

**SRBS**

Sheila Raheja
School of Business
Management & Research

(Bombay Suburban Art & Craft Education Society)

Ref: SRBS/2020-21/IQAC/05

Date: - 10th Oct 2020

To,
The Members,
Internal Quality Assurance Cell (IQAC)

NOTICE

Sub: Internal Quality Assurance Cell Meeting No: - 1

The members are hereby informed that the 1st meeting of the Internal Quality Assurance Cell (IQAC) for the academic year 2020-21 will be held online through Google Meet on 17th October 2020, at 3:00 p.m. Members are requested to attend the meeting. The meeting link and other relevant details will be emailed one day prior to the meeting. The agenda of the meeting is as follows:

AGENDA

1. To read and confirm minutes of the last IQAC meeting held on Saturday, 14th March 2020
2. To discuss matters arising out of Minutes of the last Meeting of Internal Quality Assurance Cell (IQAC) held on Saturday, 14th March 2020
3. To discuss the Annual Quality Assurance Report (AQAR) 2019-20
4. To discuss recent developments in examination department under COVID19
5. To review the progress of the institute in rating and ranking
6. To discuss and plan about academic calendar 2020-21 under COVID-19 situation
7. Any other related matter with permission of the Chair

Dr. Rajesh Chouksey
IQAC Coordinator

MINUTES OF MEETING
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting No.	Day & Date	Time
1	Saturday, October 17, 2020	3:00 pm

The minutes of the first Internal Quality Assurance Cell (IQAC) meeting for academic year 2020-21 held on Saturday, October 17, 2020, online through Google meet link meet.google.com/jng-ciia-nwn.

The following IQAC members were present for the meeting:

- 1 Mr. D. D. Bhagwat
- 2 Mr. Rajendra Habde
- 3 Dr. Vijay Wagh
- 4 Dr. Mukesh Goyal
- 5 Prof. Rahul Sanghavi
- 6 Prof. Vivek Sharma
- 7 Prof. Ritu Chakraborty
- 8 Prof. Jyoti Dixit
- 9 Dr. Yogesh Ingle
- 10 Prof. Vikas Pande
- 11 Ms. Geeta Chauhan
- 12 Mr. Atul Upadhyay
- 13 Mr. Vikram Bedekar
- 14 Dr. Rajesh Chouksey

Leave of absence was granted to Mr. Arvind Tiwari and Mr. Anand Chokani.

Copies of the agenda were circulated to the members of the cell through email id iqac@srbs.edu.in.

The Chairperson, Dr Vijay Wagh informed the members that one of the IQAC members, Prof. Bhavana Solanki had resigned and would not be a part of the meeting. The meeting started as the quorum for the meeting was present. Prof. Ritu Chakraborty was asked to note down the minutes of the meeting. Dr. Wagh then asked IQAC coordinator, Dr Rajesh Chouksey to proceed with the agenda of the meeting.

Agenda No. 1: To discuss the Action Taken report and confirm the minutes of the last IQAC Meeting held on Saturday, 14th March 2020

The IQAC coordinator shared copies of the Minutes of last IQAC meeting and Action Taken Report with the members. The members reviewed the Actions taken and found them in accordance with the last minutes of meeting held on Saturday, 14th March 2020.

The minutes of the last IQAC meeting were read before the members. After an in-depth discussion, the minutes were confirmed and approved.

The Members present did not raise any further queries. As there was no other pending matter out of the Minutes of last meeting of IQAC, the Chairman asked the IQAC Coordinator to proceed with the next agenda.

Resolution No. 1: "Be it and it is hereby, **RESOLVED THAT** the minutes of the IQAC meeting held on Saturday, 14th March 2020 are confirmed and approved unanimously by all the members". The minutes of meeting were signed by the Chairperson and IQAC coordinator.

Agenda No. 2: To discuss the status of Annual Quality Assurance Report (AQAR) 2019-20

The IQAC coordinator informed the members that AQAR 2019-20 submission is in process on account of Semester-IV end term examination and Academic and

Administrative Audit by external Agency. The Semester-IV end term examination conduction is delayed and awaiting the directions from the University of Mumbai and the Academic and Administrative Audit was also incomplete due to appointment of qualified auditor as per norms of NAAC.

After discussion and deliberation, it was unanimously decided that the IQAC coordinator would follow the guidelines of University of Mumbai and NAAC and complete the AQAR 2019-20.

Resolution No. 2: "Be it and it is hereby, **RESOLVED THAT** the IQAC coordinator would prepare AQAR 2019-20 in the prescribed format of NAAC and follow the submission guidelines".

Agenda No. 3: To discuss recent developments in the examination department in the light of COVID19 and the subsequent lockdown

The IQAC Coordinator requested Prof. Vivek Sharma, who is In-charge of all Examinations of SRBS to apprise the members on the developments in the Examination Department, in light of COVID19 and the subsequent lockdown.

Prof. Vivek Sharma stated the following:

1. MMS Semester I Re- examination- on May 22, 2020, the Controller of Examination Dr. Vinod Patil instructed the Directors of MMS Institutes on the modalities of conducting pending Examinations within 120 days of reopening the College. SRBS has completed all pending Examinations in spite of sudden disruptions in the wake of Covid-19. Results have been declared.
2. MMS Semester II Examination: In accordance with the instructions of the University of Mumbai, Dr. Vinod Patil conducted a meeting on May 22, 2020 and briefed the Directors of various Institutes on the modalities to be followed while awarding marks. The Examination Department declared MMS Semester II results on June 20, 2020 and BMS Semester II and BAMMC Semester II results on June 15, 2020.

3. MMS Semester III Midterm Examination was held from September 12, 2020 to September 16, 2020 for all Functional Specializations. It was a remote proctored examination. The question paper pattern included MCQs and Subjective type of questions depending on the requirements of the subject.
4. MMS Semester IV End Term Examinations - After the meeting of Honorable Vice-Chancellor of Mumbai University with all stakeholders, the University took Mission MU 2020, aimed at completing the Semester IV *University Paper* by the first week of October'2020. A Mock Test, to prepare students for Online Multiple Choice Question paper was held on September 22, 2020 at SRBS. The Final Examination for the subject - Project Management (University Paper) was held on October 3, 2020. The instructions of Lead College of our Cluster and the directions of University of Mumbai were followed. This effort of SRBS was appreciated later by the Lead College (MET Bandra).
5. MMS Semester III ATKT Examination - A Mock Test for one student appearing for ATKT Examination for University Paper - Strategic Management was held on September 23, 2020 and the Final ATKT Examination was held on September 25, 2020. The result of the student has been uploaded on the University portal.

6. BMS/BAMMC Semester I Re-examination - While results of BMS I & BAMMC- I were declared in January 2020, the reexamination scheduled from March 26, 2020 till April 2, 2020 along with Semester II examinations could not be conducted as a result of the disruption due to the pandemic.

The members reviewed the statements and found the examination process satisfactory and in accordance with the guidelines of the University of Mumbai.

Agenda No. 4: To discuss and plan the academic calendar 2020-21 under COVID-19 situation

The IQAC coordinator requested Prof. Ritu Chakraborty, Academic Coordinator, to brief the members about the academic calendar 2020-21.

Prof. Chakraborty stated that the academic calendar for 2020-21 could not be finalized due to the pandemic. SRBS concluded the academic session of 2019-20 in October 2020. Also the admissions for MMS Semester 1 have still not started.

For MMS Semester 3 the sessions started on time as per last year, but again the end semester exam of the same is still pending as instructions from University of Mumbai are awaited.

For BMS Semester 3 the sessions started in July 2020. The semester is over, but the exam is yet to be conducted. BMS Semester 1 admissions are over and online teaching has commenced.

Also, co-curricular activities were planned in the Academic Calendar. But due to the pandemic these activities could not be executed as planned. Once University of Mumbai publishes the relevant notifications, the Academic Calendar shall be finalized.

The members understood the situation and unanimously decided to follow the University of Mumbai guidelines while framing the Academic Calendar 2020-21.

Resolution No. 3: "Be it and it is hereby, RESOLVED THAT Prof. Ritu Chakraborty would prepare the academic calendar as per

guidelines of the University of Mumbai and place it before IQAC”.

Agenda No. 5: Any other related matter with permission of the Chair

The Chairman recommended enhancing the functioning of the committee by including a representative of placement and the teaching members from BMS / BAMMC department.

He suggested Prof. Anant Digaskar, Head Placement as a new member and Name of the faculty from BMS/BAMMC would be nominated after the appointment of a full time BMS and BAMMC coordinator.

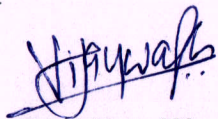
The members unanimously accepted the proposal and decided to put this up before the College Development Committee.

Dr. Vijay Wagh appealed to all the members to remain vigilant to all such notifications and share updates if any, with all the members.

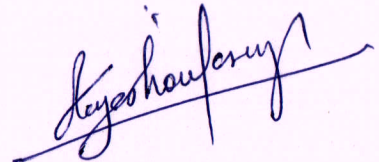
The Chairman also informed the members that the academic year 2019-20 which usually commences in July 2019 and concludes in June 2020 was extended to

October 2020. This was because of the pandemic and the subsequent lockdown which delayed completion of examinations and other activities. The Chairman referred to the NAAC circular dated 10th July 2020 which stated that Academic Institutions could decide on the length of the Academic Year in the light of the spread and intensity of the pandemic.

There being no other agenda to discuss, the IQAC coordinator proposed a vote of thanks and the Chairperson concluded the meeting.



Dr. Vijay Wagh
Chairperson



Dr. Rajesh Chouksey
IQAC-Coordinator

COMPLIANCES TO THE DECISIONS / ACTION TAKEN REPORT OF
3rd IQAC MEETING HELD ON SATURDAY, MARCH 14, 2020,
ACADEMIC YEAR 2019-20

The following actions have been initiated with respect to the Agenda of the 3rd IQAC meeting held on March 14, 2020 (A.Y. 2019-20).

Agenda No. 3: To review the status of online submission of AQAR 2018-19

Action Taken

The IQAC coordinator submitted the NAAC guidelines and assured to adhere to the timely submission of AQAR 2018-19 on the NAAC portal.

Agenda No 4: To review the social media footprints of the Institute

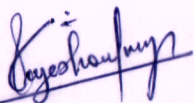
Action Taken

Prof. Vikas Pande submitted a plan for improving the Institute's presence in all possible formats of social media. He requested to form a social media committee in order to improve the effectivity and smooth functioning of the social media.

The director accepted the concept and formed a social media committee consisting of following members:

1. Dr. Vijay Wagh
2. Dr. Rajesh Chouksey
3. Prof. Vikas Pande
4. Prof. Vaibhav Kulkarni
5. Prof. Jyoti Dixit

Further Director instructed to arrange a meeting for further discussions and course of action with the members.



IQAC Coordinator



Chairman



SRBS

Sheila Raheja
School of Business
Management & Research

(Bombay Suburban Art & Craft Education Society)

Ref. No. : SRBS/2020-21/IQAC/034

Date: 6th February 2021

To,
The Members,
Internal Quality Assurance Cell (IQAC)

NOTICE

Sub: Internal Quality Assurance Cell Meeting No: - 2

The members are hereby informed that the 2nd meeting of the Internal Quality Assurance Cell (IQAC) for the academic year 2020-21 will be held on 20th February 2021, at 1:30 pm in the 4th floor conference room of Sheila Raheja School of Business Management & Research, Kher Nagar, Bandra (East), Mumbai. All Members are requested to attend the meeting. The agenda of the meeting is as follows:

AGENDA

1. To read and confirm the minutes of the last IQAC Meeting held on **Saturday, 17th October 2020** and apprise the members on the actions taken as recommended.
2. To review the progress of completion of the Annual Quality Assurance Report (AQAR) 2019-20
3. To apprise the members on the performance of training and placement 2019-20 and suggest ideas, if any, for further development
4. To discuss steps and strategies for strengthening the research and development cell
5. To review the status of Parent Teacher Association, with respect to the frequency of interactions, inputs received, etc.
6. To discuss the need for SRBS website upgradation
7. Any other related matter with permission of the Chair

Dr. Rajesh Chouksey
IQAC Coordinator

MINUTES OF MEETING
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting No.	Day & Date	Time
2	Saturday, February 20, 2021	1.30 PM

The minutes of the second Internal Quality Assurance Cell (IQAC) meeting for academic year 2020-21 was held on 20th February 2021 in the class room no 7 on 4th floor of Sheila Raheja School of Business Management and Research.

The following IQAC members were present for the meeting:

- 1 Mr. D. D. Bhagwat
- 2 Mr. Rajendra Habde
- 3 Dr. Vijay Wagh
- 4 Prof. Rahul Sanghavi
- 5 Prof. Vivek Sharma
- 6 Prof. Ritu Chakraborty
- 7 Prof. Jyoti Dixit
- 8 Dr. Yogesh Ingle
- 9 Prof. Vikas Pande
- 10 Ms. Geeta Chauhan
- 11 Dr. Rajesh Chouksey
- 12 Mr. Anant Digaskar
- 13 Mr Atul Upadhay
- 14 Mr Vikram Bedekar

Leave of absence was granted to Mr. Arvind Tiwari and Mr. Anand Chokani. Chairman Dr Vijay Wagh introduced Mr Anant Digaskar as a new IQAC member in place of Ms. Bhavana Solanki and also informed that Dr Mukesh Goel has resigned and he will not remain present for the meetings. He expressed gratitude for his contribution in the IQAC. Copies of the agenda were circulated to the members of the cell.

The meeting started as the quorum for the meeting was present. Dr. Wagh asked IQAC coordinator, Dr. Rajesh Chouksey to proceed with the agenda of the meeting.

Agenda No. 1: To read and confirm the minutes of the last IQAC Meeting held on Saturday, 17th October 2020 and apprise the members on the actions taken as recommended.

The IQAC coordinator shared copies of the Minutes of last IQAC meeting and Action Taken Report with the members. The members reviewed the Actions taken and found them in accordance with the last minutes of meeting held on Saturday, 17th October 2020.

The minutes of the last IQAC meeting were read before the members. After an in-depth discussion, the minutes were confirmed and approved.

The Members present did not raise any further queries. As there was no other pending matter out of the Minutes of last meeting of IQAC, the Chairman asked the IQAC Coordinator to proceed with the next agenda.

Resolution No. 1: “It is **RESOLVED THAT** the minutes of the IQAC meeting held on Saturday, 17th October 2020 are confirmed and approved unanimously by all the members”. The minutes of meeting were signed by the Chairperson and IQAC coordinator.

Agenda No. 2: To review the progress of completion of the Annual Quality Assurance Report (AQAR) 2019-20

The completion of AQAR 2019-20 is pending because of the academic and administrative audit. It was decided that the external auditor who was to be appointed would be a NAAC Peer Team Member. The Internal Audit could be done by any of the IQAC member.

Resolution No. 2: “It is **RESOLVED THAT** the Institute will conduct an External Academic Audit, where the Director will invite an experienced Institutional Head who has been part of a NAAC Peer Team.”

Agenda No. 3: To apprise the members on the performance of training and placement
2019-20 and suggest ideas, if any, for further development

The placement department conducted training sessions for the students.
The training sessions included mock interviews, group discussion and
aptitude tests.

Due to the pandemic and the subsequent lockdown, the placement
department had faced lot of challenge related to procuring final
placements for the students and it is still in progress. The Placement
Head, Mr. Anant Digaskar stated that all 108 MMS I students have got
summer internships.

Agenda No. 4: To discuss steps and strategies for strengthening the research and
development cell

The chairman briefed the members about the need to improve the R&D
cell of the institute as it is the most important parameter to judge the
quality of education.

The members discussed the matter in depth. After discussion and
deliberation, members decided to appoint Research faculty coordinator

and Research Student coordinator to enhance the research in the institute. Chairman requested IQAC coordinator to put up the recommendation for these coordinator to the Director.

Resolution No. 3: “It is **RESOLVED THAT** the IQAC coordinator will recommend to the Director names of the faculty member to be appointed as student and faculty coordinator for Research.

Agenda No. 5: To review the status of Parent Teacher Association, with respect to the frequency of interactions, inputs received, etc.

SRBS conducted two Parent teacher association meet last year in August and November 2019. These were for parents of SEM II and IV students of UG programs, where 26 semester II parents and 27 semester IV parents attended the meeting. Prof. Anant Digaskar informed the members that parents were happy for this initiative of the institute and requested to plan more such meetings in the future.

The IQAC members expressed the satisfaction towards initiation of Parent teacher association. After discussion and deliberations the chairman instructed Prof. Anant Digaskar, to hold more interactions under PTA for all program of the institute.

Agenda No. 6: To discuss the need for SRBS website upgradation

The IQAC coordinator Dr. Chouksey mentioned that the SRBS website was being updated from time to time as per the NAAC requirements.

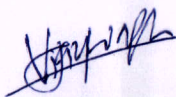
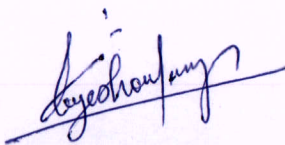
He requested to redesign the website to remain competitive. The members discussed the need of redesigning the institute website. After discussion and deliberations the chairman asked IQAC coordinator to put up the quotations to the Director from the qualified vendors.

Resolution No. 4: “It is RESOLVED THAT the IQAC coordinator would put up a quotations before the Director and seek his approval for redesign the institute website.

Agenda No. 7: Any other related matter with permission of the Chair

The IQAC coordinator with permission of the chairman, informed the members that the institute has participated in the National Institutional Ranking Framework (NIRF) and the application was uploaded on the portal in the prescribed format.

There being no other agenda to discuss, the IQAC coordinator proposed the vote of thanks and the Chairperson concluded the meeting.

**Dr. Vijay Wagh****Chairperson****Dr. Rajesh Chouksey****IQAC-Coordinator**



Bombay Suburban Art & Craft Education Society's

SHEILA RAHEJA SCHOOL OF BUSINESS MANAGEMENT AND RESEARCH

Raheja Education Complex, Kher Nagar, Opp. Chhatrapati Shivaji Ground,
Bandra (E), Mumbai – 400 051

COMPLIANCES TO THE DECISIONS / ACTION TAKEN REPORT OF
1st IQAC MEETING HELD ON SATURDAY, OCTOBER 17, 2020,
ACADEMIC YEAR 2020-21

The following actions have been initiated with respect to the Agenda of the 1st IQAC meeting held on October 20, 2021 (A.Y. 2020-21).

Agenda No. 4: To discuss and plan the academic calendar 2020-21 under COVID-19 situation

Action Taken

Prof. Ritu Chakraborty prepared the academic calendar as per guidelines of the University of Mumbai and submitted to the IQAC coordinator.

IQAC Coordinator

Chairman

**SRBS**

Sheila Raheja

School of Business

Management & Research

(Bombay Suburban Art & Craft Education Society)

Ref. No. : SRBS/2021-22/IQAC/48

Date: -31st May 2021

To,
The Members,
Internal Quality Assurance Cell (IQAC)

NOTICE**Sub: Internal Quality Assurance Cell Meeting No: - 3**

The members are hereby informed that the 3rd meeting of the Internal Quality Assurance Cell (IQAC) for the Academic Year 2020-21 will be held on Friday, 25th Jun 2021 at 1.30 pm. All Members are requested to attend the meeting. You all are requested to remain present for the meeting. The agenda of the meeting is as follows:

AGENDA

1. To discuss the Action Taken report and confirm the minutes of last IQAC Meeting held on Saturday, 20th February
2. To discuss and plan about Academic Calendar 2021-22
3. To discuss IQAC plan of action for Academic Year 21-22
4. To review the submission of Annual Quality Assurance Report (AQAR) 2019-20
5. To review initiatives taken by Institute in curbing the spread of Covid-19
6. Any other related matter with permission of the Chair

Dr. Rajesh Chouksey
IQAC Coordinator

MINUTES OF MEETING
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting No.	Day & Date	Time
3	Friday, 25 th Jun 2021	1.30 PM

The minutes of the third Internal Quality Assurance Cell (IQAC) meeting for academic year 2020-21 was held on Friday, 25th June 2021 in the class room no 7 on 4th floor of Sheila Raheja School of Business Management and Research.

The following IQAC members were present for the meeting:

- 1 Mr. D. D. Bhagwat
- 2 Mr. Rajendra Habde
- 3 Dr. Vijay Wagh
- 4 Prof. Rahul Sanghavi
- 5 Prof. Vivek Sharma
- 6 Prof. Ritu Chakraborty
- 7 Prof. Jyoti Dixit
- 8 Dr. Yogesh Ingle
- 9 Prof. Vikas Pande
- 10 Ms. Geeta Chauhan
- 11 Dr. Rajesh Chouksey
- 12 Mr. Anant Digaskar
- 13 Mr Atul Upadhyay
- 14 Mr. Soham Dhoble

Leave of absence was granted to Mr. Arvind Tiwari and Mr. Anand Chokani. Copies of the agenda were circulated to the members of the cell. Chairman introduced first year student representative Mr. Soham Dhoble who replaced of Mr. Vikram Bedekar in the IQAC. He welcome newly inducted student representatives in the IQAC.

The meeting started as the quorum for the meeting was present. Dr. Wagh asked IQAC coordinator, Dr. Rajesh Chouksey to proceed with the agenda of the meeting.

Agenda No. 1: To discuss the Action Taken report and confirm the minutes of last IQAC Meeting held on Saturday, 20th February

The IQAC coordinator, Dr Rajesh Chouksey shared copies of the Minutes of last IQAC meeting and Action Taken Report with the members. The members reviewed the Actions taken and found them in accordance with the last minutes of meeting held on Saturday, 20th February 2021.

The minutes of the last IQAC meeting were read before the members. After an in-depth discussion, the minutes were confirmed and approved.

The Members present did not raise any further queries. As there was no other pending matter out of the Minutes of last meeting of IQAC, the Chairman asked the IQAC Coordinator to proceed with the next agenda.

Resolution No. 1: “It is **RESOLVED THAT** the minutes of the IQAC meeting held on Saturday, 20th February 2021 are confirmed and approved unanimously by all the members”. The minutes of meeting were signed by the Chairperson and IQAC coordinator.

Agenda No. 2: To discuss and plan about Academic Calendar 2021- 22

The Academic Coordinator, Prof. Ritu Chakraborty, briefed members about commencement of BMS, BAMMC Classes for Semester III & Semester V. She informed about upcoming MMS Semester II classes from July, 1, 2021 and subject allotment for AY 2021-22. The detailed Academic plan was shared with Members.

The Academic Coordinator took the responsibility of creating Google Classroom for MMS, BMS and BAMMC. It would help subject Faculty to upload material for their students and facilitate a better learning environment.

It was further decided that Faculty shall upload attendance on Google Drive. This effort would assist in maintaining attendance record for necessary compliances, updates and transparency.

Two add-on courses – English Language and Advanced Excel are being introduced in MMS Semester II. The members were briefed about two on-going courses - Training & Aptitude Test, under the guidance of Prof. Vikas Pande.

The academic coordinator Prof. Ritu Chakraborty informed the members that inviting visiting faculty in a regular practice in BMS and BA MMC program. The need for visiting Faculty for giving industrial exposure was accepted by the members. After discussion and deliberation, it was decided to invite visiting faculty in the HRM field for MMS program.

Agenda No. 3: To discuss IQAC plan of action for Academic Year 21-22

The IQAC Coordinator, Dr. Rajesh Chouksey, put up the following points for discussion and deliberation to be implemented for the academic year 2021-22

1. Green Audit Initiatives
2. Quality Awareness Workshop under IQAC

3. Faculty Development Program (FDP)

4. Research Conference and Institute's own Journal

Publication

He also apprised the members that these steps will help IQAC to strengthen quality culture in the institute.

After deliberation and discussion members instructed IQAC coordinator to proceed with above points and put up a proposal to the Director with the feasibility of conducting above activities in the institute for approval.

Resolution No. 2: “It is **RESOLVED THAT** the IQAC coordinator will put up a proposal to the Director with the feasibility of conducting above activities in the institute for approval.”

Agenda No. 4: To review the submission of Annual Quality Assurance Report (AQAR) 2019-20

IQAC coordinator informed the new guidelines issued on NAAC portal dated 11th May 2021 to the IQAC members.

According to the new Guidelines, the NAAC has extended last date of submission to 31st Aug 2021. He also informed the members that the required data was uploaded on the NAAC portal and final review is in progress. He also assured to adhere to the guidelines for submission of AQAR.

Agenda No. 5:

To review initiatives taken by Institute in curbing the spread of Covid-19

In line with the philosophy of Raheja Academia to be proactive and responsive to needs of all stakeholders, IQAC has provided the key link. The pandemic impacted the following in a significant way:-

1. Conduct of regular offline classes
2. Conduct of University Examinations in accordance with University of Mumbai requirement
3. Making stakeholders feel safe in constantly changing environment and providing psychological support

The IQAC Coordinator, in particular, wishes to communicate heartfelt gratitude expressed by students regarding the Vaccination Drive initiated by Raheja Foundation. This drive was planned, executed and successfully conducted under the able leadership of Ms. Durga Raheja.

First timers were particularly enthusiastic about following the Vaccination protocol. They were touched by the kindness extended by Raheja Foundation in the midst of extreme shortage of vaccines in that particular time frame. Students of all program participated in the vaccination drive and 134 students got benefitted with Covishield vaccine.

Agenda No. 6: Any other agenda with the permission of the Chair

With the permission of Chair, IQAC coordinator apprised the members about execution of plan of action as mentioned in the AQAR for academic year 2020-21.

1. Prof. Vikas Pande along with student coordinator team was established for social media. The team is working efficiently towards creating institute presence in the digital world.
2. The Institute has applied for National Institution Ranking Framework and submitted the data in the prescribed format on the portal.
3. The institute appointed Astrika Infotech Pvt Ltd for redesign work of the web site. The vendor has started the development work and new website will be operational in the academic year 2021-22.

4. The work related to the facility of Rain Water Harvesting has already started and will be operational.
5. Prof. Rahul Sanghavi was appointed as coordinator for Entrepreneurship Development Centre. Prof. Rahul Sanghavi was also nominated with National Innovation and Startup Policy under Ministry of Education's Innovation Cell

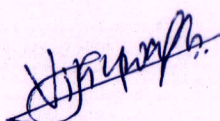
The IQAC coordinator appraised the members about follow up action taken related to Academic and Administrative Audit on the following areas:

- a. PO for MMS, BMS and BAMMC programs is formed in adherence to the Mission and Vision statements of the institute
- b. Entrepreneurship Development Cell has become more active and carried out more activities in the AY 2020-21
- c. Implemented practice of conducting Regular Internal and External audit for every academic year

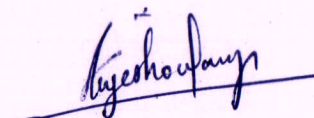
The IQAC coordinator also appraised the members about follow up action taken related to Feedback of the stake holders. As per the suggestions provided in the feedback necessary action were taken specific to interaction of Alumni, conduction of personality development activities and curriculum enrichment by introduction of value added courses.

Members expressed satisfaction towards the developments with regards
to plan of action of academic year 2020-21.

There being no other agenda to discuss, the IQAC coordinator proposed
the vote of thanks and the Chairperson concluded the meeting.



Dr. Vijay Wagh
Chairperson



Dr. Rajesh Chouksey
IQAC-Coordinator

COMPLIANCES TO THE DECISIONS / ACTION TAKEN REPORT OF
2nd IQAC MEETING HELD ON SATURDAY, FEBRUARY 20, 2021,
ACADEMIC YEAR 2020-21

The following actions have been initiated with respect to the Agenda of the 2nd IQAC meeting held on February 20, 2021 (A.Y. 2020-21).

Agenda No. 2: To review the progress of completion of the Annual Quality Assurance Report (AQAR) 2019-20

Action Taken

Director appointed Dr. and Dr. to conduct the Academic and Administrative Audit of Academic Year 2019-20 as their qualification fulfilled the basic eligibility criteria as mentioned in the NAAC guidelines.

Agenda No. 4: To discuss steps and strategies for strengthening the research and development cell

Action Taken

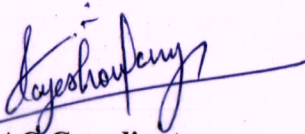
IQAC coordinator recommended Dr. Yogesh Ingle and Prof. Sandeep Kudtarkar respectively to be deputed as Faculty research coordinator and student research coordinator in the institute.

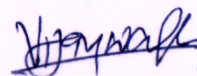
Further Director instructed to arrange a meeting for further discussions and course of action with the members.

Agenda No. 6: To discuss the need for SRBS website upgradation

Action Taken

IQAC coordinator invited reputed vendor to put up the proposal for SRBS website development. He submitted a report to the Director with his recommendation.


IQAC Coordinator


Chairman