



Minutes of IQAC Meeting

Day and Date: Saturday, 21st March 2020

Time: 10.00 a.m.

Agenda:

1. To confirm minutes of the meeting held on 21st January 2020
2. To report the progress on the points discussed in the meeting which was held on 21st January 2020
3. To report on the progress on the earlier quality initiatives taken by the IQAC
4. To receive and discuss about the new quality initiatives

Discussion:

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

1. The minutes of the meeting held on 21st January 2020 were read out and confirmed.
2. No new initiatives were taken in the IQAC Meeting conducted on 21st January 2020.
3. It was decided to work upon the quality initiatives taken earlier by the IQAC. Report on the progress on the quality initiatives taken earlier are as follows:

Sr. No	Quality Initiatives	Action Taken
1	Conclaves to be conducted every year to foster Industry-Institute interaction and understanding the contemporary topics.	<ul style="list-style-type: none"> ➤ Conclave on 'Customer Centricity: Past Present Future' was held on 14th, December 2019. ➤ HR Panel Discussion 'Samvad 2020' was organized on 22nd February 2020.
2	Director's monthly interactions with parents	Meetings were conducted with parents on 8 th February 2020 & 7 th March 2020
3	Director's interaction with Student Council Members	Director had an interaction with the Student Council Members on 20 th March, 2020
4	Mindfulness sessions to be conducted for staff. It will be conducted on a daily basis for students through incorporation in the timetable.	<p>The details of mindfulness sessions conducted are as per <u>Annexure 1</u>.</p> <p>Mindfulness sessions were initiated for students through incorporation in the</p>



		timetable.									
5	Slow and Advanced Learners Identification and necessary actions for them	<p>Slow learners and Advance learners of the Semester 1 and Semester 3 of both PGDM and MMS programmes were identified on the basis of the results of the semester end exams held in the month of November/December 2019. The details of identification are as per <u>Annexure 2 A and 2 B</u>.</p> <p>Action Taken –</p> <ul style="list-style-type: none"> • Advance Learners mentoring was done by the alumni after the alumni Speak. • Special session was organized with alumni for slow learners • HODs also interacted with the slow learners. 									
6	Twenty percent and fifteen percent ROA (Reason of Absenteeism) will be allowed to the students of PGDM and MMS program respectively as per institutional guidelines over and above the twenty percent and twenty-five percent absenteeism allowed to PGDM and MMS students.	<table border="1"> <thead> <tr> <th>Programme</th> <th>Total Students</th> <th>Eligible students</th> </tr> </thead> <tbody> <tr> <td>PGDM</td> <td>239</td> <td>36</td> </tr> <tr> <td>MMS</td> <td>240</td> <td>57</td> </tr> </tbody> </table>	Programme	Total Students	Eligible students	PGDM	239	36	MMS	240	57
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PGDM	239	36									
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7	Mentoring to be done by the alumni for advanced learners.	On 21 st March, 2020, an interactive session was conducted for the advanced learners of MMS Semester I, Batch 2019-21. The guest speaker for the session was Ms. Aditee Sharma, Brand Manager at Tarea Jewels who is also an alumni of TIMSR, Batch 2015.									
8	Discussion on seeking involvement of alumni in steps to be taken for quality improvement	Based on the alumni feedback, their involvement can be sought in areas such as Innovation & Entrepreneurship, Placement, Guest session, Viva-voce, and other institutional engagements									



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Director

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9	Planning for Placement	
	Exploring the emerging sectors to improve the employment quotient.	Interaction was done with e-commerce companies Amazon, Zing Hr, Paytm, Zomato etc.
	Looking out for placement opportunities by utilizing various online platforms/portals.	1. Companies were tapped through LinkedIn, Internshala, Naukri. com etc. 2. Online Interviews schedules for final and summer placement students by using online platforms Skype, Zoom, Google Meet.
10	Library to initiate membership offerings to corporate and other organizations.	The membership offerings to corporate and other organizations will be initiated by the Library after the Institute starts normal functioning post lockdown.
11	Workshop to be conducted on Disaster Management	The workshop will be conducted after the Institute starts normal functioning post lockdown.
12	Innovative processes adopted by the institution in Teaching, Learning and Evaluation.	It was decided to conduct online sessions during the lockdown period.
13	Using Liberal and Performing Arts like drama, literature and sports etc as teaching learning tools.	Zumba sessions have been conducted for PGDM 2019-21 Batch. Details are as per annexure 3.
14	Initiatives to address gender specific issues	International Women's Day was celebrated in March 2020 which covered session on 'Nutrition for women' and 'Session and demonstration of self defence'

3. Discussion on quality initiatives:

1. Qualitative improvement to be made in research activities – Research Paper to be published in Scopus indexed and ABDC journals.
2. Licensed version of Zoom to be purchased for online teaching learning.
3. Software to be purchased for conducting online exams of students.

The meeting ended with a vote of thanks.



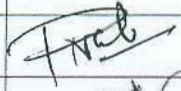
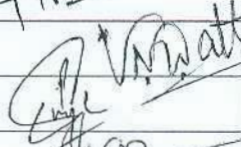
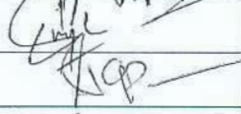
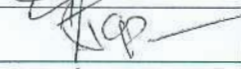
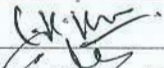

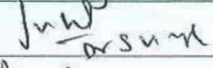

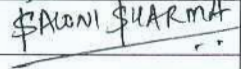
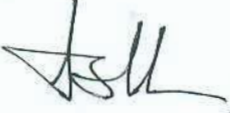
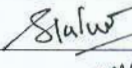
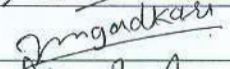
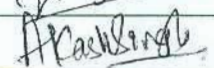
Director

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IQAC MOM
Q 3 - 21st March 20

Attendees:

Sr. No.	Name of the Committee Member	Designation	Signature
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	Associate Professor	Resigned
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	
14.	Mr. Aakash Singh	Student, Invitee	





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