxation

To reduce screen timing for the students as well to lessen their fatigue and mental stress, Director proposed that there will be relaxation in the timing of putting on the camera during the sessions- students' video must be compulsorily open for 30 minutes i.e., 10 minutes each in the beginning, end and in the middle of the session. There was lot of deliberation and discussion by the Faculty Members and most of those hinted toward the disciplinary issues.

Agenda 12: To brief the members on the Student Feedback Online Classes

Dr. Babu reiterated to practice discipline in the classroom sessions as well in the online examinations. By referring to a recent disciplinary issue happened in an examination, Dr. Babu requested the Faculty Members to inform the Exam Cell, if any malpractices been noticed by them while meticulously checking the answer sheets.

Agenda 13: To brief the members on the Rolling Trophy in the memory of Prof. Y.K Bhushan

- Dr. Babu informed that an Institute Rolling Trophy in the memory of Prof. Y. K Bhushan will be presented to the student for excelling in the Leadership category.
- Registrar suggested to present this award on the Institute Foundation Day.
- Dr. Babu said that this Rolling Trophy of Student Leadership Award will be bestowed to the most deserving student of the recently graduated batch, on the Institute Foundation Day.


Agenda 14: To discuss any other matter with the permission of the Chair

- Prof. Anthony updated the MiM plan for the MMS students.
- MIS Concise Report : Dr. Babu requested the Faculty Conveners to share brief report of the events conducted by the respective Faculty team, to the Director's office.
- Dr. Babu requested the Faculty Members to submit the Course Outline before the commencement of the course.

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/Q4/01.04.2021

ATR No. 2020-21/04

- Agenda 1:** The minutes of the 20th IQAC meeting held on 1st April 2021 were duly read and approved.
- Agenda 2:** No points were raised by the members in the meeting. Therefore no discussions were necessary
- Agenda 3:** The ATRs for the MoM of the meeting held on 1st April 2021 were duly presented to the members.
- Agenda 4:** The members were duly advised about the conduct of the examinations by Dr Sumana Chaudhuri. Examinations were conducted as planned from 19th April 2021 onwards. Dr. Sumana will coordinate with Dr Harish Purohit and report on the schedule for MMS Sem IV University of Mumbai examinations.
- Agenda 5:** The MMS commencement has been scheduled from 7th May 2021 onwards. Thereafter students will be given a break for two months from 23rd May onwards, for SIP. Sem II will resume on 23rd July and be completed by 23rd September.
- Agenda 6:** Members were briefed on the placement status. Targets were set for 30th April. Owing to constrained circumstances, the achieved number on 30th April was 80, against a target of 87. A comparative analysis of CTC (mean and median) over the past 3 years was presented.
- Agenda 7:** The target date of 8th April for submission of Capstone Projects by SY MMS students was adhered to, by and large.
- Agenda 8:** The Subrang event was successfully conducted on 3rd and 4th April 2021. Faculty members participated in the event.
- Agenda 9:** Foundation Day was successfully conducted on 3rd April 2021.
- Agenda 10:** MMS Graduation Ceremony (Batch 2018-20) was successfully conducted on 24th April 2021.
- Agenda 11:** Online Class Video Relaxation – members were briefed on the relaxation measures introduced, to reduce fatigue. Disciplinary issues were discussed and implemented.
- Agenda 12:** Members were briefed on the Student Feedback regarding Online Classes. Faculty was advised to use rigour while checking answer sheets, to discourage malpractices.
- Agenda 13:** Members were briefed on the Rolling Trophy instituted in the memory of Prof. Y.K Bhushan (excellence in Leadership)



Dr. Sumana Chaudhuri
IQAC Coordinator



Dr. C. Babu
Chairperson



Internal Quality Assurance Cell

14-01-2021

NOTICE

The 20th meeting of IQAC Committee will be held on Thursday, 21st January 2021 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 19th IQAC meeting held on 3rd September 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 3rd September 2020
4. To brief the members on the schedules, dates and timelines of the forthcoming events & activities
5. To discuss the plans and theme for the International Conference
6. To discuss the First year MMS Admissions
7. To brief on First year MMS
8. To discuss on Mentoring
9. New Responsibilities for Faculties
10. To discuss Joint Collaboration
11. To discuss any other matter with the permission of the Chair

Sumana Chaudhuri

Dr. Sumana Chaudhuri
IQAC Coordinator