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

Date: 28/06/2019

CIRCULAR

All the concerned IQAC members are hereby informed that meeting of Internal Quality Assurance Cell (IQAC) is scheduled to be held on 06th July, 2019 at 10:30 am in Conference Room, Sixth Floor, NLDIMSR Campus.

Proposed Agenda:

1. Student Support and Progression
2. To prepare Academic Calendar for the year
3. Revised Student Handbook for AY 2019-20
4. Tie up for Certificate Course in Data.
5. Implementation of ERP System.
6. To organize Staff Development Programs

Dr. Amit Shrivastava
IQAC Coordinator



AY-19-20



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Minutes of Internal Quality Assurance Cell (IQAC)

Date: 6th July, 2019

Time: 10:30 am

Venue: Conference Room, Sixth Floor, NLDIMSR Campus

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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	Absent
		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:

Student Support and Progression

Chairperson Prof. Seema Saini welcomed all IQAC Committee Members. She mentioned that the admission process for A.Y. 2019-20 is over. She also mentioned we should focus on overall student development by allotting mentors to the students and students are encouraged to seek guidance on any matter related to academic performance. Prof. Saini also mentioned we should continue to give practical knowledge to the students by taking them to the Industrial Visits. It was also discussed that the students should be encouraged to participate in co-curricular activities.

Revised Student Handbook for A.Y. 2019-20

Program Head – PGDM, Dr. Jyoti Nair mentioned that the Student Handbook for A.Y. 2019-20 is ready and circulated to the first year students during the orientation program. The Students Handbook will comprise of the Rules and Regulations which the students should follow during their tenure.

Tie up for Certificate Course

The Committee members discussed to have a Tie up with an organization to provide training on Technical Analysis for Finance students in order to improve technical skills of the students.

To discuss the innovative processes adopted by the institution in Teaching, Learning and Evaluation

The Committee members discussed about the Innovative Pedagogies which should be adopted to improve Course Outcomes. Brainstorming sessions should be organized with the faculties on Innovative teaching-learning methods.

Take students to Industrial Visits and enhance their practical exposure

The committee members discussed that the students should be taken to the Industrial Visits as Industrial visits is an important experiential learning opportunity for students which not only exposes them to the industry practices but also helps them get first-hand information on business organizations.

Implementation of ERP System.

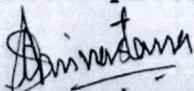
Mr. Vikram Somani informed the committee members about implementation of Qual Campus software for ERP. He also informed that the software will be having modules for Admissions, Placements, HR, Examination etc.

To organize Staff Development Programs

Staff Development Programs should be organized to enhance skills of the staff members. The committee members decided to identify the list of programs which can be offered to the staff members.

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

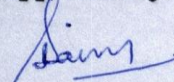
Minutes Prepared by:



Dr. Amit Shrivastava
IQAC Coordinator



Approved by:



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