



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

Minutes of Internal Quality Assurance Cell (IQAC)

Date: 6th July 2022

Time: 10:30 am

Venue: MDC Room, Second Floor, NLDIMSR Campus

Agenda:

1. E-Governance and Streamlining of Administrative Process
2. To prepare Academic Calendar for the year
3. Revised Student Handbook for A.Y. 2022-23
4. To discuss on the schedule of various Academic and Extra-Curricular activities
5. Distribution of Laptops to students

Sr. No.	Category	Name of the Member	Present/Absent
1	Chairperson	Prof. (Dr.) M.A.Khan Director, NLDIMSR	Present
2	IQAC Coordinator	Dr. Vaishali Kulkarni	Present
3	Administrative Officers/ Executives	Ms. Sumedha Naik Ms. Sujata D'Souza Ms. Kaushal Faldu	Present
4	Members from the Management	Dr. Seema Saini	Present
5	Teachers Representatives	Dr. Jyoti Nair	Present
6	Teachers Representatives	Dr. Mangesh Kasbekar	Present
7	Teachers Representatives	Prof. Anand Dhutraj	Present

8	Teachers Representatives	Dr. Baisakhi Mitra Mustaphi	Present
9	Teachers Representatives	Prof. Jai Kotecha	Absent
10	One/two nominees from local society, Students and Alumni	Mr. Gaurav Jain - Sr. Group Vice President - Motilal Ostwal Group Mr. Raja Ramesh Rayudu - Assistant Vice President - Yes Bank	Present
11	Nominees from Employers/ Industrialists/ Stakeholders	Ms. Toral Kotecha - Sr. Manager Partnerships and Alliances - LXME	Absent
12	Nominees from Employers/ Industrialists/ Stakeholders	Ms. Harshita Shah - Manager HR - A - 1 Fence Products Company Pvt. Ltd.	Present
13	Alumni Members	Mr. Mubasshir Bakir - Associate Director - Crisil Ltd.	Present
14	Alumni Members	Mr. Aniruddh Kulkarni - Financial Analyst (Large Corporates) - Crisil Ltd.	Present
15	Alumni Members	Ms. Shweta Singh - Manager - HDFC	Present
16	Student Memebhrs	Mr. Anirban Sharma (PGDM Batch 2021-23)	Present
17	Student Memebhrs	Mr. Ayush Soni (PGDM Batch 2021-23)	Absent
18	Student Memebhrs	Mr. Nishant Sadana (PGDM Batch 2021-23)	Present
19	Student Memebhrs	Ms. Vedanshi Agrawal (PGDM Batch 2021-23)	Absent

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

1. E-Governance and Streamlining of Administrative Process
2. To prepare Academic Calendar for the year
3. Revised Student Handbook for A.Y. 2022-23
4. To organize various Certification Programs for the students
5. Promotional and Branding Strategy
6. Distribution of Laptops to students

E-Governance and Streamlining of Administrative Process

Updates on E-Governance activities were discussed. The progress of various activities using online platforms/ LMS was discussed. The IQAC Head informed the members

about conducting weekly mentoring sessions using the LMS platform. Ms. Sujata D'Souza also informed the members about Library Remote Access given to the students.

To prepare Academic Calendar for the year

Various Academic and Extra-Curricular activities were discussed and the accordingly schedule for the activities was proposed.

Revised Student Handbook for A.Y. 2022-23

The Head IQAC informed the committee members that the Student Handbook for A.Y.2022-23 is ready and will be 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.

To organize various Certification Programs for the students

The Committee members discussed having a Tie up with Coursera platform to enable the students to undergo various Certification Programs. The committee also decided to share the licenses with Faculty, Staff, and Alumni to have access to various certification programs on the Coursera platform.

Promotional and Branding Strategy

Dr. Kulkarni stated that the initiatives for Branding and Promotional activities through various social media platforms are in practice. The initiative is also taken to improve Perception Rating is also taken by IQAC in coordination with the Marketing team.

Distribution of Laptops to students

The committee members discussed the identification of vendor for distributing laptops to the students.

The meeting was concluded with permission of the chair and by Vote of Thanks.

Minutes Prepared by IQAC Coordinator:



Approved by:



**Dr. M. A. Khan
Professor & Director
N. L. Dalmia**

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