



Jagannath International Management School

Kalkaji, New Delhi



Minutes of IQAC Meeting held on 1st April 2019

JIMS IQAC meeting was held in the campus Conference Room on 01 Apr 2019 at 1030 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	Ms. Ashima Saxena	
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 22nd Dec 2018 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 (22nd Dec 2018)

Sr. No.	Item	Action/Info
1	<p><u>Research and Consultancy</u></p> <p>a) Prof. R.K.Mittal noted that whilst progress had been made in Research with faculty’s papers getting published in quality journals such as Scopus, Emerald etc however more efforts should be made in area of Consultancy also.</p> <p>b) He also suggested that faculty engaged in research and consultancy projects should be given less teaching load..</p>	<p>a) DG informed that institute had in addition to completing assignments from Balaji Enterprises and Surya Air Products in Sep and Nov 2018 had also been given consultancy training assignments by M/s. Haldiram.</p> <p>b) Director informed that teaching load of faculty engaged in research was under review and would vary review depending quantum of research. For an Asst. Prof it would vary between 8 to 12 hours per week.</p>
2	<p><u>Curriculum</u></p> <p>a) It was suggested that a course in</p>	<p>a) DG informed that</p>

	<p>Computer Added Management be considered for introduction in PGDM Curriculum</p> <p>b) New technologies such as Cloud computing, Robotics AI, Block Chain etc. should also be considered for introduction as separate courses or included in syllabi of existing courses.</p>	<p>suggestion to introduce new courses was under consideration and proposal would be ready for review by the Academic Development Committee by end Apr 2019.</p>
3	<p><u>Employability Skills</u></p> <p>Prof. Mittal suggested that PG courses be designed in a manner such that practical component was high to ensure enhancement in employability skills</p>	<p>DG informed that post visit of NBA Expert team in February this year the existing PEO, POs COs and Graduate Attribute (GA) had been reviewed and some tweaking had been undertaken to effect improvements. The Course Outcomes now clearly reflected the employability skills such as communication, team work, problem –solving, decision-making, self-management etc which the students were expected acquire on completion of each of the courses.</p>
4	<p><u>Foreign University Collaboration</u></p> <p>Members queried regarding progress made in area of student and faculty exchange</p>	<p>DG informed that JIMS and Westminster were engaged in</p>

	programmes with foreign Universities.	syllabus mapping exercise for introduction of the BA (H) in Business Management programme this year. He stated that mapping exercise was likely to be completed by first week of April.
5	<p><u>Students Performance</u></p> <p>Dr. Rashmi Bhatia informed that BBA and B.Com(H) students had excelled in the May examinations of University by scoring top ten ranks.</p>	Dr.Rashmi Bhatia informed that special classes had been organized for about 15 students each from BBA and B.Com(H) during the Jan-Mar 2019 period.
6	<p><u>Students Competitions</u></p> <p>Prof. Mittal suggested that JIMS students should enter competitions organised by prestigious colleges and endeavour to win prizes by competing against national talent.</p>	IIM Indore in association with Make Intern conducted a three day workshop on “Digital Marketing” from 14 to 16 March 2019. Five PGDM students were selected to present Business Plans at the i5 Entrepreneurship Summit being organized by them in May 2019
7	<p><u>Special Lectures</u></p> <p>Members suggested that institute should organise Special Lectures to apprise students with new technologies/trends of Big Data Analytics, Lean Implementation, VUCA</p>	<p>Director informed that the following special lectures were organized in the interim period:</p> <p>a) Lecture on “Insolvency and</p>

	Environment etc.	<p>Banking Code” was conducted by Mr. Ankur Wahal on 1st Dec. 2018.</p> <p>b) Lecture on "Intellectual Property Rights” would be conducted by Mr. Saurabh Trivedi and Mr. Vivek Dahiya, on 2nd April, 2019</p>
8	<p><u>Students Involvement</u></p> <p>Prof. Mittal suggested that a student -centric approach be introduced such that students plan and execute various activities such as seminars, conferences, workshops etc. DG informed members that all such activities were being fully organised by students.</p>	<p>Director informed that students were a part of most Committees such as Extra-Curricular, Academic Development Discipline, IQAC etc. and events such as International Conference (23rd Feb), Marketing Seminar (09th Mar), E-Week (03- 06 Mar) and Finance Seminar (30th Mar) were successfully organised by them only</p>
9	<p><u>New Courses</u></p> <p>It was suggested that in addition to the existing “Values and Ethics” Course a module on “Character Building” as well as “Hobbies” should also be introduced in Curriculum. These should be “credit”</p>	<p>The suggestion is being considered along with item at Srl 2 and detailed proposal will be finalised by end Apr 2019.</p>

	courses.	
10	<p><u>Communication Lab.</u></p> <p>Prof. Mittal stated that adequate emphasis be given to English Language pronunciation and grammar as this was a life-long skill which students should essentially develop.</p>	<p>DG informed that the Communication Lab had been suitably augmented with software which included exercises in grammar and pronunciation</p>

B. New Points

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>Director/HODs to initiate action and ensure workshops are conducted during next academic session. Progress to be indicated in SQAR</p>

2	<p align="center"><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) & b) Director/HODs to monitor and provide feedback as a part of MQAR.</p> <p>c) Dr.Rashmi Bhatia to implement process as finalised by Dr. V.K.Dhar and submit progress report in SQAR</p>
3	<p align="center"><u>RESEARCH, INNOVATION AND PEDAGOGY</u></p> <p>a) <u>Strategic Plan (2017-22)</u></p> <p>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</p>	<p>a) For Information</p>

	<p>focus areas of the Plan.</p> <p>Consequent to visit of the NBA team the Strategic Plan and PEOs/POs were reviewed and suggested improvements were effected.</p> <p>b) <u>Research Funds/Grants</u></p> <p>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.</p> <p>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</p> <p>DG informed that the institute's Research 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></p>	<p>(b) to (e) Director/HODs to initiate action and provide progress report in MQAR</p>
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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.

d) Research Publications

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.

e) Extension Activities

Faculty and Students should participate in following extension activities during academic year 2019-20:

- i. Engagement with neighbourhood community on social issues through Rotaract Club (03 engagements to be organised)
- ii. Collaboration with Industry, NGOs etc through NSS, ECO Club, Rotary etc. (05 MOUs to be concluded)

	<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>f) DG to initiate action and organise visit to Dubai through LEDMAC</p>
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>a) i)Directors/HODs to encourage their faculty in this regard. Progress report to be included in MQAR</p> <p>ii) Dr.Preeti Singh to organize FDP on “E-Content Development” by Training First during May 2019</p> <p>b) Director to initiate action and report progress in</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>SQAR</p> <p>c) Director to ensure and provide status report in SQAR.</p>
5	<p><u>STUDENT SUPPORT AND PROGRESSION</u></p> <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</p>	<p>Director/HODs to initiate action and report progress at Srl (a) to (c) in MQAR and at Srls (d) to (e) in SQAR</p>

	<p>International level. At least one major Cultural Festival to be organised in 2019-20.</p> <p>d) <u>Placement</u> In order to enhance quality of placements efforts be made to invite more top brands to the campus during 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>	
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>(a) to (d) Director/HODs to ensure and report progress in MQAR. Dr. Seema Agarweal to organise during month of May 2019.</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>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>e)For Information at this stage</p> <p>a)Director to constitute committee by end April in consultation with HODs.</p> <p>b)Progress on activities conducted to be reported in SQAR.</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>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>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>(a) and (b) Director and HODs to ensure at least one activity in each of the three areas is organised during the academic year and progress reported in MQAR</p> <p>c) All activities conducted in this regard to be reported in SQAR by Director/HODs</p>

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

A handwritten signature in blue ink, appearing to read 'Satish Seth', with a long horizontal flourish extending to the right.

Dr. (Cdr.) Satish Seth

Director General