

# Jagnath International Management School

Kalkaji, New Delhi

24<sup>th</sup> July 2015

## Minutes of IQAC meeting held on 20<sup>th</sup> July 2015

To discuss the progress on JIMS Strategic Plan and make the institute a World Class System Driven Organisation a meeting presided by DG was held on Saturday 20<sup>th</sup> July 2015 in the Conference Room of JIMS, Kalkaji. Directors, HODs and IQAC Members were present.

### Member Present:

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

The following issues were discussed and decisions taken to thereof are given below:

S. No	Item	Description	Responsibility	Action Required/ Target Date
1	MDP/ Consultan c.	a) Faculty to focus on organization of MDPs and undertake consultancy assignments.  b) Faculty organizing MDP/Consultancy would be entitled to revenue sharing on 50:50 basis	a) DG to write to renowned faculty with industry experience and finalize the list of 15-20 experts who will ensure capacity building of JIMS in the area of MDPs and Consultancy.  b) Director to prepare Specific action plan for MDPs and Consultancy projects. MDP/Consultancy Plan for the year 2015-16 is to be finalized and submitted for approval by 10 June 2015. Opportunities with MSMEs and dot.com	a) 10 <sup>th</sup> August,2015  b) The revised date for submitting the specific plan is 17 August, 2015  Directors to get projects

		c) Tentative consultancy charges could be Rs. 10000/- for full day and Rs. 5000/- for half day	companies to be explored.  c) Ms. Anupa to liaise with companies from the available data base. The emerging companies in the E Commerce business need to be focused. Progress report to be submitted by 10 <sup>th</sup> June 2015	DG to liaise with MICROMAX for training assignment.  Progress report to be submitted by 20 <sup>th</sup> August, 2015.  c)The revised date for submitting the specific plan is 15 <sup>th</sup> August, 2015
2.	Admission s	Student intake should be increased by tapping potential in countries such as Africa, Nepal, Bangladesh etc. Educational Counselors in Embassies of African countries like Ethiopia, Tanzania, Congo etc. and Asian countries to be contacted.	Directors/Admission Team to initiate action and report progress by 30 <sup>th</sup> May 2015	Director to provide information of foreign students admitted till now by 31 July, 2015.
3	Employee of the month	Employee of the "Month Award" now to be re-titled as "Star Performer/Outstanding Performer" and announced during birthday celebrations of faculty and staff every month. . Chairman will attend the event.	All Director's to ensure.	Director to forward criteria for Best Employee Award to other campuses also.
4	JIMS App on phone	Report from G.L. Bajaj regarding working of the software to be taken and the Vendors for App to be identified. The renewal of the existing APP to be done.	Dr. Seema Agarwal to submit action completion by 30 <sup>th</sup> May 2015	Dr. Seema to organize Demo between 27 <sup>th</sup> to 30 <sup>th</sup> July, 2015
5	Caller tunes for faculty &	More possibilities for the same to be explored.	Dr. Seema Agarwal to give completion report by 30 <sup>th</sup> May 2015	Dr. Seema to ensure completion of

	staff			work by 27th July 2015
6	Performance Appraisal	To be done twice a year	Directors to ensure	Directors to keep the duly evaluated performance appraisal reports of their faculty & Staff ready by 25th July 2015
7	Main Activities Calendar	Strict adherence to be ensured and no event to be missed.	DG to promulgate calendar for July to Dec 2015 by 31 <sup>st</sup> July 2015	Done
8	New faculty recruitment	Written Test and Personal Interview to be conducted Reference check on landline only 3 - 6 months probation period Never mention salary in offer letter Date of joining to be given by each campus	Director to initiate actions as indicated	1. Bond to be got signed by new faculty members Within one week of their joining.  2. New Faculty to sign undertaking that all certificates provided by him/her are authentic.  3. Also reference check for new Faculty/Staff from their previous employers to be under taken by the Secretary to the Director.
9	Induction of faculty	Employee orientation and papers Company policy handout Org. structure in printed format and displayed all over Company infrastructure details Check list for new employee Ask him to write flowchart and KRA's 3 times	Directors to ensure that proper induction of new faculty is organized as per issued guidelines.	a) Orientation of the new faculty and Staff to be done on the first day of joining  b) Minute to Minute programme to be promulgated prior to day of

		Motivation Videos Appraisal should be twice a year.		Joining of faculty.  c) New organization structure to be prepared by Director and put for approval of DG by 31st July, 2015.
10	Ongoing training	Give him his delegate sheet  Map the existing skill set across the organization  Ask all employees to mention their skill set  Define the frequency of training required  Implement and video record all the trainings	Campus HR Manager to collect data, prepare training schedule and submit to Director for approval by 15th June 2015	HODs to submit the training schedule to Director by 14th August, 2015. Directors to submit the final schedule for DG approval by 20th August 2015.
11	Outgoing faculty	If you were running this business what corrective action you would have taken  Never re-employ anyone in your organization  Never leave people on an easy note or tolerate who do fraud	—	Director to ensure instructions are complied with. Exit interview to be conducted after all salary and dues are clear.
12	KRA's	KRAs to be developed department-wise and KRA's to be made for each faculty / staff. Display of KRAs and Flow Chart at their individual work stations. The Flow charts should be simple and easy to understand for following up.	KRAs for Director of all the campuses to be finalized by the joint committee of all the Directors. The KRAs to be finalized by the committees as follows:  a) HOD's KRAs  b) Placement Ms. Anupa  c) Accounts	a) DONE  b) To confirm by 31st July, 2015.  c) To

