



Jagannath International Management School

Kalkaji, New Delhi



Minutes of IQAC Meeting held on 7th Oct 2019

JIMS IQAC meeting was held in the Campus Conference Room on 07 Oct 2019 at 1430 hrs. The following members were present:

Sr.No.	JIMS	External Members
1	Dr.(Cdr.) Satish Seth	1. Prof. R.K.Mittal, Vice Chancellor, Ch.Bansilal Univ, Bhiwani
2	Dr. J.K.Batra - Committee Head	2. Mr. Ashwani Agarwal Rep Local Society
3	Dr. S. K.Breja- Coordinator	3. Mr. Deepak Mehra Head (T & D), Videocon Industries
4	Dr. Preeti Singh	
5	Dr. Rashmi Bhatia	
6	Dr. Seema Agarwal	
7	Mr. Amit Kamra	
8	Ms. Shradha Goyal	
9	Ms. Pallavi Nakra	
10	Dr. Amruta Jajoo	
11	Mr. Akash Singh, PGDM student	
12	Ms. Arushi Sharma, BBA student	

Mr. Shwayantank Ajay expressed his inability to attend the meeting due to previous engagement

At the outset Director-General, JIMS welcomed all members. He thanked Prof. R.K. Mittal for taking time off from his busy schedule to attend the meeting. Thereafter he reviewed the minutes of the last meeting held on 1st Apr 2019 and apprised members of the progress on various suggestions made by them. Status is as below:

A. Action Taken on “New Points” Discussed During Last Meeting (1st Apr 2019)

Sr. No.	Item	Action/Info
1	<p><u>CURRICULAR ASPECTS</u></p> <p>a) At least three certificate and three value added courses should be introduced during academic year 2019-20. Courses can be in areas of IT, Data Analytics, Digital Marketing, PDP etc</p> <p>b) One Workshop/and one Lecture should be organized on each of following cross cutting issues:</p> <ul style="list-style-type: none"> • Art of Living • Values and Ethics • Gender Sensitisation • Environment 	<p>a) DG informed that following certificates courses were organized for students:</p> <p>i. <u>PGDM</u></p> <ul style="list-style-type: none"> • Digital Marketing <p>ii. <u>BBA/B.Com</u></p> <ul style="list-style-type: none"> • Advanced Excel • Language courses (French and German) • Digital Marketing <p>b) Guest Lectures were also organized on:</p> <ol style="list-style-type: none"> i. Value and Ethics ii. Environment iii. Art of Living <p>Members were informed that lecture</p>

		on Gender Equality would be organised in Oct 2019.
2	<p><u>TEACHING, LEARNING AND EVALUATION</u></p> <p>a) <u>Experiential/Participative Learning</u> Institute should focus on experiential and participative learning. Faculty to be encouraged to adopt innovative/creative methodologies in this regard. At least one impactful methodology to be introduced each semester/trimester.</p> <p>b) <u>Mentoring System</u> HODs to focus on proper implementation of mentoring system. No mentor should counsel more than 30 students at a time.</p> <p>c) <u>Slow/Advanced Learners</u> Process for identifying slow and advanced learners needs to be formalized so that appropriate coaching sessions can be organized for each category of students</p>	<p>a) DG informed that the “Flipped Class” technique, an innovative pedagogical tool, had been introduced by PGDM faculty last trimester</p> <p>b) Director and HOD confirmed that Mentoring as well as Professional and Personal Counselling was being conducted by internal faculty. Students were notified of the timing when faculty would be available for the purpose.</p> <p>c) HOD Dr. Rashmi Bhatia informed that extra classes had been scheduled wef Aug 2019 in the weekly class time tables for the slow as well as bright students</p>
3	<u>RESEARCH, INNOVATION AND PEDAGOGY</u>	

a) Strategic Plan (2017-22)

DG informed that NBA Expert Team during their visit to the Institute in Feb 2019 had suggested that Programme Educational Objectives (PEOs) of both PGDM and PGDM (IB) programmes should be different and that strategic goals should be formulated to cover all focus areas of the Plan.

Consequent to visit of the NBA team the Strategic Plan and PEOs/POs were reviewed and suggested improvements were effected.

b) Research Funds/Grants

- i. It was suggested that faculty should endeavour to secure research projects from funding agencies such as DST, AICTE, EDI, ICSSR etc. Also faculty obtaining research grants should be awarded suitable incentives.
- ii. Research fund up to Rs. One lakh to be allocated to BBA & B.Com (H) Dept as done in case of PGDM. Research Policy to be amended accordingly

DG informed that the institute's Research

a) DG informed that efforts were on to engage an academic expert well versed in PO/Cos to advise faculty on mapping of these as a part of direct and indirect assessment.

b) Prof. R.K.Mittal advised that JIMS should approach either AICTE or ICSSR with whom funds were available at present. Director to forward research proposals to AICTE/ICSSR in Oct 2019 and submit progress report in MQAR for Oct 2019.

<p>Policy had been recently reviewed and substantial incentives had been included for securing grants/funds from Govt and Private agencies</p> <p>c) <u>Consultancy Project</u> Faculty should also motivated to undertake Consultancy projects with Govt, PSUs, Corporates and NGOs. At least two Consultancy projects should be obtained during 2019-20.</p> <p>d) <u>Research Publications</u> Faculty to be encouraged to write at least one research paper in an academic year. The paper should get published in any of the quality journals listed in JIMS Research Policy. Faculty should also be encouraged to write and present a paper in a National/International Conference during the academic year.</p> <p>e) <u>Extension Activities</u> Faculty and Students should participate in following extension activities during academic year 2019-20:</p> <p>i. Engagement with</p>	<p>c) (i) Dr. S.K.Breja informed that one EDP programme had been conducted for 15 managers for PSUs in March 2019. (ii) Director informed that discussion was on with M/s. Haldiram for obtaining consultancy project in Nov 2019.</p> <p>d) Dr. Preeti Singh informed that as per revised JIMS Research Policy attractive incentives were provided for faculty publications in top journals such as ABDC, Emerald, Scopus etc.</p> <p>e) (i)HOD informed that Rotaract Club members were active in engagement with community and a calendar of activities for</p>
---	--

	<p>neighbourhood community on social issues through Rotaract Club (03 engagements to be organised)</p> <p>ii. Collaboration with Industry, NGOs etc through NSS, ECO Club, Rotary etc. (05 MOUs to be concluded)</p> <p>iii. Govt/NGO programs such as Swacch Bharat, Gender issues etc. (02 Programmes to be organised)</p> <p>f) <u>Collaborative Programmes</u></p> <p>i. Joint research as well as faculty and student exchange programmes should be undertaken with foreign universities.</p> <p>ii. A visit to Dubai for PGDM students during 2019-20. Visit to organised through LEDMAC</p>	<p>the next academic session commencing 01 Aug 2019 had already been drawn up.</p> <p>(ii) Director informed that five MOUs had been signed this year with following COs:</p> <ul style="list-style-type: none"> • Royal Motors • JIMS - DTDC Express Ltd • JIMS-Future Retail Limited • JIMS-Balaji Marketing <p>(iii) Director informed that following programmes were organized as a part of Swacch Bharat initiative:</p> <p>a) Cleanness Drive in Kalkaji locality</p> <p>b) Distribution of food items in Slums on World Food Day on 16th Oct 2019.</p> <p>f) DG informed that it was proposed to undertake joint project with students of Cologne University of Applied Sciences, Germany. Also that discussion were on with Ledmac, UK for organizing a study tour to Dubai in Dec.</p>
--	---	--

		2019.
4	<p><u>INFRASTRUCTURE AND LEARNING RESOURCES</u></p> <p>a) <u>Development of E-Content</u></p> <p>i. Faculty members to be encouraged to develop e-content relating to curriculum – linked courses. Directors to plan this activity during period May to Jun 2019</p> <p>ii. In order to enhance awareness of faculty in “E-Learning and Content Development” an FDP is to be organised in May 2019.</p> <p>b) <u>Collection of Rare Books, Manuscripts</u></p> <p>It was suggested that Rare Books, manuscripts etc should be identified and purchased as a part of Library enrichment</p> <p>c) <u>E-Books</u></p> <p>At last 30 E – Books should be downloaded each month and faculty and students informed accordingly</p>	<p>a) i) Directors/HODs to encourage their faculty in this regard. Progress report to be included in MQAR</p> <p>ii) Dr. Preeti Singh informed that FDP on “E-Content Development” had been conducted by Training First during May 2019</p> <p>b) Director to initiate action and report progress in SQAR</p> <p>c) HOD, BBA informed that since commencement of this initiative 650 e-books had been downloaded to date.</p>
5	<u>STUDENT SUPPORT AND PROGRESSION</u>	

<p>a) <u>Guest Lecture</u></p> <p>As a part of overall development of students Guest Lectures /Workshops/Coaching classes should be organised in following areas during 2019-20:</p> <ol style="list-style-type: none"> i. Competitive Examination Guidance ii. Career Counselling iii. Human Values iv. Soft Skills v. Yoga and Meditation vi. Personal Counselling <p>b) <u>Sports Competitions</u></p> <p>Students to be encouraged to participate in Sports Competitions at the State, National and International levels.</p> <p>c) <u>Cultural Activities</u></p> <p>Institute should organize cultural festivals and also encourage students to participate in cultural events at the State, National and International level. At least one major Cultural Festival to be organised in 2019-20.</p> <p>d) <u>Placement</u></p> <p>In order to enhance quality of placements efforts be made to invite more top brands to the campus during</p>	<p>a) Dr. Seema Agarwal informed that agreement had been signed with IMS to conduct career counseling sessions in campus in Nov. 2019 and that CAT preparatory classes would commence in Jan 2020. As regards soft skills training this was being done as a part of our in-house one year PDP programme for both PG & UG students</p> <p>b) HOD, BBA informed that UG students were registered to participate in University's Sports competitions scheduled from 10th to 12th Oct. 2019.</p> <p>c) Director informed that the Institute had organized its Annual Cultural Festivals "Zest and Dandiya" to take place on 18th & 19th Oct 2019 at Siri Fort Auditorium , New Delhi.</p> <p>d) Director informed that 03 top brands which had not visited campus last year for</p>
--	---

	<p>placement session. At least five more top brands to be invited during 2019-20.</p> <p>e) <u>Committees</u> Students should be adequately represented in various institutional committees such as Academic Development, Extra-Curricular, Anti-Ragging etc as they are able to express their view point and at the same time develop their planning and execution skills</p>	<p>Placement but had come this year are Cadbury, Dabur and Marico.</p> <p>e) Director and HOD informed that students Reps had been included in all key Committees.</p>
6	<p><u>GOVERNANCE, LEADERSHIP AND MANAGEMENT</u></p> <p>a) <u>Membership of Professional Bodies</u> Faculty members are to encouraged to enroll in at least one Professional Body such as NHRDN, ISTD, ICAI, AIMA etc</p> <p>b) <u>Participation in Seminar/Conference</u> In addition to presentation of a paper in Conference/Seminar faculty should attend one at least one seminar/lecture conducted by other organizations</p> <p>c) <u>Staff Training Programme</u> At least two staff training programmes to be organised, preferably during the summer period. These can be in areas of Computer and Soft skills.</p>	<p>a) Director and HOD informed that all faculty members had enrolled in Professional Bodies such as NHRDN, AIMA, IST, IEI, CSI etc. Institute had also agreed to reimburse fifty percent of annual membership fee as an incentive to faculty.</p> <p>c) Dr. Seema Agarwal informed that following two staff programmes had been conducted during June and July 2019.</p>

	<p>d) <u>Refresher/Orientation Courses</u> As a part of their self-development faculty should attend at least one refresher programme during the summer break or winter period. Courses offered by Jamia Islamia University including outstation courses to be identified</p> <p>e) <u>Quality Initiatives by IQAC</u> Members agreed to continue their endeavours in improving quality in all six focus areas as outlined in JIMS Strategic Plan 2017-22. These included People, Placement, Research, academic Programmes, External Relations and Internal Processes</p> <p>f) <u>Parent Teacher association (PTA)</u> A close relationship to be developed with selected parents and a Committee constituted. At least three activities to be planned and undertaken by the Parent-Teacher Committee in 2019-20. These are to be included in the annual Academic Calendar</p>	<p>i) ERP Academic Module Practical</p> <p>ii) Google Tools and their applications.</p> <p>d) Following faculty attended DU courses in June/July 2019: i) Ms. Barkha Narang (Orientation Course) ii) Dr. Amruta Jajoo (Refresher Course)</p> <p>e) Director and HODs to include progress in MQAR/SQAR</p> <p>f) The PTA Association was formed both for the PG and UG programmes. Director and HOD to ensure that activities are conducted as per schedule and progress reported in MQAR.</p>
7	<u>INSTITUTIONAL VALUES AND BEST</u>	

<u>PRACTICES</u>	
<p>a) <u>Provision of Gender Sensitive Facilities</u></p> <p>In addition to existing facilities in areas of Safety and Security, Counselling and Common Room members suggested enhancing awareness of female students through workshops and lectures on following issues:</p> <ol style="list-style-type: none"> i. Self Defence ii. Health and Sex Education iii. Women Empowerment 	<p>a) Following events were conducted :</p> <ul style="list-style-type: none"> • National Seminar on “Experiential Marketing in India-Emerging trends and Practices” • Workshop on Gender Sensitization • Workshop on “Women Hygiene”
<p>b) <u>Engagement with Local Community</u></p> <p>DG informed that various “Social Awareness” initiatives which were executed as a part of CSR activities during the year ensured adequate engagement with the local community</p>	<p>b) Following activities were conducted by our rotaract club as a part of CSR:</p> <ul style="list-style-type: none"> • Visit to Blind School • Cleanliness drive in Kalkaji Locality • Visit to Old age home, Badarpur, New Delhi
<p>c) <u>Promotion of National Values, National Integration etc.</u></p> <p>DG informed that a number of activities relating to National Festivals, National Integration etc were already being conducted throughout year in compliance with AICTE and University instructions.</p>	<p>c) Following activities were organized as a part of National Festivals/Integration:</p> <ul style="list-style-type: none"> • Matribhasha Diwas • Martyr’s day • Mahavir Jayanti - Birth Anniversary celebration.

B. New Points

Sr. No.	Item	Action/Info
1	<p><u>Value Added Courses</u></p> <p>It was suggested that a course in Business Analytics be started for BBA and B.Com (H) students</p>	<p>HOD (BBA) to liaise with QT Analytics and organize a 40 hour course for UG students. Progress report to be submitted by 01 Nov. 2019.</p>
2	<p><u>Membership of Clubs</u></p> <p>Prof. R.K.Mittal suggested that first year students should be encouraged to join a Club of their interest such as Photography, Music, Dramatics, Fine Arts et c. In fact membership of at least one club should be made compulsory as a part of Students' Skills Development Programme (SDP)</p>	<p>Director and HOD to initiate action and submit progress report by 05 Nov. 2019.</p>
3	<p><u>Vision Statement</u></p> <p>Members suggested that Vision statement of institute be reviewed keeping in mind statements of prominent B-Schools</p>	<p>Director and HOD (BBA) to forward suggestions in this regard by 01 Nov 2019. Suggestions received to be discussed in next faculty meeting in Nov. 2019.</p>
4	<p><u>Executive Development</u></p> <p>It was suggested that institute should offer short term certificate courses for Executives in areas of Robotics, AI, Data Analytics etc as this would help in enhancement of institute's image and</p>	<p>Dr. S.K.Breja to formulate and submit proposal for year 2019-20 by 15th Nov. 2019.</p>

	brand	
5	<p><u>Training and Consultancy</u></p> <p>a) All members opined that institute needed to place more focus on conduct of Training and Consultancy for industry managers. Mr. Deepak Mehra, Videocon, suggested preparation of industry specific training modules based on studies of their products and services.</p> <p>b) In order to promote JIMS in area of Consultancy it was suggested that as a first step faculty profiles should be developed highlighting areas of expertise.</p>	<p>a) Mr. Deepak Mehra to develop specific training modules for selected sectors of industry. Also to submit detailed plan for taking this initiative forward.</p> <p>b) Dr. Breja to prepare a brochure depicting profiles of select faculty in their areas of expertise. Draft brochure to be submitted by 20th Nov. 2019.</p>
6	<p><u>Faculty Workload</u></p> <p>Members suggested that faculty engaged in Research Projects and Consultancy Work should be given reduced teaching load. DG informed that such practice existed and was being implemented in the institute.</p>	For information.
7	<p><u>Certificate/Diploma Courses</u></p> <p>It was suggested that Certificate Courses of 3 to 6 month duration as well as two year Diploma courses should be conducted by JIMS in</p>	DG and Director to explore possibility of conducting such courses and forward progress

	partnership with top companies such as IBM, Microsoft etc. These could be in areas of IT and Management	report by 15 Nov 2019.
8	<u>Development of E-Contest</u> Faculty members should be encouraged to develop e-content relating to Curriculum-linked courses. These could take form of short interactive Videos.	Director and HODs to encourage faculty accordingly and submit progress report in MQAR.
9	<u>Quality Research</u> In order to enhance quality of research it was suggested that faculty should seek guidance of senior researchers in the institute or engage in joint research with faculty of DU/IPU affiliated colleges.	Dr. Preeti Singh to motivate faculty members to engage in joint research papers. Report to be submitted in MQAR and SQAR.
10	<u>Student Research</u> Members suggested that students should be encouraged to engage in research whilst working on Summer Internship Projects. This will help them to expand their knowledge base and also develop diverse perspectives on the project topic.	Director and HOD to encourage students accordingly. Also to consider and offer suggestions on additional weightage to be even to research based projects as a part of evaluation criteria. Proposal to be submitted by 20 Nov 2019.

In conclusion, Director General thanked all members for their views and suggestions and assured them that all necessary actions would be taken to ensure that their suggestions are fully implemented.



Dr. (Cdr.) Satish Seth
Director General