Jagnnath International Management School

Kalkaji, New Delhi

24th July 2015

Minutes of IQAC meeting held on 20th 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 20th 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/ Consultancy	a) Faculty to focus on organization of MDPs and undertake consultancy assignments.	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.	a) 10th August,2015
		b) Faculty organizing MDP/Consultancy would be entitled to revenue sharing on 50:50 basis	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	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 10th June 2015	DG to liaise with MICROMAX for training assignment. Progress report to be submitted by 20th August, 2015. c)The revised date for submitting the specific plan is 15th August, 2015
2.	Admissions	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 30th 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 30th May 2015	Dr. Seema to organize Demo between 27th to 30th July, 2015
5	Caller tunes for faculty &	More possibilities for the same to be explored.	Dr. Seema Agarwal to give completion report by 30th 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 31st 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

			Dr. Batra and Mr. Shivji Rai d) Administration Mr. Kamra	confirm by 31st July, 2015. d) To confirm by 31st July, 2015.
13	Personal File	Personal file of each faculty / staff to be made and maintained by HODs. The file should contain his/her KRAs	Director to ensure completion of action by 15 Jun 15	1. If the files are pending, should be completed by the HODs of the dept. 29th July 2015 2. Secretary to the DG to see the files on last Monday of the month.
14	Flow charts	Flow charts for all important departments to be made which should be simple to understand by all. These four questions should be answered: What b) When c) How d) Who. Flow Chart should be displayed at all important places and in the faculty and staff rooms and should be clearly visible.	a) Examination –Dr. Preeti Singh b) Admissions/Marketing – Dr Seema Agarwal c) Administration – Mr. Amit Kamra d) Placement - Ms. Anupa Flow charts to be finalized by 30th May 2015.	a) To show on 29th July 2015 b) To complete by 29th July 2015 c) Done d) To complete by 29th July 2015 All Flow Charts to be shown and discussed with DG. Latest by 30th July, 2015.
15	a)CCM /Organizational Manual b)JIMS Bylaws/ ISO	a)To be reviewed b) All HODs to read JIMS Bylaws	DG to review and submit reports by 30th May 2015. For Information.	To be reviewed and obsolete items for removal to be discussed with DG.

	Quality Manual			
16	Book on the series of Distinguished Leader lecture	Compilation of proceedings of Distinguished Leader Lectures in Book form is in progress	For Information.	In print
17	Organizational Structure	To be reviewed	Director to prepare draft structure for campus by 30th May 2015	Done
18	Job Profile of faculty & staff	To be reviewed and redefined	Director to give recommendations by 15th June 2015	Job profile of Deputy/ Joint Registrar to be discussed by Dr. Seema Agarwal with Mr. Dogra.
19	Weekly Scheduling	a) Three major things to be done in a day: a) Activity b) Meeting c) Impact factor The activities to be classified as Immediate, Waiting and Some day list. b) Faculty to prepare every Saturday/Monday a daily chart of activities for the week. Further issues to be noted separately monitor and goal / activity achievement	HODs to monitor every week	For Information and Action, as required.
20	One note App Training	Special training session to be arranged	Dr. Seema Agarwal will conduct session by 30th June 2015. However she requested all HODs /Programme Co ordinators to ensure that their Faculty/ staff have the understanding of Gmail, Google Calendar and Whatsapp on Mobile before training on One Note.	Conducted By Dr. Seema Aggarwal.

21	IT Training Session on Excel and Power Point	Special training session to be arranged l	The IT heads to plan the Training in Campus before 30th June 2015.	Dr. Agarwal to conduct session for new faculty also by 05 August, 2015.
22	Session on 'Research Paper Writing'	For all faculty	Dr. Preeti Singh to conduct the session before 30th June 2015 when the faculty from all campuses would be available after University Examinations.	Done
23	Focus Areas	MDPs by faculty – Target SMEs Foreign University Collaboration Industry Tie Up Specific new courses	All personnel to make efforts to identify opportunities in all these areas. a) PGDM E Business – Dot.Com b) PGDM Health care administration Tie up with Hospitals c) PGDM Business Analytics – Tie up with IBM	a) Ms Anupa pursue with KPMG. b) DG to pursue with Mazar c) DG to pursue with IBM. Status on above to be reported to Chairman by 31st July, 2015.
24	Things to remember	a) Puja – Daily b) Fire Mock drill – every 6 months c) Earthing – every 6 months d)Electricity Conservation daily e) Water tank cleaning – every 6 month Everything should be	Directors to ensure	a)Being Done b) Fire drill conducted in Campus. c) Being Checked on weekly basis by multi meter. d) Being Done e)Done on 15th July 2015

		monitored throughout the year. The instances of Dishonesty and Fraud and non Adherence to the set rules, regulations and systems would not be accepted in any case.		
25	Student database	To be reviewed and admit card to be given only to parents All HOD's to verify data during PTM. Parents email ids also to be corrected.	Directors to ensure	Director informed that database had been updated.
26	Alumni activities	Alumni data to be verified by all HOD's Batch wise 'Get together' with Chairman to be planned for all alumni batches. All HODs are to submit the plan. HODs to be present at get together.	Directors to ensure completion of verification by 30th June and submit report. Special batch wise get together with Chairman to be organized on every Wednesday from July 2015 onwards	Special focus is required to improve alumni engagement a) HOD to organize weekly alumni meetings per batch from August 2015 onwards. b) Director to organize at least four alumni activities in a year including cricket match, alumni meet, speaker meet and one more event.
27	ERP	a) Implementation of ERP should support the existing system and should be user friendly for the operators of the system. The system should generate reports as per requirements of the existing system. b) Demo to be arranged for campus	a) Dr. Seema Agarwal to coordinate and give report by 30th May 2015. b)Dr. Batra, Dr Bhatia and Dr Preeti Singh to submit suitability report by 30th May 2015. System to be installed for PGDM by 30th June and BBA/ B.Com by 15th July 2015.	Dr. Seema Agarwal to coordinate ERP implantation in Campus and submit progress report to Chairman by 31st July, 2015.

28	Instances of late reporting for office by faculty and staff	To be brought to notice of concerned employee and to be recorded in the personal files maintained by the Department.	Directors to ensure	For Information and action as required.
29	Record of Leaves availed by faculty and staff	a) No. of unapproved leaves to be mentioned in personal file. b) Appreciation for faculty /staff not taking leaves. c) Work of faculty/staff availing leaves to be delegated to other colleague	Directors to ensure	Action as required by Directors.
30	List of files of each departme nt	List of Files to be interchanged by the departments of all campuses.	Director and HODs to review and prepare a master list of files by 10th June 2015	Director to prepare master list of files by 10 August, 2015.
31	Conduct of National / Internatio nal Seminar	One National seminar by each Department of all campuses and one International seminar by each campus to be organized	Director to ensure	Director
32	FDP	FDP to be planned.	One FDP to be planned by Director Submit report by 10th June 2015	Status report on action taken to be submitted to DG by 31st July, 2015.
33	Informatio n Brochure	Brochure to be given for printing by 30th May 2015.	DG to ensure	Brochure to be printed by 15th August, 2015.
34	Social Networkin g Sites	For brand building activities through social media interesting articles or blog postings etc. are important. Each campus to ensure that the accounts are updated on a daily, weekly and monthly basis and that messaging is timely and relevant.	Lecture on social Media networking to be organized by Dr. Seema and Mr. Manjeet by 10th June 2015	Dr. Seema Aggarwal to organize Lecture by 10th August, 2015.
35	Press release	Press release to be made for every event of the campus and the posting of the same at appropriate platforms/Sites to be ensured.	The Press release of a campus to be forwarded to other campuses. Director to include compliance of this in the	Copies of press releases to be maintained in the library at all campuses. Director to

			Weekly Report.	ensure.
36	Weekly Activities Report of GGSIPU.	The Report to be prepared as per the requirements of the University.		Director to ensure timely submission of the Report to the University. It should be a part of weekly report of the Directors.
37	Website updations	Campuses website to be updated.	The completion report is to be submitted by 15th June 2015.	Website incharge to submit completion report by 31st July, 2015.
38	Committee Files	All the Committees which are formed for smooth operations of various activities of the Campus should be functional. All these files to be updated.	Director to finalize the KRA by 30th May 2015. Report on updation of Committee Files by 15th June 2015 to be submitted by all HODs the Campuses.	Done
39	Students activities	More activities to be planned for ensuring over all development of the students.		HODs to submit plan for approval to Director by 10th August, 2015
40	Disposal of Old files of the Departments	List of all old files to be prepared and disposed off after due approval.	Dispose old file by June 30th 2015	Director to oversee process. Action to be completed on 05th August, 2015.
41	Departmental groups on Whatsapp	For quick communication of critical official information departmental Groups in the campus to be made.	For information. HODs to ensure action.	For, information and action as required.
42	Highlighting Placement Information	The placement information should always be highlighted specifically and should be catchy to draw attention of the people.		Ms Anupa Sen to ensure action with every placement of the Institute. Congratulatory note to be displayed at all important places of the campus.
43	Rankings by third	Ranking by third parties/agencies is always	-----	For Information.

	parties/Agencies	beneficial for branding and reputation, The proposal of ranking by CRISIL is in process.		

Dr.(Cdr) Satish Seth
Director-General