

# Jagannath International Management School

Kalkjai , New Delhi – 110 019

24<sup>h</sup> May 2016

## Minutes of IQAC Meeting held on 16th May 2016 at 3:00PM in the Conference Room

The meeting was presided over by Dr.(Cdr.) Satish Seth, Director-General.

### Members Present:-

1. Dr.(Cdr.) Satish Seth
2. Dr. J.K.Batra
3. Dr. Timira Shukla
4. Dr. Rashmi Bhatia
5. Dr. Preeti Singh
6. Dr. Seema Agarwal
7. Dr. Akshat Dubey
8. Ms. Pallavi Ahuja
9. Mr.Ankur Wahal
10. Mr. Shwayatank Ajay

Prof. R.K.Mittal and Mr. Ashish Kumar were unable to attend the meeting due to previous engagement.

Director-General welcomed members. He thereafter briefly reviewed the minutes of the last meeting. As there were no observations from members the minutes were taken as approved.

The following points were discussed and decisions taken thereof are outlined below:

S.No.	Item	Action Required/Taken
1	<u>Curriculum Development</u> Improving ranks in University Counseling for BBA and BCA students	HODs to carry out analyses on completion of admission and submit report by 05 Aug 2016.

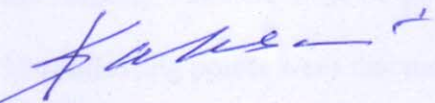
2	<b><u>Faculty Feedback</u></b>	Director/HODs to ensure feedback submitted by students is in the revised form. Analyses to be submitted as a part of SQR/TQR by 26 <sup>th</sup> May 2016.
3.	<b><u>Students Exams Performance</u></b>	Results of PGDM, PGDM (IB),BBA and B.Com(H) were reported as excellent. Director/HODs to ensure past performance level is further improved in 2016-17 session.
4.	<b><u>Guest Lectures</u></b>	Director/HODs to contact resource persons from industry, Govt, PSUs etc to check their availability for Guest Lectures. Tentative lecture schedule for July and August to be submitted by 20 <sup>th</sup> June 2016.
5.	<b><u>Industry Visits</u></b>	Director/HODs to contact reputed companies such as Hero Honda, Atlas, Dabur, Parle, HCL, Max India, Coco Cola etc and draw up tentative visit scheduled upto Nov 2016 by end Jun 2016.
	<b><u>Research Consultancy &amp; Extension (Seminar Presentation Paper Publications, Book/Chapter Publications)</u></b>	
6	Minor and major research projects to be undertaken by faculty	Dr. Preeti Singh to encourage faculty and put up suitable project proposals for approval of funds by 15 <sup>th</sup> July 2016.
7	Faculty to write two research papers in a year – one at least in a reputed journal	Director/HODs to motivate faculty. One paper to be written during summer period. Completion report to be submitted by 26 Jun 2016.
8	External agencies to be identified for funding research projects	Dr. Timira Shukla to identify external funding agencies once suitable project proposals are provided by Dr. Preeti Singh
9	Research Paper Competition to be organized on a grand scale preferably in partnership with a top B-School	Dr. Preeti Singh to prepare draft proposal and liaise with top B-Schools such as FMS, IIFT etc Progress report to be rendered by 10 July 2016.
10		Director/HODs to write one research paper each by 30 <sup>th</sup> June 2016.

	Director and HODs to set example by writing one research paper during summer period	
11	<b><u>Institutional Publications (JIMS 8M)</u></b>	Dr. Preeti Singh stated that list of external paper reviewers had been finalized. However confirmation from foreign university faculty is awaited.
12	<b><u>Institutional Social Responsibility</u></b>	Director/HODs to prepare CSR activities plan for period July to Dec 2016. Plans to be submitted by 30 Jun 16.
13	<b><u>Infrastructure (Physical, Library, IT)</u></b>	<p>a) Dr. Rashmi Bhatia confirmed that 580 text/reference books had been purchased since Jan 2016. Also an exercise had been carried out and 154 old books needed to be replaced with latest editions. Dr. Bhatia to ensure new books to be purchased by end Jun 2016.</p> <p>b) Admin Manager to draw up cost estimate for renovation of toilets i.e. replacement of tiles, toilet seats etc. Cost estimate to be submitted by 31 May 2016.</p> <p>c) List of A/c which have low cooling to be prepared. Quotation for replacing these to be obtained by Admin Manager and report on replacement cost to be submitted by 05 Jun 2016.</p>
14.	<b><u>Students Support and Progression</u></b> (Cultural & Co – curricular Activities, Sports)	Director/HODs to ensure that maximum students participate in various competitions conducted by University, DU Colleges and by JIMS. Sport Competitions to be conducted at Inter-Campus level in field games during period July-Dec 16.
15	<b><u>Students' Placement and Internship</u></b>	<p>a) SIP for PG and UG courses to be strictly monitored by internal faculty guides and submission of students Attendance-Cum-Performance reports by industry managers ensured. Status report to be submitted every fortnight commencing 31<sup>st</sup> May for PGDM &amp; PGDM (IB) and 15<sup>th</sup> June for BBA and B.Com (H) students.</p> <p>b) Director/HODs to ensure above.</p>
	<b><u>FDP/Orientation Programmes</u></b>	
16	Dr. Timira Shukla to prepare FDP	a) Following FDPs scheduled :

<p>17</p>	<p>schedule for 2016-17 (02 FDPs of one day duration and 02 of one week duration). First FDP of one week duration to be conducted in June 2016</p>	<p>i. FDP by Dr. Anu Singh Lather on 18 Jun 16 – (HR topic)</p> <p>ii. JIMS-QA Analytics FDP on Res. Methodology from 20 to 26 Jun 16</p> <p>iii. JIMS-NEN 03 day FDP on Entrepreneurship from 13 to 15 FDP.</p>
<p>18</p>	<p>Sponsoring FDP through AICTE to be pursued.</p> <p>Faculty to be nominated to attend UGC approved Orientation Programmes</p>	<p>iv. One FDP in December 2016. Details to be finalized.</p> <p>b) Dr. Timira Shukla to prepare proposal for AICTE once brochure is printed.</p> <p>c) Dr. Rashmi Bhatia to identify suitable orientation programmes which faculty can attend once 2(f) recognition is awarded to institute.</p>
<p>19</p>	<p><b><u>Foreign University Collaboration</u></b></p>	<p>As it has now been decided to introduce the BA (H) programme with West minster University the draft brochure has been sent to them for approval and printing.</p>

In conclusion DG stated that all above activities were intended to achieve progress with regard to implementation of quality initiatives as envisaged in the Institute's strategic/perspective plan. He urged all present to pursue all aforementioned activities with utmost vigour

Regards,



Dr.(Cdr.) Satish Seth

Director-General

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