

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Date: 6th June 2018

Venue: Seminar hall, FCRIMS

Members Present:

- | | | | |
|-----|------------------------|---|--------------------------------------|
| (1) | Dr. Sujata Chincholkar | - | Chairman |
| (2) | Fr. Ivon Almeida | - | Member from Management |
| (3) | Dr. Manisha Karandikar | - | Co-ordinator |
| (4) | Dr. Rakesh Walke | - | Member (Faculty) |
| (5) | Mrs. Aradhana Tiwari | - | Member (Faculty) |
| (6) | Ms. Neeta Keswani | - | Member (Faculty & Placement Officer) |
| (7) | Mr. Saurabh Sinha | - | Employer |
| (8) | Mr. Rahul Lall | - | Alumnus |
| (9) | Mr. Aditya Tikde | - | Student co-ordinator |

Dr. Manisha Karandikar welcomed the members of IQAC for its inaugural meeting and shared the objectives of the IQAC.

The introduction of members of IQAC was followed by discussions on the agenda of the meeting.

Since the primary agenda was about improving the employability of students, the placement officer, Ms. Neeta Keswani informed the members about the placement procedure followed at FCRIMS. She highlighted that there was a gap in the skill sets possessed by students and those required by the industry. These included communication skills, certifications like NCFM certification, six sigma certifications that would increase their acceptance in the industry. Student co-ordinator, Mr. Aditya Tikde said that students prioritize scoring marks above overall learning and development. Hence they tend to miss activities like Excel workshops and prefer studying for the assignments and tests. Fr. Ivon, management representative asked whether there is a clash in the schedule for the students, due to which they miss on these activities. The student replied that there was no clash, but students look for immediate returns for their efforts, which they get when they study for exams and they do not realize the importance of such workshops.

Mr. Saurabh Sinha, who represented the recruiters in this meeting, mentioned that students have the same mindset that they had for their

graduation and fail to see the importance of overall development for their careers. He suggested an orientation program for students when they join the course so that an attempt can be made to change their mindset. He also suggested that in addition to making students employable, FCRIMS should also focus on igniting the spark for entrepreneurship in the students. He said that college needs to have a 3 to 4 year plan for improving organizational culture.

Neeta Keswani suggested that we should ask Mr. Prasad Menon, CEO of CIBA, to take a session for students and help them develop their business idea.

Dr. Sujata Chincholkar also discussed the possibility of conducting field visits for various specializations as it would give them a better understanding of some of the concepts.

Dr. Walke suggested that we can have a time table of two weeks per semester for internal test so that students can devote time for other activities. However other faculty members felt that it is important to have continuous evaluation of students throughout the semester instead of a fixed week. Dr. Walke also mentioned that probably parents pressurize the students to get better marks and hence they tend to prioritize marks.

Saurabh Sinha suggested that in line with the culture of Agnells, we should have an orientation program for the parents as well wherein they can be told about differences between the graduation course and the MMS program. Fr. Ivon was also of the opinion that we can have an orientation program for parents.

Saurabh Sinha suggested that the college should put students through a high stress program as soon as they join the institute so that they become serious about the course. He mentioned that the ability of students to manage stress is poor. He further added that communication skills and ability of student to break the problem into parts and give solutions is poor. Saurabh emphasized that communication skills and Excel skills are a must in today's corporate world. He also suggested that the college can conduct an employability assessment test for students so that they can be given real time feedback. Saurabh also suggested conducting a perception study of Agnells among potential students and corporates

The mentoring program was also discussed and Rahul Lall, the alumnus of the institute suggested that roping in alumni or people from industry may give better results than faculty mentoring. He also recommended that

FCRIMS can look at exploring the avenues available with Mumbai University like Department of Lifelong Learning. Such initiatives can sensitize the students and bring out an attitudinal change among the students.

The meeting concluded with summarization of the discussions. It was decided that we should initiate the orientation program, make it a stressful program, invite parents for the orientation program, have assessment from a neutral party and set milestones and work towards achieving those. FCRIMS should look at incorporating program of Department of Lifelong Learning in their MMS program. In addition to making students employable, institute should also focus on developing them as entrepreneurs.

Internal Quality Assurance Cell (IQAC)
Minutes of Meeting

Date: 12th September 2018

Venue: Seminar hall, FCRIMS

Members Present:

1. Fr. Peter Fernandes-Member from Management
2. Dr. Sujata Chincholkar-Chairman-
3. Dr. Manisha Karandikar-Co-ordinator
4. Dr. Rakesh Walke-Member (Faculty)
5. Mrs. Bindal Totlani-Member (Faculty)
6. Ms. Neeta Keswani-Member (Placement Officer)
7. Mr. Saurabh Sinha-Employer
8. Mr. Rahul Lall-Alumnus
9. Mr. Aditya Tikde-Student co-ordinator
10. Ms. Purti Pradhan -Student co-ordinator
11. Mr. Tanmay Savla -Student co-ordinator
12. Ms. Sylvia Mathew-Student co-ordinator

Dr. Manisha Karandikar welcomed the members of IQAC for the second meeting of IQAC.

The IQAC team had some new members, Fr. Peter Fernandes, Mr. Tanmay Savla & Ms. Cynthia Mathew. Fr. Peter represents the management and had replaced Fr. Ivon Almeida. Mr. Tanmay Savla & Ms. Cynthia Mathew who are the Team Leaders of the junior batch were inducted as IQAC members. Since the admissions of Junior batch were done in July 2018, they were not present in the earlier meeting. After a quick introduction of new members, the meeting proceeded with the agenda set for the day.

Dr. Manisha Karandikar, the coordinator of the IQAC, briefed the members about the implementation of the initiatives discussed in the last IQAC meet. The committee members were informed about the orientation course conducted by the institute for the junior batch. The contents of the course and the implementation of the same were shared during the meeting. The student coordinator of junior batch Mr. Tanmay Savla shared with the team that since many students did not have a bachelor's degree in management, this orientation program helped in laying a foundation for the MMS program.

Ms. Neeta Keswani told the committee that the feedback was collected on the entire orientation program and the feedback was average. The faculty members agreed that they would look at this feedback while devising the orientation program for next batch.

Dr. Manisha Karandikar also informed about the orientation program organized for the parents of the students of Junior batch. The faculty members discussed their experience of the program. The student coordinators had no feedback on this session. They said there were no discussions among their peers on the same. Fr. Peter suggested that we should collect feedback from the parents as well from next year.

In order to promote Entrepreneurship spirit among students, a session was conducted by CIBA for the Junior batch students as a part of Orientation program as was suggested in the last meeting of IQAC.

Ms. Neeta Keswani updated the IQAC team on initiation of the Extension Centre activities conducted by Department of Lifelong Learning of Mumbai University. She expressed that the process is long but will definitely help students evolve.

Dr. Manisha Karandikar briefed the committee about the employability/competency tests that were conducted for the Junior batch. Since the tests were shared with all committee members before it was administered, the committee members were aware about the contents of the test. The feedback received by Dr. Manisha Karandikar on the test was shared in the meeting. Dr. Manisha informed the committee that the employability/competency test was conducted for the Junior batch and the results would be out by end of September. Mr. Saurabh Sinha asked the faculty members to share the scores with all IQAC members so that we can collectively decide on means of improving the required competencies of students.

The discussions then moved on the pedagogy being followed by the faculty members for various courses. Dr. Sujata Chincholkar, the chairman of the committee emphasized on the importance of MCQs as an effective means of assessment of students. Faculty members opined that some subjects have Multiple choice questions (Quiz) as part of assessment. Ms. Neeta Keswani also backed this suggestion as it would improve the performance of students in aptitude tests conducted by companies as a part of their recruitment program. It was decided that MCQs would be included in as many subjects as possible in this semester and then looking at the outcomes, it would be decided in the next IQAC meet whether it should be made mandatory in all courses of MMS.

Mr. Surabh Sinha suggested that the institute should form a forum for the educators/faculty members wherein industry managers would be invited to discuss on the practices followed in the industry on a specific topic covered

in the syllabus. This would keep the faculty members updated on the recent industry trends and the knowledge can then be passed to the students via lectures. Ms. Neeta Keswani added that this would also help the industry to improve industry interface. Mr. Saurabh Sinha assured the committee that he can touch base with relevant people in the industry for this forum. Further faculty could also look at subjects taken in other colleges for discussions at these forums.

Mr. Saurabh Sinha urged the faculty members to look at Agnel Charities as a company and look at means by which value can be added to the various institutes in this trust. He suggested that they can form small teams of students who are advanced learners and take up an annual problem that has to be solved by them. He also mentioned that faculty member should guide this team but students should play a main role in these activities. Eg. The recruitment process at Agnels could be streamlined by HR students; Operations students could look at managing the canteen better so as to improve the efficiency of the system. Marketing students could look at creating awareness about some of the institutes. This could give students 'hands on' experience and will also benefit the institution as a whole. Thus it would turn to be a 'win-win' situation for both the students as well as institute. Fr. Peter agreed that the administration of Agnels could be improved by this initiative. Rahul Lall, alumnus of FCRIMS also liked the concept and opined that it would help the students immensely. Dr. Sujata told Fr. Peter that they would seek his help for identifying problems that could be offered to students as projects as he can be a connecting point between all the institutes of Agnel Charities. The team leaders of the senior batch were also excited and requested the college to implement this as soon as possible so that they can also be a part of this initiative.

Dr. Manisha Karandikar thanked the members for being present at the meeting and concluded the meeting

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Date: 9th Feb 2019

Venue: Seminar hall, FCRIMS

Members Present:

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|---------------------------|---|----------------------------|
| 1. Fr. Peter Fernandes | - | Member from Management |
| 2. Dr. Sujata Chincholkar | - | Chairman |
| 3. Dr. Manisha Karandikar | - | Co-ordinator |
| 4. Dr. Rakesh Walke | - | Member (Faculty) |
| 5. Mrs. Bindal Totlani | - | Member (Faculty) |
| 6. Ms. Neeta Keswani | - | Member (Placement Officer) |
| 7. Mr. Saurabh Sinha | - | Employer |
| 8. Mr. Rahul Lall | - | Alumnus |
| 9. Mr. Aditya Tikde | - | Student co-ordinator |
| 10. Ms. Purti Pradhan | - | Student co-ordinator |
| 11. Mr. Tanmay Savla | - | Student co-ordinator |
| 12. Ms. Sylvia Mathew | - | Student co-ordinator |

Dr. Manisha Karandikar welcomed the members of IQAC for the third meeting of IQAC.

Dr. Manisha Karandikar, the coordinator of the IQAC, briefed the members about the implementation of the initiatives discussed in the last IQAC meet

Ms. Neeta Keswani discussed on the progress on initiation of the Extension Centre activities conducted by Department of Lifelong Learning of Mumbai University. She had shared the idea and held discussions with students. The students were of the opinion that this was an activity for undergraduate students and did not show interest in the same.

Dr. Sujata Chincholkar and Dr. Manisha Karandikar explained the progress with filling up of SSR for NAAC. The entire process was explained and the committee discussed that one of the major area of weakness was research & publication and it was decided to establish a research cell so that all faculty members can get guidance and they can improve on this weakness. It was decided that each faculty will look at publishing 2 papers per year in the journal.

Another weakness identified was inadequate use of LMS in the institute. Faculty members had tried to use Office 365 in Semester 3 but faced some bottlenecks. It was decided to explore moodles in the coming academic year.

Ms. Bindal Totlani also shared that alumni association formation is important and they had initiated the formal process of formation of Alumni council and alumni were identified for various posts in the alumni association. It was decided to collect a nominal fee from alumni as fees towards the association.

Mr. Saurabh Sinha mentioned that it is important that faculty members remain updated on their courses and offered to get trainers on topics that are contemporary in the field of management. This would help the faculty members add more value to their lectures

Dr. Manisha Karandikar thanked the members for being present at the meeting and concluded the meeting

Internal Quality Assurance Cell (IQAC)
Minutes of Meeting

Date: 2nd May 2019

Venue: Seminar hall, FCRIMS

Members Present:

1. Dr. Sujata Chincholkar-Chairman
2. Mr. Prakash Vaithilingam-Member from Management
3. Ms. Shrabani Walke -Senior Administrator
4. Dr. Manisha Karandikar-Co-ordinator
5. Dr. Rakesh Walke-Member (Faculty)
6. Mrs. Bindal Totlani-Member (Faculty)
7. Mrs. Aradhana Tiwari-Member (Faculty)
8. Ms. Neeta Keswani-Member (Placement Officer)
9. Mr. Saurabh Sinha-Employer
10. Mr. Rahul Lall-Alumnus
11. Mr. Tanmay Savla -Student co-ordinator
12. Ms. Sylvia Mathew-Student co-ordinator

Dr. Manisha Karandikar welcomed the members of IQAC and briefed the members of change in composition of IQAC. Since Fr. Peter Fernandes has moved to a different campus, Mr. Prakash Vaithilingam would represent management and Ms. Shrabani Walke who is the registrar would join the IQAC team as a senior administrator. Since the course of 2017-2019 batch was almost done, the student representatives of that batch were not present.

Dr. Manisha Karandikar briefed the IQC team members that the institute had successfully cleared the pre-qualifier of NAAC and were now awaiting for peer team visit dates. The committee then discussed about the progress made on the earlier initiatives. The first initiative was about training the trainers and in that regard, the institute had organized training of faculty members on research methodology as research had emerged as one of the weak areas of the institute during the NAAC process. Further Ms. Neeta Keswani briefed the members about lack of suitable time slot for other training but also ensured that we would have one trainer session before the next IQAC meet.

The other discussion was on the suggestion provided by Mr. Saurabh Sinha on functioning of all institutes in the complex as one entity and management students taking up projects as part of their course. Dr. Manisha Karandikar briefed that this initiative could not be implemented as each institute follows their own academic calendar and co-ordinating activities becomes an issue. She shared information about marketing of a conference organized by the engineering institute and they had approached management students for collecting sponsorship from various stakeholders. However, management students had their semester 3 exams and this project had to be dropped. Mr. Saurabh Sinha suggested that we could look at smaller projects like training of non-teaching staff to be organized by HR students. Another project suggested was the HR department could set up a HR cell and can co-ordinate all the hiring that happens in campus and Fr. Agnel school. Dr. Sujata Chincholkar agreed to look into these initiatives and ask the concerned HR faculty to spearhead this. Mr. Saurabh Sinha also suggested that the students can organize a fund raiser for Balbhavan and this project can be taken up by Marketing students.

The faculty members discussed about the initiatives that they plan to undertake in Semester 3 to ensure that students get better placements. Sylvia, the students' coordinator appreciated the slot created in time table for aptitude tests and requested institute to continue with the same rigor in upcoming semester. Ms. Neeta Keswani shared that she will ask the students to take up at least one aptitude test per week of their internship so that they will improve their proficiency at these aptitude tests.

The student co-ordinator raised the concerns about choosing only 1 elective from the list of 10 to 11 electives in Semester 3. The team discussed the same and it was decided to have few sessions on opted out electives so that students do not miss out on valuable learning from those electives. It was decided that the time table would have a slot for extra sessions for these opted out electives. Ms. Aradhana Tiwari agreed to amend the time table accordingly.

The faculty members informed the members about the additional certifications suggested for students by faculty members. The marketing students were advised to finish the course 'Digital Unlocked' by Google

during their internship. The finance faculty mentioned that they had promised to help students for NISM certification during their internships. Ms. Neeta Keswani shared about courses on naukri.com that students can take up while Mr. Rahul, our alumnus suggested courses on UpGrad for the students. It was decided that this list would be shared with students so that they can take up a course of their choice.

Dr. Manisha Karandikar shared about the MS Excel workshop conducted by her and discussed how they were able to improve quality of workshop by giving certificates to only those students who fulfilled the criteria of attendance and qualifying marks for the certificate. Ms. Neeta Keswani mentioned that they had set up criteria for the course on Campus to Corporate as well, however the student co-ordinator Sylvia mentioned that many students had missed out on those criteria and sending an official mail would help. Ms. Neeta Keswani agreed to do the needful. Further it was decided to have two certificates viz. 'Certificate of Participation' and 'Certificate of Merit' so as to motivate the students to do better.

Dr. Sujata Chincholkar shared that the institute had taken exit interviews of a sample of students from the passing batch. She shared the feedback given by those students and the actionable points like having a formal dress code for students, uploading application form on website etc.

Dr. Manisha Karandikar thanked the members of IQAC for their presence at the meeting and wrapped the meeting.