

## Internal Quality Assurance Committee Minutes of Meetings

Date: 13th July 2023

Time: 3.30 pm

Venue: Board Room (2<sup>nd</sup> Floor)

### **Members Present:**

1)	Dr. Svetlana Tatuskar	Director- KBS
2)	Dr. Bharati Deshpande	Dean-MMS
3)	Dr. Leena Barshikar	IQAC Member
4)	Prof. Nikhil Ubale	IQAC Coordinator
5)	Dr. Preeti Shirodkar	Faculty
6)	Prof. P.K.Mishra	Faculty
7)	Dr. Niyat Shetty	Faculty
8)	Prof. Minouti Naik	Faculty
9)	Prof. Vaishali Pardeshi	Faculty
10)	Prof. Tushar Sadakal	Faculty
11)	Mrs. Jayshree Mawale	Librarian
12)	Mrs. Kavita Joshi	Placement Head-KBS
13)	Mr. Bhushan Yende	Asst. Superintendent

### **Members Absent:**

### **Following Members were granted the leave of absence**

1)	Mr. Sudhir Ghorapde
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### **Agenda 1: Welcome**

- Dr. Bharati Deshpande welcomed all the members present.

### **Agenda 2:**

#### Action taken report

Dr. Bharati informed the members about approval of Minutes held on 22<sup>nd</sup> June 2023. She informed about the completion of Academic Year-2022-23. All academic activities, value-added initiatives and extra-curricular activities were conducted as planned. University

examinations was conducted on 16<sup>th</sup> June, 2023, as per the circular. She informed that Placement activities for the Batch 2022-24 will be continued. All the 125 students have duly completed DAYITVA- CSR projects and expressed their satisfaction during their viva. Dr. Leena Barshikar and Dr. Bharati Deshpande collected, compiled and analysed the DAYITVA data and prepared a report. Dr. Bharati also informed the members that the suggestions made by CDC members will be incorporated in the next academic year.

### **Agenda 3:**

Academic Planning:

Dr. Bharati Deshpande informed the members that Sem. III will start from the current week onwards which will start with Specialization Orientation sessions.

- i. Summer Internship Project Viva will be conducted in the first week of September.
- ii. Employability Readiness Program will begin in the month of August. This year we propose to identify and invite an Expert who can prepare students and map their competency, involving Alumni in readiness activity, conduct Aptitude training by expert and additional specialization sessions by subject experts.
- iii. New Batch 2024-26 will begin as per the guidelines of DTE and Mumbai University and expected to begin from September, 2024. Tentative planning of Orientation will be taken up by Dr. Bharati Deshpande. A new initiative of mentoring the new students is proposed.

### **Agenda 4:**

Dr. Svetlana Tatuskar informed members regarding the Internationalization activities to be taken up in the month of November. The objective of the collaborations will include student exchange program, faculty-exchange program, research and other areas.

### **Agenda 5:**

Mrs. Jayashri Mawale, Senior Librarian (KET'S Schools of Management) informed the members about celebrating Librarian's Day on 12<sup>th</sup> August. This time she will be conducting Book Review Competition and Presentation to mark the same. She will be also conducting a Webinar "Librarianship and beyond" in the month of August.

She will be also conducting a Human Library Session in the month of September and October. She also proposed visit to American Library in the month of October.

### **Agenda 6:**

Dr. Preeti Shirodkar, Convenor of Cultural Committee informed the members regarding the conduct of events which will include Parichay, Ganpati Festival and Navratri festival.

## **Agenda 7: Students Scholarship:**

Mr.Sudhir Ghorpade informed members about the student scholarship in the below points:

- The government of Maharashtra is providing various scholarship schemes for students admitted to professional courses. The Schemes are as below: -
- Government of India Post-Metric Scholarship
- Post Metric Tuition Fee and Examination Fee (Free ship)
- Maintenance allowance for students studying in Professional Courses
- Rajashri Chattrapati ShahuMaharaj Merit Scholarship
- Post Metric Scholarship for a person with a disability
- Post Metric Scholarship Scheme (Govt. Of India)
- Tuition on Fees and exam fees for Tribal students (free ship)
- Economical Backward Students.

These were some schemes that are operational and operated by Govt. of Maharashtra & Directorate of Technical Education (M.S.).

- Eligibility to apply for the above schemes is notified by the govt. M.S. Students are notified and are aware of the above scheme when they apply for CET and also when the Centralised Admission Process starts for the academic year.
- The institute also announces the process/ Eligibility criteria to the students via notice board/emails etc. Continued follow-up and appeal area made to the students (admitted) through group email. Group Whatsapp. The dates of the application to be submitted, and the required documents to be enclosed are also regularly informed to the students' wide electronic media (Whatsapp/email, etc). The institute keeps a counter check on the no. of applications submitted by the eligible student. As the application/s can be tracked on the MAHADBT/Scholarship Portal, through the institute login. The applications are tallied with the students admitted under the reserved category. The application uploaded by the students are cross verified through institute login and are then approved by the Clerk through his login and then by the Principal, through Principal Login. Thus the application reaches the Govt. Portal for further approval.
- Any assistance needed to the student for applying online is provided to the student by the concerned department of our institute. Students are also notified of their login Id (created online while applying), by the DTE & SWD (Social Welfare Department). The institute also informs the student if his/her application is rejected. We do assist

the student to rectify the deficiency in the application. The students get the scholarship directly transferred to the his/her bank account.

- The institute also gets a cheque from SWD as per the approved scholarship. Regular follow-up is done to release the amount and remit the same to the student's account/institute accounts (as per the norms).

As there was no other Agenda to be discussed, Dr. Bharati Deshpande expressed her thanks to the members and the meeting was closed.

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## Internal Quality Assurance Committee Minutes of Meetings

Date: 25th October 2023

Time: 2.30 pm

Venue: Board Room (2<sup>nd</sup> Floor)

### **Members Present:**

1)	Dr. Svetlana Tatuskar	Director- KBS
2)	Dr. Bharati Deshpande	Dean-MMS
3)	Dr. Leena Barshikar	IQAC Member
4)	Prof. Nikhil Ubale	IQAC Coordinator
5)	Dr. Preeti Shirodkar	Faculty
6)	Prof. P.K.Mishra	Faculty
7)	Dr. Niyat Shetty	Faculty
8)	Prof. Minouti Naik	Faculty
9)	Prof. Vaishali Pardeshi	Faculty
10)	Prof. Tushar Sadakal	Faculty
11)	Mrs. Jayshree Mawale	Librarian
12)	Mrs. Kavita Joshi	Placement Head-KBS
13)	Mr. Sudhir Ghorpade	Asst. Registrar

### **Members Absent:**

**All the members were present**

### **Agenda 1: Welcome**

Dr. Bharati Deshpande welcomed all the members present. The minutes of the earlier meeting was approved.

### **Agenda 2:**

Action taken report:

Dr. Bharati Deshpande informed the members that Sem. III started on 17<sup>th</sup> July 2024.

Summer Internship Project Viva was conducted in the first week of September, as planned.

Employability Readiness Program began in the month of September. As planned, experts – Mr. Gaurav Gupta, for aptitude training Mr. Vivek Sarda were invited to prepare students and map their competency. As planned, Alumni were invited for interaction with students. New Batch 2024-26 started on 7th September, 2024. Orientation was conducted by Industry speakers in the likes of Mr. Mandar Mhatre, Mr. Tarun Agrawal and Mr. Chander Thapar. Dr. Bharati Deshpande informed that new initiative of mentoring for the new students was very well received. As per the initiative a batch size of 15 students was formed and assigned to the faculty, giving them an insight into Management education and expertise of faculties of the Institute.

Dr. Svetlana Tatuskar informed the members regarding the execution of Internationalization of visit to Daffodil University, where the faculty first visited and conducted lectures for their students. The study tour for North West University is finalised with documentation and Visa processing being done for the date 4<sup>th</sup> Nov. – 12<sup>th</sup> Nov. 2024. Eight students and Two faculties will be going for the study tour. Students are selected based on the criteria for their academic excellence, comprehensive study and interview conducted by experts.

Mrs. Jayashri Mawale, Senior Librarian (KET'S Schools of Management) informed the members about events planned for library conducted - Librarian's Day on 12<sup>th</sup> August and Book Review Competition and Presentation was well received by students. A good participation from students was seen for the event. She will be also conducted a Webinar "Librarianship and beyond" in the month of August.

Human Library Session was conducted in September. American Library in the month of October was carried out.

Dr. Preeti Shirodkar, Convenor of Cultural Committee informed the members that Parichay, Ganpati Festival and Navratri festival were conducted smoothly and successfully.

Mr. Sudhir Ghorpade informed members that the student scholarship was done as per the Government norms.

### **Agenda 3:**

Dr. Bharati Deshpande informed the members about commencement of exams in the Month of January for Sem. I and III. University exams will be conducted as per the Circular when received.

### **Agenda 4:**

Dr. Bharati Deshpande informed the members regarding commencement of Sem. II from the second week of January 2024.

**Agenda 5:**

Dr. Bharati Deshpande informed that students will be encouraged to participate in the activities external to the institute. These activities include participation in curricular, co-curricular and extra-curricular activities with other institutes.

**Agenda 6:**

Dr. Bharati Deshpande informed the members about a new initiative of Certification Program in Business Transformation and Innovations series to be started by Mr. Dilip Tikle in the month of November.

As there was no other point to discuss, Dr. Bharati Deshpande thanked all the members and closed the meeting.

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## Internal Quality Assurance Committee Minutes of Meetings

Date: 18<sup>th</sup> January 2024

Time: 2.30 pm

Venue: Board Room (2<sup>nd</sup> Floor)

### **Members Present:**

1)	Dr. Svetlana Tatuskar	Director- KBS
2)	Dr. Bharati Deshpande	Dean-MMS
3)	Dr. Leena Barshikar	IQAC Member
4)	Prof. Nikhil Ubale	IQAC Coordinator
5)	Dr. Preeti Shirodkar	Faculty
6)	Prof. P.K. Mishra	Faculty
7)	Dr. Niyat Shetty	Faculty
8)	Prof. Minouti Naik	Faculty
9)	Prof. Vaishali Pardeshi	Faculty
10)	Mrs. Jayshree Mawale	Librarian
11)	Mrs. Kavita Joshi	Placement Head-KBS
12)	Mr. Sudhir Ghorpade	Asst. Registrar
13)	Dr. Shailendra Pawaskar	Faculty

### **Members Absent:**

**All the members were present.**

### **Agenda 1: Welcome**

Dr. Bharati Deshpande welcomed all the members present. The minutes of the earlier meeting was approved.

### **Agenda 2:**

Action taken from previous meeting:

Dr. Bharati Deshpande informed the members about students participation in World In Flux Program at Somaiya Vidyavihar. She informed about students active participation in Garba Nights, Mahadurga Arti, Dussehra Poojan in library, Human Library Session.

She informed the members that four students had attended the Business Line Quiz Competition at Bombay Stock Exchange.

She informed about a new initiative of Certification Program in Business Transformation and Innovations series was started by Mr. Dilip Tikle in the month of November.

Dr. Svetlana Tatuskar informed the members regarding two faculties and eight students visit to Northwest University to South Africa.

**Agenda 3:**

Dr. Svetlana Tatuskar informed the members about Industrial visit to different organizations to enhance the exposure to the industry. She informed the members that students will be visiting to various Institutes and organizations for enhancing Industry-academic interface.

**Agenda 4:**

Dr. Bharati Deshpande informed the members about proposed Value-added initiatives to be taken up for the students. These initiatives include visit to NSE, Convocation ceremony, Organising Kohinoor Cricket League (KCL).

**Agenda 5:**

Dr. Preeti Shirodkar informed the members about organising the Cultural night.

**Agenda 6:**

Prof. P. K. Mishra informed the members about organising of HR Summit “Vyaktitvam”, in the month of March. The event will include inviting industry speakers and HR professionals.

**Agenda 7:**

Dr. Leena Barshikar informed the members about the projects to be undertaken under DAYITVA which is also Sem. IV CSR project for 100 marks. She informed the members about collaborations with NGOs – Anant Khushiyaan Foundation, We Together, Sath Sath.

**Agenda 8:**

Br. Bharati Deshpande informed the members that MMS Sem. I students will be going for Summer Internships of two months in the month of May-June 2024.

As there was no other point to discuss, Dr. Bharati Deshpande thanked all the members and closed the meeting.

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## Internal Quality Assurance Committee Minutes of Meetings

Date: 10<sup>th</sup> May 2024

Time: 3.30 pm

Venue: Board Room (2<sup>nd</sup> Floor)

### **Members Present:**

1)	Dr. Svetlana Tatuskar	Director- KBS
2)	Dr. Bharati Deshpande	Dean-MMS
3)	Dr. Leena Barshikar	IQAC Member
4)	Prof. Nikhil Ubale	IQAC Coordinator
5)	Dr. Preeti Shirodkar	Faculty
6)	Prof. P.K. Mishra	Faculty
7)	Dr. Niyat Shetty	Faculty
8)	Prof. Minouti Naik	Faculty
9)	Prof. Vaishali Pardeshi	Faculty
10)	Mrs. Jayshree Mawale	Librarian
11)	Mrs. Kavita Joshi	Placement Head-KBS
12)	Mr. Sudheer Ghorpade	Asst. Registrar
13)	Dr. Shailendra Pawaskar	Faculty

### **Members Absent:**

**All the members were present.**

### **Agenda 1: Welcome**

Dr. Bharati Deshpande welcomed all the members present. The minutes of the earlier meeting was approved.

### **Agenda 2:**

Dr. Bharati Deshpande informed all the members that now as the session is approaching to the academic year end, all the activities as planned from time-to-time were smoothly conducted. This year has been promising as it witnessed successful 100% Summer Internship and final Placements.

### **Action taken report:**

She informed the members about screening of Interim Budget of 2024 for first year MMS students. She informed the members that 110 students visited National Stock Exchange and participated in a lecture on Indian Stock Market. She informed that Institute hosted Kohinoor Cricket League KCL for students from different institute. She also informed about the Convocation ceremony organised in the month of February and a cultural night. She informed about successful organising of HR Summit “Vyaktitvam” that witnessed HR stalwarts and students benefitting from them. She also informed about successful completion of DAYITVA projects.

**Agenda 3:**

Dr. Bharati Deshpande informed the members about the Academic Planning for next year which will include New initiatives like, Outbound Training program, New mentorship program, Alumni interaction to be increased, More speaker to be called, Kumbh Mela for students, Northwest University visit, New Syllabus from University, orientation of new syllabus.

As there was no other point to discuss, Dr. Bharati Deshpande thanked all the members and closed the meeting.

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