

**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 November 21st, 2020 at 11:30 am in Online Mode. The following members were present.

Members Present:

<u>10/22</u>	1.	Prof. B.S Hothi	Director & Chairperson IQAC
<u>11/22</u>	2.	Dr. A.K Ghosh	Coordinator IQAC
<u>12/22</u>		Ms. Prachi Jindal	Dean-Corporate Affairs
<u>13/22</u>	4.	Dr. Uma Gulati	Professor
<u>14/22</u>	5.	Dr. Vikas Gupta	Associate Professor
<u>15/22</u>	6.	Dr. Pooja C Sharma	Assistant Professor
<u>16/22</u>	7.	Dr. Sonia Jindal	Management Representative
<u>17/22</u>	8.	Mr. R. K. Jain	Society Representative
<u>18/22</u>	9.	Mr. Tej Prakash	Assl. Administrative Officer
<u>19/22</u>	10.	Mr. Sahil Khan	Alumni Representative

The chairperson welcomed the members to the meeting and informed the demise of Prof. S. K. Khandelwal, Principal, CLS-GIBS on November 13th, 2020. The members present in the meeting condoled the demise and stood in silence for two minutes to mark a respect to the departed soul.

Item No. 1 : Review of the minutes of the meeting of IQAC held on August 20, 2020

The minutes of the IQAC meeting held on August 20, 2020 were confirmed in accordance with issues related to academic, co-curricular and extra-curricular activities, placements, subject allocation, academic calendar, academic duties, course plan preparation, time table and online classes for Academic Session 2020-21.

Item No. 2 : Submission of AQAR 2019-20

Prof Anup K Ghosh informed the house that AQAR for Academic Year 2019-20 has been submitted on time and the same was accepted by NAAC.

Item No. 3 : Curriculum Implementation 2020-21 (Odd Semester)

- a. All the classes of BBA (3rd & 5th), BALLB (3rd, 5th, 7th & 9th) and BALLB (3rd, 5th & 7th) semesters are running as per Academic Calendar. Prof Ghosh informed the house that all the faculty members are delivering their courses in the respective section as per time table. Book-bank books were distributed through proper notification and with prior appointments following strict norms of Social distancing. E-copy of book-bank books were also uploaded on MS-Teams in the respective subject channels. The Director instructed Academic Coordinators to verify the library stock and prepare library procurement

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for forthcoming even semester too. It has also been instructed to identify the books which are redundant in the library.

- 1 MSZ
- 2 ABH
- 3 Manish
- 4 Unpnt
- 5 MS
- 6 IPS
- 7 Sevish
- 8 Amun
- 9 7
- 10 Khaw
- b. Programme Coordinators scheduled meetings with students of every section and collected the feedback on regular intervals. Dr Pooja C Sharma informed that some tutorial classes were also conducted for courses where students were facing difficulties to understand like Goods and Service Tax, Income Tax Law and Practice etc.
 - c. Programme Coordinators of all programmes checked the course files and course plan periodically to ensure that the teacher activity, student activity and assessment methods are carried as per the course plan to achieve course outcomes.
 - d. Prof. Uma Gulati informed the house that all faculty members have created folder to keep PPT's, digitized notes and other e-content of their respective subjects. To ensure effective Learning Management System, it was decided to have a separate folder for each programme to keep all PPTs, digitized notes and other e-contents of all the courses. The Director advised the programme coordinators to ensure compliance of the same.
 - e. Dr. Sonia Jindal suggested on the fact that the quality of content should be checked by Programme Level Committees of different programmes. The Director advised that all Programme Coordinators should check the content of all courses of their Programmes and submit the report.
 - f. Director informed the house that the new courses introduced in BBA LLB IX semester are implemented as per planned policies and procedure.

Item No. 4 : Examination & Evaluation

- a. Director apprised the house about the Term End Examination of BBA Sem 6 (batch 2017-20) MBA and MBA (IB) Sem 4 (batch 2018-20). Director asked Dr. Vikas Gupta to provide details regarding the same.
- b. Dr. Vikas Gupta informed that as per the guidelines of GGSIPU, the Term End Examination of the said programmes was conducted by the Institute from 21st September, 2020 to 9th October, 2020 including the practical examination. He also informed that feedback received from the university regarding infrastructure & set up was very much satisfactory.
- c. Prof Anup Ghosh explained that the second part of Term End Examination for BALLB Sem 2, 4 & 6 and BBALLB Sem 2, 4, 6 & 8 of Academic Session 2019-20 was also conducted by the Institute successfully. He further informed that as per the guidelines of Bar Council of India, all running batches were to appear in Term End Examination and the same was conducted by GGSIP University from 2nd November 2020 to 19th November, 2020. The students concerned appeared physically in the end terms examinations at home center only.
- d. Academic Coordinators informed the house about the continuous evaluation process adopted in present semester for running batches. Dr. Vikas Gupta informed that the Class Test 1 for BBA Sem 3 & 5, BALLB Sem 3, 5 & 7, BBALLB Sem 3, 5, 7 & 9 and MCA DD 9 was conducted from 12th October, 2020 to 16th October, 2020 in Online Mode.
- e. Prof Uma Gulati informed that all the faculty members conducted the planned student activities as per their respective course plan.

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- f. Further Director asked Dr. Vikas Gupta to give update on Planning of Class Test 2 for running batches. Dr. Vikas Gupta informed the house that Class Test 2 for BBA Sem 3 & 5 and MCA DD 9 has been planned from December 1st 2020 and the preparation for the same is in process.
- g. He further informed as the Term End examination was conducted for all running batches of Law Programme for even semester of Academic Session 2019-20 so their ongoing classes of current semester of Academic Session 2020-21 were put on hold due to preparatory leaves and examination from 20th October to 19th November, 2020. This has led to postponement of their Class Test 2 Schedule.
- h. The house discussed the issue at length and Dr. Sonia Jindal advised that the students should be mentored in this regard.

Item No 5: Skill Based Training

- 1 B.S. a. Dr. Pooja C Sharma informed the house about the Skill based Training Certificate Courses conducted for BBA Semester 3 & 5 students in current semester. All together 272 students of BBA Sem 3 morning & evening shift pursued the certificate course. Skill based Training was given on: Introduction to Marketing Essentials, Fundamentals of Business and Accounting for Managers, Principles of Human Resource Management.
- 2 B.S. b. Dr. Vikas Gupta also informed that SBT on tally has been conducted successfully for BBA Sem 5 students and altogether 162 students completed the training.
- 3 Member

Item No 6: Summer Internship Projects for BBA, BALLB & BBALLB

- 4 Gupta a. Summer Internship has been conducted for, BBA Sem 5, BA LLB (5th, 7th semester) & BBA LLB (5th, 7th & 9th semester) students. Students submitted their Project files as per the Policy and Guidelines of Summer Training Report.
- 5 Jindal b. Director clued-up Dr. Vikas Gupta to schedule the Internal Viva Voce for Summer Training Reports to complete the phase wise evaluation on stipulated time.
- 6 Jindal

Item No 7: Personality Development Workshops (odd semester)

7 Jindal Personality Development Workshops planned in odd semester of Academic Session 2020-21 for running semesters of Law were organized successfully on the topics; "Legal Profession & Public Speaking Skills" and "All India Bar Examination; Format & Preparation" on 4th August 2020. For BBA Programme, the workshops were organized on "Environmental Issues and Challenges, and "Managing & Sustaining Emotions, Motivation and Energy at Work" on 8th & 9th October, 2020 respectively.

8 Jindal

Item No 8: Professional Lecture Series

9 Jindal Ms Prachi Jindal informed that the Professional Lecture Series planned for BBA Sem 3 & 5 have been conducted on 18th September, 2020 successfully on the topics; "Taking Advantage of the Corona Virus Disruption to Rethink and Possibly Reinvent your Career" and "Comparison of Change in Trends and Perspective amongst Industries : Pre & Post Covid 19 Pandemic".

10 Jindal

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Item No 9: Jurist Day

Prof Anup Ghosh informed that the Jurist Day on "Human Right Violations of Children & Special Enactments" was conducted on 23rd October, 2020 as planned in Academic Calendar for Academic Session 20-21 of running Semesters of Law programme .

Item No 10: Staff Development Programme

- 1) *10/2*
- a. Internal Quality Assurance Cell of Institute jointly with ICT Academy organized a Staff Development Programme on 29th August, 2020 on "Microsoft Office".
- 2) *Abh*
- 3) *Manu*
- b. Prof Anup Ghosh informed the house that more E staff Development programmes have been scheduled to enhance the skill set of non teaching staff members.

Item No 11: Faculty Development Programme

- 4) *Upur*
- a. Dr. Uma Gulati informed that the FDP's scheduled in odd semester of Academic Session 2020-21 have been organized successfully on following topics:
- 5) *Jay*
- 6) *Pfc*
- 7) *Savit*
- i. Fundamentals of Artificial Intelligence and its role in Education.
- ii. Consumer Protection and New Age Challenges.
- iii. Court Craft and Drafting.
- iv. Emotional Intelligence.
- v. Research Publication in Reputed Journals
- vi. National Education Policy.

Geeta

Ms. Prachi Jindal suggested that more Faculty Development Programmes should be planned on topics like "NBA Criterion", "How to get Consultancy Projects" and "How to get Grant from various funding agencies".

- 9) *J*
- c. The suggestion was well received by the house and Director asked Academic Coordinators to note the same.

Item No.12: Management Development Programme

- 10) *Manu*
- a. Prof Uma Gulati informed the house that E MDP on Finance and Accounting for Business Managers was organized on 29th August, 2020. Internal resources were utilized in the MDP and good responses were observed. Revenue generated from MDP (Finance) was Rs. 4731/- as nominal fee was charged from participants.
- b. Prof. Uma further informed that MDP (HR) & MDP (Marketing) are scheduled in the month of December 2020.
- c. Director informed Prof Uma to submit the details and topics of both MDP's by 25th November, 2020.

Item No. 13: Webinars- Management

- a. Prof Uma Gulati informed the house that IQAC of GIBS conducted "The Gibs Talks: Season 2" a series of free webinars for youth and corporate professionals about the major disruptions in business strategies and changing business environment.

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- b. Under main theme of the series "Post Pandemic Market Mandate", Episode-1 was organized on 13th September, 2020. Episode 2 & 3 on "Covid: Go With or Be the Change" and "Light in the Darkness: Let it Shine" were organized on 20th September & 27th September 2020 respectively.
- c. The house appreciated the efforts of Institute for organizing such enlightening webinars for youth & corporate professionals to understand the essence of present scenario.

Item No. 14: E Business Quiz

- a. E business quiz was organized at National Level on 24th October, 2020. The event received an overwhelming response from the students of different colleges and Universities from all over India.
- b. Indira Gandhi Institute of Technology, Gitarattan International Business School and Chitkara University bagged the First, second and third prize respectively. The house appreciated the efforts of the Institute for conducting such events at National Level.

Item No 15: Teachers Day

Director informed the house that the Teacher's Day was celebrated on 05th September 2020 on virtual platform on Webinar Jam, keeping in mind the safety of the faculty members and students.

- a. Dr. Ashu Dhiman, from Law Department & Ms. Ritu Singh, from Management was awarded with the "Appreciation Award" for the Academic Session 2019-20.

Item No. 16: Online Intra College Solo Dance & Solo Singing Competition

- a. Dr. Pooja C Sharma informed that the Institute organized "Online Intra College Solo Dance & Solo Singing Competition on 28th August, 2020. This event was conducted by Mudra Club. The entire event was organized under the guidance of Ms. Prachi Jindal.
- b. Ms. Prachi Jindal further informed that the purpose of this competition was to enhance the enthusiasm and creativity of the students and encourage them to participate in extracurricular activities. More such activities are planned under the banner of different Clubs.
- c. Mr. R K Jain requested the members to think about holistic growth of the students with society inclusiveness. After a long discussion, the Director requested Ms Prachi Jindal to frame policy about formation of different clubs considering the discussion.

Item No. 17: Planning for New batches of MBA & MBA(IB)-Academic Session 20-21

- a. Dr. Uma Gulati informed that as per the notification of GGSIPU, the Orientation Programme for MBA & MBA (IB) is scheduled on November 23rd, 2020. All arrangement have been made and the Orientation Briefing will be carried by Dr Sheetal Chadda, Programme Coordinator for MBA & MBA(IB)
- b. Dr. Anup Ghosh informed that "The Prelude - Orientation programme" is on virtual platform, so all the students have been sent joining link through mail and the same has been confirmed by calling students.
- c. Director informed that to guide the students for a glorified prospect, Prof Devi Singh, Former Vice Chancellor, Flame University & Former Director-IIM Lucknow has kindly consented to deliver the Keynote address.

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- d. It was also noted that classes for MBA & MBA (IB) batch 20-21 will start from second week of December, 2020 so preparations on different front like finalization of subject allocation, time table, book bank book distributions and Microsoft Teams has to be seen.
- e. Director asked Academic Coordinators to do all the needful and submit the report on the same by 28th November, 2020.
- f. Director also informed that the Admission Process for Undergraduate as well as Post Graduate Programmes is ongoing and the Institute is making plans accordingly as per the guidelines of GGSIPU.

Item No. 18: International E Conference

- a. Director informed the house that the 11th International E conference is going to witness the speakers form International Arena. Talks are going on with experts in different functional areas. He further apprised the house on the papers received in different functional areas for presentation.
- b. Director asked Prof Anup Ghosh and Prof Uma Gulati to submit the proposed list of Keynote Speakers and Session Chairs of different tracks based on functional areas.
- c. Further directions will be provided to finalize the theme/topic of E books which are planned to be published with ISBN number in different functional areas.

Item No.19: Student Feedback

- a. Director informed Dr. Pooja C Sharma to plan for student feedback for current semester of Academic Session 2020-21.
- b. He directed Dr. Pooja regarding structured feedback to be collected from the students through online mode.
- c. All the conveners of Programme Level Committee were told to analyze the feedback once received and submit recommendation for any corrective measure.

Item No 20: Institute Publication

- a. Prof Uma Gulati informed that the Journal of Global Information and Business Strategy (JGIBS) has already received ISSN for its online and Print version. The said journal is already included in Indianjournal.com and now it has been applied for ICI indexing. The matter will take 4-5 months as a step-wise process.
- b. She also apprised that Application for ISSN(Online) for Gibs Law journal has been started and after receipt of ISSN(online) the journal will be applied for inclusion in indianjournal.com. The house welcome the points.



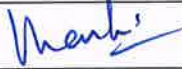
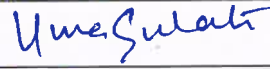


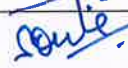


Item No 21: Institute's Innovation and Entrepreneurship Cell

- a. Prof Anup Ghosh informed that Institute has established Innovation and Entrepreneurship Cell which is working as per the guidelines of "Institution's Innovation Council- Ministry of Education's Innovation Cell.
- b. With a purpose of systematically fostering the culture of Innovation in our Institute, Prof Anup Ghosh informed that various activities have been chalked out as per the guidelines of MOE's Innovation Cell

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Item No 22: Miscellaneous

- a. Prof Ghosh informed that the Institute has modified its Grievance Redressal Committee and the committee conducted its first meeting in September on virtual mode. All of the grievances received by the committee are related to network issue or online examination. All the 80 grievances, received, were sorted out satisfactorily. Further the Grievance Redressal Committee also recommended to modify the Board of Discipline which has been approved and notified.
- b. Ms Prachi Jindal informed the house that due to pandemic, most of the organizations have curbed down their requirement. However, the placement team is working hard and organized many online interviews in between. As the final semester end term examination has just completed, the students will appear in the forthcoming interviews. The house appreciated the effort of IIPC in this tough time.
- c. Mr. Tejprakash pointed out the requirement of one online platform for external events. He mentioned that the institute has already purchased one webinar platform 'Webinarjam' and it is running successfully from May-2020. But for the events where large number of external participants need to join with camera, the institute requires another platform which neither webinarjam nor MS-Team satisfies. After discussing the issue, it has been decided to purchase Zoom meeting platform for 100 participants.
- d. It has pointed out that the work of different types of designing like flyer, brochure, magazine etc. has been gone high and the exiting employees do not have such skill. As a result the institute's publishing and promotional work, both in online and offline mode is getting delayed. The members requested the Director to put the matter before appropriate authority to create a post of Graphic Designer to cope up these designing jobs of the institute.

Members	Designation	Signature
Prof. B.S Hothi	Director & Chairperson IQAC	
Dr. A. K Ghosh	Coordinator IQAC	
Ms. Prachi Jindal	Dean-Corporate Affairs	
Dr. Uma Gulati	Professor	
Dr. Vikas Gupta	Associate Professor	
Dr. Pooja C Sharma	Assistant Professor	
Dr. Sonia Jindal	Management Representative	
Mr. R. K. Jain	Society Representative	
Mr. Tej Prakash	Asst. Administrative Officer	
Mr. Sahil Khan	Alumni Representative	