



### Minutes of IQAC Meeting

Day and Date: Wednesday, September 25, 2019

Time: 10.00 p.m.

Venue: TIMSR Board Room

#### Attendees:

Sr. No.	Name of the Committee Member	Designation
1.	Dr. Pankaj Natu	Director-Chairperson
2.	Mr. V.N.Datta	Advisor, TEG
3.	Mr. Pankaj Singh	Administrative Officer
4.	Dr. Sushilkumar Pare	Associate Professor
5.	Dr. Chandrakant Varma	Associate Professor
6.	Dr. Shuchi Gautam	Associate Professor
7.	Dr. Medha Bakhshi	Assistant Professor
8.	Dr. Santosh Singh	Nominee - Local Society
9.	Mr. Sagar Parmar	Student
10.	Ms. Saloni Sharma	Alumni
11.	Ms. Akshali Shah	Sr. Vice President-Strategy (Sales & Marketing) Parag Milk Foods Ltd.-'Govardhan'
12.	Mr. Mukund Harne	Assistant Librarian
13.	CA (Dr.) Leena Gadkari	IQAC Coordinator

#### Agenda:

1. To report on composition of Internal Quality Assurance Cell (IQAC) of 2019-20
2. To confirm minutes of the meeting held on 18th April, 2019
3. To report the actions taken on the points discussed in the meeting which was held on 18th April, 2019
4. To report on the progress on the quality initiatives taken by the IQAC
5. To receive and discuss about the new quality initiatives for A.Y. 2019-20

**Discussion:**

In the beginning, the IQAC Coordinator welcomed all the members.

1. The Director informed that the composition of the IQAC for A.Y. 2019-20 will be as follows:

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12.	Mr. Mukund Harné	Assistant Librarian
13.	CA (Dr.) Leena Gadkari	IQAC Coordinator

2. The minutes of the meeting held on 18th April, 2019 were read out and confirmed.
3. Report on the action taken on the points discussed in the meeting held on 18th April, 2019:

Sr. No	Decision taken in the IQAC Meeting dated 18/04/2019	Action Taken	Report by
1	<b>Slow and Advanced Learners Identification and actions for them:</b> The slow and advanced learners' identification will be done for PGDM and MMS	Slow learners and Advance learners of the Semester I of Batch 19-21 will be identified on the basis of the results for the Mid Term Exams held in the month of September, 2019.	Prof. Shraddha Luniya Examination Controller

batch 2019-21 as follows:

**A. Slow Learners**

Slow learners are the students scoring less than 50% marks in a course in mid-term examination – Special Programs in the form of remedial session to be taken by the respective faculty member for the identified slow learners after the Mid-term examination. A list of the names has to be submitted by the respective faculty member to the respective HOD before the end of the semester.

**B. Advanced Learners**

**Semester 1**

Advanced learners are the top five scorers for the programme (PGDM and MMS each). They are identified on the basis of cumulative score of mid-term exam. Special programmes/ activities are to be organized for them at the institutional level.

**Semester 2, 3, 4**

-Top five scorers of PGDM and MMS each are identified as advanced learners on the basis of the cumulative score of the Semester-End

**PGDM**

-The Advanced learners for PGDM Batch 18-20, on the basis of the cumulative score of the Semester-II End examination are:-

Seat No	Candidate Name
P1820068	Ambani Ronak Kamlesh Geeta
P1820062	Sharma Pooja Indrajit Savitri
P1820085	Mishra Sumeet Sunil Suman
P1820086	Singhal Sushmita Sanjeev Parul
P1820026	Shah Dhruvi Umang Jigisha

**MMS**

-The Advanced learners for MMS Batch 18-20, on the basis of the cumulative score of the Semester II-End examination are:-

Seat No	Candidate Name
22	Didwania Ritika Anjani Rajani
111	Verma Reshma Birbali Usha
84	Shakya Pratibha Vedram Neelam
79	Sawant Prasanna Shashikant Sheetal
82	Shah Riya Nitin Sonal

The action is in progress.

	examination. -Special programmes / activities are to be organized for them at the institutional level.																		
2	<b>Reason of Absenteeism (ROA)</b>																		
	a. Students are required to upload the documents immediately on completion of the activity failing which the ROA will not be approved by the activity-in-charge.	Students have participated in internal events and they have submitted documents with the signature of respective HOD/Activity In-charge. Uploading of certificates will happen when students will participate in outside activities and get certificates.	Prof. Megha Sarkar Assistant Professor																
	b. Twenty percent and fifteen percent ROA(Reason of Absenteeism) will be allowed to the students of PGDM and MMS program respectively over and above the twenty percent and twenty five percent absenteeism allowed to PGDM and MMS students respectively.	<table border="1"> <thead> <tr> <th>Programme</th> <th>Batch</th> <th>Total Students</th> <th>Eligible students</th> </tr> </thead> <tbody> <tr> <td>PGDM</td> <td>2018-20</td> <td>119</td> <td>81</td> </tr> <tr> <td>PGDM</td> <td>2019-21</td> <td>120</td> <td>103</td> </tr> <tr> <td>MMS</td> <td>2018-20</td> <td>120</td> <td>78</td> </tr> </tbody> </table> <p>The action to be taken for the non-eligible students will be reported in the next meeting.</p>	Programme	Batch	Total Students	Eligible students	PGDM	2018-20	119	81	PGDM	2019-21	120	103	MMS	2018-20	120	78	Ms Neeta Rokde Senior Clerk
Programme	Batch	Total Students	Eligible students																
PGDM	2018-20	119	81																
PGDM	2019-21	120	103																
MMS	2018-20	120	78																

c. Parents to be briefed about the absenteeism of students during induction & monthly meetings.

d. Parents to be addressed on regular basis regarding the need for keeping minimum absenteeism of students so that the students benefit on optimum basis with respect to the initiatives taken by the Institute.

1. Parents meeting was conducted for the PGDM Batch 2019-21, the agenda for which was 'Vision, Mission, Values, Induction Programme, Placement, ROA' Following are the details:

Date of Meeting	Number of Parents attended (PGDM)
6th July, 2019	61

2. The MMS Batch 2019-21 started in the month of September, 2019.

3. Director and HODs conducted **monthly meetings** with parents to brief them regarding the need for keeping minimum absenteeism of students. The details are as follows:

Month of Meeting	No. of Parents attended	
	PGDM	MMS
August, 2019	35	20
September, 2019	32	14

Ms. Neeta Rokde  
Senior Clerk

e. ROA includes:

i. Placement interview, Lateral or SIP (approval by Placement Cell)

ii. Participation in extra and co-curricular activities (approval by Student Council)

iii. Re-exam (approval by Examination Cell)

iv. Placement Committee

ROAs were approved for 167 students till 25<sup>th</sup> September 2019.

Prof. Megha Sarkar  
Assistant Professor

	<p>member approval (approval by Placement Cell)</p> <p>v. Experiential Learning Program (approval by ELP Coordinator)</p> <p>vi. Organizing Institute events (approval by Faculty In Charge)</p> <p>vii. Exam for dual degree, certification and any other competitive exam (approval by the respective mentors)</p> <p>viii. Director/HOD may condone absence of any learner up to 25% (total) for genuineness or gravity of the problem that justifies the learner's absence, like self illness or illness of any family member, death of any of the parents, etc, supported by valid evidence.</p> <p>viii. In case of illness, the student is required to submit the medical certificate by the registered medical practitioner.</p>		
3	<p><b>Monitoring of ROA</b></p> <p>a.3 level approval of ROA</p> <p>1.Level 1: Activity In-Charge approval</p> <p>2.Level 2: HOD approval</p>	<p>Approvals were given by the respective levels based on the supporting documents.</p>	<p>Prof. Megha Sarkar Assistant Professor</p>

	<p>3.Level 3: Student Council approval</p> <p>b. Approval will happen only if documents are uploaded</p> <p>1)Document 1: Evidence of participation</p> <p>2)Post event photo of Student with Certificate / Trophy</p>		
4	<p><b>Mentoring:</b> Mentoring to be done by the alumni for advanced learners.</p>	<p>Mentoring of advanced learners will be done by the alumni after results of the Mid-term examination.</p>	<p>Alumni Cell, HODs</p>
5	<p><b>Planning for Placement</b></p>		
	<p>Exploring the emerging sectors to improve the employment quotient.</p>	<p>Interaction was done with e-Commerce companies like Amazon, Zing HR, Pay Tm, Zomato etc.</p>	<p>Prof. Akhil Shetty Training &amp; Placement Coordinator</p>
	<p>Looking out for placement opportunities by utilizing various online platforms/portals.</p>	<p>Companies were tapped through LinkedIn, Internshala, Naukri.com etc.</p>	<p>Prof. Akhil Shetty Training &amp; Placement Coordinator</p>
6	<p><b>Library:</b> Library to initiate membership offerings to corporate and other organizations.</p>	<p>This point will be discussed and finalized in the library committee in Nov, 2019.</p>	<p>Ms Gunjan Mishra, Librarian</p>
7	<p><b>Workshops:</b> Workshops to be conducted on-</p>		
	<p>a) Modules like "How to Engage Employees" or 'current emerging trends in HR'.</p>	<p>-Mr. Praveen Gavali, the guest speaker for the PGDM 2019-21 Induction program conducted a session on 'Current HR trends' on 19th June 2019.</p>	<p>Prof. Pooja Thorat, HOD, HR</p>

		The session covered emerging trends of HR like diversity, workplace policies, work-life-Balance, gender equality, sexual harassment at workplace, use of AI etc. - A guest session on 'How to Engage Employees' will be conducted in the next quarter.	
	b) Disaster Management	Workshop on Disaster Management will be conducted in the next semester.	Dr. Leena Gadkari Associate Professor
8	<b>Internationalization:</b> Continuous engagement initiatives to be taken with the international partners.	Global Immersion Programme was organized in Singapore in September, 2019 in partnership with the James Cook University, Australia.	Director Notice number 004/2019-20 dated 17th July, 2019
9	<b>Research:</b> Research papers of faculty members and students should be converted into a compendium of papers for internal record.	The research papers have been compiled and arranged year-wise for reference and record.	Dr. Sushilkumar Pare, Research Cell

4. Report on the progress on the quality initiatives taken by the IQAC:

- i. Mindfulness sessions were conducted for the staff as per the following details:

Attendance				
Details of DMS Sessions conducted during 2018-19				
Sr.no	Date	Number of Teaching Staff	Number of Non Teaching Staff	Total
1	24/4/2019	20	19	39
2	8/5/2019	16	15	31
3	22/5/2019	4	12	16
4	15/5/2019	12	15	27



5	8/6/2019		32	32
6	19/6/2019	12	13	25
7	26/6/2019	17	12	29

**Details of DMS Sessions conducted during 2019-20**

Sr.no	Date	Number of Teaching Staff	Number of Non Teaching Staff	Total
1	3/7/2019	20	10	30
2	10/7/2019	21	14	35
3	17/7/2019	21	12	33
4	24/7/2019	20	10	30
5	31/7/2019	19	13	32
6	7/8/2019	19	12	31
7	14/8/2019	21	18	39
8	21/8/2019	16	11	27

Based on the usefulness of the mindfulness sessions, it was decided to conduct these sessions on a daily basis. The details are as follows:

Sr.no	Date	Number of Teaching Staff	Number of Non Teaching Staff	Total
9	26/8/2019	10	10	20
10	27/8/2019	13	10	23
11	28/8/2019	25	9	34
12	29/8/2019	15	12	27
13	30/8/2019	10	11	21
14	31/8/2019	6	6	12
15	7/9/2019	12	4	16
16	11/9/2019	10	6	16
17	15/9/2019	16	7	23
18	16/9/2019	18	15	33
19	17/9/2019	22	12	34
20	18/9/2019	22	16	38
21	19/9/2019	14	11	25

22	20/9/2019	14	15	29
23	21/9/2019	16	12	28
24	23/9/2019	15	12	27
25	24/9/2019	13	13	26
26	25/9/2019	19	8	27

- ii. Considering the effectiveness of the standing sessions/meetings, an adjustable workstation has been provided in the Boardroom.

**5. Discussion on quality initiatives:**

- 1) Review of the innovative processes adopted by the institution in Teaching, Learning and Evaluation
  - a) Event based Learning Outcome as a part of Innovative Teaching Learning Processes
  - b) Using Liberal and Performing Arts like drama, literature and sports etc as teaching learning tools.
- 2) Discussion on the qualitative improvement to be made in research activities:
  - a) Henceforth the FDP will be conducted for 7 days as per the minimum requirement laid down by the statutory bodies.
- 3) Discussion on augmentation of resources for improvement in quality:
  - a) Up-gradation of Fin-tech Lab
- 4) Discussion on seeking involvement of alumni in steps to be taken for quality improvement
  - a) Registration form designed to tap the interest areas of alumni
- 5) Others:
  - a) Taking the concept of mindfulness to students outside TIMSR.
  - b) Initiatives to address gender specific issues
  - c) Initiatives to create awareness about mindful eating practices

The meeting ended with a vote of thanks.

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