



SAIBALAJI EDUCATION SOCIETY  
**INTERNATIONAL INSTITUTE OF MANAGEMENT STUDIES**  
**IIMS**

Approved by AICTE, Ministry of HRD, Govt. of India  
NAAC Accredited



Date :- 10/03/2023

**Board of Governors Minutes of Meeting**

A meeting of the Board of Governors was held at 10.00 am on 10<sup>th</sup> March, 2023 at IIMS Conference Room. Following Members attended the meeting:

Sl.No	Members Name	Designations
1	Mr. Rahul Deshmukh	Chairman
2	Dr. R. C . Pathak	Trust Nominated Member
3	Mr. S. Srinivasan	Trust Nominated Member
4	Dr. Amarendra Sahoo	Trust Nominated Member
5	Prof. Manish R.Mundada	Trust Nominated Member
6	Mr. Raj V.Verma	Trust Nominated Member
7	Mr. Sudhir Kumar Goyal	Trust Nominated Member
8	Mr. Rajpal Arya	Trust Nominated Member
9	Mr. D.M. Phadtare	Trust Nominated Member
10	Mr. Nikhil Wadgaonkar	Trust Nominated Member
11	Dr. Tripti Sahu	Member Secretary
12.	Dr. Roopkishore Singhal	Chairman Finance Committee
13.	Dr. Abhay Mishra	HOD (Marketing)
14.	Dr. Akanksha Taunk	HOD(Placements)
15.	Dr. Lokesh Arora	HOD(Research)
16.	Dr. Shekhar Verma	HOD (Admissions)





**Agenda:**

1. Confirmation of the Minutes of last BOG Meeting
2. Action taken on the Minutes of last BOG Meeting
3. Directors Report
4. Discussion about Admissions
5. Discussion about Induction for Batch 2023-24
6. Curriculum Review
7. Discussion about visiting faculty
8. Approval of the proposed budget for institutional activities.
9. Designation of financial authority to respective stakeholders for various institutional activities.
10. Recruitment of Faculties
11. Discussion about Accreditation
12. Any Other point for discussion

**Proceedings:**

Chairman welcomed all the members to the meeting.

**1. Confirmation of the Minutes of last BOG Meeting held on 7<sup>th</sup> November, 2022**

The minutes of the previous Board of Governors meeting were reviewed and confirmed without any objections.

**2. Action taken on the Minutes of the Last BOG Meeting**

The actions arising from the previous meeting were discussed, and it was noted that all necessary actions have been taken accordingly.

Follow up actions taken based on meeting on 11<sup>th</sup> November 2022 are as under:

MOM Ref.	Items	Action Taken
1	Faculty Recruitment	Dr. Samrat Ray ( Faculty for international relation and Business Analytics) appointed
2	Certificate Course	New Certificate course KPMG introduced
3	Conclave /Guest Lectures/ Industry Academic Interface	As per annual plan conducted
4	International Conference	Successfully Organised
5	Placements	Status as on March 10, 2023 presented.





6	Alumni Connect Status	Status as on March 10, 2023 presented.
7	Research Publications	More than 100 Research papers published by faculties, some of in UGC CARE, Scopus and ABDC
8	Industry expectation	Opinion from recruiters / alumni being sought through Google survey about industry expectation.
9	Budget Utilisation	Status as on March 10, 2023 presented.

### 3. Directors Report

The Director presented a comprehensive report highlighting the academic, administrative, and financial performance of the institute during the previous year. Key achievements and areas of the improvement were discussed, including student outcomes, faculty development and administrative efficiency.

### 4. Discussion about Admissions

#### ➤ Review of previous years admissions:-

- Dr. Shekhar Verma (HOD Admissions) presented a summary of admissions data for the previous academic year, including application numbers, demographics, and yield rates.
- Key trends and challenges were discussed, such as changes in applicant pool characteristics and competition from other institutions.

#### ➤ Admission Criteria and Process

- HOD admissions led a discussion on admission criteria and the selection process for prospective students. He provided an overview of marketing and outreach efforts to attract potential applicants also presented an analysis of tuition fees, scholarships, and financial aid packages offered to admitted students. He provided an update on international student recruitment efforts and admissions procedures.
- Board members reviewed the current admission standards and discussed proposed updates to ensure alignment with the institute's academic goals. They





discussed the effectiveness of current strategies and proposed new initiatives to increase visibility and reach target audiences. Board members discussed strategies to optimize revenue while ensuring accessibility and affordability for students from diverse backgrounds. They reviewed the effectiveness of existing systems and identified any areas for improvement or investment in new technology.

- Board members discussed the institute's commitment to diversity and inclusion in the admissions process. Strategies for recruiting and supporting students from underrepresented backgrounds were explored, including outreach programs and scholarship opportunities.

➤ Next Step:-

- Action items were identified, including updates to admission criteria, implementation of new marketing initiatives, and enhancements to admissions systems.
- Responsibilities were assigned to relevant stakeholders, with timelines for completion.
- Board members expressed confidence in the institute's ability to attract and enroll high-quality students for the upcoming academic year.

## 5. Discussion about Induction for Batch 2023-24

➤ Overview of Induction Program:-

- The Member Secretary provided an overview of the current induction program for newly admitted students.
- The objectives, structure, and duration of the program were discussed, along with feedback from previous years.
- She proposed strategies for increasing student engagement and participation in the induction program.
- Ideas included interactive workshops, peer mentoring programs, and team-building activities.
- Mr. Raj V. Verma discussed the importance of integrating academic and social elements into the induction program.
- Board members explored ways to balance orientation sessions with opportunities for social interaction and community building among students.





- Board members reviewed logistics such as scheduling, venue arrangements, and coordination with faculty and staff. Also discussed the importance of gathering feedback from students and faculty to identify areas for improvement.
  - Board members explored opportunities to involve alumni and current students in the induction program. Suggestions included alumni panels, networking events, and student-led campus tours.
- Next Step
- Action items were identified, including revisions to the induction program content, communication planning, and coordination of logistics.
  - Responsibilities were assigned to relevant stakeholders, with timelines for completion.

## 6. Curriculum Review

- Overview of current curriculum
- Dr. Abhay Mishra provided an overview of the current PGDM curriculum, including core courses, electives, and any recent updates. He presented a detailed review of each course offered in the curriculum also presented options for providing flexibility within the curriculum, such as offering elective courses or specializations.
  - Prof. Abhay Mishra discussed the integration of technology into the curriculum.
- Mr. Rahul Deshmukh (Chairman and Industry expert) discussed opportunities for integrating practical experience into the curriculum, such as internships, case studies, and industry projects. He also emphasised on feedback from students, alumni, employers, and faculty regarding the current curriculum.
- Assessment and Evaluation
- Board members reviewed the current assessment and evaluation methods used in the curriculum.
  - Suggestions were made for enhancing assessment practices to ensure student learning outcomes are effectively measured.
  - Board members discussed the importance of catering to diverse student interests and career goals.





➤ Next Step

- Action items were identified, including revisions to course content, updates to assessment methods, and integration of practical experiences.
- Responsibilities were assigned to relevant stakeholders, with timelines for completion.

**7. Discussion about visiting faculty**

➤ Importance about Visiting Faculty

- Prof. Manish R. Mundada emphasized the importance of recruiting visiting faculty with international and corporate experience to enrich the learning experience for students. He provided input on specific needs within their respective programs and courses also proposed methods for evaluating the performance of visiting faculty and gathering feedback from students.
- Board members discussed the desired profiles for visiting faculty, including expertise in specific industries or functional areas, international exposure, and teaching experience. They discussed strategies for identifying and reaching out to potential visiting faculty members.
- Board members reviewed the selection criteria for visiting faculty, including qualifications, professional experience, and teaching philosophy.

➤ On boarding and support

- Board members discussed the on boarding process for visiting faculty and the support services available to them.
- Suggestions were made for providing orientation sessions, mentorship opportunities, and resources for professional development.
- Board members discussed the importance of continuous improvement and accountability in maintaining teaching excellence.

**8. Approval of the proposed budget for institutional activities**

➤ Presentation of proposed Budget

- Dr. RoopKishor Singhal (CMA & Chairman Finance Committee) presented the proposed budget for institutional activities for the upcoming academic year 2023-24. The budget included allocations for academic programs, student services, faculty development, infrastructure maintenance, and other institutional expenses.





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He described how the proposed budget aligns with the institute's strategic goals and priorities.

- He outlined the anticipated impact of the proposed budget on various stakeholders, including students, faculty, staff, and the broader community.

➤ Review of Budget Content

- Board members reviewed each budget component in detail, including proposed expenditures and justifications provided by relevant stakeholders.
- Questions and clarifications were addressed regarding specific line items and funding priorities.
- Board members evaluated whether the proposed expenditures support the institute's mission and contribute to its long-term success. Consideration was given to how budget decisions would affect the quality of education and support services provided to students.

➤ Contingencies Planning

- Board members discussed contingency planning and risk management strategies in case of unexpected changes in revenue or expenditure.
- Plans for monitoring budget performance and making adjustments as needed throughout the fiscal year were reviewed.

➤ Approval Process

- The Chairperson opened the floor for discussion and addressed any remaining questions or concerns.
- A motion was made to approve the proposed budget for institutional activities for the upcoming academic year 2023-24
- Board members voted on the motion to approve the proposed budget and it has been approved.
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**9. Delegation of financial authority to respective stakeholders for various institutional activities.**

➤ Overview of Financial Authority





- Clarifying the roles and responsibilities of stakeholders in the financial decision-making process.
- Incorporating mechanisms for on-going monitoring and review of delegated financial authority.

➤ **Resolution and Consensus**

After thorough deliberation, the BOG reached a consensus to approve the following draft proposal with the suggested amendments.

Delegation of Financial Power for the year 2023-24

Sr. No.	Delegated to	Amount up to
1	Director	5000000
2	Head Placements	3600000
3	Head Corporate Relations	125000
4	HOD- Marketing	600000
5	HOD- HR	300000
6	HOD- Finance	420000
7	HOD-Analytics	120000
8	HOD-Operations	120000
9	Head Extra-Curricular	2500000
10	Head Library	500000
11	Head Admissions	2500000
12	Head Research	2500000
13	Alumni Coordinator	1000000

Proposed By : Prof. Manish R. Mundada

Seconded By : Mr. S Srinivasan

Mr. Rahul Deshmukh

### 10. Recruitment of Faculties

The member secretary provided an overview of the vacant faculty position, including the department, specialization, and key responsibilities associated with the role.

- BOG reviewed the current vacant faculty positions in various departments, focusing on those in the fields of Economics and Finance.







- Discussed the importance of filling these vacancies promptly to ensure continuity of academic programs and maintain departmental effectiveness.
- Defined the key criteria for evaluating candidates, considering factors such as academic qualifications, teaching experience, research expertise, and fit with the department's goals and culture.
- Assigned responsibilities to committee members and HR for managing different stages of the process and ensuring adherence to the timeline.

➤ **Action Items**

- **Dr. Abhay Mishra :-** To draft job advertisements for vacant faculty positions in Economics, Finance and other departments.
- To coordinate with HR for the publication of job advertisements across appropriate platforms.
- **Dr. Laxmidhar Biswal :-** To oversee the application review process and shortlist candidates for further consideration.
- To organize interview logistics and schedule candidate interviews in coordination with the interview panel.
- To prepare a final report on the recruitment process, including recommendations for candidate selection, to be presented to the department heads and administration for approval.

## 11. Discussion about Accreditation

➤ **Understanding about NBA Accreditation**

- Prof. Manish R Mundada has initiated the discussion; he has explained the need and importance of the National Board of Accreditation (NBA) and its significance in assessing the quality of PGDM educational programs.
- Discussed the benefits of NBA accreditation, including enhanced academic reputation, international recognition, and improved program quality.
- Reviewed the current status of the PGDM programs in relation to NBA accreditation criteria.
- Identified areas of strength and potential areas for improvement to align with NBA standards.
- Prioritized areas requiring immediate attention to ensure compliance with accreditation standards.
- Formulated an action plan to address identified gaps and enhance the quality of the PGDM programs.





- Assigned responsibilities to relevant stakeholders for implementing necessary changes and improvements.
- Documentation and Data Collection:
  - BOG discussed the documentation and data collection requirements for NBA accreditation application.
  - Identified the need to compile comprehensive evidence demonstrating compliance with NBA standards, including curriculum details, faculty qualifications, student outcomes, infrastructure facilities, and industry partnerships.
  - Established a timeline for the accreditation process, outlining key milestones such as data collection, internal audits, preparation of self-assessment reports, and submission of the accreditation application.
  - Ensured alignment of the timeline with the NBA accreditation cycle to meet application deadlines.
- Mr. Rajpal Arya has suggested; considered the option of seeking external consultation from accreditation experts or experienced institutions to provide guidance and support in the accreditation process.
- Discussed the benefits and feasibility of engaging external consultants based on available resources and budgetary considerations.

**Action Items:-**

- Prof. Kapil Kapdiya :- NBA Coordinator
- Dr. Nalini Dixit: - To oversee the preparation of documentation and data collection for NBA accreditation application.
- Dr. Tripti Sahu: - To conduct internal audits and ensure alignment with NBA standards.
- Prof. Laxmidhar Biswal - To coordinate with faculty members and departments to implement necessary curriculum revisions and quality improvements.
- Mr. S. Srinivasan has highlighted some points
  - To initiate the implementation of action plan steps.





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- Regularly monitor progress and address any challenges encountered during the accreditation process.
- Schedule follow-up meetings to review the status of accreditation efforts and adjust strategies as needed.

BOG has encouraged the institute to submit the application for NBA and also appreciated the efforts made by the Institute towards achieving the notable ranks and congratulated the entire team

➤ **NAAC AQAR**

- The IQAC cell has been given the responsibility of filling up the NAAC - AQAR for AY 2022-23.

**12. Any Other point for discussion**

- The requirement for one additional Four Wheeler was also proposed by the Director to support transport facility for staff and students.
- The director brought to the board's attention that the current inventory of books available in the library is as per the norms of AICTE

**Vote of Thanks**

The Member Secretary thanked all members for their valuable contributions and participation.

**Next Meeting:**

The date and agenda for the next Board of Governors meeting were finalized and will be communicated to all members accordingly.

