



Maratha Mandir's

Babasaheb Gawde Institute of Management Studies

Internal IQAC Cell

16th November 2021

NOTICE

All the members of the IQAC are hereby informed that the meeting is scheduled on 29th November 2021 at 2:00 p.m. in the conference room to discuss the following agenda.

AGENDA

1. To read and take on records Minutes of the last meeting held on 10th July 2021
2. To give an update on various events conducted during the current academic year (viz. FDPs, webinars by industry specialists, celebration of commemorative days, etc.)
3. To give an update on the smooth conduct of online lectures during the last few months
4. To review the results of end-semester examinations conducted for Semester II
5. Admission strategies for the fresh batch of students for MMS course
6. Feedback on the FDPs conducted for faculties
7. Add-on courses conducted so far for students & those proposed to be conducted in forthcoming months
8. Subject allocation and electives selection for Sem III
9. MDPs / FDPs proposed to be conducted in forthcoming months
10. National Conference proposed to be conducted in March 2022
11. MAGMA (sports, in-house competitions in allied activities for students, etc.)
12. Faculty feedback received from students
13. Placement of students and strategies adopted
14. Any other matter with permission of the Chair

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

Farrida

Farrida Daruwalla
Member - IQAC



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

Date: 29/11/2021

ATTENDANCE

IQAC MEETING

Sr. No.	Name	Designation	Signature
1	Dr. Vidya Hattangadi	Chairperson - IQAC	
2	Ms. Farrida Daruwalla	Head - IQAC	
3	Dr. Govind Shinde	Member	
4	Ms. Vibha Chavan	Industry Representative, Member	
5	Mr. Manoj Deshmukh	Representative Academics, Member	



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MINUTES OF IQAC MEETING held on 29th November 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	Mr. Manoj Deshmukh	Academician
5	Ms. Vibha Chavan	Industry representative

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

1. To read and finalise minutes of the last meeting

Minutes of the last meeting of the Committee were read and finalised with the approval of the members.

2. To give an update on various events conducted during the current academic year

Ms. Farrida informed the Committee about various events / activities conducted till date during the current academic year. These included celebration of commemorative days with the students, conduct of Faculty Development Programs in various arenas covering academics, well-being, emotional intelligence, team building, etc. The Committee took note and appreciated the successful efforts of the team.

3. Update on the smooth conduct of online lectures

Ms. Farrida updated the Committee about the smooth flow of online lectures during Semester II and Semester III in the current academic year. She also informed that the offline lectures began w.e.f 11th November 2021 in conformance with the guidelines received from the Mumbai University. The Committee was also informed about the smooth conduct of exams [online end-semester exam for Sem II, and offline mid-term exam for Sem III].

4. To review the results of end-semester examinations conducted for Semester II

Dr. Vidya Hattangadi informed the Committee about the cent percent results of students who had appeared online for Semester II exams. The Committee appreciated the same and advised tracking of the students' semester-on-semester performance to gauge the progress made and take timely corrective / remedial action wherever required. The

Committee also advised that a percentage-range wise summary be prepared for each semester results to monitor the teaching-learning progress.

5. Admission strategies for the fresh batch of students for MMS course

The Committee discussed the delay in admissions this year too, on account of the delay in CET exams. Consequently, Sem I for the fresh batch is expected to start sometime by end Jan. 2022 / Feb. 2022.

6. Feedback on the FDPs conducted for faculties

Ms. Farrida informed the members about the satisfactory feedback received from the faculties who had attended the FDPs conducted in the first half of September 2021.

7. Add-on courses conducted so far for students and those proposed to be conducted in forthcoming months

Ms. Farrida informed the Committee about the add-on courses in "Advanced Excel" and "Corporate Grooming & Etiquettes" which were conducted during this academic year for the benefit of the students. Thirty sessions were conducted in each of the courses to facilitate proper understanding of the concepts and practices.

Further, as part of Faculty Development Program, Mr. Manoj Deshmukh advised that all faculty members should undertake the Universal Human Values (UHV) program being conducted by AICTE. Besides knowledge gaining, this program would also help the Institute in getting credit points under NAAC. Dr. Vidya thanked Mr. Deshmukh for his advice and informed that some of our faculty members have attended the said program in the recent past and have been awarded certificates for same by the AICTE.

8. Subject allocation and Electives selection for Sem III

The Committee was informed about the allocation of subjects to faculties for teaching in Semester III. The subject allocation was done keeping in mind the specialisation of each of the faculty and their knowledge of the subjects. The Committee was also informed that prior to subject allocation, a faculty exposition exercise is conducted by Dr. Vidya to gauge the comfort of the faculty in delivering the required contents in each allocated subject.

9. MDPs / FDPs proposed to be conducted in forthcoming months

The Committee was informed that we propose to conduct some more FDPs during the remaining part of the academic year as also hold some MDPs in near future.

10. National Conference proposed to be conducted in March 2022

Dr. Govind Shinde briefed the members present about the national conference on MSME which is proposed to be conducted in the month of March 2022. This is in line with the past practice of conducting national conference in March each year.

11. MAGMA (sports, in-house competitions in allied activities for students, etc.)

The Committee was informed about the arrangements being made for the MAGMA event to be held in the March quarter of the current academic year when events like in-house competitions, sports, rangoli, etc. will be conducted for the students. Such events are conducted each year to promote team building spirit, healthy competition, and encourage students to come up with innovative ideas.

12. Faculty feedback received from students

Ms. Farrida informed the Committee about the faculty feedback process wherein periodic feedback is obtained on the faculties from the students. Same is then discussed one-on-one by the Director (Dr. Vidya) with each faculty member and areas of improvement are worked upon. Mr. Deshmukh and Ms. Vibha advised that the shortcomings, if any, should be made good through imparting of appropriate training to the faculty members. They also advised that a feedback of the faculty should also be obtained for each of the students. Results of both these feedbacks put together would help in proper evaluation of the faculty-student equations.

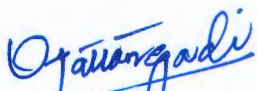
13. Placement of students and strategies adopted

Dr. Vidya informed the Committee that the Institute has a dedicated Placement Officer who is responsible for offering placement opportunities to students. She also informed that many of our students have so far been got placements in decent organisations.

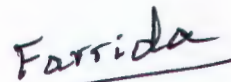
14. Any other matter with permission of the Chair:

The Committee unanimously opined that it is necessary to bring in additional experienced members from the academics field as also the industry, who can contribute fresh ideas for the benefit of the Institute.

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



Dr. Vidya Hattangadi
Chairperson – IQAC



Farrida Daruwalla
Member - IQAC

Action points flowing from discussions during the meeting:

Sr. No.	Point Discussed	Action to be taken	Responsibility
1	Review of examination results	The exam results need to be tracked semester-on-semester to monitor the students' performance and take prompt remedial action wherever necessary	Dr. Govind Shinde
2	Training in Universal Human Values	Some faculty members have undergone the training in Universal Human Values (UHV) program being conducted by AICTE. The ones left out propose to undergo the same shortly	Dr. Govind Shinde
3	Feedback from faculty about the students	Feedback about the students need to be obtained from the faculty, just as students' feedback is taken on the faculties teaching them. Results of both these feedbacks put together should be analysed to facilitate proper evaluation of the faculty-student equations and the resultant feedbacks	IQAC Committee
4	Appointment of additional experienced members on IQAC Committee	Appoint additional experienced members from the academics field as also the industry, who can contribute fresh ideas for the benefit of the Institute.	IQAC Committee