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 Director (Coordinator)	2. Mr. Ashwani Agarwal Rep Local Society
3	Dr. Rashmi Bhatia	3. Mr. Deepak Mehra Head (T & D), Videocon Industries
4	Ms Arushee Grover	
5	Mr. Naman Khanna Student	
6	Ms. Priya Duggal Alumni	

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:

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New Points

Sr. No.	Item	Action/Info
1	**CURRICULAR ASPECTS** 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 b) One Workshop/and one Lecture should be organized on each of following cross cutting issues: • Art of Living • Values and Ethics • Gender Sensitisation • Environment	Director/HODs to initiate action and ensure workshops are conducted during next academic session. Progress to be indicated in SQAR
2	**TEACHING, LEARNING AND EVALUATION** a) **Experiential/Participative Learning** 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. b) **Mentoring System**	a) & b) Director/HODs to monitor and provide feedback as a part of MQAR.

	HODs to focus on proper implementation of mentoring system. No mentor should counsel more than 30 students at a time.		
	c) **Slow/Advanced Learners** Process for identifying slow and advanced learners needs to be formalized so that appropriate coaching sessions can be organized for each category of students	c) Dr.Rashmi Bhatia to implement process as finalised by Dr. V.K.Dhar and submit progress report in SQAR	
3	**RESEARCH, INNOVATION AND PEDAGOGY** a) **Research Funds/Grants** 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. ii. Research fund up to Rs. One lakh to be allocated to BBA & B.Com (H) Dept. Research Policy to be amended accordingly 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. b) **Consultancy Project**	(a) to (d) Director/HODs to initiate action and provide progress report in MQAR	

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.
 	
c) <u>Research Publications</u>
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.
 	
d) <u>Extension Activities</u>
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)
 	
 iii. Govt/NGO programs such as Swacch Bharat, Gender issues etc. (02 Programmes to be organised)	

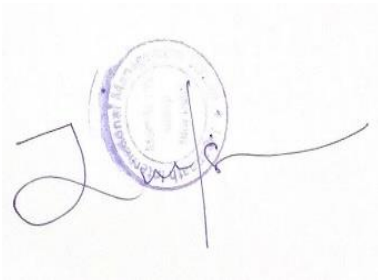|		

4	**INFRASTRUCTURE AND LEARNING RESOURCES**
	
	 a) **Development of E-Content**
	
	    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
	
	    ii. In order to enhance awareness of faculty in "E-Learning and Content Development" an FDP is to be organised in May 2019.
	
	 b) **Collection of Rare Books, Manuscripts**
	 It was suggested that Rare Books, manuscripts etc should be identified and purchased as a part of Library enrichment
	 c) **E-Books**
	 At last 30 E – Books should be downloaded each month and faculty and students informed accordingly
		a) i)Directors/HODs to encourage their faculty in this regard. Progress report to be included in MQAR
		
		 ii) HOD to organize FDP on "E-Content Development" by Training First during May 2019
		 b) Director to initiate action and report progress in SQAR
		
		 c) Director to ensure and provide status report in SQAR.

5	**STUDENT SUPPORT AND PROGRESSION**	

		a) **Guest Lecture** As a part of overall development of students Guest Lectures /Workshops/Coaching classes should be organised in following areas during 2019-20: i. Competitive Examination Guidance ii. Career Couselling iii. Human Values iv. Soft Skills v. Yoga and Meditation vi. Personal Counselling **a)** **Sports Competitions** Students to be encouraged to participate in Sports Competitions at the State, National and International levels. **b)** **Cultural Activities** Institute should organize cultural festivals and also encourage students to participate in cultural events at the State, National and International level. At least one major Cultural Festival to be organised in 2019-20. **c)** **Placement** 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. **d)** **Committees**	Director/HODs to initiate action and report progress at Srl (a) to (c) in MQAR and at Srls (d) to (e) in SQAR

		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	
6	**GOVERNANCE,LEADERSHIP AND MANAGEMENT** a) **Membership of Professional Bodies** Faculty members are to encouraged to enroll in at least one Professional Body such as NHRDN, ISTD, ICAI, AIMA etc b) **Participation in Seminar/Conference** In addition to presentation of a paper in Conference/Seminar faculty should attend one at least one seminar/lecture conducted by other organizations c) **Staff Training Programme** At least two staff training programmes to be organised, preferably during the summer period. These can be in areas of Computer and Soft skills. d) **Refresher/Orientation Courses** As a part of their self-development faculty should attend at least one refresher programme during the summer break or winter period. e) **Quality Initiatives by IQAC**	(a) to (d) Director/HODs to ensure and report progress in MQAR. HOD to organise during month of May 2019. e)For Information at this stage

		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 Programes, External Relations and Internal Processes	
	f)	**Parent Teacher association (PTA)** 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	f) Director to constitute committee by end April in consultation with HODs. Progress on activities conducted to be reported in SQAR.
7		**INSTITUTIONAL VALUES AND BEST PRACTICES**	
	a)	**Provision of Gender Sensitive Facilities** 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: i. Self Defence ii. Health and Sex Education iii. Women Empowerment	(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
	b)	**Engagement with Local Community**	

	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	

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.

Dr. J.K. Batra
Director