



**Jagannath International Management School  
Kalkaji, New Delhi**



**Minutes of IQAC Meeting Held on 15<sup>th</sup> June 2020**

JIMS IQAC meeting was held online on 15<sup>th</sup> June, 2020. Hon'ble Chairman Dr. Amit Gupta presided over the meeting. The meeting was attended by the following:

<b>Sl. No.</b>	<b>JIMS KJ</b>	<b>External Members</b>
1	Dr Amit Gupta (Chairman)	Prof RK Mittal (VC Ch. Bansilal University, Bhiwani)
2	Dr Ashok Sharma (Director)	Mr Ashwani Agarwal (Rep Local Society)
3	Dr Rashmi Bhatia (HOD)	Mr Deepak Mehra (T&D), Videocon Industries
4	Ms Jasleen Rana	Mr Shwayatank Ajay Modern Trade North & Head ECOMM PAN India, Beverly Hills Polo Club
5	Ms. Ishi Jain Student	
6	Mr. Rohil Arora Alumni	

Chairman introduced Dr Ashok Sharma, new director, to the members. Dr Ashok Sharma welcomed all members to the meeting and expressed thanks for taking out time from their busy schedule. Prof R.K. Mittal and other external members congratulated Dr Ashok Sharma for taking over as director JIMS KJ and wished him good luck.

## New Points

Sl. No.	Item	Action/Info														
1.	<p data-bbox="269 317 594 348"><b><u>Reconstitution of IQAC</u></b></p> <table border="1" data-bbox="253 373 1015 810"> <thead> <tr> <th data-bbox="269 380 532 411"><b><u>Internal Members</u></b></th> <th data-bbox="548 380 998 411"><b><u>External Members</u></b></th> </tr> </thead> <tbody> <tr> <td data-bbox="269 415 532 447">1. Dr. Ashok Sharma</td> <td data-bbox="548 415 998 447">1. Prof. R.K. Mittal,</td> </tr> <tr> <td data-bbox="269 451 532 483">2. Dr. Rashmi Bhatia</td> <td data-bbox="548 451 998 483">Vice Chancellor, Ch. Bansilal Univ, Bhiwani</td> </tr> <tr> <td data-bbox="269 487 532 518">3. Ms. Jasleen Rana</td> <td data-bbox="548 487 998 518">2. Mr. Deepak Mehra,</td> </tr> <tr> <td data-bbox="269 522 532 554">4. Ms. Ishi Jain, Student</td> <td data-bbox="548 522 998 554">Head (T &amp; D), Videocon Industries</td> </tr> <tr> <td data-bbox="269 558 532 590">5. Mr. Rohil Arora, Alumni</td> <td data-bbox="548 558 998 590">3. Mr. Shwayantank Ajay, Head Key Accounts Pan India, Spunk, Future Group</td> </tr> <tr> <td></td> <td data-bbox="548 594 998 625">4. Mr. Ashwini Agarwal-Rep Local Society</td> </tr> </tbody> </table>	<b><u>Internal Members</u></b>	<b><u>External Members</u></b>	1. Dr. Ashok Sharma	1. Prof. R.K. Mittal,	2. Dr. Rashmi Bhatia	Vice Chancellor, Ch. Bansilal Univ, Bhiwani	3. Ms. Jasleen Rana	2. Mr. Deepak Mehra,	4. Ms. Ishi Jain, Student	Head (T & D), Videocon Industries	5. Mr. Rohil Arora, Alumni	3. Mr. Shwayantank Ajay, Head Key Accounts Pan India, Spunk, Future Group		4. Mr. Ashwini Agarwal-Rep Local Society	For information
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<p>2</p>	<p><b><u>Initiatives during lockdown</u></b></p> <ul style="list-style-type: none"> <li>● Online classes have been held for first, second and third year students of UG. Syllabus completed.</li> <li>● Online exams are also held.</li> <li>● Major project report presentation was organized and viva voce held online.</li> <li>● Faculty and Students have attended a number of webinars conducted through various agencies like AICTE, FICCI, MSME ministry, Innovation council etc.</li> </ul> <p><i>It was suggested:</i></p> <ol style="list-style-type: none"> <li>a) <i>Blended mode is best where both online and offline content is to be shared.</i></li> <li>b) <i>Online competitions in gardening, photography may be organized. Problem oriented assignment to be given and software like turnitin to be used to check the plag.</i></li> <li>c) <i>Online classes evaluation is essential. Committee to evaluate the learning and based on the feedback from the peer.</i></li> <li>d) <i>Video resume of the student is the upcoming trend. So the group projects with videos to be uploaded so that the students can learn to use the skills for placement.</i></li> <li>e) <i>Online study mode has to be changed, a ppt or material to be shared, then in class discussion case study or some task to be presented. Evaluation on leadership and participation, latest current case study to be discussed to keep the students engaged.</i></li> </ol>	<ol style="list-style-type: none"> <li>a) For information.</li> <li>b) Prof Mittal appreciated the efforts of JIMS for taking care of student requirements and keeping things on track.</li> <li>c) Director to initiate appropriate actions regarding online teaching.</li> </ol>
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3	<p><b><u>CURRICULAR ASPECTS</u></b></p> <p>The certificate courses have been successfully conducted for the students</p> <p><b><u>BBA/B.Com</u></b></p> <ul style="list-style-type: none"> <li>● Advanced Excel</li> <li>● Language courses (French and German)</li> <li>● Digital Marketing</li> </ul> <p>Guest Lectures were also organized on:</p> <ul style="list-style-type: none"> <li>● Value and Ethics</li> <li>● Environment</li> <li>● Art of Living</li> <li>● Gender Equality</li> </ul> <p><b><u>New courses</u></b></p> <p><b>Under Graduate:</b>          Entrepreneurship Development, GST, Project Management, E-commerce.</p>	<p>Director to initiate action for introducing digital marketing elective course.</p>
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<p>4</p>	<p><b><u>TEACHING, LEARNING AND EVALUATION</u></b>  Director informed:</p> <p><b>a) <u>Experiential/Participative Learning</u></b></p> <p>The Flipped Class technique was used in the last semester.</p> <p>E-content in the shape of recorded lectures were also developed in the last semester.  E-books being shared with students.  In order to induce deductive thinking students were encouraged to write researched articles.</p> <p><b>b) <u>Mentoring System</u></b></p> <p>Mentoring system has been now strongly imbibed in the institution. There were regular mentoring sessions which were conducted with emphasis on Academic Mentoring, Professional Mentoring, Behavioural Mentoring, Personal Mentoring.</p> <p><b>c) <u>Slow/Advanced Learners</u></b></p> <p>The process of identifying Slow learners and advanced learners is also put in place.</p> <p><i>Prof. Mittal : Faculty meeting should discuss and impart skills to students regarding relevance of ppt, seminar, case study. Convey this in the faculty meeting regularly. Matrix can be prepared with faculties to remove duplicates activity, and to achieve the objectives.</i></p> <p><i>Mr Deepak Mehra placed emphasis on more professional mentoring.</i></p> <p><b>d) <u>Development of E-Content</u></b>  Faculty has prepared some videos.</p> <p><i>Suggestions:</i></p> <p>a) Faculty to be encouraged to enroll for MOOC  b) The monitoring of the students should be done regularly. They should take some courses as per UGC guidelines for taking 20% MOOC courses.  c) Identification of right courses needs to be done.  d) Technology oriented course will be preferable. Introduction of personal health or wellness is to be discussed in the Institute.  e) Monitoring of the course enrolled should be done and mock test for students.  f) Google drive to be maintained for content. The panel</p>	<p>a) For information.</p> <p>b) Director to communicate to internal mentors to place emphasis on professional mentoring and regular monitoring of the process to be done. Also skills training to be ensured.</p> <p>c) HOD to ensure.</p> <p>d) Director to take action on Development of E-Content</p>
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**RESEARCH, INNOVATION AND PEDAGOGY**

Director informed:

- a) **Strategic Plan (2017-22)** Suitable tools were identified to assess the attainment of the objectives.

**Direct Measures:**

Midterm Test , End Semester Exam, Rubrics, Mentoring projects , Summer internship, Dissertation presentations, and Viva

**Indirect Measures:**

Students Feedback, Satisfaction Surveys  
Alumni Surveys, Employers Surveys  
Student Exit Survey

- b) **Consultancy Projects**

Some inroads have been made in MDPs and a few done during last year.

- c) **Quality Research**

*It was suggested:*

- a) *We should tie up for the right subjects and jointly submit the paper. Target based few projects 5 to 6 should be done. Minor problem based industry requirements to be focused upon.*
- b) *Students to build a linkedin ID and write an article on it and then it needs to be boosted.*
- c) *To build the research culture in the institution. Faculty build research based minor projects and students are prompted to implement the suggestion.*

- d) **Research Publications**

Our Journal 8M is approved by UGC Care and listed on this website.

The next target would be to get it listed on other Index like Scopus, or WoS.

- e) **Extension Activities**

We have been able to do a lot of extension activities with Govt and also with NGO,  
Rotract Club JIMS Kalkaji  
NSS Club JIMS Kalkaji

- a) For information.

- b) HOD to update the consultancy profile and share with members. Also, put it on the JIMS website.

- c) HOD to ensure.

- d) Director to take action on Quality Research

6	<p><b><u>INFRASTRUCTURE AND LEARNING RESOURCES</u></b></p> <p><b>a) <u>Development of E-Content</u></b></p> <p>Four FDPs also organized on:</p> <ul style="list-style-type: none"> <li>● ISO 9001 Quality management system</li> <li>● Use of Digital Web applications like zoom for conduction of classes</li> <li>● Training on MIS –ERP system for effective governance.</li> <li>● FDP on Question paper setting for online exams and conduction along with proctoring of exams.</li> </ul> <p><b>b) <u>E-Books</u></b></p> <p>At last 30 E – Books should be downloaded each month and faculty and students informed accordingly.</p>	
7	<p><b><u>STUDENT SUPPORT AND PROGRESSION</u></b></p> <p><b>a) <u>Guest Lecture</u></b></p> <p>We have been able to conduct around 30 Guest lectures. These were conducted by distinguished speakers.</p> <p><b>b) <u>Sports and Cultural Activities</u></b></p> <p>Students participate in various inter institute and university sports event also.</p>	<p>a) For information b) Director to take appropriate steps for student progression as suggested.</p>

8	<p><b><u>GOVERNANCE, LEADERSHIP AND MANAGEMENT</u></b></p> <p>a) <b><u>Membership of Professional Bodies</u></b> Faculty members are encouraged to enroll in at least one Professional Body such as NHRDN, GIFT, ISTD, ICAI, AIMA etc. The membership efforts are continuing.</p> <p>b) <b><u>Participation in Seminar/Conference</u></b> Faculty have participated in a number of seminars, conferences and webinars. Plans are afoot to collaborate with PHDCCI and FICCI for organizing joint programmes.</p> <p>c) <b><u>Faculty Development Programmes</u></b> FDP on research methods and enhancing publications is being planned.</p> <p>d) <b><u>Refresher/Orientation Courses</u></b> The faculty is enrolled for MOOC courses and the progress with regard to all courses is being reported in weekly reports and MQAR/SQAR.</p> <p>e) <b><u>Quality Initiatives by IQAC</u></b> Student concerns with regard to classes and exams have been addressed proactively and action taken for holding online classes and exams, mentorship/dissertation vivas etc. ISO 9001: 2015 Management System is in place and certified.</p> <p>f) <b><u>Parent Teacher association (PTA)</u></b> There is progress in this matter. Opinion of parents is being taken in improving the quality of education and employability. Parents have come forward in ensuring internship for students in their hometown. Improved communication has led to improvement in college-parent relations.</p>	For information
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Meeting ended with a vote of thanks to the chair.

*Ashok Sharma*  


**Dr. Ashok Sharma**  
**Director**