



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

**NOTICE**

Date:08. 04. 2019

Dear members,

This is to inform you that the General body meeting of Internal Quality Assurance Cell is to be held on Friday, 12.04.2019 at 11.00 am at Conference Hall of MGM IMSR.

You are requested to kindly attend the meeting.

Thanking you,  
Yours sincerely,

Prof. Ashwini Arte  
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 - 1, Kamothe, Navi Mumbai - 410 209.

## MINUTES OF THE GENERAL BODY MEETING OF INTERNAL QUALITY ASSURANCE CELL HELD ON 12.04.2019 AT CONFERENCE HALL OF MGM IMSR.

The Chairperson, Mrs. Ashwini Arte called the meeting at 11:00 a.m. on 12.04.2019.

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

- |   |                        |                   |
|---|------------------------|-------------------|
| 1 | Mrs. Ashwini Arte      | : Chairperson     |
| 2 | Mrs. Monika Khanna     | : Coordinator     |
| 3 | Dr. Saloni Desai       | : Member          |
| 4 | Ms. Amrita Thakkar     | : 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 22.01.2019 for the information of all members.

The following points were discussed in the meeting:

1. In the coming academic session in the month of July and August IAS preliminary preparatory classes proposed to be conducted to interested pre- final year students.
2. Discussion on feedback on qualitative initiatives was discussed and It was resolved to conduct Certificate and skill development courses extensively like Six Sigma, Digital Marketing, English Speaking Classes, Yoga course.
3. Proposal to initiate Green measures implanting trees and maintenance in the campus.
4. It was suggested to have Green measures in the campus in order to spread environment consciousness among all the stakeholders and also to make the campus eco-friendly
5. Ms. Amrita Thakkar was welcomed back after sabbatical leave. She was updated about the NAAC activities.
6. It was discussed that Mrs. Ragini Bhat who has appointed will be updated about IQAC & NAAC activities by IQAC Coordinator.
7. It was resolved that as part of social extension activity, like the last year this year also, MGM IMSR will undertake tree plantation drive, in association with CUF on a large scale.
8. Mrs. Monika Khanna presented the curriculum SOP's and the same was approved with some suggestions.
9. Mrs. Monika Khanna also presented academic Calendar for the coming academic year.
10. Review of Progress of the NAAC criteria was taken.
11. It was resolved that a new clerk will be appointed who will in addition to other duties provide support for NAAC documentation.
12. 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.

*ATE*

Chairperson  
Internal Quality Assurance Cell

*Dr*

**Dr Ashwini Arte**  
**Director**  
**MGM'S Institute of**  
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**NOTICE**

Date: 18.01.2019

Dear members,

This is to inform you that the General body meeting of Internal Quality Assurance Cell is to be held on Tuesday, 22.01.2019 at 11.00 am at Conference Hall of MGM IMSR

You are requested to kindly attend the meeting.

Thanking you,

Yours sincerely,

Prof. Ashwini Arte  
Chairperson  
Internal Quality Assurance Cell  
MGM IMSR



**AGENDA**

1. Presentation of odd semester result analysis.
2. Student progress discussion.
4. FDP on quality- related teaching.
5. 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 22.01.2019 AT CONFERENCE HALL OF MGM IMSR.**

The Chairperson, Mrs. Ashwini Arte called the meeting at 11:00 a.m. on 22.01.2019.

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. Mrs. Ashwini Arte      | : Chairperson     |
| 2. Mrs. Monika Khanna     | : Coordinator     |
| 3. Mrs. Saloni Desai      | : Member          |
| 4. Ms. Neetu Dixit        | : 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 16.10.2018 for the information of all members.

The following points were discussed in the meeting:

1. Mrs. Monika Khanna was instructed to prepare the SOP's for curriculum.
2. The event report format was reviewed and the same was accepted.
3. To promote the value of services to other is was proposed to conduct a visit of students, to an orphanage old age home/ Centre of Rehabilitation.
4. Contenders for best student's award were discussed and Mr. Prasad Thange batch of 16-18, was chosen as the best student.
5. NAAC criteria were assigned to faculty & Staff and everyone was instructed to start working. On their respective criteria.
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. Shija Abhilash.



Chairperson  
Internal Quality Assurance Cell  
(MGM IMSR)

  
Dr Ashwini Arte  
Director  
MGM'S Institute of  
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M.G.M. Educational Campus, Sector - 1, Kamothe, Navi Mumbai - 410 209.

**NOTICE**

Date: 09.10.2018

Dear members,

This is to inform you that the General body meeting of Internal Quality Assurance Cell is to be held on Tuesday, 16.10.2018 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. Research Development Activity.
2. Student Evaluation Form.
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 16.10.2018 AT CONFERENCE HALL OF MGM IMSR.**

The Chairperson, Dr. Henry called the meeting at 11:00 a.m. on 16.10.2018.

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.

- |                           |                   |
|---------------------------|-------------------|
| 1. Dr. Henry              | : Chairperson     |
| 2. Mrs. Monika Khanna     | : Coordinator     |
| 3. Mrs. Ashwini Arte      | : Member          |
| 4. Mrs. Kaloni 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 11.07.2018 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 motivating teacher quality improvement, in encouraging the research-based work culture and recommending student centric core projects.
2. It was suggested the college should utilize the information from the student feedback form for improving courses and infrastructure.
3. It was discussed and resolved that Mrs. Rekha Suryavanshi will be entrusted with the compilation & maintenance of all committee documents. She after discussion with the director will formalize the agenda circulate notices and maintain the minutes of meeting of all the committees.
4. It was discussed that Coordinator Mrs. Monika Khanna will explore the options of International Industrial Visit.
5. It was resolved that in order to encourage the students to excel in academics as well as the extracurricular activities, Best student award be initiated.
6. Mrs. Shija Abhilash presented the placement policy and SOP's and the same were approved, with some suggestions.
7. Ms. Necti Dixit presented SOP's of library and the same were approved with some suggestions.
8. It was decided that for water conservation the water from Bathroom would be connected to pond water
9. 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

  
**Dr Ashwini Arte**  
Director  
MGM'S Institute of  
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**NOTICE**

Date: 06.07.2018

Dear members,

This is to inform you that the General body meeting of Internal Quality Assurance Cell is to be held on Wednesday, 11.07.2018 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. Basic English Speaking for interested students.
2. Introduction of Certification courses
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 11.07.2018 AT CONFERENCE HALL OF MGM IMSR.**

The Chairperson, Dr. Henry called the meeting at 11:00 a.m. on 11.07.2018.

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.

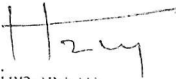
- |                           |                   |
|---------------------------|-------------------|
| 1. Dr. Henry              | : Chairperson     |
| 2. Mrs. Monika Khanna     | : Coordinator     |
| 3. Mrs. Ashwini Arte      | : Member          |
| 4. Mrs. Saloni Desai      | : Member          |
| 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 09.04.2018 for the information of all members.

The following points were discussed in the meeting:

1. Discussed the feasibility of offering English remedial classes to the students, who need it in the coming academic semester.
2. Certificate courses and workshops to be organized.
3. Continue the Green measures in the campus.
4. Discussion for induction of the Batch 2018-20.
5. It was resolved that a workshop should be conducted for gender sensitization.
6. Guest lectures and seminar should be organized on regular basis.
7. NAAC criteria 6 and 7 were discussed in detail.
8. Discussion on feedback collected on qualitative initiatives
9. Mrs. Shija Abhilash was instructed to prepare SOP's for placements.
10. Ms. Nectu Dixit was instructed to prepare SOP'S for library.
11. 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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