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**Institute of Management Studies and Research**  
(A School of Excellence of N. L. Dalmia Educational Society)

Date: 06/07/2020

**CIRCULAR**

All the concerned IQAC members are hereby informed that meeting of Internal Quality Assurance Cell (IQAC) is scheduled to be held on 10<sup>th</sup> July, 2020 at 01:30 pm in on Zoom platform.

Proposed Agenda:

1. Review of Academic Result and Action plan for improvement
2. To prepare Academic Calendar for the year 2020-21
3. To inculcate the culture of social responsibility among students
4. Purchase of Software's for office related work

Dr. Amit Shrivastava  
IQAC Coordinator





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**Minutes of Internal Quality Assurance Cell (IQAC)**

**Date:** 10<sup>th</sup> July, 2020

**Time:** 01:30 pm

**Venue:** On Zoom platform

**Agenda:**

1. Review of Academic Result and Action plan for improvement
2. To prepare Academic Calendar for the year 2020-21
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4. Purchase of Software's for office related work

Sr. No.	Category	Name of the Participant	Present/ Absent
1	Chairperson	Prof. Seema Saini	Present
2	IQAC Co-ordinator	Dr. Amit Shrivastava	Present
3	Management Representative	Mr. B. K. Terapanthi	Present
4	Teachers to represent all levels	Dr. Jyoti Nair	Present
		Dr. Mangesh Kasbekar	Present
5	Administrative Officers	Mr. Vikram Somani	Present
		Mr. Anil Sawant	Present
		Ms. Sujata D'Souza	Present
		Ms. Kaushal Faldu	Present
6	Alumnus	Mr. Gaurav Jain	Present
7	Local Representative	Dr. M. A. Khan	Present
8	Employer/ Industrialist	Mr. Arun Thukral	Present

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		Mr. Raja Chakrabarty	Absent
9	Student Representative	Mr. Gaurav Arjun	Present
		Mr. Tejas Raul	Present

The major points discussed during the IQAC Meeting were as follows:

**Review of Academic Result and Action plan for improvement**

The Academic Result was reviewed by the committee members reviewed about the use of Innovative Pedagogies for online delivery of lectures.

**To prepare Academic Calendar for the year 2020-21**

The Academic Calendar for the year 2020-21 was prepared taking into consideration to conduct all the activities on the online mode due to pandemic. The draft of the Academic Calendar was placed before the committee members for their review.

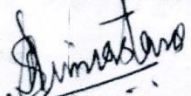
**To inculcate the culture of social responsibility among students**

In order to inculcate the culture of social responsibility among students the committee members discussed to continue involving students in My Social Responsibility (MSR) activities.

**Purchase/ renewal of Software's for office related work**

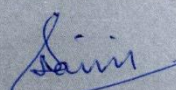
Softwares like Urkund, Koha, Qualcampus, Markstrat need to be renewed. The committee members also discussed if there is any need to purchase new software's as per requirement of respective departments.

**Minutes Prepared by:**

  
Dr. Amit Shrivastava  
IQAC Coordinator



**Approved by:**

  
Prof. Seema Saini  
CEO  
N. L. Dalmia Educational Society