



MAHATMA GANDHI MISSION'S
INSTITUTE OF MANAGEMENT STUDIES & RESEARCH
M.G.M. Educational Campus, Sector - 1, Kamothe, Navi Mumbai - 410 209.

NOTICE

Date: 11.04.2017

Dear members,

This is to inform you that the General body meeting of Internal Quality Assurance Cell is to be held on Thursday, 13.04.2017 at 11.00 am at Conference Hall of MGM IMSR

You are requested to kindly attend the meeting.

Thanking you,
Yours sincerely,

Dr. Henry
Director
Chairperson
Internal Quality Assurance Cell
MGM IMSR



AGENDA

1. Discussion of Certification courses to be offered to the students.
2. Finalization of SOP's
3. Green Initiatives for the campus.
4. Any other matters/points not on the agenda to be discussed with the permission of chairperson

Dr Ashwini Arte
Director
MGM'S Institute of
Management Studies & Research
Kamothe, Navi Mumbai - 410 209.



MAHATMA GANDHI MISSION'S
INSTITUTE OF MANAGEMENT STUDIES & RESEARCH

M.G.M. Educational Campus, Sector - 1, Kamothe, Navi Mumbai - 410 209.

**MINUTES OF THE GENERAL BODY MEETING OF INTERNAL QUALITY ASSURANCE
CELL HELD ON 13.04.2017 AT CONFERENCE HALL OF MGM IMSR.**

The Chairperson, Dr. Henry called the meeting at 11:00 a.m. on 13.04.2017.

The meeting started at 11:10 am. The Coordinator, Mrs. Monika Khanna welcomed all the members and requested to take the seats. Following members attended the meeting.

- | | |
|---------------------------|-------------------|
| 1. Dr. Henry | : Chairperson |
| 2. Mrs. Monika Khanna | : Coordinator |
| 3. Mrs Ashwini Arte | : Member |
| 4. Mr. Amar Bhosale | : Member |
| 5. Ms. Amrita Thakkar | : Member |
| 6. Mrs Ragini Bhat | : Member |
| 7. Mrs. Shija Abhilash | : Member |
| 8. Mr. Nandkishor Narwade | : Member |
| 9. Dr. Raman Yadav | : External Member |
| 10. Dr. Archana Mishra | : External Member |

IQAC Coordinator read out the minutes and Action Taken Report (ATR) of the earlier meeting held on 18.01.2017 for the information of all members.

The following points were discussed in the meeting:

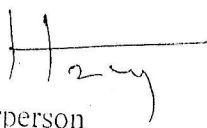
1. It was resolved to conduct Certificate and skill development course like Six Sigma, Digital Marketing, English Speaking Classes, Yoga extensively.
2. Proposal to initiate Green measures in planting trees and maintenance in the campus.
3. Mentors were instructed to guide mentees to put in honest effort during upcoming summer projects.
4. Examination procedure was reviewed for the upcoming examination.
5. It was resolved that students of Sem IV will be given training for making it easier for them to fill up university OMS/OCR answer-sheet.
6. Subjects were allotted for next A.Y.
7. SOP's of exam department were finalized. Mrs. Ashwini Arte was instructed to complete the task of filing the same.
8. It was resolved that the maintenance & Painting of East side Compound wall (Front & Back) be undertaken.
9. All matters/ Point on agenda were discussed and there were no other points

The Meeting was concluded on proposing vote of thanks by Ms. Amrita Thakkar.

Chairperson
Internal Quality Assurance Cell
(MGM IMSR)

Dr Ashwini Arte
Director
MGM'S Institute of
Management Studies & Research
Kamothe, Navi Mumbai - 410 209.

The Meeting was concluded on proposing vote of thanks by Mrs. Monika Khanna



Chairperson

Internal Quality Assurance Cell

(MGM IMSR)



Dr Ashwini Arte
Director
MGM'S Institute of
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NOTICE

Date: 12.01.2017

Dear Members,

This is to inform you that the General body meeting of Internal Quality Assurance Cell is to be held on Wednesday, 18.01.2017 at 11.00 am at Conference Hall of MGM IMSR

You are requested to kindly attend the meeting.

Thanking you,
Yours sincerely,

Dr. Henry
Director



AGENDA

1. Progress of SOPs
2. Presentation of odd semester result analysis.
3. Student Progress discussion.
4. Discussion on report formats
5. Infrastructure development
6. Arrangement of computers for placement
7. Any other matters/points not on the agenda to be discussed with the permission of chairperson

Dr Ashwini Arte
Director
MGM'S Institute of
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**MINUTES OF THE GENERAL BODY MEETING OF INTERNAL QUALITY ASSURANCE
CELL HELD ON 18.01.2017 AT CONFERENCE HALL OF MGM IMSR.**

The Chairperson, Dr. Henry called the meeting at 11:00 a.m. on 18.01.2017.

The meeting started at 11:10 am. The Coordinator, Prof. Monika Khanna welcomed all the members and requested to take the seats. Following members attended the meeting.

- | | |
|---------------------------|-------------------|
| 1. Dr. Henry | : Chairperson |
| 2. Mrs. Monika Khanna | : Coordinator |
| 3. Mrs. Ashwini Arte | : Member |
| 4. Mr. Amar Bhosale | : Member |
| 5. Ms. Amrita Thakkar | : Member |
| 6. Mrs. Ragini Bhat | : Member |
| 7. Mrs. Shija Abhilash | : Member |
| 8. Mr. Nandkishor Narwade | : Member |
| 9. Dr. Raman Yadav | : External Member |
| 10. Dr. Archana Mishra | : External Member |

IQAC Coordinator read out the minutes of the earlier meeting held on 19.10.2016 for the information of all members.

The following points were discussed in the meeting:

1. Exam cell in-charge presented the result analysis to the IQAC members and identified the corrective measures to improve the results substantially.
2. It was resolved that the faculty members will be appointed as Mentors for a group of 8-9 students. Faculty will keep an eye on their mentees' progress and any important issue will be reported to the director on a case to case basis
3. It was proposed to inform the students of MGM under graduation colleges about MMS admissions, particularly about upcoming CET exam in order to better equip them for higher education,
4. Progress of SOP's was discussed and some changes were suggested.
5. Formats of various reports were discussed and finalized.
6. As an initiative of improvement of infrastructure, it was resolved that the painting of the institute wall be undertaken.
7. It was also suggested by Mrs. Ashwini Arte that some floor tiles need to be replaced the same was resolved to be done
8. It was also resolved that other required maintenance work for the upkeep of the institute to be undertaken in the coming months.
9. It was resolved than an annual maintenance contract for electrical repairs & maintenance to be entered into.
10. All AMC's to be renewed as and when needed.
11. It was resolved that the placement cell be arranged with at least 15 computers in order to support online placement initiatives.

Dr. Ashwini Arte
Director
MGM'S Institute of
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NOTICE

Date: 06.10.2016

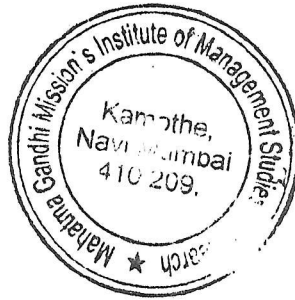
Dear members,

This is to inform you that the General body meeting of Internal Quality Assurance Cell is to be held on Wednesday, 19.10.2016 at 11.00 am at Conference Hall of MGM IMSR

You are requested to kindly attend the meeting.

Thanking you,
Yours sincerely,

Dr. Henry
Director
MGM IMSR



AGENDA

1. Discussion about IQAC working.
2. Assigning individual responsibilities.
3. Exam date discussion
4. Any other matters/points not on the agenda to be discussed with the permission of chairperson

Dr Ashwini Arte
Director
MGM'S Institute of
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**MINUTES OF THE GENERAL BODY MEETING OF INTERNAL QUALITY ASSURANCE
CELL HELD ON 19.10.2016 AT CONFERENCE HALL OF MGM IMSR.**

The Chairperson, Dr. Henry called the meeting at 11:00 a.m. on 19.10.2016.

The meeting started at 11:10 am. The Coordinator, Prof. Monika Khanna welcomed all the members and requested to take the seats. Following members attended the meeting.

- | | |
|---------------------------|-------------------|
| 1. Dr. Henry | : Chairperson |
| 2. Mrs. Monika Khanna | : Coordinator |
| 3. Mrs. Ashwini Arte | : Member |
| 4. Mr. Amar Bhosale | : Member |
| 5. Ms. Amrita Thakkar | : Member |
| 6. Mrs. Ragini Bhat | : Member |
| 7. Mrs. Shija Abhilash | : Member |
| 8. Mr. Nandkishor Narwade | : Member |
| 9. Dr. Raman Yadav | : External Member |
| 10. Dr. Archana Mishra | : External Member |

The following points were discussed in the meeting:

1. It was discussed and informed to keep a documented record of all events taking place in the institution.
2. Individual responsibilities were allotted and discussed.
3. It was decided that regular IQAC meetings well be held quarterly.
4. All departments were requested to start preparing SOP's.
5. Exam dates were finalized and question paper pattern was discussed.
6. All matters/ Point on agenda were discussed and there were no other points.

The Meeting was concluded on proposing vote of thanks by Mrs. Monika Khanna

Chairperson
Internal Quality Assurance Cell
(MGM IMSR)

Dr Ashwini Arte
Director
MGM'S Institute of
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NOTICE

Date: 16.02.2016

Dear Staff members,

All the staff members are hereby informed to be present in Conference Hall of MGM IMSR on Friday, 18.02.2016 at 11.00 am for the selection of Members of Internal Quality Assurance Cell.

You are requested to kindly attend the meeting.

Thanking you,
Yours sincerely,

Dr. Henry
Director
MGM IMSR



Dr Ashwini Arte
Director
MGM'S Institute of
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**MINUTES OF THE GENERAL BODY MEETING OF INTERNAL QUALITY ASSURANCE
CELL HELD ON 18.02.2016 AT CONFERENCE HALL OF MGM IMSR.**

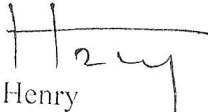
The Director, Dr. Henry called the meeting at 11:00 a.m. on 18.02.2016.


The meeting started at 11.10 am. Mrs. Monika Khanna welcomed all the staff members and requested to take the seats. Director suggests that we should for 'Internal Assurance Committee' to maintaining the momentum of quality consciousness in colleges. He also added that Internal Quality Assurance Cell, in fact is conceived as a mechanism to build and ensure a quality culture at the institutional level. Every College should have an internal quality assurance system, with appropriate structure and processes, and with enough flexibility to meet the diverse needs of the stakeholders. The Internal quality Assurance Cell (IQAC) is meant for planning guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the colleges.

Following staff members were selected for IQAC

- | | |
|---------------------------|-------------------|
| 1. Dr. Henry | : Chairperson |
| 2. Mrs. Monika Khanna | : Coordinator |
| 3. Mrs. Ashwini Arte | : Member |
| 4. Mr. Amar Bhosale | : Member |
| 5. Ms. Amrita Thakkar | : Member |
| 6. Mrs. Ragini Bhat | : Member |
| 7. Mrs. Shija Abhilash | : Member |
| 8. Mr. Nandkishor Narwade | : Member |
| 9. Dr. Raman Yadav | : External Member |
| 10. Dr. Archana Mishra | : External Member |

The Meeting was concluded on proposing vote of thanks by Mrs. Ragini Bhat.


Dr. Henry
Director
(MGM IMSR)


Dr Ashwini Arte
Director
MGM'S Institute of
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