

**Maratha Mandir's
Babasaheb Gawde Institute of Management Studies
Internal IQAC Cell**

2nd July 2021

NOTICE

All the members of the IQAC are hereby informed that the meeting is scheduled on 10th July 2021 at 9:30 a.m. in the conference room to discuss the following agenda.

Agenda

- To read and finalise Minutes of the last meeting
- Update on NAAC status
- To review the online lecture batches and schedules set for the current Semester
- To report the schedule set for conduct of Mid Term Exams
- To report the schedule set for conduct of End Semester examinations
- Analysis of University examination results
- To organise a PhD Research synopsis presentations of the present PhD students of the Institute (Symposium)
- To organise add-on events for students like Mayers-Briggs Trait Indicator (MBTI), Alumni Meet and Kargil Vijay Diwas
- To organize annual staff health check-up
- To organize staff team building outing, celebration of international senior citizen's day and world environment day
- Webinar on Artificial Intelligence
- Review of developments in arrangements with Dial4242
- Add-on course in Advanced Excel
- Research paper publications by faculty
- Any other matter with permission of the Chair

All are hereby requested to be present and contribute to the meeting.

Farrida

Farrida Daruwalla
IQAC Member

**Maratha Mandir's
Babasaheb Gawde Institute of Management Studies**

MINUTES OF IQAC MEETING held on 10th July 2021

Following members were present for the meeting:

Sr. No.	Name	Designation
1	Dr. Vidya Hattangadi	Chairperson - IQAC
2	Ms. Farrida Daruwalla	Member
3	Dr. Govind Shinde	Member
4	Dr. Gautam Trehan	Member

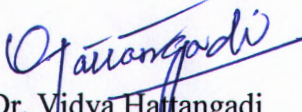
The Committee met to discuss, finalise and take on record the following matters:

- 1. To read and finalise minutes of the last meeting**
The minutes of the last committee meeting were read and finalised with the approval of the members.
- 2. Update on NAAC status**
Dr. Shinde who is the NAAC Head informed the Committee about the successful upload of SSR done in the month of May 2021 by the team, for the purpose of NAAC accreditation of the Institute. The Committee appreciated the successful efforts of the team in doing so.
- 3. To review the online lecture batches and schedules set for the current Semester:**
A review was taken about the number of sessions and syllabus coverage of the online lectures during the semester. It was decided to divide the class into two divisions. Division A for students with Roll Nos. 1 to 22 and Division B for Roll Nos.23 to 44. This would facilitate better focus on students during the online sessions.
- 4. To report the schedule set for conduct of Mid Term Exams:** The Committee was informed that the Mid Term Exams are proposed to be held on 3rd, 4th and 5th of August 2021 in online mode. Marking for the said exams will be in line with the Mumbai University guidelines. The split of 40 marks' Internal Assessments will be as follows:
 - a) Mid Term Examination – 10 marks
 - b) Periodic assessments during the semester – 10 marks
 - c) Presentations – 10 marks
 - d) Attendance & class participation during sessions – 10 marks (5 for each criteria)
- 5. To report the schedule set for conduct of End Semester examinations:** The Committee took note that the lectures for the current semester would end on 31st August 2021, whereafter a short study break would be given to the students to prepare for the

end semester examination which is scheduled to be held tentatively from 6th September 2021 in online MCQ mode.

6. **Analysis of University examination results:** The Director Dr. Vidya Hattangadi, informed the Committee that the University of Mumbai declared the MMS SEM IV results on 24th June 2021, in which the Institute has secured 100% results. An analysis of these results was also presented to the Institute's Management.
7. **To organise a PhD Research synopsis presentations of the present PhD students of the Institute (Symposium):** Dr. Shinde (Head-Research Cell) informed the Committee that there are three students who have completed their Research work and are ready for final synopsis submission to the Mumbai University. As per the UGC and University guidelines, we need to conduct their presentations to the RAC members. The presentations are proposed to be made at the symposium scheduled for 17th July 2021.
8. **To organise add-on events for students like Mayers-Briggs Trait Indicator (MBTI), Alumni Meet and Kargil Vijay Diwas:** The Committee was informed that these events are proposed to be held in the near future, most likely on 17th July 2021 and 26th July 2021. Suitable arrangements were being made for same. These events are proposed to be organised to facilitate the students to understand the importance of commemorative days' celebration, positive outcome of team work, importance of recognising one's own traits and making good use of same for one's own benefit.
9. **To organize annual staff health check-up:** Ms. Farrida Daruwalla informed the Committee that as part of the staff welfare activities conducted by the Institute, it is proposed to organize health check-up of the staff in end July 2021. Tests forming part of the health check-up would be conducted at the Institute's premises by the Babasaheb Gawde Charitable Hospital medical staff/doctors. The Committee took note of the same.
10. **To organize staff team building outing, celebration of international senior citizen's day and world environment day:** Ms. Farrida Daruwalla informed the Committee that an outing of the staff is proposed to be organized sometime in August 2021 at a farmhouse in Panvel, as part of the team building exercise. In addition to this, the team would also be undertaking CSR activity by visiting a senior citizen's home in Panvel and donate food grains, etc. As part of the world environment day celebration, the staff would also undertake clean-up of surroundings at the farmhouse in Panvel by weeding out unwanted plants. The Committee took note and appreciated these measures.
11. **Webinar on Artificial Intelligence:** Dr. Trehan informed the Committee about the arrangements being made for the proposed webinar on Artificial Intelligence in the near future. The said Webinar is being arranged to spread the awareness of Artificial Intelligence for the benefit of students and faculty.
12. **Review of developments in arrangements with Dial4242:** The Director Dr. Vidya Hattangadi informed the Committee that the Institute proposes to enter into a Memorandum of Understanding with Dial 4242 Company, for conducting live research projects. This will help the students develop an understanding of how research is done and also help to sharpen their report-writing skills.

13. **Add-on course in Advanced Excel:** Ms. Farrida informed the Committee that we propose to offer an add-on course in Advanced Excel online to the current batch of students with effect from August 2021. This will be in line with similar add-on courses that the Institute had offered to its students in the past as well. The course is aimed at educating the students about various advanced features of Microsoft Excel which will be useful to them in their quantitative subjects as well.
14. **Research paper publications by faculty:** The Director Dr. Vidya Hattangadi informed the Committee that the faculty have been advised to publish minimum three research papers during the current Academic Year.
15. **Any other matter with permission of the Chair:** Since there were no other matters for discussion, the meeting ended with a vote of thanks to the Chair.


Dr. Vidya Hattangadi
Chairperson - IQAC

Action Taken Report, for points discussed during the meeting:

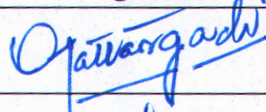
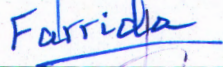

Sr. No.	Point Discussed	Action Taken	Responsibility
1	Review of online lectures	<p>The guidelines issued by the Mumbai University stipulate timely completion of all lectures. All faculty members have accordingly drawn up the teaching plan to complete the syllabus on time. Attendance records are also appropriately maintained.</p> <p>Further, considering the focus required to be maintained on the students during the online lectures, the class of current semester (Sem II) was divided into two divisions (Div. A for Roll # 1-22 and Div. B for Roll # 23-44). Time Table was accordingly set and shared with the students and faculty, for implementation.</p>	Ms. Alpana Chakravarthy
2	Mid-Term and End-Semester Examinations	Mid Term Examination is to be conducted from 3 rd August to 5 th August 2021. The End Semester Examination is proposed to be held from 6 th September 2021 onwards.	Examination Committee
3	Analysis of University examination results of Sem IV	As per the results of Sem IV exams declared by the Mumbai University on 24 th June 2021, the Institute	Examination Committee

		secured 100% results with all students passing the exam.	
4	Add-on courses	The Institute's Management has approved conducting of Advanced Excel course for the Sem II students. Of the planned 30 sessions, 6 will be conducted in the month of August and the remaining in September 2021.	Mr. Ratheesh Nair
5	PhD Research synopsis presentation	The presentation was done by the three PhD students of our Institute on 17 th July 2021 before a panel of three external judges.	Dr. Govind Shinde
6	Mayers-Briggs Trait Indicator (MBTI)	The MBTI session was conducted on 17 th July 2021 by Mr. Yateen Gharat [a Certified Professional Facilitator] for the students and a few faculty members. This session helped the participants to become aware of their traits through answering of a prescribed questionnaire, and work towards developing the positive traits for their own benefit.	Ms. Farrida Daruwalla Dr. Gautam Trehan
	Alumni Meet	The Alumni Meet was organised on 24 th July 2021 to bring together the alumni of the Institute. Same was conducted online with Mr. Sudesh Bhosale as the Chief Guest. Besides sharing his life experiences, he also kept the audiences well	Mr. Nitin Tambekar

	Kargil Vijay Diwas	<p>entertained with his mimicry and melodious singing. The meet was highly appreciated by all present.</p> <p>The Kargil Vijay Diwas was celebrated on 26th July 2021 to emphasize on the importance of team work spirit and patriotism. Brig. S.S. Dahat imparted his real life experience during the Kargil War and explained the modus operandi which led India to victory.</p>	Mr. Ratheesh Nair
7	Organize staff health check-up	The staff health check-up was organized in the first half of 31 st July 2021 at the Institute's premises, when a team of medical staff / doctors conducted prescribed tests for the staff. Reports were subsequently shared with each of the staff member.	Ms. Farrida Daruwalla
8	Organize staff team building outing, celebration of international senior citizen's day and world environment day	The outing was organized for 19 th August 2021 at Ramanand Farmhouse in Panvel, where all staff & faculty of BGIMS spent time together. A clean-up of surroundings was also undertaken to weed out the unwanted plants, as part of world environment day celebration. The team then proceeded to visit a nearby senior citizen's home managed by Vidyadhiraj Charitable Trust, where	Ms. Farrida Daruwalla

		few staff members donated food articles, etc., as a CSR initiative.	
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Attendance sheet for IQAC meeting held on 10th July 2021

Sr. No.	Name	Designation	Signature
1	Dr. Vidya Hattangadi	Chairperson – IQAC	
2	Ms. Farrida Daruwalla	Member	
3	Dr. Govind Shinde	Member	
4	Dr. Gautam Trehan	Member	