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

Date: 01/11/2019

CIRCULAR

All the concerned IQAC members are hereby informed that meeting of Internal Quality Assurance Cell (IQAC) is scheduled to be held on 08th November, 2019 at 10:30 am in Conference Room, Sixth Floor, NLDIMSR Campus.

Proposed Agenda:

1. Preparation of Course Completion and Review Report
2. Learning Management System
3. ISO Audit
4. Faculty Development Programs
5. NBA SAR Submission

Dr. Amit Shrivastava
IQAC Coordinator



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Minutes of Internal Quality Assurance Cell (IQAC)

Date: 8th November, 2019

Time: 10:30 am

Venue: Conference Room, Sixth Floor, NLDIMSR Campus

Agenda:

1. Preparation of Course Completion and Review Report
2. Learning Management System
3. ISO Audit
4. Faculty Development Programs
5. NBA SAR Submission

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

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

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

Preparation of Course Completion and Review Report

The committee members discussed that, at the end of the course, the faculty members should prepare a report stating the attainment of course outcomes and improvements required in pedagogy, course contents based on CO attainment. The assessment methods should be discussed with the HOD before finalizing the course plan. At the end of the course, the faculty should calculate the Course Outcome attainment based on target attainment levels. Action to be taken for improvement of attainment levels should be noted down in the Course Completion and Review Report after discussion with HOD.

The students should also be assessed on their understanding of the course content and application to business problems through various tools as a part of pedagogy during the delivery of the course. The tools designed to evaluate the attainment of specific Course Outcomes are Mid-term test, Case Study, Presentations, Projects / Assignments, Quiz, role plays, viva-voce etc.

Learning Management System

It was discussed the Library should be updated with the use of latest technology which will facilitate the students as well as the staff to keep pace with the modern world of technology and are not left far behind.

ISO Audit reports of all departments

The suggestions/comments given by the ISO Auditors were discussed and IQAC Co-ordinator was asked to circulate the suggestions/comments to faculty members for improving the quality of academic work.

Faculty Development Programs

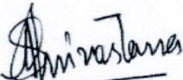
To continue encouraging the faculty members to attend FDPs, Workshops, Conferences/Seminar organized by various industrial bodies, institutions/universities. To continue with the weekly faculty seminars. Faculties should also be encouraged to

publish papers not only in reputed National and International Journals but also in ABDC, Springer, Sage etc.

NBA SAR Submission

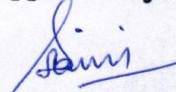
IQAC Coordinator mentioned that the NBA SAR preparation is in process and collating the details of various departments.

Minutes Prepared by:


Dr. Amit Shrivastava
IQAC Coordinator



Approved by:


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