



Minutes of Meeting

Date:	13/12/2017
Time:	11:00AM
Location:	Faculty Meeting Room

Members Present		Members Absent	
i.	Dr S Bhattacharya- Director	i.	Dr J Sharma-Dean (Academics)
ii.	Dr S Senthil Kumar- Coordinator	ii.	Prof R Kamble
iii.	Prof S Banerjee	Guest Present	
iv.	Prof H Rajpal	i.	Prof. Rajiv Joshi - MDP
v.	Dr K Nilakantan- Associate Dean (Research)	ii.	Prof. Vinit Singh Chauhan – Students’ Affairs
vi.	Gp. Capt. K. Nath	iii.	Prof. Bibhuti Bhusan Tripathy - CoE
		Guest Absent	
		i.	1. Prof. Pawan Jain
		ii.	Prof. Anil Kumar

Meeting Agenda

Reviewing performance of the processes related to academics, placement, MDPs and administration in order to identify the performance gaps and chalk-out strategies to address the same. The members and the guests reviewed performance of the processes for the period from June '17 to Nov '17.

Points Discussed

The performance of processes of Examination, Research and MDPs were analyzed with the objectives of

- improving them and to
- establish a reporting system.

Action Plan

Examination

A committee comprising Prof. Gajavelli, Prof. Jasbir Singh Matharu and CoE was formed to chalk-out guidelines for setting question paper and conducting examination. The committee is expected to submit their guidelines by mid Jan '18 to PGDM committee.



Following KRAs were identified for reporting purpose

- a) No. of malpractice cases
- b) Cases of delayed submission of QPs
- c) Cases of re-scheduling exams
- d) Lapses in invigilation

Research

Methods to improve research activities of those who had not done any research work in the last six years were discussed. It was decided to handhold and provide enough support to them. Active researchers can mentor them as well.

Following KRAs were identified for reporting purpose

- a) No. of research papers published
- b) No. of cases published
- c) No. of books published
- d) No. Research Seminars
- e) No. of International conferences attended by faculty
- f) No. of RCPs earned by faculty

MDP

Following quality improvements were implemented.

Welcome letter is given to all participants

Sessions are now well planned with the involvement of faculty members and organizations.

Following KRAs were identified for reporting purpose

- a) No. of MDPs
- b) Feedback obtained from participants

Since all the processes could not be covered in the meeting it was decided to have another meeting before start of the next term.