



## Minutes of the 13<sup>th</sup> IQAC Meeting

Held on  
31<sup>st</sup> December, 2016

At

**Jagannath International Management School**  
(Accredited by NAAC Grade 'A', approved u/s 2 (f) of UGC Act, 1956 and  
ISO 9001:2008 quality certified)  
OCF, Pocket 9, Sector B, VasantKunj, New Delhi-110070

**Minutes of 13<sup>th</sup> IQAC Meeting held on 31<sup>st</sup> December 2016 at  
11:00AM in the Conference Room**

A meeting of IQAC was held on 31<sup>st</sup> December 2016 to discuss and evaluate the quality report of the period August - December 2016 and to review the action taken on the suggestion made in the 12<sup>th</sup> IQAC Meeting which was held on 27<sup>th</sup> August 2016. The following committee members and invitees were present.

- |     |  |                              |
|-----|--|------------------------------|
| 1.  | Dr. Ravi K. Dhar, Director   | Chairperson                  |
| 2.  | Prof. S. K. Dogra, Registrar                                       | Member                       |
| 3.  | Dr. A.S. Sethi<br>Head of Department of Management Studies         | Invitee                      |
| 4.  | Dr. Neeru Johri,<br>Head of Department of Communication Studies    | Member                       |
| 5.  | Prof. Bhushan Manchanda<br>Head Corporate Affairs                  | Invitee                      |
| 6.  | Dr. Ritu Sood<br>Associate Professor of Journalism                 | Member                       |
| 7.  | Dr. Ashok Sharma<br>Assistant Professor of Management              | Member                       |
| 8.  | Mr. Varun Sapra<br>Assistant Professor of Information Technology   | Member                       |
| 9.  | Mr. Rajat Das<br>Founder Director, The Hotstart.com                | Alumnus,                     |
| 10. | Mr. Sandeep Nautiyal<br>Sr. Vice-President, UTI Mutual Fund        | Industry Representative      |
| 11. | Mr. Soumitro Bose<br>ESPN  | Management<br>Representative |
| 12. | Mr. Deepak Sharma<br>Assistant Professor of Information Technology | Coordinator                  |

The meeting was presided over by Dr. Ravi K. Dhar, Director who welcomed all the members and wished them New year Greetings.

A) Review of Minutes of the IQAC meeting held on 27<sup>th</sup> August 2016

The meeting began with the presentation of report of actions taken on the points of suggestions given by the honorable members in the previous meeting of IQAC held on 27 August 2016.

S.No.	Points Discussed	Discussion	Suggestions	ATR
1	Promotion on Social Media like Facebook	How to ensure that students are visiting the institute page on Facebook and getting information about the	Mr. Soumitra Bose suggested that in the classroom activity, the students must be made to visit these pages and	The suggestion was implemented. It generated very good response.

		events.	like the page in the presence of the faculty. It will increase the visibility and popularity on Social Media. It was decided to conduct this activity in the weekly presentation class on the suggestions of all the Heads of the departments.	
2	Quality of contents on social media	The importance of contents on social media was discussed to improve the image of the institute and grab the attention of the students.	A content strategy committee must be developed to check the quality of contents.	Heads were asked to vet info to be uploaded.
3.	Faculty Feedback	Monitoring the improvement of feedback of faculties	It was suggested to prepare and show the improvement process in the feedback of faculties who have improved after counseling of the HODs.	The Counselling by the Heads had a salutary effect on the performance of such faculty.
4.	Students Exams Performance	Dr. Dhar expressed his mission of improving number of students in exemplary performance and distinctions category and reducing second divisions in each course.	To identify the potential students in each class and provide special guidance to them.	HODs of All departments identified potential star performers and offered individual counselling to them
5.	Students Blog	To encourage students to express themselves in writing	It was suggested to start a blog for students similar to the blog for faculties.	This has not yet taken off as focus was still on streamlining faculty blogging. However, this will be taken up in the next semester.
6.	Cultural Activities	Improvement in the performance of students in inter	It was suggested to hire professional trainers to prepare students for	Feasibility to be explored.

		college and University organized cultural events	various cultural events i.e. Dance, plays and fashion show etc.	
7.	Internships and Placements	Improvement in the quality.	1. To explore websites like letsintern.com and internshala.com 2. Involve students to identify and invite companies for placement by forming students' placement cell.	It has not been possible to do this in a structured way, though informally efforts have been made in this direction.
8.	Research Consultancy & Extension(Seminar Presentation, Paper Publications, Book/ Chapter Publications)	To increase the number of faculties participating in FDPs, Seminars and Research paper publishing.	It was observed that there were positive signs of changes in last six months but only a limited number of faculties are involved. It was suggested to improve the number of faculties from each programme participating in these activities.	HODs of All departments to motivate faculties in their respective departments.
9.	Institutional Publications(JIMS 8M, Mass Communicator)	How to improve visibility globally.	It was suggested to index these journals in various research databases.	We have applied for indexing with a number of rating and database agencies. We await results.
8.	Institutional Social Responsibility	Discussed about the various activities carried out in last session.	Computer course on "Web development with HTML" was appreciated and progress was found to be Satisfactory.	For Information
9.	Infrastructure (Physical, Library, IT)	Discussed about the various infrastructural issues.	Up gradation of computers in Labs where lower configuration systems are installed, was suggested.	30 computer terminals (Core i5) were purchased to replace old computers

B) Presentations of Quality Report pertaining to the period under review :

After the presentation of action taken report on the Minutes of the previous IQAC meeting, the Director presented the Quality Report for the period under review. Based on the Quality Report of the period, the members submitted the following suggestions:

S.No.	Points Discussed	Discussion	Remarks	Action to be taken by and Target date
1	Promotion on Social Media	Discussed about various online promotional activities to ensure that students visit institute page on social media to get the information about various events.	Various activities to be planned to attract more traffic on social media as well as on institutes' website	Mr. VarunSapra 31 <sup>st</sup> January 2017
2	Student Blog	Institute should create student blog to enable the students to write articles on various topics.	Identify two students from each class and motivate them to write articles for Blog.	HODs to make list of students, hold a meeting to motivate them to write articles. HOD-BBA to obtain two articles and HOD-BA(JMC) & HOD-BCA to obtain one article in a month(from Jan.2017), vet the same and send it to Mr. Varun for uploading. List of all such students is to be submitted to the Director by 18 <sup>th</sup> Jan. 2017.
3	Institutional Publications(JIMS)	How to improve visibility	Efforts to be made for more visibility of	

	8M, Mass Communicator)	globally.	institutional journals through online marketing. we need to work on the inclusion of journals in important international databases.	
4	Faculty Feedback	Discussed performance of faculties of all departments along with the parameters of faculty feedback.	Overall Satisfactory Faculty members with feedback below 70% need to re-counseled more to put in more efforts to improve their quality of teaching.	HODs
5.	Students Exams Performance	There should be fewer number of IInd divisions or failures and need to convert Ist division holders in to distinctions.  Faculty should give extra time to students scoring more than 70 to 75% marks so that we can convert them into exemplary performers.	All faculties of all the departments need to work hard for ensuring improved results and exemplary performance by students in EndTerm exams.  Each Department to decide a plan of action to improve grades.	HODs to make action plans for all the batches of their departments and put up by 30 <sup>th</sup> January 2017.
6.	Guest Lectures	Discussed about the quality of guest lectures organized and improving the number of lectures to avoid shortfalls.	Overall Satisfactory.  Live classroom sessions to be arranged in the classes where basics of banking, mutual funds, insurance, retailing, customer servicing, anchoring , news-reading, production, event management, latest	Head-Corporate Affairs, HOD-BA(JMC), HOD-BCA to ensure that there is no shortfall of Guest lectures and one guest lecture per month, per

			technologies in IT to be explained through an industry expert through live examples.	batch must be organized. HODs
7.	Industry Visits	Discussed about the quality of Industry visits organized. Needs to add more industry	We need to add more companies in our list and arrange one industry visit per batch in a semester. It was suggested by Mr. Bose for BA(JMC) to divide students in small groups based on their skills and liking and send them for visits to Print, TV, Digital companies for industry interaction. Mr. Sandeep suggested that we should explore sending students to Max New York Life Insurance, PNB HQ, OBC HQ etc. for BBA for exposure.	HODs  HOD-BA(JMC)  Head-Corporate Affairs
8.	Research Consultancy & Extension(Seminar Presentation, Paper Publications, Book/Chapter Publications)	Faculty members should be encouraged to write atleast one research paper for publication and presentation.  It was informed that our faculty members are already writing articles for JIMS Blog.	We need to target at least four faculty members making presentations from each department in national/ international conferences. BBA and BCA faculty members have to put in more vigorous efforts for research paper publication and presentation.  Process to be made for Researcher of the year and Best Teacher award.	HODs to make an action plan and fix targets and ensure that atleast four faculty member write research articles in their department.  Registrar

9.	Institutional Social Responsibility	Discussed about the various activities carried out in last session including SwachtaAbhiyan	Satisfactory progress. It was suggested by Mr. Bose to tag SwachtaAbhiyan photographs with twitter account of PM and Government of India.	Prof. B. Manchanda Mr. Varun
10.	Infrastructure (Physical, Library, IT)	Discussed about the various infrastructural issues including library which were resolved in last semester.	For Information	Registrar / Admin
11.	Students Support and Progression ( Cultural & Co – curricular Activities, Sports)	Discussed the participation and performance of students in all activities at university level.	We need to work harder on our performances in the University Cultural and Sports events.  Discussed about exploring the possibilities of Sports trainer and choreographer.  Addition of a new column 'Interest/Hobby/Activity' in student database form	Sports Head/ Cultural Head to make efforts to improve performance in university sports/cultural events.  Sports Head Cultural Head  HODs
12.	Students' Placement and Internship	Reviewed the performance in regard to placement and internship for the last session along with the placement of final year students.	Satisfactory placements in all the departments.	Head – Corporate Affairs  HODs
13.	Governance & Management(FDP)	Reviewed the quality and	We have to encourage more	HODs



	Organized, Participation/Presentation in FDP / Workshop/Seminars )	participation.	number of faculty members to attend FDPs/Workshop/Refresher course organized by outside agencies/institutions/ Universities during summers. More focus to attend refresher/orientation course organized by academic staff colleges of various universities.  Plan to organize FDP in each department.	HODs
14.	Additional Qualification.	Reviewed.	It is encouraging to see a large no of faculty members pursuing their Doctoral research.  Most of the faculty members have completed online courses(mooc). Some faculty members joined their Ph.D. in last session. We need to encourage other faculty members to pursue their Doctoral research as well.	HODs

The meeting ended with a motion of thanks to all the external members who had taken time out and participated in the meeting.

**(Dr. Ravi K. Dhar)**  
**Director**