



**N. L. Dalmia<sup>®</sup>**  
**Institute of Management Studies and Research**  
(A School of Excellence of N. L. Dalmia Educational Society)

**Date:** 07/07/2017

**CIRCULAR**

All the concerned IQAC members are hereby informed that meeting of Internal Quality Assurance Cell (IQAC) is scheduled to be held on 13<sup>th</sup> July, 2017 at 01:30 pm in Conference Room, Sixth Floor, NLDIMSR Campus.

Proposed Agenda:

1. Weekend Faculty Knowledge series
2. To prepare Academic Calendar for the year
3. Purchase of Software's for office related work
4. Distribution of Laptops to students

*MKL*  
Dr. Mangesh Kasbekar  
Coordinator





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

**Date:** 13<sup>th</sup> July, 2017

**Time:** 1:30 pm

**Venue:** Conference Room, Sixth Floor, NLDIMSR Campus

**Agenda:**

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Sr.No.	Category	Name of the Member	Present/ Absent
1	Chairperson	Dr. Raja Roy Chowdhury	Present
2	Administrative Officers	Mr. Anil Sawant	Present
		Ms. Sujata D'Souza	Present
		Ms. Neela Mayee	Present
		Ms. Kaushal Faldu	Present
3	Faculty	Dr. Dinesh Hegde	Present
		Dr. Anil Gor	Present
		Prof. Jyoti Nair	Present
4	Management Representative	Prof. Seema Saini	Present
5	Alumnus	Mr. Gaurav Jain	Present
6	External Expert	Dr. Sunil Rai	Present

7	Community Representative	Ms. Juhi Rai	Present
8	Employer/Industrialist	Mr. Anil Talreja	Present
9	Student Representative	Mr. Rupen Chawla	Absent
10	Coordinator of IQAC	Dr. Mangesh Kasbekar	Present

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

**Weekend Faculty Knowledge series**

The committee members discussed about the proposal of having Weekend Faculty Knowledge Series. It was decided that every Friday from 4-5 pm there would be a 30 minutes' presentation given by faculties on their subject of expertise in form of research paper presentation, conceptual lecture on a topic, knowledge sharing on a contemporary topic.

**To prepare Academic Calendar for the year**

The Academic Calendar for the Academic Year 2017-18 is prepared and is shared with the committee members for their review/ suggestions.

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

SAS, SPSS, Alphabeta (gaming), R-Studio, Urkund, Anti Plagiarism software are some of the softwares which are planned to install in A.Y.2017-18. RFID software is installed in the Library All books will have the RFID tag. Once the student selects a book, it will "pass-through" this reader machine to record the name of the student who is borrowing the book. This will make the system more efficient. The RFID tags in the books will also help taking inventory at the end of the year. Wordsworth English Language lab has been installed and made operational for the students to improve on their language skills for better corporate communication.

**Distribution of Laptops to students**

Laptops to be purchased distributed among the students. It was discussed to identify suitable vendors to purchase the laptops.

Meeting was concluded with permission of chair and by Vote of Thanks.

**Minutes Prepared by:**

*Mpk*  
Dr. Mangesh Kasbekar  
IQAC Coordinator



**Approved by:**

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