

## MINUTES OF MEETING of 3<sup>rd</sup> ACADEMIC COMMITTEE

DATE: 02.04.2018	VENUE: Conference Room
TIME:: 11:00 am	
MEMBERS PRESENT 1. Dr. Vijay Wagh <i>mm</i> 2. Dr. Mukesh Goyal <i>hgf</i> 3. Dr. Rajesh Chouksey <i>E</i> 4. Ritu Chakraborty <i>Ritu</i> 5. Dr. Indira Singh <i>Indira</i>	MEMBERS ABSENT  NONE

The Agenda of the meeting is as follows:-

1. To read and confirm Minutes of Last Meeting
2. To receive Competency Matrix of each faculty from Prof. Ritu Chakraborty
3. Academic Planning for AY 2018-19
  - a) Discussions on how to foster vibrant academic environment for enhancing interest among the stakeholders in AY 2018-19
  - b) Discussions on Curricular & Co-curricular activities for AY 2018-19
  - c) Academic activities planning and budgeting-AY 2018-19
  - d) Discussions on Academic Calendar AY 2018-19
  - e) Discussions on academic administration structure for AY 2018-19
4. Any other issue with permission of the chair

### POINTS DISCUSSED AND PROPOSED ACTION

#### 1. Review of last minutes of meeting no. 2

- Student's attendance record was reviewed and action was taken to improve the same
- Proper Communication system with students was implemented
- Student Feedback questionnaire and administration was prepared and implemented.

Action to be taken: NIL

#### 2. To receive Competency Matrix of each faculty from Prof. Ritu Chakraborty

Ritu Chakraborty had handed over the competency matrix to Dr. Goyal of the present year which is required for next year.

**Action to be taken:** To allocate subjects for Semester I & III for Academic year 2018 – 19 based on the competency matrix received.

### 3. Academic Planning for AY 2018-19

- a. Discussions on how to foster vibrant academic environment for enhancing interest among the stakeholders in AY 2018-19,
- b. Discussions on Curricular & Co-curricular activities for AY 2018-19
- c. Academic activities planning and budgeting-AY 2018-19 and
- d. Discussions on Academic Calendar AY 2018-19

It was discussed that there is a need to improve academic environment in the institute to enhance interest of the students to attend lectures and take part in various activities such as seminar, symposium, competitions, club activities, festivals etc. and they need to be built into the academic calendar. Director Dr. Vijay Wagh suggested that Certificates and if possible monetary prize should be given to all the activities held in the institute. All faculty members were in agreement.

**Action to be taken:** Dr. Goyal to plan academic activities and calendar for the upcoming academic year inculcating the changes required and propose a budget.

#### e. Discussions on academic administration structure for AY 2018-19

The proposed academic structure was discussed wherein there shall be two class representatives (students) in each class and one faculty coordinator each for Division A, Division B, Marketing, Finance and HR + Operations. The entire class management is supported to be handled by the student representative under guidance of faculty coordinator.

**Action to be taken:** The proposed and agreed structure to be adopted from Academic year 2018 - 19

### 4. Any other related issue with permission of the chair.

Nobody had any point to discuss and the meeting was concluded.



Dr. Vijay Wagh  
Chairman



Dr. Mukesh Goyal  
Coordinator




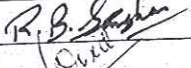
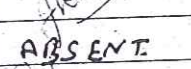
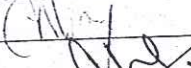
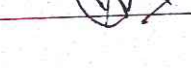
22<sup>nd</sup> October, 2016

Minutes of Meeting- Exam Committee

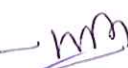


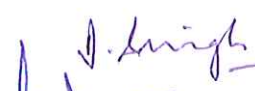
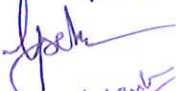


The Exam Committee meeting was held on 22<sup>nd</sup> October, 2016 in the Director's Office.

Following Points were discussed:

- 1) Dates of third semester is finalized (2<sup>nd</sup> November, 2016 to 11<sup>th</sup> November)
- 2) Tentative dates of first semester is decided ( 3<sup>RD</sup> November, 2016 to 19<sup>th</sup> November, 2016)
- 3) Vikas Pande is added as a member in the exam committee.

Committee Members	Signature
Dr. Vijay Wagh	
Rahul Sanghavi	
Jyoti Dixit	
Ritu Bhattacharya	ABSENT
Yogesh Ingle	
Vikas Pande	

## MINUTES OF 5<sup>th</sup> MEETING OF IQAC

<b>DATE:</b> 10 <sup>th</sup> March 2018	<b>VENUE:</b> Conference Room
<b>TIME::</b> 11:30 AM- 12:50 PM	
<b>Nominee of the Society/Trust Representative of the Management</b>	<b>Mr. Arvind Tiwari Dr. R. A. Heredia</b>
<b>MEMBERS PRESENT</b> Dr. Vijay Wagh (Director) —  Dr. Mukesh Goyal  Dr. Rajesh Chouksey  Prof. Vivek Sharma Dr. Indira Singh  Mrs. Geeta Chauhan  Mr. Aniket Abhyankar 	<b>MEMBERS ABSENT</b> Prof. Ritu Chakraborty 

**The Agenda of the meeting is as follows.**

1. Seeing data/documents/drafts in physical form.
2. Making a list of doubts/clarifications for each criteria and Key Indicator
3. Discussions on how to provide and maintain data in hard and soft form.
4. Any other related issue with permission of the chair.

### MINUTES

On advice of the chair, meeting was conducted by IQAC Coordinator, Dr. Mukesh Goyal.

### POINTS DISCUSSED AND PROPOSED ACTION

1. Review of last minutes of IQAC meeting no. 4.

All the key points of last IQAC meeting were read and confirmed with suggested action pertaining to all points.

Action to be taken:

- Dr. Mukesh Goyal will design a standard format pertaining to achievement data and circulate the same by 15<sup>th</sup> March 2018.
- It was observed that absenteeism of faculty has not improved despite discussion in the prior three meetings. Director requested to look into it.

2. Seeing data/documents/drafts in physical form.

The data was reviewed completely for criteria no. 1 to no. 7. Criteria No. 6 was held up as the same required discussions with Dr. Vijay Wagh and Dr. Mukesh Goyal.

Action to be taken: Work is to be continued w.r.t. each criteria by their process holders.

3. Making a list of doubts/clarifications for each criteria and Key Indicator


A list of questions was prepared for clarity with consultant.

Action to be taken: NIL.

4. Any other related issue with permission of the chair.

The following was discussed:

- Faculty achievement data to be received by 17<sup>th</sup> March 2018 by Dr. Mukesh Goyal.
- Dr. Indira Singh and Mrs. Geeta Chauhan will work together for exchange of data/documents in order to prepare file of Women Development Cell.
- It was decided to maintain data in soft form like documentation on Infrastructure criteria by Mrs. Geeta Chauhan.

  
Dr. Vijay Wagh  
Chairman

  
Dr. Mukesh Goyal  
Cordinator



# **SHEILA RAHEJA SCHOOL OF BUSINESS MANAGEMENT AND RESEARCH**

**Actions to be taken:** Dr. Rajesh Chouksey will prepare an academic calendar and appropriate budget of research & publication committee.

**Item No 3:     Discussion about no of papers publications by each faculty**

It was recommended to each faculty to publish 3 research papers in a year in listed journals. And all project guides will put in efforts to publish one research paper by their allotted group of project students in respective seminar / conferences.

**Actions to be taken:** Dr. Rajesh Chouksey will inform all faculty members regarding Number of research paper publications in an academic year.


**Item No 4:     Review of ISSN number**

The procedure for obtaining ISSN number has been initiated by Dr. Indira Singh. She briefed the members about the necessary prerequisites for getting the ISSN number. It was decided to complete the proceedings on or before 15<sup>th</sup> April 2018. It was decided to ask all faculty members to submit unpublished research papers. Faculty members can submit their own research work or can collect it from their respective colleagues.

**Actions to be taken:** Dr. Indira Singh will inform all faculty members regarding submission of research papers for ISSN numbers.


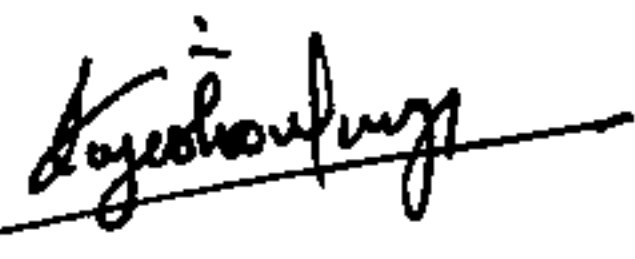


**Item No 5:     Any other issue with permission of the chair**

There being no further point, the meeting concluded at 12:30 p.m. with vote of thanks.

  
**Dr Vijay Wagh,**  
**Chairman**

# SHEILA RAHEJA SCHOOL OF BUSINESS MANAGEMENT AND RESEARCH

## MINUTES OF 1<sup>st</sup> RESEARCH & PUBLICATION COMMITTEE MEETING of 2018

DATE	16 <sup>th</sup> March 2018
TIME	12:10 – 12:30 p.m.
VENUE	Conference Room
MEMBERS PRESENT	<div>Dr. Vijay Wagh, Chairman </div> <div>Dr. Rajesh Chouksey </div> <div>Dr. Indira Singh </div> <div>Dr. Yogesh Ingale </div>
MEMBERS ABSENT	

The items as per agenda note were taken for discussion and approval

### Minutes

With permission of the Chair, the following agenda points were discussed and decisions made.

#### Item No 1: Discussion about framing Vision & Mission of the committee

It was decided that vision and mission of the committee will be prepared and followed.

**Actions to be taken:** Dr. Yogesh Ingale will prepare vision, mission in consultation with committee members.

#### Item No 2: Planning schedule of activity for academic year 18-19

It was decided that activity calendar for the academic year commencing from July 2018 will be prepared incorporating one conference, one faculty development program and one research orientation workshop for students.



**SRBS**

Sheila Raheja  
School of Business  
Management & Research

(Bombay Suburban Art & Craft Education Society)

## SC/ST COMMITTEE MEETING

### Notice

**The First Meeting of SC/ST Committee for the Academic Year 2017 – 2018 will be held on September 23, 2017 Saturday at 02:30 p.m. in the Conference Room.**

**The Agenda is as follows:**

1. To appraise the Members about the need for formation of SC/ST Committee.
2. To appraise the Members about Duties and Responsibilities of SC/ST Committee as per norms laid down by All India Council for Technical Education (AICTE) and Prevention of Atrocities Act, 1983.
3. To create awareness about existence of SC/ST Committee among students and staff.
4. To update Committee on the status of Scholarship Fees receivable from Social Welfare Department (SWD) against SC/ST Students enrolled in Academic Year 2016 – 2017.
5. To update Committee on the status of application forms to be submitted for First Year and Second Year SC/ST Students enrolled in Academic Year 2017 – 2018.
6. Any other matter with the permission of the Chair.

**Dr. Vijay Wagh**  
**Director – SRBS**  
**Chairman**



### MINUTES OF MEETING OF SC/ST COMMITTEE

DATE: September 23, 2017	VENUE: Conference Room
TIME:: 02:30 p.m.	
MEMBERS PRESENT 1. Dr. Vijay Wagh 2. Dr. Rajesh Chouksey 3. Ms. Geeta Chauhan 4. Dr. Yogesh Ingle 5. Mr. Vikas Pande	MEMBERS ABSENT  None

The Agenda of the meeting is as follows:-

1. To appraise the Members about the need for formation of SC/ST Committee.
2. To appraise the Members about Duties and Responsibilities of SC/ST Committee as per norms laid down by All India Council for Technical Education (AICTE) and Prevention of Atrocities Act, 1983.
3. To create awareness about existence of SC/ST Committee among students and staff.
4. To update Committee on the status of Scholarship Fees receivable from Social Welfare Department (SWD) against SC/ST Students enrolled in Academic Year 2016 – 2017.
5. To update Committee on the status of application forms to be submitted for First Year and Second Year SC/ST Students enrolled in Academic Year 2017 – 2018.
6. Any other matter with the permission of the Chair.

### MINUTES

#### POINTS DISCUSSED AND PROPOSED ACTION

1. To appraise the Members about the need for formation of SC/ST Committee.

All the members present were informed that as per norms laid down by All India Council for Technical Education (AICTE) in their Approval Process Book for Academic Year 2017 – 2018 it is mandatory for the institutes to constitute SC/ST Committee for the Prevention of Atrocities.

#### Action to be taken:

All the members to follow the norms as laid down by All India Council for Technical Education (AICTE).

2. To appraise the Members about Duties and Responsibilities of SC/ST Committee as per norms laid down by All India Council for Technical Education (AICTE) and Prevention of Atrocities Act, 1983.

All the members present were updated about the duties and responsibilities of the SC/ST Committee by the Director – Chairman of SC/ST Committee.

- a) To conduct remedial /coaching classes for Students.
- b) To organize interactive session and informal meeting with students and staff to attend to their problems.
- c) To monitor and co-ordinate Scholarship Schemes for the benefit of the students belonging to SC/ST Category.
- d) To address issues related to discrimination experienced by Students and Staff in the College.

**Action to be taken:**

All the members to act as per the duties and responsibilities as mentioned in the norms.

**3. To create awareness about existence of SC/ST Committee among students and staff.**

All the members unanimously agreed to display Notification regarding existence of SC/ST Committee with names and designations of the members of SC/ST Committee for all aggrieved students and staff belonging to SC/ST to contact the SC/ST Committee incase of any grievance.

**Action to be taken:**

Display of Notification of existence of SC/ST Committee in the Campus.

**4. To update Committee on the status of Scholarship Fees receivable from Social Welfare Department (SWD) against SC/ST Students enrolled in Academic Year 2016 – 2017.**

Ms. Geeta Chauhan updated the Committee that our institute has received Scholarship Fees for 24 SC Students against 40 applications of SC Students submitted in Academic Year 2016 – 2017. The total Scholarship amount received against 24 SC Students is Rs. 24, 05,577/-.

**Action to be taken:**

To follow up for the outstanding Fees of 16 students from Social Welfare Department (SWD).

**5. To update Committee on the status of application forms to be submitted for First Year and Second Year SC/ST Students enrolled in Academic Year 2017 – 2018.**

In Academic Year 2017 – 2018 there were total 29 students enrolled belonging to SC Category. Government had released their GR No. EBC-2017/ Pra.Kra.403/ Shikshan-1 dated August 07, 2017 wherein, they had informed to submit online application of Category Students enrolled in Academic Year 2017 – 2018 on their newly launched web portal.

However, students are encountering problem in submitting the Online Application for Scholarship Scheme on the new Web Portal. The said matter is being followed up with the Social Welfare Department (SWD).

**Action to be taken:**

To follow up with the Social Welfare Department (SWD) for submission of Online Application Forms for Scholarship Fees.

**6. Any other matter with the permission of the Chair.**

There were no issues related to discrimination experienced by Students and Staff in the College and as there was no other matter for discussion, meeting ended with the vote of thanks.



**Dr. Vijay Wagh**  
**Director – SRBS**  
**Chairman**