

Ref: SRBS/2021-22/IQAC/40

Date: - **Saturday, July 31, 2021**

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

NOTICE

Sub: Internal Quality Assurance Cell Meeting No: - 1 of Academic Year 2021-22

All members are hereby informed that the 1st meeting of the Internal Quality Assurance Cell (IQAC) for Academic Year 2021-22 will be held on **Friday, August, 13, 2021, at 3:00 p.m.** in the conference room on 4th floor of Sheila Raheja School of Business Management & Research, Kher Nagar, Bandra (East), Mumbai. Members are requested to attend the meeting.

The agenda of the meeting is as follows:

1. To read and confirm minutes of the last IQAC meeting held on **Friday, June 25, 2021** and apprise the members on the action taken as recommended.
2. To discuss the progress made in Research Journal Publication.
3. To discuss and plan International Research Conference under Research and Development cell.
4. To apprise the members about progress made in Website upgradation.
5. To apprise the members regarding one week online Faculty Development Program.
6. Any other related matter with permission of the Chair.



Dr. Rajesh Chouksey
IQAC Coordinator

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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

MINUTES OF MEETING

INTERNAL QUALITY ASSURANCE CELL (IQAC)

| Meeting No. | Day & Date | Time |
|-------------|--------------------------|---------|
| 1 | Friday, August, 13, 2021 | 3:00 pm |

The minutes of the first Internal Quality Assurance Cell (IQAC) meeting for academic year 2021-22 held on **Friday, August, 13, 2021 at 3:00 p.m.** in the conference room on 4th floor of Sheila Raheja School of Business Management and Research.

IQAC members were present for the meeting:

The following IQAC members were present for the meeting:

1. Mr. Rajendra Habde
2. Dr. Vijay Wagh
3. Prof. Rahul Sanghavi
4. Prof. Vivek Sharma
5. Prof. Ritu Chakraborty
6. Prof. Sandeep Kudtarkar
7. Prof. Dinesh Sonkul
8. Prof. Pradeep Singh
9. Ms. Geeta Chauhan
10. Mr. Atul Upadhyay
11. Mr. Soham Dhoble
12. Dr. Rajesh Chouksey

Leave of absence was granted to Mr. S. N. Wadhvani and Mr. Arvind Tiwari. Copies of the agenda were circulated to the members of the IQAC. Chairman informed that Mr. Anand Chokani and Mr. D. D. Bhagwat requested to be relieved from the responsibility of being a member of IQAC. Chairman expressed gratitude for their contribution in the IQAC. The

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Chairperson, Dr Vijay Wagh informed the members that the College Development Committee has revised the list of members of Internal Quality Assurance Cell . Dr. Yogesh Ingle, Prof. Vikas Pande, Prof Anant Digaskar and Prof. Jyoti Dixit has been replaced by Prof. Dinesh Sonkul, Prof. Pradeep Singh, and Prof. Sandeep Kudtarkar. He expressed his gratitude to all leaving members and welcomed all new committee members. He appealed all new members to contribute in bringing the quality of institute at par with NAAC expectations. The meeting started as the quorum for the meeting was present. Dr. Wagh then asked IQAC Coordinator, Dr Rajesh Chouksey to proceed with the agenda of the meeting.

Agenda No. 1: To read and confirm minutes of the last IQAC meeting held on **Friday, June 25, 2021** and apprise the members on the action taken as recommended in the meeting.

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 **Friday, June 25, 2021**.

Resolution No. 1: "Be it and it is hereby, **RESOLVED THAT** the minutes of the IQAC meeting held on **Friday, June 25, 2021** are confirmed and approved unanimously by all the members". The minutes of meeting were signed by the Chairperson and IQAC Coordinator.

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Agenda No. 2: To discuss the progress made in Research Journal Publication

The IQAC Coordinator informed about the process of starting the SRBS Research Journal on a half yearly basis with an ISSN No. He stressed on the need to find a publisher and requested Faculty Members to support the Institution by contributing Research Papers in their area of interest. The subject was discussed with members present and there was unanimity about the proposal of having the journal in place. Prof. Sandeep Kudtarkar was entrusted with the responsibility of coordinating with various stakeholders for the same.

Resolution No. 2: "Be it and it is hereby, **RESOLVED THAT** Prof. Sandeep Kudtarkar shall approach publishers and submit a detail report to the Director to get the necessary approvals".

Agenda No. 3: To discuss and plan International Research Conference under Research and Development cell.

The matter came up for views and discussions among members. Members felt that global footprint is important for our B-School and research is one functional area which contributes to this cause. International Research Conference is an important element and propels the B-School toward a higher dimension. Effort in this direction shall yield results in 2022. It requires SRBS to get in touch with International Researchers, participate and publish papers in International Journal and helping Faculty Members to rise in the field of Research.



Resolution No. 3: "Be it and it is hereby, **RESOLVED THAT** Prof. Sandeep Kudtarkar shall prepare a plan and submit it for the Director".

Agenda No. 4: To apprise the members about progress made in Website upgradation. The Website development Committee apprised the members about appointment of M/s Astrika Infotech Pvt Ltd represented by Mr. Gaurav Kanyalkar for the development of new website of SRBS.

The committee stressed on the need to draw a roadmap for the upcoming Admission process for AY 2021-22. The Admissions for AY 2021 -22 shall get a boost with a impressive and vibrant website. There was a consensus on taking feedback from students in particular and working on inputs from various sources to promote the B-School with this technological interface.

After detailed discussion and deliberations the launch of new website was set by end of October 2021 and directed Dr. Rajesh Chouksey to coordinate with all departments, website Development Committee and the vendor in order to expedite the work.

Resolution No. 4: "Be it and it is hereby, **RESOLVED THAT** the Website Development committee would coordinate with vendor M/s Astrika Infotech Pvt Ltd and will put all necessary efforts to make new website operational by the end of October 2021".



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Agenda No. 5: To apprise the members regarding one week online Faculty Development Program.

The IQAC Coordinator apprised the members about the initiatives taken in organizing an online Faculty Development Program along with Inspira Research Association.

Prof. Dinesh Sonkul briefed the members that the proposed one week online FDP shall have reputed researchers sharing their vast experience. This shall strengthen SRBS in the domain of Research.

After detailed discussion and deliberations, it was decided that Prof. Dinesh Sonkul will be a part of organizing committee and Dr. Yogesh Ingle and Prof. Sandeep Kudtarkar will coordinate towards the smooth functioning of the same.

Resolution No. 5: "Be it and it is hereby, **RESOLVED THAT** Prof. Dinesh Sonkul will organize the one week online FDP and Dr. Yogesh Ingle and Prof. Sandeep Kudtarkar will be the part of coordination team".



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

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

Dr. Rajesh Chouksey

IQAC-Coordinator & Chairperson





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COMPLIANCES TO THE DECISIONS / ACTION TAKEN REPORT OF 3rd IQAC MEETING

HELD ON Friday, June 25, 2021, at 1.30 p.m. ACADEMIC YEAR 2020-21

The following actions have been initiated with respect to the Agenda of the 3rd IQAC meeting held on Friday, June 25, 2021, at 1.30 p.m. (A.Y. 2021-22).

Agenda No. 3: To discuss the IQAC plan of actions for A.Y.2021-22

Resolution No. 2: "Be it and it is hereby, **RESOLVED THAT** the IQAC coordinator will put up a proposal to the Director with the feasibility of conducting the following activities in the Institute .(1)Faculty Development Program(2) Research Conference (3) Institute Journal Publication "

Prof. Sandeep Kudtarkar has identified for bi-annual Research journal and talks are going on for further process.

Prof. Sandeep Kudtarkar has prepared a proposal for organizing International Conference and submitted to the Director for Approval.

Prof. Dinesh Sonkul has prepared a proposal for organizing one week Faculty Development Program and submitted to the Director for Approval.

Dr. Rajesh Chouksey
IQAC Coordinator



Ref: SRBS/2021-22/IQAC/41

Date: - **Saturday, October 30, 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 2021-22 will be held on **Thursday, November 11, 2021, 2:30 p.m.** in the conference room on 4th floor of Sheila Raheja School of Business Management & Research, Kher Nagar, Bandra (East), Mumbai. Members are requested to attend the meeting.

The agenda of the meeting is as follows:

Agenda

1. To read and confirm minutes of the last IQAC meeting held on **Friday, August, 13, 2021** and apprise the members on the action taken as recommended.
2. To discuss ways and means for improving Students skill set.
3. To apprise the members regarding one week online FDP organized by Faculty members of SRBS.
4. To discuss the feedback on Curriculum from all stakeholders.
5. 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 | Thursday, November 11, 2021 | 2:30 pm |

The minutes of the second Internal Quality Assurance Cell (IQAC) meeting for academic year 2021-22 held on **Thursday, November 11, 2021, 2:30 p.m.** in the conference room on 4th floor of Sheila Raheja School of Business Management and Research.

IQAC members were present for the meeting:

1. Mr. Rajendra Habde
2. Prof. Rahul Sanghavi
3. Prof. Vivek Sharma
4. Prof. Ritu Chakraborty
5. Prof. Sandeep Kudtarkar
6. Prof. Dinesh Sonkul
7. Prof. Pradeep Singh
8. Ms. Geeta Chauhan
9. Mr. Atul Upadhyay
10. Mr. Soham Dhoble
11. Dr. Rajesh Chouksey

Leave of absence was granted to Mr. S. N. Wadhvani and Mr. Arvind Tiwari. The IQAC Coordinator informed the members that Dr Vijay Wagh has resigned from the post of Director and will not chair the meeting. It was decided that Dr. Rajesh Chouksey will take additional charge of Chairperson for IQAC meetings till the time a new Director joins the institute.

Copies of the agenda were circulated to the members.



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The meeting started as the quorum for the meeting was present. IQAC Coordinator, Dr.

Rajesh Chouksey continued with the agenda of the meeting.

Agenda No. 1: To read and confirm minutes of the last IQAC meeting held on **Friday, August, 13, 2021**, and apprise the members on the action taken as recommended in the meeting.

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 **Friday, August, 13, 2021**.

Resolution No. 1: "Be it and it is hereby, **RESOLVED THAT** the minutes of the IQAC meeting held on **Friday, August, 13, 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 ways and means for improving Students skill set.

The IQAC Coordinator requested Prof. Ritu Chakraborty to apprise members about the initiatives taken towards improving Students skill set. Prof. Ritu Chakraborty informed that add on courses were



introduced like Basic Excel, Advance Excel, Digital Business, Wealth Management and Investment and Trading Yoddha which have been implemented from A.Y.2021-22 for the improvement in students skill set.

After discussion and deliberation members felt that skill development could be done in the areas of Soft Skill Development, Cracking Interview, Stress Management, Financial Literacy and Human Values. It was also felt that soft skills training are critical for budding managers.

The chairman instructed Prof. Ritu Chakraborty to put efforts towards incorporating recommended skill set training in a phased manner.

Resolution No. 2: “Be it and it is hereby, **RESOLVED THAT** the Prof. Ritu Chakraborty to put efforts towards incorporating recommended skill set training in a phased manner”.

Agenda No. 3: To apprise the members about the one week online FDP organized by Faculty members of SRBS

The team of FDP members organized a one week online Faculty Development Program in association with Inspira Research Association. The objective was to promote professional practices in Management Education. Involvement of faculty to achieve competitive teaching and learning environment is central to the philosophy of the B-School in its pursuit of excellence. This Faculty Development Program helped participants to add new perspectives to academic and research work.

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Participants appreciated the array of topics and speakers having practical experiences and industry relevant approach.

The one week online FDP was organized from 11th to 17th July 2021. There were 150 delegates from across the country who participated in the FDP.

Agenda No. 4: To discuss about the feedback on curriculum collected from all stakeholders.

IQAC Coordinator requested Prof. Ritu Chakraborty to update the analysis of Feedback collected on curriculum from all stake holders. Prof. Ritu Chakraborty apprised the members that SRBS conducts feedback on curriculum from all stakeholders. 53 responses from students and alumni, 9 responses from Faculty Members and response from one employer have been received.

After analyzing the feedback it was found that the responses focused on enhancing the employability of students through various personal grooming sessions, group discussions, mock interviews, more classroom presentations, more case studies, Guest Lectures, Entrepreneurship activities and field visits.



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She also updated that SRBS offers Entrepreneurial related activities through its EDC cell. In addition, to improve the employability of students, GD sessions, Mock Interviews and Guest Lectures were also scheduled for the students . Furthermore, Faculty Members have been asked to incorporate more case studies and presentations to their respective courses.

Resolution No. 3: "Be it and it is hereby, **RESOLVED THAT** Academic Coordinator Prof. Ritu Chakraborty will instruct faculty members to inculcate more case study based teaching in their respective subject domain and pursue all activities suggested by the stakeholders through their valuable feedback".

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

After taking permission from Chairman, Prof. Sandeep Kudtarkar informed the members that Prof. Rahul Sanghavi completed his PhD from JJTU in August 2021. Every one present congratulated Dr. Rahul Sanghavi for his achievement.

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

Dr. H.J. Bhasin
Chairperson



Dr. Rajesh Chouksey
IQAC-Coordinator



COMPLIANCES TO THE DECISIONS / ACTION TAKEN REPORT OF 1st IQAC MEETING

HELD ON Friday, August, 13, 2021, at 3:00 p.m. ACADEMIC YEAR 2021-22

The following actions have been initiated with respect to the Agenda of the 1st IQAC meeting held on Friday, August, 13, 2021, at 3:00 p.m. (A.Y. 2021-22).

Agenda No. 2: To discuss the progress made in Research Journal Publication

Resolution No. 2: "Be it and it is hereby, **RESOLVED THAT** Prof. Sandeep Kudtarkar shall approach publishers and submit a detail report to the Director to get the necessary approvals.

Prof. Sandeep Kudtarkar has identified for bi-annual Research journal and talks are going on for further process.

Agenda No. 3: To discuss and plan International Research Conference under Research and Development cell

Resolution No. 3: "Be it and it is hereby, **RESOLVED THAT** Prof. Sandeep Kudtarkar shall prepare a plan and submit it for the Director.

Prof. Sandeep Kudtarkar is working on National and International Conference under Research and Development Cell of SRBS tentatively in the month of May and June 2022.

Agenda No. 4: To apprise the members about progress made in Website upgradation

Resolution No. 4: "Be it and it is hereby, **RESOLVED THAT** the Website Development committee would coordinate with vendor M/s Astrika Infotech Pvt Ltd

and will put all necessary efforts to make new website operational by the end of October 2021.

Dr. Rajesh Chouksey, Coordinator website Development Committee, informed after considering inputs from all stakeholders the website development work has been initiated with the view of launching it before October 2021.

Agenda No. 5: To apprise the members about 7 days online Faculty Development Program

Resolution No. 5: "Be it and it is hereby, **RESOLVED THAT** Prof. Dinesh Sonkul will organize the FDP and Dr. Yogesh Ingle and Prof. Sandeep Kudtarkar will be the part of coordination team".

Prof. Dinesh Sonkul informed that the first 7 days online Faculty Development Program scheduled for 11 to 17th July 2021 in association with "Inspira Research Association"



Dr. Rajesh Chouksey
IQAC Coordinator



Ref: SRBS/2021-22/IQAC/44

Date: - **Friday, December 31, 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 2021-22 will be held on **Saturday, January 15, 2022, 2:00 p.m.** in the 4th floor conference room of Sheila Raheja School of Business Management & Research, Kher Nagar, Bandra (East), Mumbai. Members are requested to attend the meeting.

The agenda of the meeting is as follows:

Agenda

1. To read and confirm minutes of the last IQAC meeting held on **Thursday, November 11, 2021** and apprise the members on the action taken as recommended
2. To discuss the progress made by Steering Committee on the NBA Accreditation process.
3. To review and approve the submission of AQAR 2020-21
4. 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 | Saturday, January 15, 2022 | 2:00 pm |

The minutes of the third Internal Quality Assurance Cell (IQAC) meeting for academic year 2021-22 held on **Saturday, January 15, 2022, 2:00 p.m.** in the conference room on 4th floor of Sheila Raheja School of Business Management and Research.

IQAC members were present for the meeting:

1. Mr. Rajendra Habde
2. Dr. H. J. Bhasin
3. Dr. Rahul Sanghavi
4. Prof. Vivek Sharma
5. Prof. Ritu Chakraborty
6. Prof. Sandeep Kudtarkar
7. Prof. Dinesh Sonkul
8. Prof. Pradeep Singh
9. Ms. Geeta Chauhan
10. Mr. Atul Upadhyay
11. Mr. Soham Dhoble
12. Dr. Rajesh Chouksey

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Leave of absence was granted to Mr. S. N. Wadhvani and Mr. Arvind Tiwari. Copies of the agenda were circulated to the members of the cell. IQAC Coordinator, Dr Rajesh Chouksey welcomed Dr H. J. Bhasin as new Director of SRBS. He informed that Dr. H. J. Bhasin joined on 14th January 2022. The meeting started as the quorum for the meeting was present. He proceeded with the agenda of the meeting.

Agenda No. 1: To read and confirm minutes of the last IQAC meeting held on **Thursday, November 11, 2021** and apprise the members on the action taken as recommended in the meeting.

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 **Thursday, November 11, 2021**.

Resolution No. 1: "Be it and it is hereby, **RESOLVED THAT** the minutes of the IQAC meeting held on **Thursday, November 11, 2021** are confirmed and approved unanimously by all the members". The minutes of meeting were signed by the Chairperson and IQAC Coordinator.



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Agenda No. 2: To discuss the progress made by IQAC Committee on the NBA Accreditation process.

The Members of IQAC discussed that NBA is an important milestone in the growth of the Institution. They felt that NBA is a catalyst for change in the work ethics of the Institution. NAAC also recommended NBA accreditation as one of the quality initiatives. SRBS is entering into growth phase of its existence. Meeting and exceeding the Norms and Standards is critical in front of the regulator as well as stakeholders.

Taking note of the NBA Criteria which are more detailed when compared to NAAC, the Chairman recommended to constitute a separate NBA Steering Committee in order to accelerate the NBA Process.

The Steering Committee shall consist of Director as Head of the steering committee, NBA Coordinator, Course Coordinator, IQAC Coordinator and Admin Officer as members of the same.

Resolution No. 2: "Be it and it is hereby, **RESOLVED THAT** the steering committee will be consisting of Director as head of the steering committee and NBA Coordinator, Course Coordinator, IQAC Coordinator and Admin Officer as members will continue in carrying out the NBA process."



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Agenda No. 3: To review and approve the submission of AQAR 2020-21.

SRBS has complied with every step of AQAR completion. The IQAC Coordinator apprised the Members of the Committee about recent developments and changes which have taken place in the last couple of months from NAAC.

All criteria and relevant document were presented by IQAC Coordinator to the members of IQAC. The members expressed their views and were satisfied with the progress made by respective committees.

After detailed discussion and deliberation the AQAR 2020-21 was accepted by the members unanimously and directed IQAC Coordinator to upload it on the NAAC portal as per protocol.

Resolution No. 3: "Be it and it is hereby, **RESOLVED THAT** the IQAC Coordinator will upload AQAR 2020-21 on the NAAC portal".

Agenda No. 4: Any other related matter with permission of the Chair

IQAC Coordinator requested Head Research and Development Prof. Sandeep Kudtarkar to apprise the members with recent developments in this regard.

Prof. Sandeep Kudtarkar apprised the members that

1. A grant of Rs. 9400 was received on 4th October 2021 from the AICTE for working of "PARAKH" project.
2. There were 4 papers published in the Journals / Conferences at National/International levels in the A.Y.2021-22 by Prof Sandeep Kudtarkar , Prof Dinesh Sonkul and Prof. Jyoti Dixit.
3. He apprised members that Dr. Rajesh Chouksey received recognition as teacher to guide Ph.D. students from University of Mumbai.
4. Prof. Ritu Chakraborty informed members that 133 students admitted in MMS PG program for Academic Year 2021-22 and SRBS started delivery of lecture for PG and UG program students in hybrid mode.

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



Dr. H.J. Bhasin
Chairperson



Dr. Rajesh Chouksey
IQAC-Coordinator





**COMPLIANCES TO THE DECISIONS / ACTION TAKEN REPORT OF 2nd IQAC MEETING
HELD ON THURSDAY, NOVEMBER 11, 2021, ACADEMIC YEAR 2021-22**

The following actions have been initiated with respect to the Agenda of the 2nd IQAC meeting held on **THURSDAY, NOVEMBER 11, 2021** (A.Y. 2021-22).

Agenda No. 2: To discuss ways and means for improving Student skill set

Resolution No. 2: "Be it and it is hereby, **RESOLVED THAT** the Prof. Ritu Chakraborty to put efforts towards incorporating recommended skill set training in a phased manner".

Prof. Ritu Chakraborty has incorporated as suggested skill development programs for students and submitted a report on the same. She also updated that Human Values are an integral part of Induction program of the students.

Agenda No. 4: To discuss curriculum feedback collected from all stakeholders.

Resolution No. 3: "Be it and it is hereby, **RESOLVED THAT** Academic Coordinator Prof. Ritu Chakraborty will instruct faculty members to inculcate more case study based teaching in their respective subject domain and pursue all activities suggested by the stakeholders through their valuable feedback".

Prof. Ritu Chakraborty has instructed all faculty members to inculcate Case Study based teaching in their respective subjects wherever possible. She also updated that there is a compulsory question carrying weightage of 20 Marks based on Case Study in the term end examination.



She also shared with the committee that the SRBS faculties are also taking efforts in implementing Entrepreneurial related activities through its EDC cell. In addition, to improve the employability of students, GD sessions, Mock Interviews and Guest Lectures were also scheduled for the students .

A handwritten signature in blue ink, appearing to read 'Rajesh Chouksey', written over a horizontal line.

Dr. Rajesh Chouksey
IQAC-Coordinator



SRBS/2021-22/IQAC/48

Date: - **25 April 2022**

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

NOTICE

Sub: Internal Quality Assurance Cell Meeting No: - 4

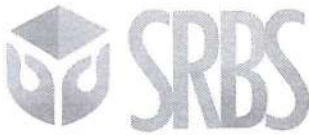
All members are hereby informed that the 4th meeting of the Internal Quality Assurance Cell (IQAC) for Academic Year 2021-22 will be held on **Saturday, May 07, 2022, 2:00 p.m.** in the conference room on 4th floor of Sheila Raheja School of Business Management & Research, Kher Nagar, Bandra (East), Mumbai. Members are requested to attend 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, January 15, 2022** and apprise the members on the action taken as recommended.
2. To review the performance of Academic year 2021-22.
3. To discuss the performance of UG and PG program students in examination.
4. To review the training and placement department progress.
5. 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 |
|-------------|------------------------|---------|
| 4 | Saturday, May 07, 2022 | 2:00 pm |

The minutes of the fourth Internal Quality Assurance Cell (IQAC) meeting for Academic Year 2021-22 was held on **Saturday, May 07, 2022, 2:00 p.m.** in the conference room on 4th floor of Sheila Raheja School of Business Management and Research.

Following IQAC members were present for the meeting:

- 1 Mr. S. N. Wadhvani
- 2 Mr. Arvind Tiwari
- 3 Dr. H. J. Bhasin
- 4 Dr. Rahul Sanghavi
- 5 Prof. Vivek Sharma
- 6 Prof. Ritu Chakraborty
- 7 Prof. Sandeep Kudtarkar
- 8 Prof. Dinesh Sonkul
- 9 Prof. Pradeep Singh
- 10 Ms. Geeta Chauhan
- 11 Mr. Atul Upadhyay
- 12 Mr. Soham Dhoble
- 13 Dr. Rajesh Chouksey

Leave of absence was granted to Mr. Rajendra Habde. Copies of the agenda were circulated to the members. The meeting started as the quorum for the meeting was present. Dr. H. J. Bhasin then asked IQAC coordinator, Dr Rajesh Chouksey to proceed with the agenda of the meeting.

Agenda No. 1: To read and confirm minutes of the last IQAC meeting held on **Saturday, January 15, 2022** and apprise the members on the action taken as recommended.

The IQAC Coordinator circulated copies of the Minutes of last IQAC meeting and Action Taken Report with the members. The members



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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

reviewed the Actions taken and found them in accordance with the last minutes of meeting held on **Saturday, January 15, 2022**.

The Members present did not raise any 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, January 15, 2022 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 performance of Academic Year 2021-22.

The Director directed Prof. Ritu Chakraborty to elaborate on the academic performance.

Prof. Ritu briefed the committee as per the following points

- a. There was delay in admissions for MMS & BMS for the academic year 2021-22 due to late Admission schedule as per DTE and University of Mumbai respectively. Due to this the semester end examinations were delayed. The assessment of the curriculum of these courses are still in progress
- b. The Meritorious MMS Students of two Batches i.e. 2018–20 and 2019–21 were felicitated on the basis of scores obtained by them in the Semester end examination. The Male and Female overall topper and male and female specialization topper of both batches were felicitated.
- c. The degree distribution of the batch 2019-21 took place on 26th March, 2022. Due to lock down, the degree distribution ceremony of the batch 2018-20 was pending. Hence the degree distribution of two batches i.e. 2018-20 & 2019-21 happened on the same day.
- d. The Language Lab session was introduced for the new MMS Batch 2021–23 especially for the vernacular medium students to improve their communication skills. The installed software in the Language Lab is used to assign individual assessments to the students as per their needs.
- e. Special Tutorial sessions were added in the Time Table for Business Statistics and Financial Accounting subjects. The tutorial sessions



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- paid special attention to weaker students which helped them to cope up with the subjects and be at par with their fellow colleagues.
- f. The Intercollegiate event "Svagam" took place on 9th & 10th April 2022. Students from various management institutions participated in the event. The event turned out to be a great success. The participating colleges appreciated the event.

After discussion and deliberation, members expressed satisfaction to the above discussion and proceeded to the next agenda.

Agenda No. 3:

To discuss the performance of UG and PG program students in examination.

The Director directed Prof. Sandeep Kudtarkar to elaborate on the examination performance of UG and PG programs. Prof. Sandeep Kudarkar briefed the committee about the examination performance as per the following points

- The midterms of MMS program took place in hybrid mode as per Government norms.
- The final end semester examination of MMS 1st year took place in offline mode. This exam was a written examination for a duration of 3 hours.
- It was observed that the students are not used to writing examination as exams were held in online mode through MCQ due to pandemic. As per the guidelines issued by University of Mumbai, it was decided to give additional time for the written examination.
- The Batch 2020-22 has been termed as "Covid Batch" hence, the end semester examination of this batch took place in offline mode in order to make them "Industry Acceptable".
- License of Online examination software was renewed for the smooth conduct of the exam with adequate proctoring provisions.
- Special consideration was given to the students residing in remote areas who were unable to take Offline Exams due to PG Accommodation & other issues.

Resolution No. 2: "Be it and it is hereby, **RESOLVED THAT** the examination department should continue working in accordance with University of Mumbai norms.

Agenda No. 4: To review the progress of training and placement department.

- The Director briefed the committee about the performance of the training and placement department (Executive and Summer Internship) for the Academic Year 2021-2022.
- Every week placement status is reported to Hon. Gen. Secretary by Placement Cell since January, 2022.
- 96 out of 133 Students are placed for Summer Internship of Batch 2021-23 & 61 out of 85 Students are placed in Executive placement of Batch 2020-22.

Resolution No. 3: "Be it and it is hereby, **RESOLVED THAT** the Placement cell should continue their good efforts on placement activities.

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

With the permission of the chair, the IQAC coordinator requested respective Faculty Members to apprise the committee on the recent developments done during the Academic Year 2021–22;

Prof. Dinesh Sonkul apprised the members on the progress made on NBA pre-qualifier. In that he discussed 6 pre qualifier criteria and the current status of the same.

IQAC coordinator Dr. Rajesh Chouksey apprised the members that the Faculty Members under the guidance of the Director unanimously decided that in order to show case the quality research culture it is necessary to host National & International Research Conference department wise. All the Faculty Members voluntarily took the responsibility to host such conferences in the Academic Year 2021–22 as per the detailed schedule circulated to the members.

Prof. Pradeep Singh apprised the members that BMS students participated in the promotion activities of the courses offered by L. S. Raheja School of Arts, Worli. For this they received an appreciation letter. He also informed that BMS students participated in various Intercollegiate Cultural and Sports Fests at UG Level for the Academic Year 2021-2022 and won awards & certificates.

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Dr. Rahul Sanghavi updated the members that on 28th November 2021, live one day MDP on "Pick the Best Stock- a growth approach using Fundamental and Technical Data" was conducted. He also mentioned that he is in the process of enhancing MDP's in near future. For this the institute has signed an MOU with Eaton Ltd. a Fortune 500 Company for conducting MDP.

He also briefed the members that under the Ministry of Education Innovation Cell, Institute Innovation Cell (IIC) was established as per the norms.

He also informed that a new batch for Certificate Program on "Basics of Stock Market and Technical Analysis was launched on 23rd April 2022.

Under an active Entrepreneurship Development Cell Dr. Rahul Sanghavi conducted various events and workshops for students.

Dr. H. J. Bhasin briefed the members that promotion activities to promote SRBS PG course is being conducted in various UG Colleges in Mumbai.

He also apprised the members about the International Webinar with Ms. Marissa Peer organized by Sheila Gopal Raheja Foundation on 18th April 2022 which was a big success.

The Director appealed all the stakeholders to contribute blogs on SRBS website.

Finally he apprised the members regarding resignation of Dr. Rajesh Chouksey as IQAC Co-coordinator and appointment of Dr. Rahul Sanghavi as the new IQAC Co-coordinator.

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

Dr. Rahul Sanghavi
IQAC-Coordinator



Dr. H. J. Bhasin
Director



**COMPLIANCES TO THE DECISIONS / ACTION TAKEN REPORT OF 3rd IQAC MEETING
HELD ON SATURDAY, JANUARY 15, 2022, ACADEMIC YEAR 2021-22**

The following actions have been initiated with respect to the Agenda of the 3rd IQAC meeting held on **Saturday, January 15, 2022**, (A.Y. 2021-22).

Agenda No. 2: To discuss the progress made by Steering Committee on the NBA Accreditation process.

Resolution No. 2: "Be it and it is hereby, **RESOLVED THAT** the steering committee will be consisting of Director as Head of the steering committee and NBA Coordinator, Course Coordinator, IQAC Coordinator and Admin Officer as members will continue in carrying out the NBA process."

The progress of Steering committee is satisfactory.

Agenda No. 3: To review and approve the submission of AQAR 2020-21.

Resolution No. 3: "Be it and it is hereby, **RESOLVED THAT** the IQAC Coordinator will upload AQAR 2020-21 on the NAAC portal".

IQAC Coordinator informed that uploading work of AQAR 2020-21 is in progress and it will be uploaded on the portal.

Dr. H.J. Bhasin
Chairperson



Dr. Rajesh Chouksey
IQAC-Coordinator