



**N. L. Dalmia**  
**Institute of Management Studies and Research**  
(A School of Excellence of N. L. Dalmia Educational Society)

Date: 03/05/2022

**CIRCULAR**

All the concerned IQAC members are hereby informed that meeting of Internal Quality Assurance Cell (IQAC) is scheduled to be held on 06<sup>th</sup> May 2022 at 02:30 pm in Sixth Floor Conference Room, NLDIMSR Campus.

Proposed Agenda:

1. AICTE Approval Process form filling and documents preparation
2. Preparation of Academic Calendar for A.Y.2022-23
3. Staff Development Programs
4. Preparation of Revised Student Manual for Batch 2022-24
5. Stakeholders Feedback
6. Placement Overview

*Kulcarne*  
Dr. Vaishali Kulkarni

IQAC Coordinator





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## Minutes of Internal Quality Assurance Cell (IQAC)

**Date:** 06<sup>th</sup> May 2022

**Time:** 02:30 pm

**Venue:** Sixth Floor Conference Room, NLDIMSR Campus

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Sr. No.	Category	Name of the Member	Present/ Absent
1	Chairperson	Dr. Magsood Ahmed Khan Director, NLDIMSR	Present
2	IQAC Coordinator	Dr. Vaishali Kulkarni	Present
3	Administrative Officers/ Executives	Ms. Kaushal Faldu	Present
4	Members from the Management	Dr. Seema Saini	Present
5	Teachers Representatives	Dr. Jyoti Nair	Present
6	Teachers Representatives	Dr. Mangesh Kasbekar	Present
7	Teachers Representatives	Dr. Baisakhi Mitra Mustaphi	Present
8	Teachers Representatives	Dr. Caral D'Cunha	Present
9	Teachers Representatives	Dr. Chandrakant Varma	Present
10	Nominees from Employers/ Industrialists/ Stakeholders	Ms. Toral Kotecha - Sr. Manager Partnerships and Alliances - LXME	Present
11	Nominees from Employers/ Industrialists/ Stakeholders	Ms. Harshita Shah - Manager HR - A - 1 Fence Products Company Pvt. Ltd.	Present
12	Alumni Members	Mr. Gaurav Jain - Sr. Group Vice President - Mottal Ostwal Group	Present
13	Alumni Members	Mr. Aniruddh Kulkarni - Financial Analyst (Large Corporates) - Crisil Ltd.	Present
14	Alumni Members	Ms. Shweta Singh - Manager - HDFC	Present
15	Student Members	Ms. Piyushi Shah	Present
16	Student Members	Mr. Shubham Patil	Present
17	Student Members	Mr. Devansh Malpani	Present
18	Student Members	Ms. Vinita Bhagwani	Present



**The major points discussed during the IQAC Meeting were as follows:**

**AICTE Approval Process form filling and documents preparation**

Members discussed about the preparation of documents and form filling of AICTE Approval Process. The members discussed about the AICTE Approval Process Handbook for A.Y.2022-23 and the requirements for submission of the approval process report.

**Preparation of Academic Calendar for A.Y.2022-23**

The ACADEMIC Calendar for A.Y.2022-23 was prepared taking into consideration to conduct all the activities in offline mode as per the Government directives. The draft of the Academic Calendar was placed before the committee members for their review.

**Staff Development Programs**

The committee members discussed about the list of Staff Development Programs which should be planned in A.Y.2022-23. Some of the Staff Development programs planned are as follows,

- Staff Development Program on Advanced Excel
- Staff Development Program on Interactive Dashboard Creation in Google Data Studio

**Preparation of Revised Student Manual for Batch 2022-24**

Program Head informed the members that the preparation of Student Manual for Batch 2022-24 is in process and the same will be shared with the students during Induction. The Student Manual will consist of the details of rules and regulations, committees, student forums, events etc.

**Stakeholders Feedback**

The IQAC Coordinator informed the members that various feedbacks are taken on regular basis and analysis and action taken report are prepared for each feedback. Meeting was concluded with permission of chair and by Vote of Thanks.

**Minutes Prepared by IQAC Coordinator:**

