



MAHATMA GANDHI MISSION'S
INSTITUTE OF MANAGEMENT STUDIES & RESEARCH

M.G.M. Educational Campus, Sector - 18, Kamothe, Navi Mumbai - 410 209.

NOTICE

Date: 04.04.2018

Dear members,

This is to inform you that the General body meeting of Internal Quality Assurance Cell is to be held on Monday, 09.04.2018 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. To read and confirm the minutes of last meeting
2. To Discuss any other matter arising with the permission of chair.
3. 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 - 18, Kamothe, Navi Mumbai - 410 209.

**MINUTES OF THE GENERAL BODY MEETING OF INTERNAL QUALITY ASSURANCE
CELL HELD ON 09.04.2018 AT CONFERENCE HALL OF MGM IMSR.**

The Chairperson, Dr. Henry called the meeting at 11:00 a.m. on 09.04.2018.

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.

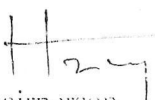
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|---------------------------|-------------------|
| 1. Dr. Henry | : Chairperson |
| 2. Mrs. Monika Khanna | : Coordinator |
| 3. Mrs Ashwini Arte | : Member |
| 4. Mrs. Saloni Desai | : Member |
| 5. Mrs. Shija Abhilash | : Member |
| 6. Mrs. Rekha Suryavanshi | : Member |
| 7. Dr. Raman Yadav | : External Member |
| 8. Dr. Archana Mishra | : External Member |

IQAC Coordinator read out the minutes and Action Taken Report (ATR) of the earlier meeting held on 05.01.2018 for the information of all members.

The following points were discussed in the meeting:

1. It was resolved to conduct Certificate and skill development courses like Six Sigma, Digital Marketing, English Speaking Classes, extensively
2. Mentors were instructed to guide mentees to put in honest effort during upcoming summer projects.
3. Examination procedure was reviewed for the upcoming examinations.
4. It was resolved that application for FC Center shall be made.
5. The institute is in talks with citizen unity forum (CUF) an NGO from Panvel to conduct joint tree plantation program.
6. HR Manual was approved.
7. It was resolved that as has been done in the past years a scholarship will be approved to Ex Students of MGM as well as the children of MGM employees while pursuing MMS at MGMIMSR.
8. HR manual was approved.
9. NAAC criteria 3.4.5 were discussed in detail.
10. All matters/ Point on agenda were discussed and there were no other points.

The Meeting was concluded on proposing vote of thanks by Mrs. Shija Abhilash.


Chairperson
Internal Quality Assurance Cell
(MGMIMSR)


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



MAHATMA GANDHI MISSION'S
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M.G.M. Educational Campus, Sector - 1, Kamothe, Navi Mumbai - 410 209.

NOTICE

Date: 02.01.2018

Dear members,

This is to inform you that the General body meeting of Internal Quality Assurance Cell is to be held on Friday, 05.01.2018 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. Odd semester result analysis.
2. Green Initiatives.
3. Any other matters/points not on the agenda to be discussed with the permission of chairperson

Dr Ashwini Arte
Director
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**MINUTES OF THE GENERAL BODY MEETING OF INTERNAL QUALITY ASSURANCE
CELL HELD ON 05.01.2018 AT CONFERENCE HALL OF MGM IMSR.**

The Chairperson, Dr. Henry called the meeting at 11:00 a.m. on 05.01.2018.

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.

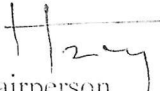
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|---------------------------|-------------------|
| 1. Dr. Henry | : Chairperson |
| 2. Mrs. Monika Khanna | : Coordinator |
| 3. Mrs. Ashwini Arte | : Member |
| 4. Mrs. Saloni Desai | : Member |
| 5. Mrs. Shija Abhilash | : Member |
| 6. Mrs. Rekha Suryavanshi | : Member |
| 7. Dr. Raman Yadav | : External Member |
| 8. Dr. Archana Mishra | : External Member |

IQAC Coordinator read out the minutes and Action Taken Report (ATR) of the earlier meeting held on 26.10.2017 for the information of all members.

The following points were discussed in the meeting:

1. It was proposed that the students of MGM under graduation colleges should be informed about MMS admission, particularly about upcoming CET exam in order to better equip them for higher education.
2. It was also recommended that live projects should be given to the students for better learning experience.
3. All AMC's to be renewed.
4. Sanitary napkin vending machine to be bought for the convenience of female students.
5. Annual fest dates were decided, 7-8th March so as to give student get an exposure to event management.
6. HR policy manual to be assessed & revised if required.
7. NAAC Criteria 1 & 2 was discussed at length.
8. 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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MAHATMA GANDHI MISSION'S
INSTITUTE OF MANAGEMENT STUDIES & RESEARCH

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

NOTICE

Date: 23.10.2017

Dear members,

This is to inform you that the General body meeting of Internal Quality Assurance Cell is to be held on Thursday, 26.10.2017 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. Research Development Activity.
2. Student Quality enhancement programs.
3. 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 26.10.2017 AT CONFERENCE HALL OF MGM IMSR.**

The Chairperson, Dr. Henry called the meeting at 11:00 a.m. on 26.10.2017.

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.

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|---------------------------|-------------------|
| 1. Dr. Henry | : Chairperson |
| 2. Mrs. Monika Khanna | : Coordinator |
| 3. Mrs. Ashwini Arte | : Member |
| 4. Mrs Shija Abhilash | : Member |
| 5. Mr. Nandkishor Narwade | : Member |
| 6. Dr. Raman Yadav | : External Member |
| 7. Dr. Archana Mishra | : External Member |

IQAC Coordinator read out the minutes and Action Taken Report (ATR) of the earlier meeting held on 21.07.2017 for the information of all members.

The following points were discussed in the meeting:

1. It was unanimously agreed to enhance Research & Development activities by motivation teacher quality improvement, in encouraging the research-based work culture and recommending student centric core projects.
2. The director also encouraged the faculties already enrolled for Ph.D to speed up and to work hard for their research completion.
3. It was recommended to organize Industrial Visits for students of in order to enhance industry exposure.
4. It was proposed that for student quality enhancement, programs like employability skills be arranged.
5. Discussion on various NAAC criteria and implementation of the same initiatives.
6. As a quality initiative it was proposed that feedback on qualitative initiatives should be collected.
7. Mrs. Ashwini Arte was instructed to prepare SOP's for value added programs.
8. All matters/ Point on agenda were discussed and there were no other points.

The Meeting was concluded on proposing vote of thanks by Mrs. Shija Abhilash.

Chairperson
Internal Quality Assurance Cell
(MGM IMSR)

Dr Ashwini Arte
Director
MGM'S Institute of
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INSTITUTE OF MANAGEMENT STUDIES & RESEARCH

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NOTICE

Date: 17.07.2017

Dear members,

This is to inform you that the General body meeting of Internal Quality Assurance Cell is to be held on Friday, 21.07.2017 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. Orientation of batch 2017-19
2. Discussion on NAAC Criteria
3. 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 21.07.2017 AT CONFERENCE HALL OF MGM IMSR.**

The Chairperson, Dr. Henry called the meeting at 11:00 a.m. on 21.07.2017.

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.

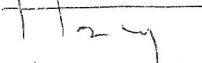
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|---------------------------|-------------------|
| 1. Dr. Henry | : Chairperson |
| 2. Mrs. Monika Khanna | : Coordinator |
| 3. Mrs. Ashwini Arte | : Member |
| 4. Ms. Amrita Thakkar | : Member |
| 5. Mrs. Shija Abhilash | : Member |
| 6. Mr. Nandkishor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

IQAC Coordinator read out the minutes and Action Taken Report (ATR) of the earlier meeting held on 13.04.2017 for the information of all members.

The following points were discussed in the meeting:

1. In the coming academic session in basic English-speaking classes were proposed to be conducted to for the students.
2. Tree plantation initiative was discussed.
3. All the members were asked to study the NAAC manual & understand the NAAC criteria.
4. Names of the Guest speakers for induction to be organized for the new Batch were discussed.
5. Mrs. Ashwini Arte presented SOP for Exam.
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
Management Studies & Research
Kamothe, Navi Mumbai - 410 209.