

SVKM's

**Narsee Monjee Institute of Management Studies**

**Agenda for 2<sup>nd</sup> IQAC meeting for the A.Y. 2020-21 on 21 December 2020**

1. To confirm the minutes of the IQAC meeting held on 27 August\_2020
2. Preparation of examination automation manual and revisiting examination policies
3. Conduct of online Proctored online examinations
4. Review of implementation of the HR oracle
5. Any other matter with the permission of the Chair

## **Minutes of the 2<sup>nd</sup> IQAC meeting for the A.Y. 2020-21 on 21 December 2020**

Following members were present:

1. Dr. Rajan Saxena – Chairman
2. Dr. Jayant Gandhi
3. Dr. M. N. Welling
4. Dr. Sharad Mhaiskar - Invitee
5. Dr. Aparna Khanna
6. Dr. Meena Chintamaneni
7. Dr. Bala Prabhakar
8. Ms. Karuna Bhaya
9. Ms. Vandana Kushte
10. Ms. Anjali Barmukh
11. Dr. Himanshu Raje – Invitee
12. Shri. Ashish Apte - Invitee
13. Mr. Pankaj Mandpe – Industry Expert
14. Mr. Bhavik Muni – Industry Expert
15. Mr. Ajit Gupte – Alumni Invitee
16. The President, Student Council

The Chairman welcomed the members for the IQAC meeting.

1. To confirm the minutes of the IQAC meeting held on 27 August\_2020:  
The minutes of the last meeting were circulated. Since no comments were received, the minutes were confirmed.
2. Preparation of examination automation manual and revisiting examination policies:  
The committee has asked the examination department to prepare examination automation manual in lieu of Covid 19 and revisit all the examination policies supporting students

3. Conduct of online Proctored online examinations:  
It has been decided to conduct online proctored examination for academic year 2020-21.  
The examination dept. has been asked to prepare guidelines in line with the conduct of proctored examination for academic year 2020-21.
4. Review of implementation of the HR oracle:  
The HR dept. has implemented oracle across all the functions of human resources like attendance, payroll etc.
5. Any other matter with the permission of the Chair:  
Since there was no other matter to be discussed, the meeting ended with the vote of thanks to the Chair.



(RAJAN SAXENA)

Chairman