

Minutes of IQAC Meeting Held on 15th June 2020

JIMS IQAC meeting was held online on 15th June, 2020. Hon'ble Chairman Dr. Amit Gupta presided over the meeting. The meeting was attended by the following:

Sl. No.	JIMS KJ	External Members
1	Dr Amit Gupta (Chairman)	Prof RK Mittal (VC Ch. Bansilal University, Bhiwani)
2	Dr Ashok Sharma (Director)	Mr Ashwani Agarwal (Rep Local Society)
3	Dr S K Breja (Coordinator)	Mr Deepak Mehra (T&D), Videocon Industries
4	Dr Rashmi Bhatia (HoD-BBA/BCom)	Mr Shwayatank Ajay Modern Trade North & Head ECOMM PAN India, Beverly Hills Polo Club
5	Dr Seema Agarwal	
6	Dr Komal Khatter	
7	Ms Palak Gupta	
8	Ms Pallavi Ahuja	
9	Dr Amruta Jajoo	
10	Ms Navsheen Zutshi (PGDM Student)	
11	Ms. Divya Nishtala (BBA Student)	
12	Mr. Harsh Sharma (B.Com(H) Student)	

Chairman introduced Dr Ashok Sharma, new director, to the members. Dr Ashok Sharma welcomed all members to the meeting and expressed thanks for taking out time from their busy schedule. Prof R.K. Mittal and other external members congratulated Dr Ashok Sharma for taking over as director JIMS KJ and wished him good luck.

To begin with, Dr Ashok Sharma reviewed the minutes of the meeting held on 7th October 2019.

A. Action taken on the 'New Points' during the last meeting:

Sl. 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>Following value added courses introduced:</p> <p>UG students- Foreign Language in French, German, Digital Marketing, Data Analytics using R.</p> <p>PG students- Advanced Excel Course, Personal growth Lab, Finance Lab, Communication Lab, Advanced SPSS, and PDP activities.</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>Following clubs are functioning:</p> <p>UG- Nine clubs which were operational: Dance, Singing, Dramatics, Placements, Debate, Creative Arts etc</p> <p>PG- NSS Club, Eco Club and Rotract Club, Marketing Club Finance club etc.</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>The review process is on for making changes in vision statement.</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 brand.</p>	<p>Executive Development courses are being introduced in the area of:</p> <ul style="list-style-type: none"> ● Digital Transformation, ● Business Analytics, ● CRM <p>The courses will be held in association with FICCI.</p>

		Already an event- Innovation Summit- was organized at Hotel Taj wherein JIMS KJ was the Academic Partner. Two proposals, one on Mindfulness and second on design thinking received from FICCI and more are being pursued.
5	<p><u>Training and Consultancy</u></p> <p>a) All members opined that the institute needed to place more focus on the 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) The industry-specific training modules development is in progress.</p> <p>b) Consultancy brochure has been prepared and we are planning to send it to the industry through our Placement Coordinator.</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 partnership with top companies such as IBM, Microsoft etc. These could be in areas of IT and Management</p>	Director informed that we are exploring the opportunity with E&Y, NSE Academy.
8	<p><u>Development of E-Content</u></p> <p>Faculty members should be encouraged to develop e-content relating to Curriculum-linked courses. These could take form of short interactive Videos.</p>	Director informed that Digital Artifacts have been prepared and uploaded on various digital platforms. Faculty

		videos and presentations are available for review. The list is there in AQAR
9	<p><u>Quality Research</u></p> <p>In order to enhance the 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.</p>	<p>The quality of research has been improving gradually, The number of papers published in the scopus indexed journals are increasing gradually. The faculties are also presenting papers in international conferences.</p> <p>The 8 M in house journal has been approved by UGC-CARE and is added in their list.</p> <p>The active research committee monitors progress to enhance quality.</p>
10	<p><u>Student Research</u></p> <p>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.</p>	<p>Students are being encouraged and a few research papers have been published.</p>

B. New Points

Sl. No.	Item	Action/Info		
1.	<p><u>Reconstitution of IQAC</u></p> <table border="0"> <tr> <td> <p><u>Internal Members</u></p> <p>1. Dr. Ashok Sharma</p> <p>2. Dr. S. K. Breja-Coordinator</p> <p>3. Dr. Rashmi Bhatia</p> <p>4. Dr. Seema Agarwal</p> <p>5. Dr. Komal Khatter</p> <p>6. Ms. Palak Gupta</p> <p>7. Ms. Pallavi</p> </td> <td> <p><u>External Members</u></p> <p>1. Prof. R.K. Mittal, Vice Chancellor, Ch. Bansilal Univ, Bhiwani</p> <p>2. Mr. Deepak Mehra, Head (T & D), Videocon Industries</p> <p>3. Mr. Shwayantank Ajay, Head Key Accounts Pan India, Spunk, Future Group</p> <p>4. Mr. Ashwini Agarwal-Rep Local Society</p> </td> </tr> </table>	<p><u>Internal Members</u></p> <p>1. Dr. Ashok Sharma</p> <p>2. Dr. S. K. Breja-Coordinator</p> <p>3. Dr. Rashmi Bhatia</p> <p>4. Dr. Seema Agarwal</p> <p>5. Dr. Komal Khatter</p> <p>6. Ms. Palak Gupta</p> <p>7. Ms. Pallavi</p>	<p><u>External Members</u></p> <p>1. Prof. R.K. Mittal, Vice Chancellor, Ch. Bansilal Univ, Bhiwani</p> <p>2. Mr. Deepak Mehra, Head (T & D), Videocon Industries</p> <p>3. Mr. Shwayantank Ajay, Head Key Accounts Pan India, Spunk, Future Group</p> <p>4. Mr. Ashwini Agarwal-Rep Local Society</p>	For information
<p><u>Internal Members</u></p> <p>1. Dr. Ashok Sharma</p> <p>2. Dr. S. K. Breja-Coordinator</p> <p>3. Dr. Rashmi Bhatia</p> <p>4. Dr. Seema Agarwal</p> <p>5. Dr. Komal Khatter</p> <p>6. Ms. Palak Gupta</p> <p>7. Ms. Pallavi</p>	<p><u>External Members</u></p> <p>1. Prof. R.K. Mittal, Vice Chancellor, Ch. Bansilal Univ, Bhiwani</p> <p>2. Mr. Deepak Mehra, Head (T & D), Videocon Industries</p> <p>3. Mr. Shwayantank Ajay, Head Key Accounts Pan India, Spunk, Future Group</p> <p>4. Mr. Ashwini Agarwal-Rep Local Society</p>			

	<p>Ahuja 8. Dr. AmrutaJajoo 9. Mr Amit Kamra 10. Ms Navsheen Zutshi (PGDM Student) 11. Ms. Divya Nishtala (BBA Student) 12. Mr. Harsh Sharma (B.Com(H) Student)</p>		
2	<p><u>Initiatives during lockdown</u></p> <ul style="list-style-type: none"> ● Online classes have been held for first year and second year students of PGDM, PGDM (IB) and UG. Syllabus completed. ● Online exams also held for both the batches. ● Dissertation and mentorship project presentations organized and viva vice held online. ● Faculty and Students have attended a number of webinars conducted through various agencies like AICTE, FICCI, MSME ministry, Innovation council etc. <p><i>It was suggested:</i></p> <ol style="list-style-type: none"> a) <i>Blended mode is best where both online and offline content is to be shared.</i> b) <i>Online competitions in gardening, photography may be organized. Problem oriented assignment to be given and software like turnitin to be used to check the plag.</i> c) <i>Online classes evaluation is essential. Committee to evaluate the learning and based on the feedback from the peer.</i> d) <i>Video resume of the student is the upcoming trend. So the group projects with videos to be uploaded so that the students can learn to use the skills for placement.</i> e) <i>Online study mode has to be changed, a ppt or material to be shared, then in class discussion case study or some task to be presented. Evaluation on leadership and participation, latest current case study to be discussed to keep the students engaged.</i> 	<ol style="list-style-type: none"> a) For information. b) Prof Mittal appreciated the efforts of JIMS for taking care of student requirements and keeping things on track. c) Director to initiate appropriate actions regarding online teaching. 	

3	<p><u>CURRICULAR ASPECTS</u></p> <p>The certificate courses have been successfully conducted for the students</p> <p><u>PGDM</u></p> <ul style="list-style-type: none"> ● Advanced Excel <p><u>BBA/B.Com</u></p> <ul style="list-style-type: none"> ● Advanced Excel ● Language courses (French and German) ● Digital Marketing <p>Guest Lectures were also organized on:</p> <ul style="list-style-type: none"> ● Value and Ethics ● Environment ● Art of Living ● Gender Equality <p><u>New courses</u></p> <p>Post graduate: There are new courses in Area of: finance, Strategy, Entrepreneurship, and in International Business.</p> <p>Under Graduate: Entrepreneurship Development, GST, Project Management, E-commerce.</p> <p><i>In PGDM, Finance, Strategy, Business analytics electives are added. Business analytics electives. PGDM with Analytics is having a good demand. Shwatank: Suggested Digital marketing is added in syllabus.</i></p>	<p>Director to initiate action for introducing digital marketing elective course.</p>
4	<p><u>TEACHING, LEARNING AND EVALUATION</u></p> <p>Director informed:</p> <p>a) <u>Experiential/Participative Learning</u></p> <p>The Flipped Class technique was used in the last semester.</p> <p>E-content in the shape of recorded lectures were also developed in the last semester. E-books being shared with students. In order to induce deductive thinking students were encouraged to write researched articles.</p> <p>b) <u>Mentoring System</u></p>	<p>a) For information.</p> <p>b) Director to communicate to internal mentors to place emphasis on professional mentoring and regular monitoring of the process to be done. Also skills training to be ensured.</p>

	<p>Mentoring system has been now strongly imbibed in the institution. There were regular mentoring sessions which were conducted with emphasis on Academic Mentoring, Professional Mentoring, Behavioural Mentoring, Personal Mentoring.</p> <p>c) <u>Slow/Advanced Learners</u></p> <p>The process of identifying Slow learners and advanced learners is also put in place.</p> <p><i>Prof. Mittal : Faculty meeting should discuss and impart skills to students regarding relevance of ppt, seminar, case study. Convey this in the faculty meeting regularly. Matrix can be prepared with faculties to remove duplicates activity, and to achieve the objectives.</i></p> <p><i>Mr Deepak Mehra placed emphasis on more professional mentoring.</i></p> <p>d) <u>Development of E-Content</u> Faculty has prepared some videos.</p> <p><i>Suggestions:</i></p> <ol style="list-style-type: none"> <i>Faculty to be encouraged to enroll for MOOC</i> <i>The monitoring of the students should be done regularly. They should take some courses as per UGC guidelines for taking 20% MOOC courses.</i> <i>Identification of right courses needs to be done.</i> <i>Technology oriented course will be preferable. Introduction of personal health or wellness is to be discussed in the Institute.</i> <i>Monitoring of the course enrolled should be done and mock test for students.</i> <i>Google drive to be maintained for content. The panel was appraised of the google drive where we are uploading the Slides and material.</i> 	<p>d) Director to take action on Development of E-Content</p>
5	<p><u>RESEARCH, INNOVATION AND PEDAGOGY</u></p> <p>Director informed:</p> <p>a) <u>Strategic Plan (2017-22)</u> Suitable tools were identified to assesses the attainment of the objectives.</p>	<p>a) For information.</p>

Direct Measures:

Midterm Test , End Semester Exam, Rubrics, Mentoring projects , Summer internship, Dissertation presentations, and Viva

Indirect Measures:

Students Feedback, Satisfaction Surveys
Alumni Surveys, Employers Surveys
Student Exit Survey

b) Research Funds/Grants

A project has been submitted in ICSSR
Title of proposal- Childhood in Crisis: Impact of media and society in generating consumerism and materialism among Children
Funding agency- ICSSR- IMPRESS
Funding amount- Rs. 4,96,000
Status- completed all three stages of proposal selection, waiting for the grant.
Received fund for International conference on HR in the Age of Digitalization from AICTE which was conducted in the month of Feb.

c) Consultancy Projects

Some inroads have been made in MDPs and a few done during last year.

d) Quality Research

It was suggested:

- a) *We should tie up for the right subjects and jointly submit the paper. Target based few projects 5 to 6 should be done. Minor problem based industry requirements to be focused upon.*
- b) *Students to build a linked in ID and write an article on it and then it needs to be boosted.*
- c) *To build the research culture in the institution. Faculty build research based minor projects and students are prompted to implement the suggestion.*

e) Research Publications

Our Journal 8M is approved by UGC Care and listed on this website.
The next target would be to get it listed on other

b) Dr Breja to update the consultancy profile and share with members. Also, put it on the JIMS website.

d) Director to take action on Quality Research

	<p>Index like Scopus, or WoS.</p> <p>f) <u>Extension Activities</u></p> <p>We have been able to do a lot of extension activities with Govt and also with NGO, Rotract Club JIMS Kalkaji NSS Club JIMS Kalkaji Eco Club</p> <p>g) <u>Collaborative Programmes</u></p> <p>We have been able to hold a number of collaborative programmes wherein our students undertook market research for the corporate which have been under the mentorship of industry people. Some of the MoU have been also signed in the last academic year for Academic and Research Collaboration.</p> <ul style="list-style-type: none"> ● Technology Arts Science T H Koln Cologne Germany ● Bloomsbury Publishing India ● FOMHochschule fur , Oeconomics& Management gemeinnutzigeGeselischafmbH, Leimkugeistr .6,45141 Essen, Germany <p><i>Prof. Mittal opined that ICSSR is the best option available and second is DST from where projects can be funded. Funding is not important but getting the project adds on the development of profile. He suggested profile of institution to be put on the website. The profile needs to be shared with all the members.</i></p>	
6	<p><u>INFRASTRUCTURE AND LEARNING RESOURCES</u></p> <p>a) <u>Development of E-Content</u></p> <p>Four FDPs also organized on:</p> <ul style="list-style-type: none"> ● ISO 9001Quality management system ● Use of Digital Web applications like zoom for conduction of classes ● Training on MIS –ERP system for effective governance. ● FDP on Question paper setting for online exams and conduction along with proctoring of exams. 	

	<p>b) <u>E-Books</u> At last 30 E – Books should be downloaded each month and faculty and students informed accordingly.</p>	
7	<p><u>STUDENT SUPPORT AND PROGRESSION</u></p> <p>a) <u>Guest Lecture</u> We have been able to conduct around 30 Guest lectures. These were conducted by distinguished speakers.</p> <p>b) <u>Sports and Cultural Activities</u> Students participate in various inter institute and university sports event also.</p> <p>c) <u>Placements</u> Around 130 companies visited the campus. We had an international placement with a package of 17 L. Avg. salary has been 5.12 L.</p> <p><i>a) It was felt that cultivating the efficiency in students is the key to success in corporate world.</i> <i>b) HR managers to be mapped and contacted. Workshop or event for HR engagement can be done.</i> <i>c) Committee suggested some companies like TCS, E&Y and Deloitte which look for HR analytics so focus on students to be made.</i></p>	<p>a) For information b) Director to take appropriate steps for student progression as suggested.</p>
8	<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, GIFT, ISTD, ICAI, AIMA etc. The membership efforts are continuing.</p> <p>b) <u>Participation in Seminar/Conference</u> Faculty have participated in a number of seminars, conferences and webinars. Plans are afoot to collaborate with PHDCCI and FICCI for organizing joint programmes.</p>	For information

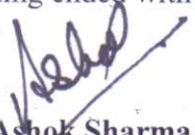
	<p>c) <u>Faculty Development Programmes</u> FDP on research methods and enhancing publications is being planned.</p> <p>d) <u>Refresher/Orientation Courses</u> The faculty is enrolled for MOOC courses and the progress with regard to all courses is being reported in weekly reports and MQAR/SQAR.</p> <p>e) <u>Quality Initiatives by IQAC</u> Student concerns with regard to classes and exams have been addressed proactively and action taken for holding online classes and exams, mentorship/dissertation vivas etc. Also SIPs have been arranged. Thus students placed or going for SIPs are happy and the results of exams are also planned to be declared by the end of the month. ISO 9001: 2015 Management System is in place and certified.</p> <p>f) <u>Parent Teacher association (PTA)</u> There is progress in this matter. Opinion of parents is being taken in improving the quality of education and employability. Parents have come forward in ensuring internship for students in their hometown. Improved communication has led to improvement in college-parent relations.</p>	
9	<p><u>INSTITUTIONAL VALUES AND BEST PRACTICES</u></p> <p>a) <u>Engagement with local community</u></p> <p>JIMS has worked with Unnat Bharat Mission and worked on five villages, Aali, Tajpul, Kotla Mahigiran, Hauzkhas and Maidan Garhi. Carried out household survey and uploaded the data on UBA site. Also, the students and faculty visited villages to create education and health awareness. Visit to Vridha ashram (Old Age Home) was carried out in Aali village. Workshop on Women hygiene was also carried out in Aali Village. Now proposal is under consideration for grants for holding skill development programmes in these villages.</p> <p>These activities are supposed to be taken up and given a boost under the NSS and UBA programs.</p>	

These programs provide opportunity for engaging with local community in a broader sense.

b) **Promotion of National Values, National Integration etc.**

National days and important events are also being conducted as per AICTE instructions. Teachers' Day is celebrated to impart a sense of discipline among the students and also developing closer relationship for guiding and mentoring them. Pledge of national integration is administered on the occasion of national Integration Day Prof. Mittal appreciated the efforts and said JIMS is already doing a lot and asked to keep up.

Meeting ended with a vote of thanks to the chair.


Dr. Ashok Sharma
Director