

**Minutes of IQAC Meeting – Thursday, 5th March, 2020 - 4:00 pm –
Conference Room No. 17, DR VN BRIMS**

Attendees: Shri. J. N. Kayal, Dr. Nitin Joshi, Dr. Guruprasad Murthy, Dr. Smita Jape, Dr. Pallavi Chandwaskar, Mr. Sekhar Velagaleti, Mr. Mahesh Bhanushali, Mr. Krunal Punjani, Mr. Vaibhav Pandit, Ms. Deepti Gokhale, Ms. Vini Somaiya, Ms. Poorva Ajgaonkar and Mr. Devendra Lingayat

Member	Points Presented	Requirement Highlighted	Person Responsible	Deadline	Remarks
Dr. Pallavi Chandwaskar (PC)	Welcomed all the members and shared that this was the 3rd IQAC meeting of the current academic year. She added that this meeting will present the observations, suggestions and progress analysis made by the peer team. She further added that the meeting is based on the seven-point agenda as given by NAAC viz. Curricular Aspects, Teaching, Learning and Evaluation, Research, Innovations and Extension, Infrastructure and Learning Resources, Student Support and Progression, Governance, Leadership and Management, and Institutional Values and Best Practices.				
	Dr. PC began with the presentation				

Dr. PC	On Academic Flexibility: 30 to 40 students have enrolled themselves for value added courses. NTPC courses have been added since this year. The enrollment number is 86 including students and teachers.				
Shri. J. N.Kayal (JNK)	Enquired about NODAL Centre and asked whether outside students are also allowed to take the courses.				
Dr. Nitin Joshi (NJ)	Explained that when large number of students apply for courses from a particular centre, the said centre becomes a NODAL Centre. One faculty Mr. Siddhesh Soman is the point of contact and coordinates the same.				
Dr. PC	Shared the points on curriculum enrichment which highlighted addition of value added courses every year such as Leadership Development Programme, Advanced Excel, Communication Skills and Foreign Language (Japanese). Further added that these courses will help the students in getting more opportunities in the market. Also addressed that the feedback is shared with parents and other stakeholders.				
JNK	Shared that the feedback should be easily accessible to anyone at any point of time.				

Dr. Guruprasad Murthy (GPM)	Suggested to identify and network with parents who are highly qualified and have interaction with them. These parents can also be representative for such activity. A list can be made through admission data.				
Mr. Krunal Punjani (KP)	Added to Dr. GPM's statement that the data can also be fetched from mentor-mentee data.				
Dr. NJ	Suggested that the feedback to be meaningful and think beyond the process of documentation. Appropriate action to be taken on the feedback received. The impact and the outcome of feedback need to be seen and should be benefited to students at large.				
Dr. GPM	Suggested the need to measure the output / outcome of the feedback to make it more meaningful.				
Dr. PC	Presented slides on Criteria 2: Teaching, Learning and Evaluation where criteria such as Student Enrollment & Profiles, Catering to Student Diversity, Teaching-Learning Process, Teacher Profile and Quality and Evaluation Process and Reforms were included.				

Dr. PC	Added that the faculty will be trained on ERP system. ERP system will help in regularising examination, easy uploading and execution of TLP, monitoring of attendance and classes in real time, transparency in evaluation leading to reduction in manual entry which is time consuming.				
Dr. NJ	Suggested that the above points lead to process improvement rather than emphasising on quality enhancement initiatives with regards to students. Need to focus on improving quality by adopting concrete initiatives.				
Mr. Sekhar Velagaleti (SV)	Opine that the points presented are the gaps observed by NAAC and action taken thereof against the gaps. The agenda of IQAC is not clearly coming out. Required metric is missing.				
JNK	Shared that the IQAC team knows the format and accordingly presented the slides on 7 point agenda which is basically the requirement of NAAC. Need for progress to be more visible by showing qualitative aspects.				

Dr. NJ	Shared that the slides only presents a checklist which include the analysis of scores, identification of gaps, actions which are taken and closed and in process. Added that the slides need to present the initiatives taken by the IQAC Team in order to take the institution to the next level.				
Dr. GPM	Suggested that a proactive change to be seen in terms of quality enhancement. Need to present only incremental and revised activities as suggested by NAAC.				
Dr. NJ	Suggested the need to go beyond identification of gaps and its implementation and think on improving quality. Need to be extraordinary and work on journey towards quality enhancement. Stated that in the absence of quality, there will be no brand value.				
JNK	Suggested the need for a separate meeting on discussing on achieving quality. Also suggested to invite Dr. (Mrs.) Madhuri Pejaver for the meeting.				
Dr. GPM	Shared that the initiative of mentor-mentee session and its outcome will be shown in the next quarter meeting.				

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	<ul style="list-style-type: none"> • Encouraging innovation culture – Youth Innovation Challenge • Planned activities in Q3 – informed that 60% activity completed 				
Dr. NJ	Suggested the need to cultivate the culture of innovation. Need to invite proposal for innovation cell on the third floor.				
Ms. Vini Somaiya (VN)	Market and the situations are changing and improving and institutions are getting empowered at the same time opportunities are increasing and hence students need to be ready to take advantage of the opportunities.				
Dr. PC	Shared that a Students' Committee have also been formed and its functional and the students are driving the activities.				
Dr. SJ	Suggested that BRIMS need to put efforts and focus on point 3.5 Collaboration.				
Dr. PC	Updated the members on Criteria 4: Infrastructure and Learning Resources which included points on Physical Facilities, Library as a learning Resource, IT Infrastructure and Maintenance of Campus Infrastructure				

Mr. Mahesh Bhanushali (MB)	Presented the slides on Criteria 5: Student Support and Progression which included points on 5.1. Student Support, Student Progression, Student Participation and Activities and Alumni Engagement. Mr. MB shared that the number of companies visiting BRIMS has increased. The students are also performing well in the interviews and their involvement is appreciable.				
Dr. PC	Shared that the activities at BRIMS is now fully managed by the students and every student gets an opportunity to participate in the same. This also helps in identifying students who are shy and slowly grooming them.				
Mr. MB	Shared that the main point of concern is monetary contribution by Alumni.				
Dr. NJ	Need to dig into past database and also speak to first year students. BRIMS is in need of an innovation cell or the alumni can think of contributing a classroom.				
Dr. NJ	Suggested that a proper system should be placed to send information / updates to the alumni. Mr. Sandeep Moghe to check on the same.				

Dr, NJ	Suggested the need to conduct a bi-monthly meeting to improve networking with students.				
Ms. VS	Suggested that a database and contribution can be collected from alumni at the time of convocation or during admission time.				

Prepared
hv

Checked by

Approved by

