

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

MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL

A meeting of the Internal Quality Assurance Cell was held on 20.05.2020 at 11.00 am in Online Mode due to Lockdown situation .The following members were present.

Members Present:

<i>POH</i>	1.	Prof. B. S. Hothi	Director & Chairperson IQAC
<i>Sh</i>	2.	Dr. A. K. Ghosh	Coordinator IQAC
	3.	Dr. S. K. Khandelwal	Principal, CLS
<i>Prachi</i>	4.	Ms. Prachi Jindal	Dean-Corporate Affairs
<i>M</i>	5.	Dr. D. K. Choudhury	Professor
<i>Uma</i>	6.	Dr. Uma Gulati	Professor
<i>Pooja</i>	7.	Dr. Pooja C Sharma	Assistant Professor
<i>Sonia</i>	8.	Dr. Sonia Jindal	Management Representative
	9.	Dr. S K Bhatia	Society Representative
<i>Tej</i>	10.	Mr. Tej Prakash	Assistant Administrative Officer
<i>Sahil</i>	11.	Mr. Sahil Khan	Alumni Representative

The chairperson welcomed the members to the meeting. The meeting started with discussion and concern on COVID 19 situation. The Chairperson advised members to stay home, stay healthy and safe.

Item No.1: Review of the minutes of the meeting of IQAC held on Feb 4th, 2020.

The minutes of the IQAC meeting held on February 4th, 2020 were confirmed in accordance with issues related to Management Development Programme, Skill Based Training, Consultancy, Mentor Mentee Schemes, National Seminars, Academic Activities, Co-curricular Activities, Extra Curricular Activities, Publications and Zenith 2020.

Item No.2: Ms. Prachi Jindal apprised the house that Zenith 2020 was celebrated on large scale where in EDM-BDM Night was organized on first day and performance by Indian singer-songwriter and music producer associated with Punjabi-songs”SUKHE on second day along with other events. The fest witnessed huge participation in all the events scheduled on both days.

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

Item No.3: Prof Anup Ghosh informed the house that all the activities planned in Academic Calendar (Even Semester) 2019-20 till 4th March was conducted smoothly. He presented an overview to the members.

1	<u>10/11/20</u>	Professional Lecture Series	3 rd February,2020	BBA Sem 4
2	<u>10/11/20</u>	PDW on Research Skills Using Search Tools – Manupatra	7 th February,2020	BALLB & BBALLB Sem 2
3	<u>10/11/20</u>	Visit to Office of Labour Commissioner	7 th February,2020	BBALLB Sem 8
4	<u>10/11/20</u>	PDW on Legal Career Counseling and Professional Development	17 th February,2020	BALLB & BBALLB Sem 6
5	<u>10/11/20</u>	Jurist Dayl	19 th February,2020	BALLB & BBALLB Sem 4
6	<u>10/11/20</u>	Time Management	29 th February,2020	BBA Sem2
7	<u>10/11/20</u>	Entrepreneurship Development Program	19 th & 20 th February,2020	BBA Sem 6
8	<u>10/11/20</u>	National Seminar – IB	22 nd February,2020	MBA IB Sem 4
9	<u>10/11/20</u>	Zenith 2020	28 th and 29 th February,2020	All programmes
10	<u>10/11/20</u>	Visit to Forensic Science Laboratory	3 rd March,2020	BA LLB Sem 6
11	<u>10/11/20</u>	Visit to National Small Industries Corporation	3 rd and 4 th March,2020	MBA Sem 4

Item No. 4 GIBS Online Classes

Chairperson informed the house that in view of COVID-19 outbreak, the institute was closed on 13th March for students & 18th March, 2020 for teaching and non-teaching staff respectively. Further he directed Prof Anup and Prof Uma to brief the house about the academic activities undertaken during the period of lockdown. The following points were shared by Prof Anup with members:

- a. GIBS initiated its planning to run its academic activities in alternate mode as all the Educational Institutions have been locked down across the nation following the Covid- 19 outbreak.
- b. The objective was to ensure that students can study safely from their homes and there is continuity in their study schedule for the completion of syllabus for the current Academic Session (2019-20).
- c. The essential guidelines and course of action related to Academics were provided to students from time to time on various fronts like Syllabus completion, Doubt clearing, Revisions of Syllabus, Submission of Assignments, Internal Examination and so on.

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

- 1 Blue
- 2 Alh
- 3
- 4 Mandi
- 5 My
- 6 Unsub
- 7 Ho
- 8 Qua
- 9
- 10 Th
- 11 Naalil
- d. All Programme Coordinators and Academic Coordinators have conducted regular meetings online with the faculty members of their respective programmes for smooth conduct of classes. Regular reporting is done on daily basis to the Director by Academic Coordinators and Programme Coordinators.
- e. Interaction with students was also done on regular basis by their Class Coordinators, Programme Coordinators and Academic coordinators to accumulate feedback on various fronts.
- f. It was decided that the faculty members of all Undergraduate and Post graduate programmes would share Notes, PPT's and other study material of their respective courses with students from 13th March, 2020 on regular basis.
- g. All the class coordinators were instructed to create a group email ID of their class. Class coordinators were to share group email ID with their concerned Programme Coordinators. Programme Coordinators have monitored the entire process of sending the study material to students and submit the daily report to Director.
- h. After one week of the exercise of sending notes/ppt's and study material it was felt that there should be a mechanism to evaluate whether students are going through those study materials or not. It was decided that w.e.f. from 23rd March, 2020, all the faculty members would follow the revised process developed for, "GIBS ONLINE CLASSROOM".
- i. The revised process included assignment to be issued to students along with other study material. It was also decided that the faculty members should review and summarize the receipt of the assignments and give feedback to student.
- j. It was also made certain that to meet standardization of process across all Programmes, format for assignment should be same. A sample format was developed and circulated among faculty members.
- k. A comprehensive staff notice dated 20th March, 2020 along with format of assignment and attendance was circulated among faculty members.
- l. To make students aware of the said process, a student notice mentioning the mechanism of sending study material and assignment to student, submission of solution of assignment by student as per guidelines, awarding attendance to students was issued on 20th March, 2020.

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

Item No. 5: Revision Classes in Online Mode

- 1 Bikes
- 2 Jan
- 3
- 4 March
- 5 May
- 6 Unacademy
- a. Prof. Uma informed the house about the revision classes conducted by the institute for students of all programmes during lockdown situation. She informed the members that it was felt that students need to discuss some topics with their faculty members. Syllabus status was collected by Academic Coordinators from all faculty members from all programmes to plan for revision classes.
 - b. After going through the syllabus status report it was analyzed that the syllabus of all courses would be completed by 4th April, 2020.
 - c. The revision classes were scheduled from 6th April and detailed procedure was chalked out for revision classes so that it should be fruitful to students.
 - d. Students were informed through notice that the revision classes would be delivered through zoom classroom process. The entire process of creating zoom account was explained to students.
 - e. Proper time table for revision classes for all programmes was circulated among faculty members and students to ensure that revision classes could be conducted smoothly.

Item No 6: Conduct of Internal Examination: Theory

- 7 Ipc
- 8 Ques
- 9
- 10 7
- 11 Hand
- a. Prof. D. K. Choudhury informed the house that subsequently internal examination was planned from 13th April. To conduct exam on online mode successfully, a strategic plan was made by Director and Academic Coordinators where it was felt necessary to brief faculty members and students for the same.
 - b. A staff circular was issued regarding preparation and submission of question paper for the Internal Examination. Faculty members were informed and provided with sample format of Question Paper.
 - c. As the Institute was able to run successfully classes on "Online Mode" with the efforts of faculty members and students, further, to conduct Internal Examination, it was decided to carry the process through Google form.
 - d. To certify the smooth conduct of examination, the examination committee was constituted. The committee planned tactically the online mode of examination process for all programmes.
 - e. For every Programme, a committee was formed comprised of a senior faculty member, one IT faculty and one administrative staff. The stepwise procedure was planned and all the members of different committees were made understand the process and act accordingly.

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

- 1 15/4/20
- 2 Adh.
- 3
- 4 Mark:
- 5 My
- f. Entire process of examination was explained to students through zoom sessions by Programme Coordinators, Academic coordinators along with examination committee members.
 - g. To ensure that the process is well understood by students, a mock test was run on 7th April, 2020 across all Programmes.
 - h. To maintain the confidentiality of papers and entire examination process, separate mail ids were created for submission of Question Paper to respective committee members constituted for different Programmes
 - i. Date sheet for Internal Examination along with instructions on examination was released for students as well as staff. Further class coordinators and programme coordinators were informed to conduct session with students of their respective class and programme to take their doubts on examination process
 - j. Once again to ensure the smooth conduct of internal examination from 13th April to 18th April, 2020, a mock test was planned on 11th April for all Programmes. All class coordinators were informed to be observant during mock test to note down the problems(if any) faced by students

6 Umesh

Item No. 7: Conduct of Internal Examination: Practical (BBA)

- 7 g/c
- 8 Quin
- 9
- a. Prof Anup Ghosh informed that it was a big task to conduct Internal Practical for BBA in online mode but successfully all practical were conducted for all courses.
 - b. Internal Practical for Ecommerce Lab (BBA Sem2), ISM Lab(BBA Sem 4), RM Lab(BBA Sem4) and SBT(BBA Sem 4) were conducted from 27th -30th April, 2020 in online mode.
 - c. Students were informed well in advance through proper notification.
 - d. Practice sessions were conducted for the all the practical's.
 - e. Faculty members were directed to ensure that all students have prepared practical files.
 - f. They were also directed to receive soft copy of files from students and check them.

10 g

11 Arachid

Item No.8: Conduct of Internal Examination: Practical (MCA)

- a. Prof Uma Gulati informed the house that the Internal Practical examination for ADBMS & ADA for MCA I (8) and Grand Viva of MCA DD (10) were conducted from 25th -27th April, 2020.
- b. Faculty members ensured that the practical files have been prepared by the students.

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

- c. The soft copy of the files was checked before conducting the practical exam.
- d. Again the practice sessions were conducted for students to clear their all doubts

Item No. 9: Project Dissertation: BBA Sem 6, MBA & MBA (IB)-Sem 4

- 1 *10/4/20* a. Further the house was notified by Prof Uma Gulati that the internal Viva Voce for Project Dissertation for MBA , MBA –(IB) Sem 4 and BBA Sem 6 students were conducted online on 1st & 2nd May and 4th & 5th May, 2020 respectively.
- 2 *Abh* b. Director congratulated all Academic coordinators and Programme coordinators for successfully conducting all theory and practical examinations for all Programmes successfully in online mode. Further director appreciated the coordination and support of all faculty members and non-teaching staff.
- 3

Item No. 10: Comprehensive Viva: BBA LLB & BA LLB programmes

4 *Maachi* Prof Khandelwal informed the house that the Grand Viva Voce for all law students were conducted online on different dates from 1st May to 9th May. The other components of
5 *My* Comprehensive Viva were also completed by 14th May, 2020.

Item No. 11: Summer Internship BBA4

- 6 *Uma Gulati* a. Director briefed the house that as per the guidelines issued in “Revised Academic Calendar” by GGSIPU, all the students of BBA Semester 4 are required to undertake Summer Internship during the period from May 7 till 20th June, 2020 either in companies or undertake online internships. Accordingly, the students have been informed through notice.
- 7 *#* b. Ms. Prachi Jindal suggested that we need to decide on further mode of off line internship. Director informed Prof Uma Gulati to work on same.
- 8 *Sonia*

Item No. 12: Webinars

- 9
- 10 *Pr* a. Ms. Sonia Jindal appreciated the webinar conducted on 17th May, 2020 on Webinarjam platform on the topic ‘Guidance for MBA Admission in 2020-2021’. Its massive success was cherished by all the members.
- 11 *Maachi* b. The Director informed the house that it has been decided to conduct a series of webinar for all the stakeholders of higher education. The Committee is formed to conceptualize the theme of

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

the webinar, get it approved by Director and execute the same. Dr. Anup has been asked to submit the plan by 30th May, 2020.

Item No. 13: Webinars for Law students

Dr. S. K. Khandelwal informed that law department is also planning on the themes for webinars to be delivered to law students and the Committee for the same has been constituted. They will submit themes and entire plan by 25th May, 2020.

Item No 12 Coaching for Entrance Exam.

- a. Dr. S. K. Bhatia suggested that in the prevailing situation of lockdown, Institute can come forward with the idea of starting crash course for coaching of CET (MBA) conducted by GGSIPU. This will help students in preparing for examination in safe environment.
- b. The Director informed that the matter has already been conceived and one such crash course coaching has been planned from 25th May, 2020. The final plan will be submitted by Prof. Uma on May 22nd, 2020.

Item No 13: Mentor Mentee Scheme

Prof. D. K. Choudhury informed that Faculty Members are motivated to write research papers during this lockdown situation. Mentors of different functional areas have been directed to help mentees and supervise them for the same. They are also motivated to attend conferences, FDP's, Workshop's and Webinars in Online mode.

Item No.14: International Conference 2020

Director informed the house that the committee constituted for International Conference is working on the theme and will submit the draft plan of the International Conference by 30th May, 2020.

Item No.15: Faculty Development Programme

Prof Anup Ghosh informed the house that FDP planned in the month of June will be conducted in online mode as "E-FDP". He further informed that committee has been constituted for the same where in Dr. Sheetal is the coordinator. The Committee has to design the contents to be delivered in the E-FDP and will be responsible for its smooth execution.

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

Item No 16: Publications

- a. The Director informed the house that publication work related to J-GIBS has been completed and online version of J-GIBS volume 11 is available. Due to lockdown situation publication of J-GIBS, GIBS Digest, GIBS Law Journal, Anusandhan has been stacked in Printing Process.
- b. Prof Anup informed that due to lockdown situation, all Government Institutions are closed; therefore the process to obtain E-ISSN for JGIBS is under way.
- c. Prof Khandelwal informed that due to same reason, printing of 2nd National Moot Court Proceeding is also with held in the press.

As there was no other point to discuss further, the meeting ended with Vote of Thanks to the Chair. The next meeting has been scheduled in the 3rd week of August 2020.

Members	Designation	Signature
Prof. B. S. Hothi	Director & Chairperson IQAC	
Dr. A. K. Ghosh	Coordinator IQAC	
Dr. S. K. Khandelwal	Principal, CLS	
Ms. Prachi Jindal	Dean-Corporate Affairs	
Dr. D. K. Choudhury	Professor	
Dr. Uma Gulati	Professor	
Dr. Pooja C Sharma	Assistant Professor	
Dr. Sonia Jindal	Management Representative	
Dr. S. K. Bhatia	Society Representative	
Mr. Tej Prakash	Assistant Administrative Officer	
Mr. Sahil Khan	Alumni Representative	