

## Agenda of IQAC Meeting 02.02.2019

1. Review of Vision & Mission statement, if any modification needed.

### **Vision**

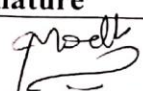
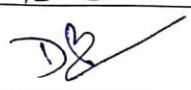
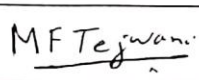
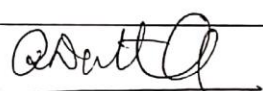
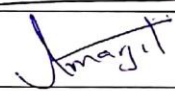

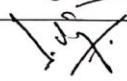
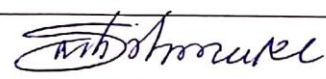
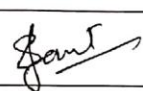
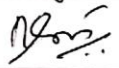
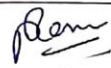
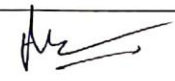

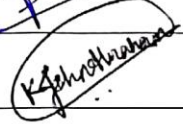
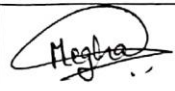
- To be the most preferred institution for higher management education in Mumbai.

### **Mission**

- Develop socially responsible managers who are well grounded in theory and its application to real world problems in their fields.
- Develop an institution that contributes to new knowledge creation.
- Develop faculty capable of synthesizing, communicating and creating knowledge in collaboration with industry, peers, alumni and students.

2. Discussing (Define and develop) the parameters for Academic Audit.
3. Discussing (Define and develop) the parameters for Administrative Audit.
4. Research Methodology Workshop to be planned.
5. To plan IPR 2 days' workshop for students.
6. Making RA and TA committee.
7. Setting eligibility criteria for RA and TA.
8. Discussing In-house research Journal's indexing.
9. Discussing Training to be identified for Non- teaching staff to be conducted in summer vacation.

**IQAC Meeting**  
**Attendance - 02/02/2019**

Sr .No	Name	Designation	Signature
1	<b>Dr. Satish Modh</b> Director	Chairman	
2	<b>Dr. Debjani Banerjee</b> Associate Dean Accreditation	Member Secretary IQAC	
3	<b>Mr. Mahesh Tejwani</b> Management Trustee	Member	
4	<b>Mr. Kishor Moghe</b> Social Contributor	Member	
5	<b>Mrs. Ranu Datta</b> Parent	Member	
6	<b>Mr. Amarjeet Singh</b> Alumni	Member	
7	<b>Mr Sunil Nair</b> Recruiter (SSC & Globeop)	Member	
8	<b>Ms Prachal Maglani</b> Recruiter (Naukri.com)	Member	
9	<b>Prof. Pradeep K Mitra</b> Associate Dean Finance	Member	
10	<b>Dr. Sandeep Bhardwaj</b> Dean Academics	Member	
11	<b>Dr. Sachin Deshmukh</b> Dean PGDM	Member	
12	<b>Dr. Seema Sant</b> Associate Dean HR	Member	
13	<b>Prof. Repak Shrinivas</b> Senior Faculty	Member	
14	<b>Prof Prema Mahale</b> Faculty Member	Member	
15	<b>Mr. Arvind Waghmare</b> Registrar	Member	
16	<b>Mr. Vivek Prabhu</b> Controller of Examination & Deputy Registrar , Academics	Member	
17	<b>Mr. John Abraham</b> Student Representative MMS	Member	
18	<b>Miss Akanksha Chemburkar</b> Student Representative PGDM	Member	
19	<b>Mrs. Megha Singh</b> Executive Accreditation & IQAC	Member	

Minutes of the meeting

Date- 2<sup>nd</sup> February 2019 (Saturday)

10. Review of Vision & Mission statement, if any modification needed.

**Vision**

- To be the most preferred institution for higher management education in Mumbai.

Looking at the achievements and growth of the Institute, and its presence in NIRF ranking and international linkages and tie ups we should rethink and reframe the vision statement for the Institute by giving broader scope to it.

According to Director we should replace “Mumbai” by India as we are growing up and ranked 76<sup>th</sup> in NIRF (Nationally) so we should aspire vision for broader perspective. He also suggested to frame 10 statements on vision to be discussed and shortlisted in the next Dean’s Council meeting, for which vote can be taken from various stakeholders, trustees, faculty, students & alumni to finalize the vision statement.

**Mission**

- **Develop socially responsible managers who are well grounded in theory and its application to real world problems in their fields.**

After the detailed discussion it has been decided that key words “managers, entrepreneurs and leaders” can be introduced in the above statement, which is indicating development of students gradually from one level to another level.

- **Develop an institution that contributes to new knowledge creation.**

All agreed mutually to continue with the same mission statement.

- **Develop faculty capable of synthesizing, communicating and creating knowledge in collaboration with industry, peers, alumni and students.**

Director suggested that this mission statement can be framed by using some key words like synthesize, innovation, research, technology and infrastructure.

The mission statement framed was “Develop faculty capable of synthesizing, communicating and collaborating with industry, peers, alumni and students.”

**Values**

- **Pedagogy will incorporate global best practices in management education.**

All agreed mutually to continue with the same value statement.

- **Teaching will be based on continuously updated courses that inculcate the principle of entrepreneurship.**
- **Research will be based on theoretical and evidence based practices, with integrity and a frontier based approach.**
- **Emphasis will be given on building social consciousness.**

Director suggested the value statement to be reviewed and reframed by using keywords like:

Social awareness, consciousness, empathy, integrity, honesty, ethical practices and perseverance.

It was decided that all vision, mission and values statement should be revised in one month of time and kept ready before next IQAC Meet to finalize the same.

#### **11. Discussing (Define and develop) the parameters for Academic Audit.**

The shortlisted parameters were agreed by all the members mutually.

#### **12. Discussing (Define and develop) the parameters for Administrative Audit.**

The shortlisted parameters were agreed by all the members mutually.

#### **13. Research Methodology Workshop to be planned.**

Dr. Debjani Banerjee shared that research methodology workshop has been planned between 26<sup>th</sup> April to 30<sup>th</sup> April 2019

#### **14. To plan IPR 2 days' workshop for students.**

Director suggested to check government institutions which conducts IPR workshops free of cost.

#### **15. Making RA and TA committee.**

The roles of RA and TA were discussed and agreed by all the IQAC Members.

Director suggested to set up a committee to interview students which will conduct written test, GD & PI to identify right candidates. Also from next academic year we can recruit our first year students as RA and TA based on merit and financial needs, hence the procedure shall be established by May 2019 to announce for the upcoming batch.

#### **16. Setting eligibility criteria for RA and TA.**

It was decided to select RA and TA from 2019-20 Academic year onwards.

Dr. Seema Sant suggested the student's selection shall be done through written application, followed by group discussion and personal interviews. For which a committee needs to be formed who shall evaluate the student's score. Dr. Debjani Banerjee suggested the information shall be shared to students during induction program itself and Mr. Arvind

Waghmare suggested that financial needs and merit should be one of the selection parameters for the role of RA and TA.

The Director mentioned this entire framing of committee and evaluation parameters shall be ready by the month of May 2019.

**17. Discussing In-house research Journal's indexing.**

Dr. Debjani Banerjee has contacted Dr. Nisha Pandey regarding the in house research journals indexing details, but no response received till date.

**18. Discussing Training areas to be identified for Non- teaching staff to be conducted in summer vacation.**

The proposed dates and areas of training identified were finalized and agreed by all.

The director suggested to include Microsoft office and cleanliness of premises as well to the training areas.

## **Action Taken Report of the meeting conducted on**

**Date- 2<sup>nd</sup> February 2019 (Saturday)**

### **1. Review of Vision & Mission statement, if any modification needed.**

To review and modify the Vision, Mission and Value statements discussed in IQAC meeting, a dean's council meeting was conducted, followed by internal IQAC meeting to further refine the statements. The proposed statements were reviewed by Director Dr. Satish Modh and in order to take views from all the stakeholders, Google form has been circulated.

### **2. Discussing (Define and develop) the parameters for Academic Audit.**

The parameters were agreed by all the members mutually and identified process owners responsible for respective areas. Also the date for conducting Academic Audit is confirmed on 15th May 2019, Dr. Ashish Pandey and Dr. Kavita Laghate have been identified for Academic Audit representative.

### **3. Discussing (Define and develop) the parameters for Administrative Audit.**

The parameters were agreed by all the members mutually and Dr. Ashok Mahajan and Mr. Nikhade have been identified as Administrative audit representative. The date for conducting Administrative Audit has been tentatively scheduled on 8th May 2019.

### **4. Research Methodology Workshop to be planned.**

Dr. Debjani Banerjee has planned workshop from 24<sup>th</sup> to 28<sup>th</sup> June 2019, to be organised by resource person Dr. Hitesh Parmar and Dr. Dhawal Mehta.

### **5. To plan IPR 2 days' workshop for students.**

The IQAC team is co-ordinating with authentic government bodies to conduct the workshop.

### **6. Making RA and TA committee.**

Recruitment of RA, TA and committee set up will be raised in the further governing council meeting

### **7. Setting eligibility criteria for RA and TA.**

Recruitment of RA, TA criteria will be given by governing body.

### **8. Discussing In-house research Journal's indexing.**

In house research journals indexing is in process and the IQAC team is in co-ordination with the publication team.

**9. Discussing Training areas to be identified for Non- teaching staff to be conducted in summer vacation.**

The proposed dates and areas of training identified were finalized and agreed by all. The director suggested to include Microsoft office and cleanliness of premises as well to the training areas. Out of which, training on telephone manner and business correspondence will be conducted tentatively on 11<sup>th</sup> & 12<sup>th</sup> April 2019 by Dr. Uma Bhushan for all non-teaching staff members.