

Jagannath International Management School

Vasant Kunj, New Delhi-110070

(Affiliated to Guru Gobind Singh Indraprastha University, New Delhi)

Recognized u/s 2(f) by UGC & Accredited with 'A' Grade by NAAC

Participant of United Nations Global Compact, New York

ISO 9001:2015 Quality Certified

Minutes of the IQAC Meeting held on 27 March 2019

Consequent upon the reconstitution of the Internal Quality Assurance Cell (IQAC) as per the Revised Guidelines of NAAC in this regard, a meeting of the Reconstituted IQAC Committee was called on 27 March 2019 to consider the following agenda:

1. Welcome & introduction of New Members.
2. Brief introduction to the process of Institutional Assurance & Accreditation.
3. Revision in the system of Quality Assurance & Accreditation by NAAC.
4. Revised Institutional Quality Assurance Reporting Mechanism.
5. Discussion of the Monthly Quality Assurance Report (MQAR) and Semester Quality Assurance Report (SQAR) formats.

The following members of the IQAC, along with the Special Invitee, attended the aforementioned meeting:

Special Invitee: Dr. Amit Gupta, Chairman JIMS Vasant Kunj, New Delhi

1. Dr. Ravi K. Dhar, Director, JIMS, Vasant Kunj
2. Prof. (Dr.) S.K. Dogra, Registrar (Management Representative)
3. Prof. B. Manchanda, Associate Professor, Dept. of Management Studies
4. Ms. Shikha Kukreja, Assistant Professor, Dept. of Media & Communication Studies
5. Dr. Shalu Tandon, Assistant Professor, Dept. of Information Technology
6. Dr. Meenakshi Narula, Prof, Dept. of Information Technology & COE
7. Mr. Shantanu Sehajpal, Senior Client Partner, Twitter India
8. Mr. Prateek Misra, Senior Manager- Sales & Marketing, Practo Tech. Pvt. Ltd. (BBA Alumnus)
9. Ms. Ramita Kumar, IT Audit, EY India (BCA Alumnus)
10. Mr. S.K. Chakrabarti, Assistant Engineer, PWD, Parent Representative – BA(JMC)
11. Mr. Vineet Bhalla, Manager, Alliance Air Domestic Terminal-1, Parent Representative – BBA
12. Ms. Bhawna Khanna, Parent Representative – BCA
13. Ms. Muskan Sharma, Student Representative
14. Mr. Sushant Nigam, Former GM, GMR (Community Representative)
15. Mr. Soumitra Bose, National Sports Editor, Hindustan Times (Employer)
16. Mr. Himanshu Garg, Former PE Fund Manager & Founder, TUTme (Industry Representative)

17. Dr. Nidhi Gupta, Prof. & Head, Department of Management Studies
(Director, IQAC)

18. Mr. Deepak Sharma, Assistant Professor, Dept. of Information Technology (Coordinator,
IQAC)

1. The meeting began with the formal welcome of the members, old and new, by the Director. This was followed by a round of self-introductions by the respected members.
2. The Director apprised the IQAC members with the purpose and process of internal quality assurance system and accreditation, as required by NAAC.
3. The Director also apprised the respected members with the system of annual quality assurance as was followed earlier and the changes made therein by NAAC to make it more comprehensive and more transparent.
4. The Director also informed the respected members that in the light of the changes incorporated by NAAC in the quality assurance systems, it had become necessary to revisit the quality assurance mechanisms at the institute and to seek the guidance of the members in regard to the deployment of these revised systems.
5. The Coordinator of IQAC then proceeded to present to the Committee the following aspects of the Revised Quality Assurance Systems:
 - a. Quality Assurance Reporting System as per revised NAAC guidelines
 - b. Monthly Quality Assurance Reporting System
 - c. Monthly Quality Assurance Report Format
6. Quality Assurance Reporting System as per revised NAAC guidelines: The Coordinator of IQAC presented a 25-page document listing all the quality variables under seven criteria on which the Institute has to report its performance. He informed the respected members that the need for preparing such a document arose because there were some mismatches between the SSR and AQAR formats given by NAAC and in order that the institution may not miss out on any variable. He also inform the members that the document was self-explanatory in terms of the source of the variable, the metric no. of the source document, the specification of the quality variable, the activities to be undertaken thereto, and the reporting system to be adopted for the purpose of compiling and collating information.
7. Monthly Quality Assurance Reporting System: The Coordinator of the committee also presented the Monthly quality assurance reporting system wherein he indicated the inclusion of expected outcomes and the persons responsible for generating the reports for each of the quality variables that needed to be updated on a monthly basis.
8. Monthly Quality Assurance Report Format: The Director, IQAC presented the Monthly Quality Assurance report format which had been created on the basis of the digital templates given by NAAC in the SSR. However, in the case of a few variables where either the template was too comprehensive to facilitate monthly updating of information or there was no prescribed template available, the IQAC had developed its own reporting template.
9. The members appreciated the comprehensive approach adopted by the institute for revamping its quality assurance systems and wanted time to get back on these with their inputs.
10. The Chairman, JIMS Vasant Kunj who was a special invitee to the IQAC meeting in view of his desire to engage with the implementation of the revised quality assurance

systems on the basis of the revised guidelines of NAAC, agreed to this suggestion and proposed that the respected members could revert to the IQAC with their suggestions and inputs through email.

11. The meeting concluded with a vote of thanks proposed by the Registrar.

(IQAC Coordinator)

(IQAC Director)

(IQAC Chairperson)