

**GITARATTAN INTERNATIONAL BUSINESS SCHOOL
INTERNAL QUALITY ASSURANCE CELL (IQAC)**

MINUTES OF THE MEETING OF THE IQAC HELD ON 01.02.2018 AT 11.00 A.M.

A meeting of the Internal Quality Assurance Cell was held on **01.02.2018** at 11.00 A.M. under the Chairmanship of **Dr. S. Chaturvedi**, Director of Gitarattan International Business School, Rohini, Delhi.

Members Present:

1. **Dr S. Chaturvedi**, Director General
2. **Prof. A.K Ghosh**, Co-ordinator
3. Faculty Representatives
 - a) **Dr. Amit kr. Jain**, Associate Professor
 - b) **Dr. S. C Gaur**, Associate Professor
 - c) **Dr. Vikas Gupta**, Associate Professor
 - d) **Dr. Rashmi Jha**, Associate Professor
4. **Mr. S.K. Bhatia**, Local society representative
5. **Dr. Sonia Jindal**, Principal, Gitarattan Institute of Advanced Studies & Training - Management representative
6. **Ms. Kanupriya Malhotra**, MBA, Alumni representative
7. **Mr. Tej Prakash**, Assistant Admin Officer, Admin representative

Dr S. Chaturvedi, Director/Chairman welcomed the members of the IQAC in the meeting. Chairman appreciated the efforts of Prof. D.K. Choudhury for being co-ordinator and working in IQAC for the last five years. Chairman informed that Prof. A.K. Ghosh has been nominated as Co-ordinator of IQAC from 01-02-2018. Dr. Amit kr. Jain has appointed as the member of IQAC.

ITEM No. 1: Review of the minutes of the meeting of IQAC held on 01-11-2017

Co-ordinator Dr. D.K Choudhury read out the minutes. He informed the actions taken on the points-

Academic Calendar for the AY 2017-18 (Even Sem) was issued on 15.12.17 with the planned activities.

ITEM No. 2: Summary of the activities conducted in the AY 2017-18 (Odd Sem)

No. of Seminar/Conference – 3 Nos.

No. of Industrial visit – 2 Nos.

No. of workshops – 4 Nos.

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Co-curricular and extra curricular activities – 06 Nos.

No. of FDP's – 1 Nos.

Review of existing Academic Circulars for Summer training for MBA, MBA-IB and MCA were discussed and Dr. A. K Ghosh was asked to incorporate changes and submit draft for approval of Director by 15th Feb 2018.

Prof. A.K Ghosh

Coordinator/Secretary IQAC

Countersigned by

Director