

**MINUTES OF INTERNAL QUALITY ASSURANCE CELL (IQAC) MEET**  
**CONDUCTED ON 12 NOV 2021 FOR QE SEP 2021**

- Ref:** (a) CDM Standard Operating Procedure (SOP) on Conduct of IQAC.  
(b) Minutes of CDM IQAC meet held on 14 Nov 2019 for QE 09/2019.  
(c) Minutes of Academic Council Meeting held on 25 Apr 2021.

**Introduction**

1. IQAC meet for the quarter ending Sep 2021 was held on 12 Nov 2021 and was attended by the following:-

- (a) **Chairperson.** Air Vice Marshal Pawan Mohey, Vishisth Seva Medal, Commandant CDM.
- (b) **Head of Faculty (HFs).**
  - (i) Brig Santosh Kumar Nair, HF, Faculty of Behavioural Sciences (FBS).
  - (ii) Brig Praveen Badrinath, HF, Faculty of Resource Management (FRM).
  - (iii) Air Cmde G S Chauhan, HF, Faculty of Decision Sciences (FBS).
- (c) **Faculty Coordinators.**
  - (i) Capt (IN) Aditya Singh Jamwal, FDS.
  - (ii) Col Nishant Sanwal, FBS.
- (d) Gp Capt Kannan D Pillai, Direction Staff Co-ordination (DS Coord).
- (e) Col Piyush Babrewal, Direction Staff Co-ordination (DS Coord A).
- (f) Col Amit, Training Coordinator (Trg Coord).
- (g) Col Amit Oberoi, HoD Information Systems (IS).
- (h) Col P Chakrabarti, Col Adm
- (j) Capt (IN) VMD Jagannath, HoD, Academic and University Affairs (AUA) and Coordinator IQAC.
- (k) Cdr Phani Kumar Nadendla, OIC University Affairs,

**Faculty Quality Improvement Cell (QIC) Meet**

2. Each faculty forming part of CDM 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 Aug / Sep 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 Decisions/Directions of Previous IQAC Meet.**

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

**Faculty of Decision Science (FDS).**

<b><u>S No</u></b>	<b><u>Pts</u></b>	<b><u>Prog</u></b>	<b><u>Remarks</u></b>
(a)	<p><b><u>Improvement in the DS Prayer Rooms.</u></b></p> <p>(i) <b><u>Short Term.</u></b> At present no dedicated DS Prayer Room exists wrt FDS. The DS prayers are held with slides being flashed on the PCs of respective HoD office. It is proposed that Interactive Board and TV be provided in the short term.</p> <p>(ii) <b><u>Point : Mid Term.</u></b> Presently DS Prayers of OR and ICT are being held in the rooms of respective HODs. It is proposed that non-essential training stores be shifted to old CSD Complex and the resultant space be made available for the conduct of DS Prayer. This could be included in the recommendation of an ongoing Board wrt utilization of old CSD bldg.</p>	<p>HFPAT brought out that existing rooms must be dual-utilised and provn of rooms just for DS prayers was not feasible. Thus, any of the fac rooms could be used for the purpose. However, white boards will be made available by DS Coord, as required.</p>	<b>Point Closed</b>
(b)	<p><b><u>QR for MDP ORSA Course.</u></b></p> <p>The duration for the MDP ORSA course has been increased to two weeks. As per present QRs, offrs being nominated for the course should have a min of 12 years' service. However, certain officers being nominated have nearly 25 years of Service. Considering the post course employment, min Service QR for the course may be changed from to six to 16 yrs of service.</p>	<p>Chairman directed that the case be taken up with HQIDS accordingly.</p>	<p>Case taken up with HQ IDS. <b>Point Closed.</b></p>

(c)	<p><b><u>Guest Lectures.</u></b> A wealth of wisdom is shared during the Guest Lectures. Presently, the guest lectures are recorded and preserved in the library for reference. To ensure greater access to the same, it is proposed that recordings of each guest lecture be made available on the CWN <b>for a week's time.</b> As and when the storage capacity increases the entire guest lecture content may be available on CWN.</p>	<p>HFPAT brought out that the video recordings of the guest lectures are of high quality and need high bandwidth for streaming which may disrupt the functioning of the CWN. He further intimated the house that videos of guest lecs are available in the repository with IS Dept and any officer desirous can access them. Similarly, FACs are requested to upload transcripts on VLE.</p>	<b>Point Closed</b>
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**Faculty of Research and Consultancy (FR&C).**

<b><u>S No</u></b>	<b><u>Pts</u></b>	<b><u>Prog</u></b>	<b><u>Remarks</u></b>
(a)	<p><b><u>UGC Recognition for DMJ.</u></b></p> <p>(i) 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.</p>	<p>Chairman agreed to the proposal and directed OIC publication to take up the case for inclusion of DMJ in UGC CARE list.</p>	<p>Case taken up with University of Hyderabad (UoH) [local rep for UGC care journal approval] after recommendations by Osmania University (affiliated University for CDM). Case is under consideration at UoH.</p>
(b)	<p><b><u>Amendment of SOP for conduct of MMS -</u></b> In light of the online evaluation, there is a need to amend the SOP of MMS.</p>	<p>Chairman directed that the amended SOP to be put up for approval.</p>	<p>OU is constantly changing the process for online evaluation. The SOP will be amended post completion of Semex II exams of HDMC 17 course.</p>

(c)	<p><b><u>Clerk for Publication Section</u></b></p> <p>Services of the clerk Ms Savita working in the publication section have been terminated on disciplinary grounds. There is a requirement to nominate a new clerk for the publication section for handling the publication work.</p>	<p>HFPAT info the forum that a total 04 x Civs/Stenos and 03 x MTS have proceeded on retirement in past six months. He also info that Adm Branch was functioning with a defi of five civ clerical staff, whereas not more than one clerical defi was existing per fac. Till such time rect is completed, faculties may have to function with available staff.</p>	<p><b>Point Closed</b></p>
(d)	<p><b><u>Procurement of 'Grammarly' Software for DMJ.</u></b></p> <p>'Grammarly' is a software widely in use by the academia for improving the quality of language used while writing articles. It is proposed to procure this software for use by the DSs to help in writing articles for various publications.</p>	<p>HOD(IS) brought out that approval of IHQ MoD is required to procure any software. HFPAT informed that the case be routed through HOD(IS) for obtaining necessary approvals.</p>	<p>After due considerations it was found that Turnitin software is more effective for content matching and is being used world wide. Accordingly a case was taken up with HoD IS for obtaining approval from HQ IDS. However, HoD IS intimated that e-Shodhsuddhi is a government initiative for facilitating plagiarism checking for all govt. institutions. However, access for the software will be provided only upon approval of affiliating university (OU). Upon approaching OU intimated that</p>

			Trunitin is available with OU and can be utilised for plagiarism checking by CDM on need basis. <b>Point Closed.</b>
(e)	<b>MDP on Data Analytics.</b> The proposed MDP would comprise descriptive, diagnostic, predictive & prescriptive analytics. In armed forces we generally carry out only descriptive and diagnostic analytics which answers only the "what & why" of an event. To be able to find what is likely to happen and what should we do there is an urgent need to move towards the predictive and prescriptive analytics. Hence it is proposed to start an MDP on predictive data analytics by synergizing the expertise of FR & C and FDS.	Chairman directed FR&C and FDS to coordinate and redraft the syllabus for existing Data Analytics MDP, to include prescriptive and diagnostic analysis.	Action completed. <b>Point Closed.</b>

**Faculty of Resource Management (FRM).**

<b><u>S No</u></b>	<b><u>Pts</u></b>	<b><u>Prog</u></b>	<b><u>Remarks</u></b>
(a)	<b><u>Capsule on Methods of Training.</u></b>  (i) It is proposed that a capsule on 'Methods of Teaching' be conducted for newly posted DS, as conducted in IAF and IN. A formal trg will empower the new DSs on various methods of imparting instructions as well as conduct of classes.	The proposal found 50% acceptance in the forum. Chairman directed that a 'Pilot Capsule' for all DS be conducted during 'Train the Trainer Phase' and depending upon the feedback, CDM may see if continuing it was warranted.	A Workshop was conducted by NIETT of Indian Navy. <b>Point Closed.</b>
(b)	<b><u>Knowledge Management (KM) System.</u></b>		

	It is proposed to allocate a dedicated memory space on VLE for FRM wherein all necessary research and study material, presentations, references, etc can be stored. This space should have a privilege access to the faculty.	HoD IS intimated that 'Briefcase' facility on Zimbra Mail caters for the same and may be utilised so by faculties.	<b>Point Closed</b>
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#### **Faculty of Behavioural Sciences (FBS).**

<b><u>S No</u></b>	<b><u>Pts</u></b>	<b><u>Prog</u></b>	<b><u>Remarks</u></b>
(a)	<b><u>Case Study and Case Let.</u></b>  Considering the short time span of external capsules, it is proposed that only case lets be covered in external capsule and case studies be restricted to HDMC/other capsules. This will facilitate saving time during the connect period and will also help in better assimilation of subject/topic concerned.	Chairman has approved the proposal.	<b>Point Closed</b>

#### **4. Discussions on Agenda Points**

##### **(a) Customised FDP.**

(i) **Point (FDS).** Reputed Institutes like IIMs provide the option of customized executive programmes for government organisation and educational institutions catering to specific requirements. CDM to explore such an option for FDP and the same can be availed when the HDMC is not running to benefit the entire department.

(ii) **Discussion/Direction.** DS Coord informed that few IIMs have been approached and the response was not found encouraging as the proposal is not financially viable due to small numbers at CDM for Custom Capsules. Further Fac Coord FDS has been tasked to identify any other IIM/ISB who are willing to conduct such Customised Programmes for CDM.

**Action by Fac Coord FDS.**

##### **(b) IPMA Level 'C' certificates to be excluded from FDP.**

(i) **Point (FDS & FBS).** Placing of IPMA certification as a separate FDP under the aegis of HQIDS would facilitate enhancement of a larger subset of CDM in the field of PM and the overarching effect would be evident in the plough back to the system / respective services.

(ii) **Discussion/Direction.** Chairman intimated the house that based on the availability of funds approval can be accorded for nomination of DSs every year.

**Point Closed.**

(c) **SOP on Destruction of Old Assignments.**

(i) **Point (FDS).** A policy needs to be formulated on destruction of old assignments as these occupy office spaces and are not of nay significance beyond a year.

(ii) **Discussion/Direction.** Chairman directed to destroy all assignments beyond 5 yrs old.

**Point Closed.**

(d) **HDMC Curriculum.**

(i) **Point (FBS, FDS & HoD IS).** Large number of exercise and submissions run parallel during the course. Participants lending focus to only a few subjects, thereby adversely affects their focus on others. It is proposed to have two exercise per subject that requires submission/evaluation/presentation. Duration between the start and finish of the exercise/assignment should not exceed 7 days (Except Kshitij).

(ii) **Discussion/Direction.** Trg Coord informed the forum that the schedule of HDMC is extremely optimised and hence there is no scope for further optimisation. Chairman informed the forum that HDMC is a course with well designed curriculum and the officers nominated for the course are capable of handling the academic rigour, hence status quo to be maintained.

**Point Closed.**

(iii) **Point (HFBS).** Fac Exch with institutes like ISB and IIMs should be initiated.

(iv) **Discussion/Direction.** Fac Exch in the form of Guest Lectures from IIMs/ISBs is already being practiced and is a constant endeavour.

**Point Closed.**

(v) **Point** Additional Ph.D seats to be taken up with OU.

(vi) **Discussion/Direction.** HoD AUA intimated the house that **Five additional seats** have been approved by Osmania University in addition to the existing 05 seats. The same will be reflected in the new MoU scheduled for renewal in Dec 2021.

**Point Closed.**

(vii) Seminar to be conducted on "Call for Papers" basis and speakers should be invited to present their papers on the themes (as followed by reputed institutes).

(viii) **Discussion/Direction.** Chairman has directed that an SOP be finalised for the same by Mar 2022.

**Action by FR&C**

(e) **IT Requirements.**

(i) **Point (FRM).** Issue of Colour Printer, Smart Board for DS Prayer Room, Intranet Terminals for AWAN/AFNET/NUD, Bigger Cameras, Whiteboard etc for online training (akin to IIMs).

(ii) **Point (FR&C).** DS Prayer Room (Bhaskar) HDMI Switch for CWN/Internet PC to Projection/TV output, Interactive Board in the DS Prayer room to be repaired/replaced. Fixed Speaker & Mic system for DS Prayer room and Concealing of cables at various locations in the department.

(iii) **Discussion/Direction.** High resolution Polycom Cameras in all Classrooms (for CWN). For external connects we have high quality cameras, virtual white boards available on touch screens with stylus in classrooms. Complete proposal be forwarded for consideration to HoD IS.

**Point Closed.**

(f) **Infrastructure Issues.**

(i) **Point (FR&C).**

(aa) Replacement of Iron Windows in HoD AUA office.

(ab) Reply by Col Adm:- FR&C has been requested to fwd the detailed plan of all types of MES works for consolidated action.

**Action by FR&C.**

(ac) Repair of Water Fountain at Entrance of CDM Library, Motor and Plumbing needs replacement along with painting of the Structure.

(ad) Reply by Col Adm:- The motor pump is under procurement. CFA sanction has been obtained and the order has been placed on the GeM portal.

**Action by Col Adm.**

(ae) Requirement of a customized rostrum to house both CWN and Internet PC in the DS prayer room.

(af) Reply by DS Coord:- Same will be provided from internal sources.

**Point Closed.**

(ag) Standardisation of furniture and blinds in offices should be done.

(ah) Reply by DS Coord:- Consolidated case taken up and items are under procurement.

**Point closed.**

(ii) **Point (FBS).**

(aa) Replacement of existing white board (4'x7) due to fair wear and tear.

(ab) Reply by DS Coord:- Intimated same is being facilitated.

**Point closed.**

(g) **Miscellaneous – Quality Enhancement**

(i) **Point (FR&C).**

(aa) Consultancy Services to be obtained from M/s. KPMG for CDM projects at the cost of approx. Rs.10 lacs per project. It will include imparting of consultancy training to the members and also award Six sigma black belt certification. Proposed to initiate a case for obtaining consultancy for one project as a pilot.

(ab) Chairman declined the proposal view Confidentiality of the Projects.

**Point closed.**

(ac) **DMJ:** 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.

(ad) Approved by Chairman for implementation.

**Action by DMJ Editor.**

(ae) **Dissertation:** Book prizes/Trophies recommended for Best Dissertations on CSF/PSF/ICSF topics.

(af) Chairman has not approved the point view adequate prizes are already existing.

**Point closed.**

(ag) **Annual Seminar:** Themes/sub themes to be finalized by 15 Apr as per SOP. Papers should be called for from Faculty and participants as well. Dissertation topics may be aligned with Seminar theme.

(ah) Approved by Chairman for implementation.

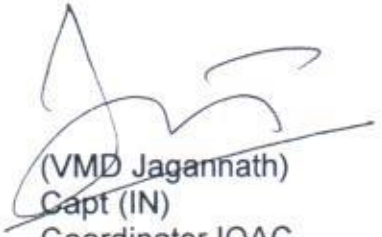
**Action by Annual Seminar Coordinator**

**Closing Remarks by Chairman**

5. 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 : 30 Nov 2021



(VMD Jagannath)  
Capt (IN)  
Coordinator IQAC