

MINUTES OF INTERNAL QUALITY ASSURANCE CELL (IQAC) MEET
CONDUCTED ON 25 JUL 22 FOR QE JUL 2022

- Ref:**
- (a) CDM Standard Operating Procedure (SOP) on Conduct of IQAC.
 - (b) Minutes of CDM IQAC meet held on 12 Nov 2021 for QE Nov 2021.
 - (c) Minutes of Academic Council Meeting held on 06 Apr 2022.

Introduction

1. IQAC meet for the quarter ending Jul 2022 was held on 25 Jul 2022 and was attended by the following:-

- (a) **Chairperson.** Rear Adm Sanjay Datt, VSM
Commandant CDM.
- (b) **Head of Faculty (HFs).**
 - (i) Cmde R Sunil Kumar, HF, Faculty of Research and Consultancy (FR&C).
 - (ii) Air Cmde G S Chauhan, Head, Faculty Planning Administration and Training (HFPAT).
 - (iii) Brig Santosh Kumar Nair, HF, Faculty of Behavioural Sciences (FBS).
 - (iv) Brig IPS Sethi, HF, Faculty of Decision Sciences (HFDS).
 - (v) Air Cmde, S S Rawat, VM HF, Faculty of Resource Management (FRM).
- (c) **Faculty Coordinators.**
 - (i) Capt (IN) Aditya Singh Jamwal, FDS.
 - (ii) Col U Ajeesh Joseph, FBS.
 - (iii) Gp Capt Ashish Mittal, FR&C.
 - (iv) Capt (IN) Dalbir Singh, FRM.
- (d) Gp Capt R Arvind, Direction Staff Co-ordination (DS Coord).
- (e) Col N S Jaswal, Training Coordinator (Trg Coord).
- (f) Col Amit Vats, HoD Information Systems (IS).
- (g) Gp Capt Padma Kumar, HoD, Academic and University Affairs (AUA) and Coordinator IQAC.
- (h) Cdr Phani Kumar Nadendla, OIC University Affairs,

2. **QIC Meeting.** Each faculty is required to conduct a faculty QIC meet every quarter to discuss issues pertaining to quality sustenance and improvement measures. Accordingly, all faculties conducted respective QIC meeting in Jun/ Jul 2021, prior to the College IQAC meet. Respective Faculty coordinators highlighted

the salient aspects undertaken by their faculty towards improvement of quality of output in presentations given to the IQAC.

Progress on Pending Points of Previous IQAC Meetings

3. Faculty wise progress of discussions/directions of previous IQACs are enumerated below.

(a) **Customised FDP(FDS).** CDM to explore the option for customised FDPs from reputed institutes like IIMs to benefit the entire department when the HDMC is not running.

(i) **Progress.** The DS faculty has pursued the initiation of customised executive pgme with IIT Mumbai and have received a positive response wherein they are ready to depute a Professor to CDM for taking a three day capsule on Systems Analysis. The same is expected to fructify by September, 2022. Two FDPs are conducted every year for Faculty of R&C in Qualitative Research by TISS and Quantitative Analysis by ISB. These are conducted during Apr/May. IIMs have been approached but in view of Covid pandemic, they have informed that the modalities of customized executive pgme in contact mode in terms of pgme fees and numbers of attendees will be considered at a later date. The faculties will continue exploring customized FDP with IIMs that meets its objectives and needs. HFPAT had intimated that the available money has been distributed to the faculties. FDPs to be limited to this budget. However, if additional money is allocated, the same would be distributed at a later date.

(ii) **Decision/Direction.** The Chairman has directed that more FEPs to be done during Mar/Apr wherein a greater number of directing staff will be able to attend without affecting the curriculum. Each faculty to decide on the FEPs/FDPs which are most useful based on the subjects. The HFs may project the FDPs which are considered essential for the faculty and explore more possibilities. **Under Progress**

(b) **UGC Recognition for DMJ (FR&C).** The DMJ is presently having an ISSN number and can be referenced. However, UGC has promulgated new notification wherein only certain publications are recognized by them. This list is now called UGC CARE list. A case is being taken up for inclusion of DMJ in UGC approved list of journals.

(i) **Progress.** Case taken up with University of Hyderabad in 2019-20. No response received till date. Savitri Bhai Phule University in Pune is the central nodal agency nominated for inclusion in UGC CARE list.

(ii) **Decision/Direction.** Chairman directed the OIC publication to actively pursue the case and take up a fresh case for inclusion of DMJ in UGC CARE list. **Under Progress**

(c) **Seminar(FR&C).** Seminar to be conducted on "Call of Papers" basis and speaker should be invited to present their papers on the themes.

(i) **Progress.** HF R&C has brought out that the considering the themes selected for CDM Annual Seminar, it is not feasible to call for papers as such topics can be covered only by SMCs. Recommend point be closed.

(ii) **Decision/Direction.** **Point Closed.**

(d) **SOP for Conduct of Exams(FR&C).** There is a need for an SOP for the conduct of MMS exam for the HDMC Participants.

(i) **Progress.** The new SOP for the conduct of MMS exam with the change in procedure for conduct of exams by the Osmania university has been prepared and approved by Commandant on Feb 2022. **Point closed.**

(d) **Infrastructure (FR&C).** Replacement of Iron windows in HoD AuA office, repair of fountain in front of library, standardisation of furniture and blinds in the offices.

(i) **Progress.** Motor pump for fountain under procurement through GeM. FR & C to forward consolidate case for all MES repairs required for the building. A BOO is under progress for the repairs of the Library building.

(ii) **Decision/Direction.** The BOO needs to be completed at the earliest and the work needs to be completed on priority. **Under Progress**

(e) **DMJ(FR&C).** Authors of Top Ten dissertations shortlisted by FEC to be mandated to submit articles for DMJ prior final evaluation. All project study teams (except classified projects) to be tasked to convert the project report into an article for DMJ and submit for final evaluation.

(i) **Progress.** Gp Capt Ashish Mittal informed that only four articles were received from the authors of top ten dissertations shortlisted for the last year. He also mentioned that asking all ten to give articles for DMJ will deprive the directing staff and other research scholars from publishing their work and hence the mandatory requirement may be limited to the top three from dissertation.

(ii) **Decision/Direction.** The Chairman informed everyone that only the authors of top three dissertations need to convert their research to an article for DMJ and asked the Officer i/c DMJ to finalise with the SOP for the same. **Under Progress**

(f) **IT Requirements.** Upgradation of DS prayer room with Smart Board, Projector/TV, Fixed Speaker and mic system for online training. Customised rostrum to house both internet and CWN PC in DS prayer room.

(i) **Progress.** HF PAT informed that there is plan to upgrade all DS Prayer rooms need to come up with the same set up for all faculties. All DS Prayer rooms should have TV, smart boards etc.

(ii) **Decision/Direction.** The Chairman appreciated HF PAT for the upgradation of standards of LATIF hall. He informed the attendees that there is plan for standardisation of the office furniture and asked all HFs to

maintain similarity in the furniture and layout of DS prayer rooms. **Under Progress**

New Agenda Points

4. The new agenda points received from various faculties and the discussion are as recorded below.

(a) **Quality Workshops (FRM)**. Organisation of inter and intra institutional workshops on Quality related theme.

(i) **Decision**. The Chairman told the attendees that the workshops organized by the college are well conducted and there is a continuous effort to improve the standards and hence the point may be dropped.

(b) **External Connect(FRM)**. External connect with ISB/IIM with focus area-Defence Capital Acquisition.

(i) **Decision**. The Chairman said that this point is similar to the point discussed at para 3(a). The Chairman directed all faculties to continuously look for opportunities for external connect with academic institutions like IIM and ISB in areas of interest.

(c) **FDP & FEP(FDS)**. Continuous upgradation of skills of faculty through FDP and faculty exchange programs with premier institutes.

(i) **Decision**. The Chairman asked the faculties to explore the feasibilities for faculty exchange and continue the external connect with premier institutes through FDPs.

(d) **ISDN Number for Articles(FRM)**. All articles published by CDM must bear ISDN number and selected articles, dissertation and case studies may be recommended for sharing with relevant institutions/ SHQs and uploaded on NIC GD and Knowledge Management Portals.

(i) **Decision**. The Chairman tasked the officer in charge of DMJ to address this issue. The officer in charge of DMJ informed that this is work under progress which will happen after inclusion of DMJ in the UGC carelist.

(e) **Printer for Office(FSBS)**. One printer connected to Internet PC should be available in each faculty. One colour printer should be available in each faculty.

(i) **Decision**. The Chairman instructed all attendees to use Network printers instead of individual printer to optimize the use of available resources. Decision given to drop this point.

(f) **Deficiency of one Clerk**. FSBS has only two clerical staff against the authorisation of three. The case has been taken up regularly with the Adm Branch. Recommended that subject deficiency be made good at the earliest.

- (i) **Decision/Direction.** The HF PAT informed the Chair that CDM has recently conducted a test for recruitment of Clerk and the recruitment is under progress. The Chairman directed that the next recruited Clerk should be given to FSBS.
- (g) **Video Conferencing(FDS).** One room should be maintained for conduct of all video conferences. The room to be equipped with wide-pan camera, smartboard and suitable display system.
- (i) **Decision/Direction.** HoD IS informed the Chairman that the video conferencing facility exists in Sunderji and Latif Hall. Creation of additional facilities is a work in progress. The Chairman directed that any video conference for the projects need to be conducted in Latif till the creation of the new facility.
- (h) **ACR of Army Officers(FSBS).** ACR for army officers are initiated online. It is recommended that same may be implemented in CDM with additional terminals of Army Intranet.
- (i) **Decision/Direction.** The Chairman asked the DS Coord to take a note of this point for inclusion as a point for discussion during the JTC meeting scheduled in the month of September.
- (j) **Infrastructure (FSBS).** Capping of open sockets/drop points and casing of wiring may be undertaken. Replacement/repair/provision of ACs in DS rooms requires to be undertaken.
- (i) **Decision/Direction.** The Chairman asked HFPAT and Col Adm to address all the maintenance issues brought out in a timebound manner.

Closing Remarks by Chairman

5. The Chairman asked the O i/c library to ensure that the user ids for proquest and press reader to be made available to all concerned. In the closing remarks, the Chairman stated that quality improvement being a continuous process, it is incumbent on all stake holders to constantly endeavour for the same. He further exhorted all present to continue applying their minds to identify measures which could be undertaken to further enhance the prestige and standing of CDM, both in the academic world as well as within the armed forces.

6. These minutes have the approval of the Chairman.

CDM/AUA/QAC/9127

Dated : 22 Aug 2022



(G Padma Kumar)
Gp Capt
Coordinator IQAC