



2015-16

Internal Quality Assurance Cell(IQAC)

Minutes of Meeting

Kohinoor Business School

KBS

May you prosper and grow

MINUTES OF MEETING HELD ON 4TH MAY 2016

MEMBERS PRESENT: -

Dr. Abbasi Attarwala	Director In charge, Chairperson
Monica Eyles	Member
Dr. Bharati Deshpande	Member, Program Head
Prof Sandeep Sawant	Member
Prof P.K Mishra	Member
Prof Sandhya Tewari	Member
Prof Hemal Thakker	IQAC coordinator
Ms. Ashlesha Koyande	Superintendent
Pallavi Amberkar	Management Representative

AGENDA

1. Welcome
2. Leave of Absence
3. Academic Calendar
4. Internal Audit

MINUTES OF MEETING

Agenda 1. Welcome

- a. Dr.. Attarwala welcomed Ms. Ashlesha Koyande as a member of the committee

Agenda 2. Leave of Absence

- a. Leave of absence was granted to students of MMS and PGDM.

Agenda 3. Academic Calendar

- a. Prof Hemal Thakker informed the members about adherence to the academic calendar and the timetable
- b. The academic calendar for the year 2016-17 was briefly discussed

Agenda 4. Internal Audit

- a. Prof Hemal Thakker Informed the members that internal audit is planned for all processes

For Kohinoor Business School


Director



MINUTES OF MEETING HELD ON 8TH FEBRUARY 2016

MEMBERS PRESENT: -

Dr. Bharati Deshpande	Director In charge, Chairperson
Dr. Abbasi Attarwala	Member
Prof Sandeep Sawant	Member
Prof P.K Mishra	Member
Prof Sandhya Tewari	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. Leave of Absence
3. Activity planned and completed

B. Deshpande

MINUTES OF MEETING

Agenda 1. Welcome

- a. Dr. Bharati Deshpande welcomed the members for the second meeting of the year 2015-16

Agenda 2. Leave of Absence

- a. Leave of absence was granted to Monica Eyles

Agenda 3. Activity planned and completed

- a. Dr. Bharati Deshpande informed the members that the Seminar on NAAC - An Edge in Higher Education is completed on 16th of December 2015
- b. She informed the members that the seminar was inaugurated by Vice Chancellor of University of Mumbai, Dr. Sanjay Deshmukh.
- c. Following dignitaries were present for the seminar
 - i. Dr. N Jayasankaran, Former Vice Chancellor Kanchi University and Former Director General of BIM Trichy
 - ii. Dr. B.S Madhukar Dy Advisor NAAC
 - iii. Dr. Meena Chintamani, Registrar NMIMS

For Kohinoor Business School


Director



MINUTES OF MEETING HELD ON 16TH NOVEMBER 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 Sandhya Tewari	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. Leave of Absence
3. Seminar on NAAC - An Edge in Higher Education
4. Research and Publication
5. Workshops/Seminars planned
6. Development for SOPs for Academics and Academic administration

MINUTES OF MEETING

Agenda 1. Welcome

- a. Dr. Bharati Deshpande welcomed the members and informed the members that Prof Sandhya Tewari will now be part of the committee henceforth

Agenda 2. Leave of Absence

- a. All members present

Agenda 3. Seminar on NAAC - An Edge in Higher Education

- a. Dr. Bharati Deshpande informed the members that the Seminar on NAAC - An Edge in Higher Education is planned on 16th of December 2015

Agenda 4. Research and Publication

- a. The faculty members have taken initiative in research and publication. She complimented Dr. Attarwala and Prof C.S. Balasubramaniam

Agenda 5. Workshops/Seminars planned

- a. Dr. Attarwala informed that seminar on Learning by reading by Sudeep Nagarkar is scheduled on 10th December 2015

Agenda 6. Development for SOPs for Academics and Academic administration

- a. Prof Hemal Informed that the institute has now formalized standard operating procedure for curriculum planning and implementation. He shared the documentation with all the members (Copy attached)

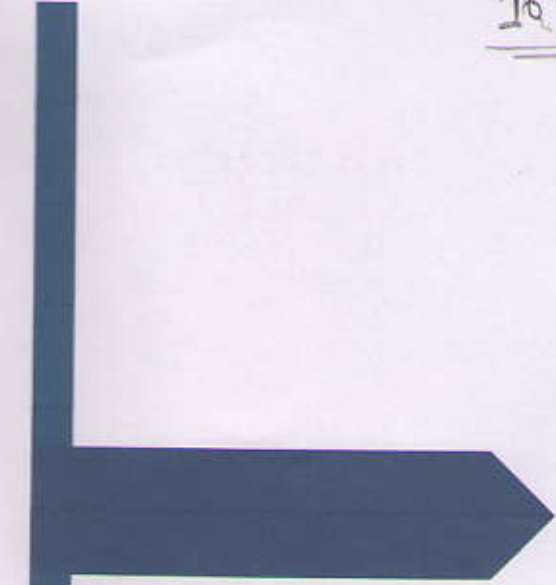
For Kohinoor Business School


Director



16th November 2015

6.5.3



SOPs for Academics and
Academic administration-
Curriculum Planning and
Implementation

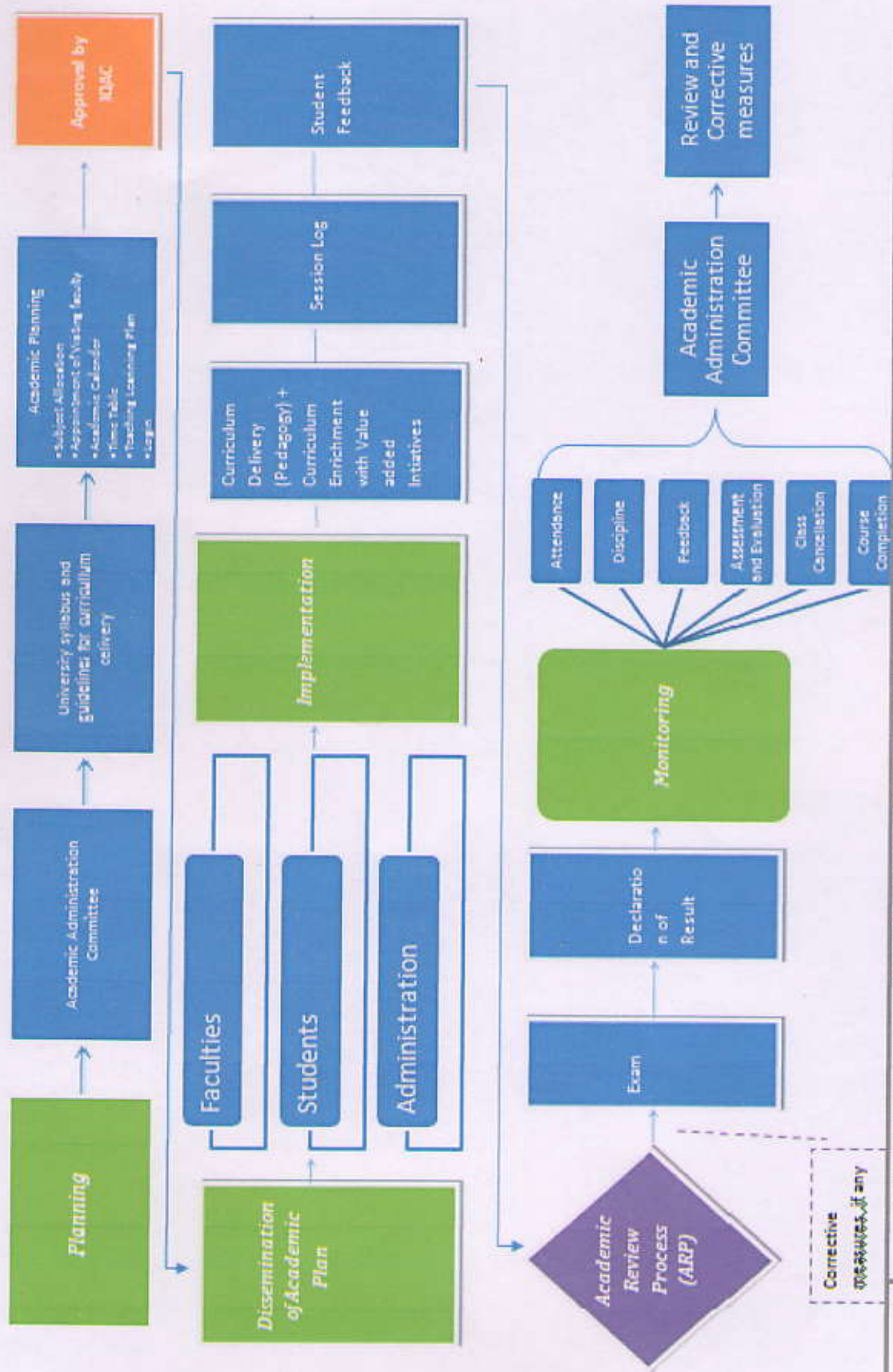
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8/24

STANDARD OPERATING PROCEDURE FOR CURRICULAR PLANNING AND IMPLEMENTATION- FLOW CHART



1 | STANDARD OPERATING PROCEDURE FOR CURRICULAR PLANNING AND IMPLEMENTATION

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Planning

Academic Administrative Committee (AAC)

- The Academic Administrative Committee comprising of MMS Program Head, one faculty, Academic Coordinator and Registrar/Controller of examination monitors the planning and effective curriculum delivery.
- Academic Review Process
 - The Academic Administrative Committee will meet twice in a semester that is once at the beginning of the semester and second at the end of 6 weeks.
 - The Academic Administrative Committee monitors the following
 - Academic Calendar
 - Student attendance
 - Class discipline
 - Adherence to the timetable
 - Class cancellation
 - Extra Lectures for compensation
 - Faculty Feedback
 - Corrective mechanism
 - Exam Scheduling
 - Result Declaration

University syllabus and guidelines for curriculum delivery

- The planning for the curriculum delivery should be as per the university of Mumbai Guidelines

Academic Planning

- The Academic Administration committee is responsible to prepare the Academic Plan
- The Academic Plan will be approved by the Internal Quality Assurance Cell before the commencement of the Academic Year

Subject Allocation and appointment of visiting faculty

- a. Institute invites visiting faculty depending upon the need assessment. The applications received are scrutinized based on the faculty competencies as reflected by the qualification, experience, specializations, courses taught and areas of interest. The information is collated in the format under Faculty Profile (Annexure 1)
- b. Offer letters to the visiting faculty are sent as per the format Appointment letter for Visiting faculty (Annexure 2)

Academic calendar

- i. Based on the guidelines provided by the university, the AAC prepares an academic calendar for the academic year as per the format Academic calendar format (Annexure 3)

Time Table

- i. The time table is prepared taking into consideration the number of credits to be covered in the course, infrastructure facilities like classrooms, Seminar

halls, information systems and teaching and learning tools Time Table format (Annexure 4)

Teaching Learning Plan (TLP)and Login

- a. The faculty In charge follows the teaching learning plan provided by the University of Mumbai

Dissemination of Academic Plan

To Faculty

- a. Prior to the commencement of the academic session a meeting of the faculty is called (fulltime, Visiting and Adjunct) During this meeting the faculty is informed about the university guidelines covering the following areas
 - Adherence to the TLP as provided by university
 - Method of Engaging the students
 - Procedure for Feedback and Corrective Measure
 - Assessment and Evaluation
 - Adherence to the timeframe

To Students

- a. Student's hand book is uploaded on the website with guidelines of the institute
- b. During the orientation program student are made aware of guidelines such as
 - Attendance
 - Assessment
 - Code of Conduct
 - Student Activities

- Committees

To Administration

- a. The academic plan is communicated to the administration department for providing necessary support

Implementation

Curriculum Delivery (Pedagogy) plus curriculum enrichment with value added Initiatives

- a. At the beginning of the semester the faculty communicates to the students the pedagogical tools that are going to be used based on the University guidelines
- b. Curriculum enrichment is through various initiatives taken by the faculty in addition to the regular courses

Session Log

- a. The faculty in charge will fill the session log and share it with the academic coordinator
 - i. Format for session log (Annexure 5)
- b. The Academic coordinator will track the session log and attendance, and reports the findings to the AAC for necessary action if any

Student Feedback

- a. Two Feedbacks in the semester
- b. Informal feedback is taken at the end of the third session or at the beginning of the fourth session by the Program Head

Examination and declaration of result

- a. The examination will be conducted as per the guidelines of the University of Mumbai

Monitoring

Student Attendance

- i. The Institute follows the guidelines of University of Mumbai

Discipline

- a. Campus Discipline is maintained

Class cancelation and Course completion

- a. The class cancelation is monitored on a regular bases and corrective measures are taken

Format for Faculty Profile (Annexure 1)

Visiting Faculty Details

Personal Details

Name:-

Address:-

Telephone

Number:-

Email Address:-

Pan Card No:-

Bank Details:

- Name of the bank:
- Branch:
- Bank account number:
- IFSC Code No:

Educational Qualification Details

Degree	University	Date Of Passing	Division/Class	Subject/Specilization
Ph.D				
Post Graduate				
Graduation				

Industry Experience

Designation	Name of Employer	Duration

Prior fulltime teaching experience

P.G (in Years):-

U.G (in Years):-

Subjects Expertise/Area of Interest

- 1)
- 2)
- 3)
- 4)
- 5)

I declare that the details provided are correct as per records available to me

Signature,

Format for Appointment letter for Visiting faculty (Annexure 2)

On the letter Head

**APPOINTMENT LETTER
Visiting Faculty**

Month, Year

Dear (Name)

Greetings from Kohinoor Business School!!!

We are happy to invite you as a visiting faculty for the subject..... For MMS Semester..... for the academic year.....Please note that the above subject needs to be covered in.... sessions of min each totaling tohours over a period of.... weeks. The course commences onWe shall appreciate if you could kindly convey your acceptance of this invitation at your earliest convenience. Please contact _____ (Academic co-ordinator) to finalize the schedule. Once this schedule is finalized, it needs to be adhered to.

Due to unavoidable circumstances if it is not possible to adhere to the schedule, under such circumstances we request you to get in touch with our Academic Co-ordinator for re-scheduling of the classes or to make alternative arrangements in advance.

To the visiting faculty, we pay towards an honorarium and out of pocket expenses (including conveyance and instruction material) @ _____ Per hour. The honorarium includes paper setting, corrections and invigilation during examination. For administrative convenience, we pay the honorarium at the end of the Semester.

The faculty members are expected to follow the course outline, the session plan and other guidelines as issued by the institute from time to time. We also request you to ensure that the examinations are conducted as per the schedules and answer sheets are submitted along with internal assessment on time. We shall appreciate return of the books to the library at the end of Semester. In order to take suitable corrective measures for the student and institutional development we have introduced the faculty feedback system. The feedback will be shared with you to ensure that the corrective actions are taken if any.

Please find attached the visiting faculty detail sheet. We request you to kindly fill in the same format.

Looking forward to your valued support and co-operation.

With warm regards,

(MMS Program Head)
Contact: Academic co-ordinator

Academic calendar format (Annexure 3)

ACADEMIC CALENDAR OF MMS FOR THE YEAR _____

Sr. No	Description	Date
Extra Curriculum Activities		
Sr. No	Description	Date
List of Holidays		
Sr. No	Event	Date

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Time Table format (Annexure 4)

Kohinoor Business School						
MMS Semester:						
Time Table (Batch)						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
Subject Name	Subject Name	Subject Name	Subject Name	Subject Name	Subject Name	Subject Name
Faculty Name	Faculty Name	Faculty Name	Faculty Name	Faculty Name	Faculty Name	Faculty Name
Time	Time	Time	Time	Time	Time	Time
Subject Name	Subject Name	Subject Name	Subject Name	Subject Name	Subject Name	Subject Name
Faculty Name	Faculty Name	Faculty Name	Faculty Name	Faculty Name	Faculty Name	Faculty Name
Time	Time	Time	Time	Time	Time	Time
Subject Name	Subject Name	Subject Name	Subject Name	Subject Name	Subject Name	Subject Name
Faculty Name	Faculty Name	Faculty Name	Faculty Name	Faculty Name	Faculty Name	Faculty Name
Time	Time	Time	Time	Time	Time	Time

Signature
(MMS Program Head)

Format for session log (Annexure 5)

Session No.	Date	Time		No. of Hrs.	Topics covered	Sign
		From	To			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Signature of Faculty:-

MINUTES OF MEETING

MINUTES OF MEETING HELD ON 17TH AUGUST 2015

MEMBERS PRESENT: -

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

1. Welcome
2. Leave of Absence
3. Progress of AAC
4. Quality Initiatives
5. Value Added Initiatives for students
6. Workshops/Seminars planned
7. Social Initiatives

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 Prof P.K Mishra

Agenda 3. Progress of AAC

- a. Dr. Bharati Deshpande informed the members that AAC meeting was conducted on 13th May 2015 to finalize the Sem I and Sem III academic plan.
- b. She further informed the members that faculty feedback is important and the focus needs to shift from teaching to learning

Agenda 4. Quality Initiatives

- a. Prof. Hemal Thakker informed the member that internal audits for all process is planned on 4th September 2015
- b. He further informed the members that the following processes will be audited
 - i. Facility Management
 - ii. Quality Management Process
 - iii. Marketing
 - iv. Admissions
 - v. Examinations
 - vi. Purchase
 - vii. Placement
 - viii. Academics
 - ix. Admission
 - x. Library

Agenda 5. Value Added Initiatives for students

- a. Dr. Bharati Deshpande informed the members that Advance Excel Training is planned for students of MMS

Agenda 6. Workshops/Seminars planned

- a. Dr. Bharati Deshpande informed the members that the following seminars are planned
 - i. Learning by reading by Sudeep Nagarkar

ii. Vigilance against Corruption by Mr Vijay Takur ,Director Universal Insurance Brokers

iii. Seminar on NAAC an Edge in Higher Education

Agenda 7. Social Initiatives

a. Prof Abbasi Attarwala informed the members that the following social initiatives are planned for the academic year 2015-16

- i. Swatch Kurla Abhiyaan Campaign by students in Kohinoor City
- ii. Assistance to Mumbai Police for Ganesh Visarjan Proceedings In Kurla in September 2015

For Kohinoor Business School

B. Deshpande
Director

