



2014-15

Internal Quality Assurance Cell(IQAC)

Minutes of Meeting



Kohinoor Business School

KBS

May you prosper and grow

MINUTES OF MEETING HELD ON 15TH MAY 2015

MEMBERS PRESENT: -

Dr. Bharati Deshpande	Director In charge, Chairperson
Monica Eyles	Member
Dr. Abbasi Attarwala	Member
Prof Sandeep Sawant	Member
Prof P.K Mishra	Member
Prof Hemal Thakker	IQAC coordinator
Pallavi Amberkar	Management Representative

AGENDA

1. Welcome
2. Leave of Absence
3. Progress of Various Committees
4. ISO 9001:2008

MINUTES OF MEETING

Agenda 1. Welcome

- a. Dr. Bharati Deshpande welcomed the members

Agenda 2. Leave of Absence

- a. Leave of absence was granted to the students due to their Summer Internship

Agenda 3. Progress of Various Committees

- a. Dr. Bharati Deshpande informed the members that the first meeting of AAC was held on 26th February 2015
- b. The second Meeting of ICC was held on 10th April 2015
- c. The second Meeting of Anti Ragging was held on 12th May 2015

Agenda 4. ISO 9001:2008

- a. Prof Hemal Thakker informed that Internal Audits were carried out between February 2015 and May 2015

He further informed that the ISO 9001:2008 certification was received on 15th April 2015

For Kohinor Business School

B. Deshpande
Director





Lloyd's Register
LRQA

CERTIFICATE OF APPROVAL

This is to certify that the Quality Management System of:

Kohinoor Education Trust
Kohinoor City, Kirol Road, Off L.B. S Marg.
Kurla (W), Mumbai - 400 070,
Maharashtra,
INDIA

has been approved by Lloyd's Register Quality Assurance
to the following Quality Management System Standard:

ISO 9001:2008

The Quality Management System is applicable to:

The provision of the following Business Management and Hospitality Management courses:

- Design and development of post graduate programs approved by the All India Council for Technical Education (AICTE) New Delhi, leading to the award of Post Graduate Diploma in Management (PGDM) by the Institute
- Post graduate programs approved by the All India Council for Technical Education (AICTE) New Delhi, Directorate of Technical Education (DTE) Mumbai, leading to the award of Master of Management Studies (MMS) degree by the University of Mumbai
- Executive Education Management Programs for industry.
- Graduate program leading to the award of Bachelor of Science- Hospitality Studies and Catering Services (B.Sc.- HSCS) degree by Yashwantrao Chavan Maharashtra Open University (YCMOU).

This certificate is valid only in association with the certificate schedule bearing the same number on which the locations applicable to this approval are listed.

Approval
Certificate No: MUM6019788

Original Approval: 15 April 2015

Current Certificate: 15 April 2015

Certificate Expiry: 14 April 2018

KSD Deshmukh

Issued by: Lloyd's Register Quality Assurance Limited



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LRQA Ltd, Unit 63 & 64, 6th Floor, Level 5, Kalpataru Square, Kondivita Lane, Off Andheri - Kurla Road, Andheri (East), Mumbai - 400 059, India
For and on behalf of LRQA Ltd, Hiramford, Middlemarch Office Village, Siskin Drive, Coventry, CV3 4FJ, United Kingdom

This approval is carried out in accordance with the LRQA assessment and certification procedures and monitored by LRQA.
The use of the UKAS Accreditation Mark indicates Accreditation in respect of those activities covered by the Accreditation Certificate Number 001

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LRQA

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- Executive Education Management Programs for industry.

This certificate forms part of approval identified by Certificate Number MUM6019788

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MINUTES OF MEETING HELD ON 10TH FEBRUARY 2015

MEMBERS PRESENT: -

Dr. Bharati Deshpande	Director In charge, Chairperson
Monica Eyles	Member
Dr. Abbasi Attarwala	Member
Prof Sandeep Sawant	Member
Prof P.K Mishra	Member
Prof Hemal Thakker	IQAC coordinator
Priyank Shinde	(Student President PGDM) (Nominee Member)
Abhishek Kori	(Student President MMS) (Nominee Member)

AGENDA

1. Welcome
2. Leave of Absence
3. Formation of Various Committees
4. Need for Documentation and SOPs

MINUTES OF MEETING

Agenda 1. Welcome

- a. Dr. Bharati Deshpande Welcomed all the members for the second IQAC Meeting.

Agenda 2. Leave of Absence

- a. Leave of absence was granted to Pallavi Ambekar,

Agenda 3. Formation of Various Committees

- a. Dr. Bharati informed the members that following committees have been formed
 - i. Academic Administration Committee
 - ii. Research and Publication
 - iii. Internal Complaints Committee
 - iv. Student Grievance committee
 - v. Learning Resource committee
 - vi. Alumni Committee
 - vii. Anti-Ragging Committee
 - viii. Women development committee
- b. The committee members have been informed the relevant guidelines

Agenda 4. Need for Documentation and SOPs

- a. Dr. Bharati emphasized the need for documentation and development of standard operating procedures
- b. She advised Prof Hemal Thakker to interact with her for MMS program and Other departments regarding documentation and standard operating Procedures

For Kohinaor Business School

B. Deshpande
11c Director



MINUTES OF MEETING HELD ON 3RD NOVEMBER 2014

Members Present: -

Dr. Bharati Deshpande	Director In charge, Chairperson
Monica Eyles	Member
Dr. Abbasi Attarwala	Member
Prof Sandeep Sawant	Member
Prof P.K Mishra	Member
Prof Hemal Thakker	IQAC coordinator
Pallavi Amberkar	Management Representative
Priyank Shinde	(Student President PGDM) (Nominee Member)
Abhishek Kori	(Student President MMS) (Nominee Member)

AGENDA

1. Welcome
2. Appointment of IQAC Coordinator
3. Need for Accreditation

MINUTES OF THE MEETING

Agenda 1 Welcome

- Dr. Bharati Deshpande took the chair and welcomed the members for the first IQAC meeting.

Agenda 2 Appointment of IQAC Coordinator

- Dr. Bharati Informed the members about appointment of Hemal Thakker as IQAC Coordinator. She requested Hemal to brief the members about formation of IQAC committee, Objectives and Functions

Agenda 3 Need for Accreditation

- Prof Hemal Thakker briefed the member about the importance of IQAC and the benefits thereof. He further informed the objectives and functions of IQAC

Objectives:

- To develop systems and procedures which are consistent and have catalytic action to improve the academic and administrative performance of the institute.
- To promote measures for institutional functions towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Functions

- To ensure the relevance and quality of academic and research program
- To enhance the quality of education to improve the employability of the students
- To develop policies and guidelines for smooth conduct of Teaching-Learning Process.
- To bridge the gap between academics and Industry requirements.
- To develop systems and procedures for smooth and efficient functioning of the institute.
- To ensure continuous improvement in all operational aspects of an institution.
- To ensure the up-gradation of faculties and Integration of modern methods of teaching and learning.
- To plan, to implement and to measure the outcome of academic and administration performance of the institution.
- Ensuring the adequacy, maintenance and proper allocation of support structure and services

- To enhance and develop the culture of quality in the institution by aspiring for relevant accreditation and quality certification
- To collect feedback from the stakeholders namely students, alumni, faculty and employer, analyze and take necessary action for quality enhancement

Prof Hemal Thakker briefed the member about the frequency of Meeting as well as the roles and responsibilities of different department

Dr. Bharati Deshpande thanked Prof Hemal for his presentation and expectation from the faculty and staff. She informed the members that committee members will meet every quarter as per the NAAC guidelines

The next meeting is scheduled in February 2015

For Kohinoor Business School

B. Deshpande
Director

