



2016-17

Internal Quality Assurance Cell(IQAC)

Minutes of Meeting

Kohinoor Business School

KBS

May you prosper and grow

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MINUTES OF MEETING FOR IQAC MEETING 8TH MAY 2017

Members Present

Dr. Abbasi Attarwala	Director In charge, Chairperson
Monica Eyles	Member
Dr. Bharati Deshpande	Member, Program Head
Prof Sandeep Sawant	Member
Prof Hemal Thakker	IQAC coordinator
Ms Jayashree Malwe	Invitee
Shraddha Joshi	Member
Prof. Sandhya Tewari	Member

AGENDA

- 1) Welcome
- 2) Leave of Absence
- 3) Academic Calendar
- 4) Environmental sustainability
- 5) Internship Status
- 6) Library E Resource

MINUTES OF THE MEETING

Agenda 1. Welcome

- Dr. Attarwala welcomed the members

Agenda 2. Leave of Absence

- Students were given leave of Absence

Agenda 3. Academic Calendar

- Dr. Attarwala requested the program heads to prepare the academic calendar for 2017-18

Agenda 4. Environmental sustainability

- Dr. Attarwala suggested to increase the Environmental awareness among the students
- He further informed that it is essential to have green campus, waste management, rain water harvesting as well as solar power
- It was decided to take up the matter with facility management department regarding implementation of the above with associated cost etc.

Agenda 5. Internship Status

- Dr. Bharati Deshpande informed the members that all students have received their summer internship and have joined their respective companies from the 1st of May
- Members noted the same with satisfaction

Agenda 6. Library E Resource

- Ms Jayashree Malwe informed the members that the demonstration for Capitaline database was organized on 2nd March 2017, with the assistance of Capitaline supplier (Mr.Prashant Shetty).
- The members noted that the this database will be of great help to the student and faculty and given in principle approval to purchase the same

For Kohinoor Business School


Director



MINUTES OF MEETING FOR IQAC MEETING 7TH FEBRUARY 2017

Members Present

Dr. Abbasi Attarwala	Director In charge, Chairperson
Monica Eyles	Member
Dr. Bharati Deshpande	Member, Program Head
Prof Sandeep Sawant	Member
Prof Hemal Thakker	IQAC coordinator
Shraddha Joshi	Member
Kavita Joshi	Invitee
Dr. Sonali Joglekar	Invitee
Dastagir Kolsawala	(Student nominee)
Pratik Gaikwad	(Student nominee)

AGENDA

- 1) Welcome
- 2) Leave of Absence
- 3) Review of Employability Readiness Program
- 4) Festomania 2017
- 5) Quality Review

MINUTES OF MEETING

Agenda 1. Welcome

- a. Dr. Attarwala welcomed all the members

Agenda 2. Leave of Absence

- a. Leave of Absence was granted to Prof Sandhya Tewari

Agenda 3. Review of Employability Readiness Program

- a. Kavita Joshi Informed about appointing IDEAL Management for Employability Readiness Program

Agenda 4. Festomania 2017

- a. Prof Sonali Jogelker informed the member that all the preparation for Festomania are complete
- b. She further informed the members that the theme of the event is THE VIBE- Feel the Energy

Agenda 5. Quality Review

- Prof Sandeep Sawant and Prof Hemal Thakker made a presentation on the Strategy and Risk Assessment of KBS
- The highlights of the presentation is given under for reference
 - Part I Needs and Expectations of Stakeholders

Stakeholders	Needs & Expectations
Management	Growth Stability Profitability
Students	Employability Right Pedagogy Excellent Faculty Good Infrastructure Right Exposure Brand of the institute
Corporate	Students with

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	Right Knowledge Right Skills Right Aptitude Job Readiness
Collaborators	Growth Excellence in Execution
Core Faculty	Conducive Research Environment Industry-academic Interface Consultancy Opportunities Remuneration International Exposure Career Growth Conducive Infrastructure for Teaching
Admin Staff	Remuneration Job Security
Visiting Faculty	Remuneration Continuity
Vendors	On time Payment Clarity in communication Long term relationships
Regulatory & statutory Authorities	Compliance & reporting

○ Part II Plan Do Act Check

- Prof Sandeep Sawant explained in detail the Plan Do Act Check Process

○ Part III Risk Register

- Prof Sandeep Sawant and Prof Hemal Thakker presented a detail list of risk perceived and action required to mitigate the same

Risk identified	Type of risk	Probabil ity	Sever ity	Tota l Risk	Action Plan	TimeLi ne

Admission seats going unfilled	Business risk	2	4	8	Increased no of colleges targeted for seminar	March to June
					Targeting 2017 pass outs in addition to 2018 pass outs	
Student not getting placed	Business risk	3	4	12	To give student training for soft skills	September to July
					To give student training for analytics	
					To target more companies (2000 companies)	
Obsolence of course	Strategic Risk	2	3	6	Timely update of the course	May and June
Being Unable to attract the right teaching talent	HR Risk	4	4	16	Review of HR Policy	June
					Head Hunting	
Damage to company reputation	Strategic Risk	3	3	9	Due diligence of teaching faculties	Within One week

					timely feedback and action	
					Transparency on feedback	
					Prompt reply to adverse post on social media	Within 24 Hours
					Control on external Communication	
Losing affiliation with the university/A ICTE	Strategic Risk	1	5	5	Maintain current processes	February

- Member made a note of the same
- Prof Sandeep Sawant and Prof Hemal Thakker informed the members about the need to move forward in the implementation of SOPs, Documentation and actions thereof
- Dr. Attarwala informed Dr. Bharati Deshpande to discuss the subject matter separately

For Kohinoor Business School


Director



MINUTES OF MEETING FOR IQAC MEETING 10TH NOVEMBER 2016

Member Present

Dr. Abbasi Attarwala	Director In charge, Chairperson
Monica Eyles	Member
Dr. Bharati Deshpande	Member, Program Head
Prof Sandeep Sawant	Member
Prof Hemal Thakker	IQAC coordinator
Ms. Ashlesha Koyande	Superintendent
Dastagir Kolsawala	(Student nominee)
Pratik Gaikwad	(Student nominee)

AGENDA

- 1) Welcome
- 2) Leave of Absence
- 3) Documentation
- 4) MMS Program

MINUTES OF MEETING

Agenda 1. Welcome

- a. Dr. Attarwala welcomed all the members

Agenda 2. Leave of Absence

- a. Leave of Absence was granted to Prof Sandhya Tewari

Agenda 3. Documentation

- a. Prof Hemal Thakker informed the members the following
 - i. Based on the ISO 9001:2015, the faculty members are now required to work on documentation in all the areas of operations. He requested Dr. Attarwala to do the needful in this matter

Agenda 4. MMS Program

- a. Dr. Attarwala formed a committee of following members to study the MMS program based on the New Curriculum 2016-17 and the objectives as specified
 - i. Dr. Bharati Deshpande: - Chairperson
 - ii. Prof Sandhya Tewari
 - iii. Prof.P.K Mishra
 - iv. Prof Hemal Thakker
 - v. Dr. Sandeep Sawant
 - vi. Prof Shrinivas Repak
 - vii. Prof Sukrit Basu
- b. The committee will study academic content, learning outcomes, activity and prepare the program specific objectives in each of the functional areas and general management

Agenda 5. Any other Issue

For Kohinoor Business School



Director



MINUTES OF MEETING HELD ON 11TH AUGUST 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
Dastagir Kolsawala	(Student nominee)
Pratik Gaikwad	(Student nominee)

AGENDA

- Agenda 1. Welcome
- Agenda 2. Employability Readiness Program
- Agenda 3. MMS course status
- Agenda 4. Status of ISO internal Audits
- Agenda 5. Any other matter

MINUTES OF MEETING

Agenda 1. Welcome

- a. Dr. Attarwala welcomed the members and invited Ms Kavita Joshi as a special Invitee

Agenda 2. Employability Readiness Program

- Prof. Hemal Thakker briefed the members about the necessity of having structured employability readiness program
- He requested Kavita Joshi to prepare the employability readiness program document covering all the aspects related to students employability

Agenda 3. MMS course

- Dr. Bharati Deshpande informed that university of Mumbai has revised the curriculum and the need for all the faculty members to understand Learning Objectives, Learning Outcomes and Activity.
- Prof Hemal Thakker informed Dr. Bharati Deshpande to call a meeting of all faculty members both Visiting and Full Time at the earliest and communicate the changes related to academics
- Members noted the same

Agenda 4. Status of ISO internal Audits

- Prof Sawant informed the members that the Internal audit will be conducted on 4th Sep 2016
- Prof Sandeep Sawant informed the members that the new standard for the 9001 series is now compulsory for KBS to implement. He further informed that we are in the process of engaging LRQA to conduct a 9001:2015 gap analysis
- The Members expressed satisfaction on the developments

Agenda 5. Any other Issue

- Dr. Attarwala informed that Leadership Series Workshop 2 is planned by Kohinoor Group HR on 24th and 28th November 2016