

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

2<sup>nd</sup> November 2020

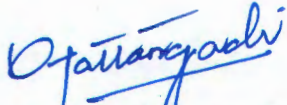
**NOTICE**

All the members of the IQAC are hereby informed that the meeting is scheduled on 10<sup>th</sup> November 2020 at 1:30 pm in the conference room to discuss the following agenda.

**Agenda**

1. To read and finalise minutes of the last meeting
2. To discuss matters arising out of Minutes of last meeting & action taken thereon
3. To review online lectures
4. NAAC progress review
5. Semester end examinations
6. Analysis of University examination results
7. TQIJTM issue
8. FDP for faculties
9. Add-on courses
10. Subject allocation and electives selection for Sem I & Sem IV
11. International Conference
12. MAGMA
13. Discussion on faculty feedback received from students
14. Any other matter with permission of Chair

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

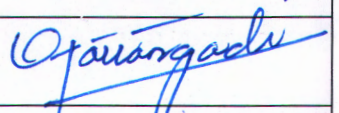
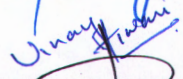
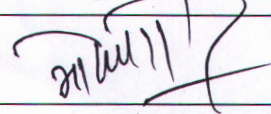
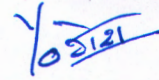
  
Dr. Vidya Hattangadi  
Director

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

Date: 10/11/2020

**ATTENDANCE**

**IQAC MEETING**

Sr. No.	Name	Designation	Signature
1	Dr. Vidya Hattangadi	Director	
2	Mr. Vinay Tiwari	IQAC Head	
3	Dr. Govind Shinde	Member	
4	Mr. Yogesh Sawant	Admin Head	

**Maratha Mandir's**

**Babasaheb Gawde Institute of Management Studies**

**Minutes of the IQAC Meeting held on 10<sup>th</sup> November 2020**

Following members were present for the meeting:

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
1	Dr. Vidya Hattangadi	Director
2	Mr. Vinay Tiwari	IQAC Head
3	Dr. Govind Shinde	Member
4	Mr. Yogesh Sawant	Admin Head

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. To discuss matters arising from the Minutes of last meeting & action taken thereon**

<b>Sr. No.</b>	<b>Point Discussed</b>	<b>Action Taken</b>
1	Organise national webinars	During the quarter institute organised national Webinars on following topics
2	Collaboration to organise national webinars.	To gain benefit of additional participants Institute collaborated with Thane Accounting Chapter to organise national FDP on "Effective Marketing Strategies including Digital Amidst Pandemic"
3	Purchase of LMS system to conduct online lectures	Due to Covid 19 institute suspended lectures as per the instructions from University of Mumbai and to conduct online sessions of the students institute purchased LMS i.e. Microsoft teams.

4	Increase in Ph.D. Intake	As per the resolution of GB institute applied for the increase in Ph.D. centre
5	Online lectures starting date finalisation	As per the guidelines received from University of Mumbai regarding semester start date of MMS SEM III institute started conducting online lectures from 6 <sup>th</sup> July 2020.
6	Weekly online webinars	Apart from the national webinars institute decided to start weekly webinars for the students to upgrade their domain knowledge following webinars were conducted
7	Conversion of PGDM course in MMS	According to the new guidelines issued by the AICTE institute converted PGDM course intake in MMS, hence the intake of MMS increased from 120 to 150 seats

3. **To review online lectures:** A review was taken about the number of sessions and syllabus coverage of the online lectures. It was further decided to review online lectures with distinguishing features by faculties. It was further decided to end the semester on 11<sup>th</sup> November 2020. (**attach review report**)
4. **NAAC progress review:** Dr Shinde elaborated the members work completed till date
5. **Semester end examinations:** The Director explained the committee about the completion of Semester III syllabus coverage and as per the guidelines of University of Mumbai once again to conduct examination in MCQ format.
6. **Analysis of University examination results:** The director informed the committee that the University of Mumbai has declared results of MMS SEM IV on 9<sup>th</sup> Nov 2020. The Institute has secured 100% results! The analysis of the results is presented to the management.
7. **TQIJTM issue:** Papers are invited from faculties as well as academia and industry for TQIJTM November 20202 issues.
8. **FDP for faculties:** It has been decided to organize a FDP with consultation with management before end of November 2020.
9. **Add-on courses**  
It is decided to offer an add-on course in advanced excel online to the current batch of MMS semester III.
10. **Subject allocation and electives selection for Sem I & Sem IV**  
Following electives were selected by the faculty members and the students after the discussion to offer Semester I and IV.

**SEM – I**

1. Selling and Negotiation
2. OB
3. Management Communication

**SEM- IV.**

- Operations Application and Cases  
 Commercial Banking  
 Integrated Marketing communication  
 OD and Change Management

**Subject allocation is as under:**

Sr. No.	Faculty	Subject	Sem.
1	Dr. Vidya Hattangadi	Perspective Management	I
2	Dr. Govind Shinde	Commercial Banking	IV
3	Ms. Rajashri Sonavane	Operations Management	I
		Business Statistics	I
		Operations Applications and Cases	IV
4	Mr. Santosh Datkhile	Financial Accounting	I
5	Ms. Sonia Dias	Organisational Behaviour	I
		OD and Change Management	IV
6	Ms. Jessica Menezes	Negotiation and Selling Skills	I
		Effective and Management Communication	I
	Mr. Ratheesh Nair	Integrated Marketing Communications	IV
8	Ms. Farrida Daruwalla	Managerial Economics	I

**11. International Conference**

Every year the institute organises conferences on various burning issues, so that the society and academicians will get benefited from the recent issues. The same will be informed to the management for getting approval for the proposal.

**12. MAGMA**

Director informed the committee that every year the institute organises MAGMA events for the students, this time due to Pandemic MAGMA will be conducted online. The dates of MAGMA will be finalised after getting approval from the Management.

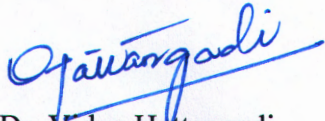
**13. Discussion on faculty feedback received from students**

A report on the analysis of faculty feedback received from students for the current semester was put up to the Committee for information and review. The Committee observed that the feedback received was satisfactory and advised that if required,

necessary steps for further upgrade of faculty knowledge be taken. The Director stated that the report will be placed before the Governing Body for discussion and necessary action.

**14. Any other matter with permission of Chair**

There being no other matter for discussion, the meeting ended with a vote of thanks to the Chair.



Dr. Vidya Hattangadi  
Director

## Action Taken Report

Sr. No	Point Discussed	Action Taken	Responsible person
1	Semester end examinations	Semester end examinations started on 23 <sup>rd</sup> November 2020 and will end on 30 <sup>th</sup> November 2020	Examination Committee
2	Analysis of University examination results	University of Mumbai declared results on 9 <sup>th</sup> November 2020 and the Institute secured 100% results. The analysis of the  The batch strength was 66 plus 2 backlog of 2017-19 batch totalling to 68  O (Above 80%) - 4  A+ (Between 75 and 79) - 22  A (Between 70 and 74) - 14  B+ (Between 65 and 69) - 16  B (Between 60 & 65) - 6  C (Between 55 & 60) - 4  P (Pass class 50) - 2	Examination Committee
3	Review of online lectures	As per university of Mumbai lectures should be completed on time. All faculty members completed their syllabus on time. Attendance record was prepared and analysed.	Ms. Rajashri Sonavane

4	TQIJTM issue	Issue published in December 2020, with 12 research papers	Research and development committee
5	FDP	Management approved to conduct FDP on 28 <sup>th</sup> November 2020, On MBTI	FDP Committee
6	Add-on courses	Management approved to conduct Advance excel course to the sem III students online from 8 <sup>th</sup> December 2020	Santosh Datkhile
7	<b>International Conference</b>	12 <sup>th</sup> March 2021	Dr. Shinde and Dr. Vidya Hattangadi
8	<b>Magma</b>	6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> April 2021	Ratheesh, Farrida and Jessica
9	<b>Discussion on feedback analysis of faculties' performance</b>	The Director was given the responsibility of the feedback analysis and action. The feedback received from students was analysed, the report was prepared and put up for discussion in the Governing Body meeting for further action	Dr. Vidya Hattangadi