

Consolidated Minutes of the Meeting for IQAC for the year 2021-2022

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Date: 9th September 2021

Venue: Online meeting

Members Present:

- | | | |
|---------------------------|---|----------------------|
| (1)Dr. Sujata Chincholkar | - | Chairman |
| (2)Ms. Shrabani Walke | - | Senior Administrator |
| (3)Dr. Manisha Karandikar | - | Co-ordinator |
| (4)Dr. Rakesh Walke | - | Member (Faculty) |
| (5)Mrs. Bindal Totlani | - | Member (Faculty) |
| (6)Mr. Kailash Chand | - | NGO representative |
| (7)Mr. Saurabh Sinha | - | Employer |
| (8)Mr. Rahul Lall | - | Alumnus |
| (9)Ms. Nilakshi Ghanwat | - | Student co-ordinator |
| (10) Mr. Brendan Mendonca | - | Student co-ordinator |

The IQAC meeting for the quarter July to Sept 2021 was conducted online. Though the college had reopened cautiously post pandemic, the institute did not want more people to visit the campus and become potential spreaders of the coronavirus.

Dr. Rakesh Walke briefed the members about the upcoming Research Conference of the institute titled International Management & Business Research Conference (IMBRC). The response to the conference in terms of paper presentation was quite encouraging, despite the fact that it was the first ever conference of FCRIMS. Mr. Saurabh Sinha suggested that faculty members should also present papers at this conference. Ms. Bindal & Dr. Manisha both mentioned that they are presenting at the conference. Dr. Rakesh Walke mentioned that the institute had succeeded in getting sponsorship from bodies like Association of Indian Management Schools (AIMS) and Rotary Club. Further he informed that selected papers would be published in UGC CARE journals.

Mr. Rahul Lall enquired about the progress on formation of Registered Alumni Association of the institute. Ms. Bindal informed that due to Covid it was difficult to get the registration done, however the process is on and it would soon be completed.

Dr. Sujata Chincholkar & Dr. Manisha Karandikar briefed the IQAC about their respective minor research projects. The data collection and analysis was completed and the first draft of the report was also ready. They expected to submit the research project to University of Mumbai by end of

2021. They further mentioned that part of the grant sanctioned by university was used to buy books for the institute's library.

There was uncertainty about admissions as the DTE has not declared the schedule of admissions for the upcoming batch. Dr. Sujata mentioned that it is imperative that we have full admissions this year as the Covid scene had also shown some improvement.

As per the previous discussions of IQAC, the college had begun an initiative regarding Business Ethics wherein the students were divided into groups and had to present on certain scams/frauds that rocked our country or the world as a whole eg. Volkswagen Emission Scandal, Satyam etc. This would make students understand the long term impact of these scams on all the stake holders and why they should be responsible corporate citizens when they enter the corporate world.

The meeting was concluded with Dr. Manisha thanking the members for their presence.

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Date: 25th November 2021

Venue: Seminar Room, 4th floor, FCRIMS

Members Present:

| | | |
|---------------------------|---|----------------------------|
| (1)Dr. Sujata Chincholkar | - | Chairman |
| (2)Ms. Shrabani Walke | - | Senior Administrator |
| (3)Dr. Manisha Karandikar | - | Co-ordinator |
| (4)Dr. Rakesh Walke | - | Member (Faculty) |
| (5)Mrs. Aradhana Tiwari | - | Member (Faculty) |
| (6)Ms. Neeta Keswani | - | Member (Placement Officer) |
| (7)Mr. Saurabh Sinha | - | Employer |
| (8)Mr. Rahul Lall | - | Alumnus |
| (9)Ms. Nilakshi Ghanwat | - | Student co-ordinator |
| (10) Mr. Brendan Mendonca | - | Student co-ordination |

Dr. Manisha Karandikar welcomed all the committee members to the offline meeting conducted after a long time due to the outbreak of Covid 19.

Dr. Sujata Chincholkar briefed the IQAC members that they had begun classes in offline mode for semester 3 students and all covid protocols were put in place. The students, faculty and non teaching staff were monitored for their temperature, classrooms were regularly sanitised and sanitiser were placed at different points in the college. Student names were put on the desk and students were asked to use only desks allotted to them. This ensured that the students used the same desk and thereby possibility of transmission of disease was reduced. Students were sensitised about the importance of being vigilant to the symptoms of covid in themselves and their family members and were asked to skip classes in such cases.

Dr. Rakesh Walke briefed the members about successful conclusion of the first ever research conference International Management & Business Research Conference (IMBRC). He informed about the level of participation and quality of papers presented at the conference. He also informed that Dr. Manisha Karandikar won the second prize for the best paper. Mr.

Saurabh Sinha enquired about the paper presented by Dr. Manisha and she explained about the same.

The next update was on admissions. The process of admission had initiated and Ms. Shrabani informed that this year i.e. 2021-2023 batch admissions look promising as compared to previous batches and was hopeful of filling all seats for this academic year.

The discussion about the academic activities started with Dr. Sujata Chincholkar questioning about the plan for additional activities, that are beyond curriculum planned for the coming batch. The faculty mentioned that they would continue with Activity Based Learning for the next batch as well. Student feedback was sought for these activities. The student representatives Ms. Nilakshi & Mr. Brendan both mentioned that the class found these activities value adding and most students were serious about these activities. When asked about what percentage of students are benefitted, they mentioned approximately 75 to 80% students benefitted as they had taken these activities seriously. Faculty team indicated that they had planned to broad base the Activity Based learning by having Excel workshops in Semester 1 as well as Semester 2. This was important as most guest speakers and alumni repeatedly highlighted the importance of ability to use Excel as an important skill to budding managers. The Semester 1 would have Basic Excel while Semester 2 would have Advanced Excel. Basic Excel would look at introducing students to concepts like data formatting, basic formulas and basic functions. The advanced Excel workshop will cover Pivot Tables, data consolidation, data Validation, What If Analysis and Dashboards.

Ms. Neeta Keswani informed the IQAC members that the placements have begun on a good note with 3 students placed in AC Nielsen at a good package. She also informed about other companies in the pipeline and discussed the strategy for placements.

Dr. Sujata Chincholkar informed the members that the institute was planning to increase the intake of students from 60 to 120, however they cannot apply for the same unless the program is approved by NBA. Hence the institute needs to work towards NBA accreditation. The institute is already following Outcome Based Learning in the MMS course, she informed that we now need to map the COs with evaluation procedure. The details of the same would be discussed in a special meeting called to discuss on NBA. She believed that NBA accreditation would not only enable FCRIMS to increase the intake but also improve their processes and quality of education imparted to students.

The discussion was then thrown open to challenges faced by faculty members and students. Faculty mentioned that though a lot of activities were carried out in the institute, it is difficult to get student involvement in activities like Guest Lectures, Committee work etc. Mr. Rahul Lall asked

the student representatives as to why this was the situation, they mentioned that students have too many activities and at times find it difficult to do multi tasking and since these activities carry no marks, they are put on lower priority. Ms. Bindal mentioned that these activities are important for overall development of the student. Dr. Manisha proposed introduction of a Corporate Readiness Index that would track the participation and performance of students in these activities. The team members deliberated that what parameters should be included in this parameter. After an elaborate discussion, Dr. Sujata asked the faculty to come up with a concrete plan.

Dr. Manisha thanked the members for their presence and inputs for the meeting and concluded the meeting.

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Date: 4th February 2022

Venue: Online meeting

Members Present:

- | | | |
|---------------------------|---|----------------------------|
| (1)Dr. Sujata Chincholkar | - | Chairman |
| (2)Ms. Shrabani Walke | - | Senior Administrator |
| (3)Dr. Manisha Karandikar | - | Co-ordinator |
| (4)Dr. Rakesh Walke | - | Member (Faculty) |
| (5)Ms. Neeta Keswani | - | Member (Placement Officer) |
| (6)Mr. Saurabh Sinha | - | Employer |
| (7)Mr. Chand | - | NGO representative |
| (8)Ms. Kalyani Patil | - | Student co-ordinator |
| (9)Mr. Joseph Mendonca | - | Student co-ordinator |
| (10) Ms. Aditi Das | - | Student co-ordinator |

This meeting was held online due to the third wave of the pandemic. Though the number of Covid cases had reduced, it was decided to conduct this meeting in online mode.

Dr. Manisha Karandikar welcomed the members and briefed them about the commencement of semester 1 and explained about the transition of classes from offline to online mode due to the outbreak of Omicron. Dr. Sujata Chincholkar informed the members that all the seats have been

filled for the coming year unlike previous year. This was a positive sign for the institute.

The faculty members explained about the implementation of Activity based Learning and the improvements made in them. Ms. Aditi shared about the positive response of the class towards this initiative. The faculty members shared that the semester 2 would be split in two halves, one month before the Summer Internship and 2 months after the Summer Internship. Though this was not desirable, the late starting of the program makes it unavoidable. The faculty members were encouraged to include experiential learning as a part of the pedagogy so that the retention level amongst students is high.

Dr. Sujata Chincholkar & Dr. Manisha Karandikar informed the IQAC members that they had successfully completed the minor research project and submitted the same to the University of Mumbai. She also informed that this had instilled confidence in faculty members about their ability to carry out research. She also informed that there were two research proposals sent to ICSSR by herself and Dr. Manisha Karandikar of Rs. 1 Lakh research aid each for approval. Dr. Walke enquired about the topics so that it would give idea to others to carry out the same. Dr. Sujata informed that her topic was to study the socioeconomical impact of changing minimum marriage age of girls to 21, since the government was contemplating on the same. Dr. Manisha informed that her topic was study of hurdles to adoption of Generic Medicines. They were awaiting approval of the same before initiating work on their projects. The faculty members hoped that the research aid would be granted.

Dr. Manisha Karandikar explained the development of framework for the Corporate Readiness Index and asked for inputs on parameters that need to be included in the Corporate Readiness Index. The faculty members gave inputs like participation in committee work, contribution to newsletter, tracking attendance and performance in Activity Based Learning Initiative, Campus to Corporate etc. Dr. Manisha Karandikar agreed to develop an Excel sheet alongwith Ms. Bindal Totlani so that these parameters can be included and informed that the same would be shared with faculty members for inputs.

IQAC also discussed about recruitment of new faculty members as Ms. Aradhana Tiwari had handed over her resignation and Dr. Walke was to retire on 31st April 2022. Further Ms, Shrabani, the registrar of the institute had also handed in her resignation. It was decided that the institute would look for faculty members in the area of Operations and HR. Operations as Dr. Walke was about to retire and the institute did not have a full time faculty for Human resources. The procedure for the same would soon be initiated. All members of IQAC were told to look for suitable talent in their social circles and ask them to apply once the advertisement was released on approval of the University. The institute would also look for a suitable

replacement for Mrs. Shrabani Walke who would take over the admin responsibilities of the institute.

Dr. Sujata Chincholkar discussed about the progress of NBA accreditation and explained as to how the work was allocated to all faculty members. It was decided to call a faculty who has spearheaded NBA accreditation in their institute for guidance. Prof. Mallya, one of the visiting faculty of finance had recommended Dr. Nishi Kaul, a faculty of SIES college for the same. Since Dr. Nishi was known to Dr. Manisha Karandikar, she agreed to co-ordinate and schedule a session of all faculty members with Dr. Nishi.

Dr. Sujata raised concern about NDLI since Ms. Aradhana had quit FCRIMS and she was responsible for management of NDLI. It was decided that the club would function with help of all other faculty members till new members joined the team.

Dr. Manisha concluded the meeting and thanked the members for their presence.

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Date: 3rd June 2022

Venue: Online meeting

Members Present:

- | | | |
|---------------------------|---|----------------------------|
| (1)Dr. Sujata Chincholkar | - | Chairman |
| (2)Dr. Manisha Karandikar | - | Co-ordinator |
| (3)Mr. Anil Yadav | - | Administrator |
| (4)Ms. Bindal Totlani | - | Faculty Member |
| (5)Ms. Neeta Keswani | - | Member (Placement Officer) |
| (6)Mr. Saurabh Sinha | - | Employer |
| (7)Mr. Chand | - | NGO representative |
| (8)Mr. Rahul Lall | - | Alumnus |
| (9)Ms. Aditi Das | - | Student co-ordinator |
| (10) Mr. Sujeet Pal | - | Student co-ordinator |

The meeting was conducted in online mode as most faculty members were on vacation and students were undergoing summer internship. The number of members attending was low as the faculty strength was low due to retirement and resignations.

Dr. Manisha Karandikar welcomed and introduced Mr. Anil Yadav who had recently joined the institute in place of Mrs. Shrabani Walke. Dr. Sujata Chincholkar informed the team about promotion of Dr. Manisha Karandikar to the post of Professor and appointment of two new faculty members in the areas of Operations and Human Resources. The proper procedure of appointment was followed as prescribed by University of Mumbai. Mr. Saurabh Sinha, Mr. Rahul Lall and Mr. Kailash Chand congratulated Dr. Manisha Karandikar.

The meeting began with Dr. Sujata Chincholkar briefing the members about the Impact Series that would be conducted under the aegis of NISP. Under this initiative the institute would conduct 4 guest lectures in the area of Entrepreneurship & IPR which would benefit the students. The lectures would be conducted in online mode, the speakers and the dates were already finalised. The dates finalised were 18th June and 8th July 2022. This lecture series would be sponsored by AICTE.

Dr. Manisha Karandikar informed about the progress of Corporate Readiness Index and explained how it was implemented and results were being shared with the students. Ms. Aditi and Mr. Sujeet both explained that the students are now serious about this index and those who participated in these activities felt good after seeing a good score on the excel sheet. The faculty agreed that this sheet was experimental and it was necessary to improve the parameters with passage of time.

Mr. Saurabh Sinha appreciated the initiative and asked the faculty members to take this seriously as it will help the students in identifying their weakness and work on it.

Dr. Sujata Chincholkar emphasised the importance of research and encouraged faculty members to take up multidisciplinary research and publish in reputed journals. This is of utmost importance and should be a high priority for the institute. Ms. Bindal Totlani briefed about the progress of her PhD and she would be actively undertaking research as she wants to complete her PhD at the earliest.

The faculty briefed about the progress of NBA. They assured the director that the progress was consistent and we should be able to meet our planned deadline of September 2023. They also mentioned that getting data from the visiting faculty was a challenge and they were working towards getting the data.

Dr. Manisha thanked the members for their presence and contribution in the meeting.