












**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 August 25<sup>th</sup>, 2020 at 11:00 am in Online Mode .The following members were present.

**Members Present:**

	1.	Prof. B. S. Hothi	Director & Chairperson IQAC
	2.	Dr. A. K. Ghosh	Coordinator IQAC
	3.	Dr. S. K. Khandelwal	Principal, CLS
	4.	Ms. Prachi Jindal	Dean-Corporate Affairs
	5.	Dr. Uma Gulati	Professor
	6.	Dr. Vikas Gupta	Associate Professor
	7.	Dr. Pooja C Sharma	Assistant Professor
	8.	Dr. Sonia Jindal	Management Representative
	9.	Mr. R. K. Jain	Society Representative
	10.	Mr. Tej Prakash	Assistant Administrative Officer
	11.	Mr. Sahil Khan	Alumni Representative

The chairperson introduced new members Mr. R. K. Jain & Dr. Vikas Gupta and welcomed all the members to the meeting.

**Item No. 1: Review of the minutes of the meeting of IQAC held on May 20<sup>th</sup> 2020**

- a. The minutes of the IQAC meeting held on May 20<sup>th</sup> 2020 were confirmed in accordance with issues related to academics, curricular activities, extracurricular activities, project dissertation, summer internship, webinars, and mentor mentee scheme, Faculty Development Programmes, Management Development Programmes and Publications.
- b. Dr. A. K. Ghosh, Coordinator, IQAC highlighted the quality assurance initiatives undertaken by IQAC. He informed that all the co-curricular activities for Management and Law programme were organized successfully in Academic Year 2019-20 (Odd & Even Semester). He further informed that due to Covid 19 pandemic lockdown, the Institute was closed for students and faculty members' w.e.f. 13<sup>th</sup> March & 18<sup>th</sup> March, 2020 respectively, and therefore some of the extra-curricular activities of even semester could not be organized due to Government embargo and some activities were organized in online mode.

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- 1 *DR*
- c. The chairperson appreciated the work of all the faculty members, Academic Coordinators, Programme Coordinators for completing all the tasks related to Academics and other areas in timely and systematic manner even in such a stern situation.

2 *Abh*

**Item No. 2: Superannuation of Dr. D. K. Choudhury**

3 *DR*

As per the Institute's policy regarding superannuation of an employee, Dr. D. K. Choudhury has been superannuated w.e.f. 21<sup>st</sup> August, 2020. The house appreciated the services rendered by Dr. D. K. Choudhury to the Institution.

4 *Umesh*

**Item No. 3: Projects Dissertation-MBA (Batch 2018-20) & BBA (2017-20)**

- 5 *Umesh*
- 6 *DR*
- a. Dr. A. K. Ghosh informed the house that BBA Semester 6 projects were successfully completed and the faculty guides have taken sincere efforts to get the projects done.
- b. Dr. Uma Gulati also informed that the MBA Semester 4 projects were also completed on time. Faculty guides did all efforts to monitor the projects. Online classes were taken by faculty to guide students on research tools and techniques.

7 *DR*

**Item No. 4: CET Coaching**

- 8 *DR*
- 9 *DR*
- 10 *DR*
- a. Dr. Uma Gulati informed the house that considering the problems faced by the prospective students, the IQAC organized two online CET coaching workshops for the MBA (GGSIPU) aspirants. Batch 1 and Batch 2 were organized successfully from 25<sup>th</sup> May to 30<sup>th</sup> May, 2020 and 20<sup>th</sup> June to 25<sup>th</sup> June, 2020 respectively. Industry experts and Institute faculty members trained the students on different subjects as per syllabi requirement.
- b. MBA aspirants really appreciated the initiative of the Institute as it was carried free of charge. Mr. R. K. Jain valued the institute's efforts towards a noble cause.

11 *DR*

**Item No. 5: Webinars- Management**

- a. The Director informed the house that the IQAC of GIBS conducted "The GIBS Talks: Season 1" a series of free webinars for all the stakeholders of higher education about the future plan of Govt of India to mitigate the COVID-19 disaster faced by the education sector of India. Under main theme of the series 'ROADMAP TO HIGHER EDUCATION - POST COVID '19, three episodes were conducted in Season 1 on Webinar jam platform.
- b. Episode 1 in the series was on "Required Changes in Technical Education" organised on 14th June, 2020. The session was carried by Prof. (Dr). K K Aggarwal, Chairman, National Board of Accreditation.

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- 1 *Mr* c. Padmashri Prof. (Dr.) Mahesh Verma, Vice Chancellor, Guru Gobind Singh Indra Prastha University, Delhi delivered Episode 2 on theme, "Strength Within Success Throughout".  
GIBS organized this webinar on 21st June, 2020.
- 2 *Mr* d. GIBS organized Episode 3 on 28th June, 2020 wherein Prof. Anil D. Sahasrabudhe, Chairman, All India Council for Technical Education delivered the session on "Reshaping Higher Education- the AICTE Guide". More than 6000 participants attended these webinars all together and all of them got e-certificates.
- 3 *Mr* e. Dr. Sonia Jindal proposed to plan for, "The Gibs Talks: Season 2" where personalities from Corporates should be invited to address youth and corporate professionals about the major disruptions in business strategies and changing business environment. The house welcomed the suggestion given by Dr. Sonia Jindal and asked Dr. Uma Gulati to review the same.
- 4 *Mr*

**Item No. 6: Webinars- Law**

- 5 *Uma Gulati* a. Dr. S. K. Khandelwal informed the house about the law webinars conducted in the month of June 2020. He informed the house that webinar on 20<sup>th</sup> June was conducted on theme, "*Are fair trials feasible in today's world of Social Media: Its influence on Judiciary*". Hon'ble Justice Shri G. S. Singhvi who has served as Chief Justice of the High Court of Andhra Pradesh and former Judge of the Supreme Court of India addressed the audience.
- 6 *Mr* b. Law Webinar on "*Pandemic and Constitutional Challenges: A Current Perspective*" was organized on 23<sup>rd</sup> June, 2020. Hon'ble Justice Shri Swatanter Kumar, who has served as Chairman of National Green Tribunal and also a former Judge of the Supreme Court of India addressed the participants. All together 700 participants attended these free webinars and got e-certificates.
- 7 *Mr*
- 8 *Mr*

**Item No.7: Faculty Development Programme**

- 9 *Mr* a. Dr. A. K. Ghosh informed the house that IQAC organized free E-Faculty Development Programme (FDP) on "*Preparedness towards Post Pandemic: Teaching, Learning and Research*" from 6th July, 2020 to 18<sup>th</sup> July, 2020.
- 10 *Mr* b. He further informed that the E-FDP received huge participation as the two weeks long programme was designed to enrich the knowledge of the faculty members on new ways of doing teaching and research particularly in the post-covid era. Experts from NITTTR, DSC, NIT etc had delivered the sessions. The participants highly praised the FDP.
- 11 *Mr*

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**Item No. 8: Staff Development Programme**

- 1 RB
- a. Three Staff Development Programmes (SDP) were organized by the IQAC in different areas. SDP on ERP 2.0 was organized from 8<sup>th</sup> to 20<sup>th</sup> June, 2020, whereas SDP on basic excel and Advance Excel was organized from 22<sup>nd</sup> to 25<sup>th</sup> June, 2020 and 20<sup>th</sup> to 23<sup>rd</sup> July, 2020.
- 2 AM
- b. Dr. R.K Jain appreciated the institute's effort for these Staff Development Programmes organized by the IQAC for its staff.

**Item No. 9: Management Development Programme**

- 3 D
- a. The Director informed the house that online MDP on marketing analytics and HR analytics were organized during 24<sup>th</sup> to 27<sup>th</sup> July, 2020 and 31<sup>st</sup> July to 3<sup>rd</sup> August, 2020 respectively. Internal resources were utilized in these MDP and good responses were observed.
- 4 Manish
- b. Revenue generated from MDP (Marketing) and MDP (HR) was Rs. 4980/- & Rs.14442/-respectively.
- 5 Uma Sankar
- Nominal fee was charged from participants for both MDP's.
- 6 Jay
- c. Ms. Prachi Jindal suggested carrying forward with analytics in different functional areas as it is important area of learning. The house welcomed the suggestion of Ms. Prachi Jindal.

**Item No. 10: Placements (Academic Year 2019-20)**

- 7 Hic
- a. Director informed the house that in spite of Covid 19 situation; Industry Institute Partnership Cell of Institute has made all efforts to place MBA students of batch 2018-20.
- 8 Anil
- b. Ms. Prachi Jindal added further that efforts are still on and cell is in touch with the students.

9 Anil

Director appreciated the efforts of all teaching and non-teaching staff in completing the academic, co-curricular and extracurricular activities successfully. He further informed the house about the preparation of academic session 2020-21.

10 A

**Item No. 11: Preparation for ongoing Semesters of Law and BBA Programme**

- 11 Anil
- a. Director informed the house that the preparation for odd semester Academic Session 2020-21 related to ongoing semesters is done considering the Covid 19 situation.
- b. He further updated that the classes will be carried in virtual/online mode and will start from August 20<sup>th</sup>, 2020 as per GGSIPU guidelines.

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**Item No. 12: Academic Calendar 2020-21(Odd semester)**

- 1 *MB*
- 2 *Am*
- a. Director informed the house that Academic calendar (odd semester) 2020-21 has been prepared by Academic Coordination Committee under his supervision and due care has been taken in planning the activities as the semester will run in virtual mode for students.
  - b. Dr. A. K. Ghosh informed that all the extra-curricular and co-curricular activities for Management and Law Programmes have been incorporated in the Academic Calendar as discussed and recommended by different Programme Level Committees. The Academic calendar was released on July-2020 after the final approval of the Management Committee.

3 *B* **Item No. 13: Academic Duties 2020-21(Odd Semester)**

- 4 *Manish*
- 5 *Uma Gulati*
- 6 *Am*
- 7 *Am*
- 8 *Am*
- a. Director apprised the house about the release of Academic Duties which covered:
    - i. Guidelines for Conducting Co-Curricular and Extra-Curricular activities.
    - ii. Statutory Committees
    - iii. Academic Committees
    - iv. Co-curricular Activities Committees
    - v. Extra-Curricular Activities Committees
  - b. Director also highlighted that all the faculty members have been directed to plan, coordinate, schedule and execute the activities as per the guidelines. The coordinators of the events were told to supervise the same.

9 *Am* **Item No. 14: Subject Allocation**

- 10 *Am*
- 11 *Manish*
- a. Subject allocation for Academic Session 2020-21 (odd semester) was released in the month of June, 2020 for all Programmes. All faculty members were directed to prepare their course plan and submit before the coordinator of Programme Level Committee (PLC) by July 4<sup>th</sup>, 2020.
  - b. Dr. Uma Gulati informed the house that all PLC coordinators monitored the course plans of their respective programmes and finalized the same. Further to PLC monitoring, the course plans were also supervised by Academic coordinators in coordination with PLC committee.

**Item No. 15: Course Plan Presentation**

- a. Further to the discussion on subject allocation and course plan, Dr. Uma Gulati informed the house that course plan presentation was carried for all running semesters as per schedule.
- b. Academic Coordination Committee and Programme Level Committee monitored the presentation and submitted the report to Director.

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**Item No. 16: Time Table Committee**

- a. Dr. A. K. Ghosh informed the house that time table is ready for all the programmes for Odd Semester 2020-21.
- b. He further informed that the time table of all faculty members has been disseminated.

**Item No. 17: MS O365 for Online Classes**

- 1 *POZ* a. Director informed the house that the existing Learning Management System (LMS) has been activated on Microsoft platform and future online classes will be held on MS-TEAM platform. The  
2 *Akh* institute has researched a lot and upgraded its Office-365 LMS system with the upgradation of its  
3 *[Signature]* existing IT policy.  
4 *Manu* b. All the students have been given a unique mail id and password on Microsoft platform. Students were  
5 well informed about the same and complete guidelines to attend classes on MS team were sent to  
6 *[Signature]* students along with “mock classes” schedule.  
7 *[Signature]* c. Further adding to this, Dr. A. K. Ghosh informed that different modules have been created on MS  
8 Teams so that faculty can upload syllabus, course plan, assignments, e books, and other study  
9 material for the students.  
10 d. Dr. A. K. Ghosh also informed that the demo /presentation on O365 and MS teams have been  
11 completed with faculty members.  
12 e. Prof. S. K. Khandewal suggested that faculty should start uploading the study material and in case  
they find any problem, a query handling session should be kept. The house welcomed the suggestion  
and Dr. A. K. Ghosh has been entrusted upon this responsibility.

**Item No. 18: Skill Based Training**

- 13 *[Signature]* a. Ms. Prachi Jindal informed the house that Skill Based Training (SBT) for BBA Semester 3 & 5 is  
14 planned. SBT for BBA Semester 3 will be provided on Marketing, Finance and Human Resource  
15 whereas SBT for BBA Sem 5<sup>th</sup> will be on Tally as per SBT policy.  
16 *[Signature]* b. Dr. Sonia Jindal instructed that Skill based Training on tally for BBA Sem 5<sup>th</sup> should be allocated to  
17 senior faculty member. Accordingly Dr. Vikas Gupta was asked to do the needful.

**Item No. 19: Summer Training –BBA Semester 5 (Batch 2018-21)**

- 18 *[Signature]* a. Dr. Vikas Gupta informed the house about the summer training of BBA Semester 5 students. He  
19 further informed about the allocation of faculty guide and phase wise evaluation process.

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- b. Director informed Dr. Vikas Gupta to monitor phase wise evaluation of the Summer Training Reports and duly apprise him regarding the same.

**Item No. 20: Publications**

- a. The Director informed the house that publication work related to J-GIBS, GIBS Digest, GIBS Law Journal, Anusandhan and 2<sup>nd</sup> National Moot Court proceeding has been started as it was stacked due to Covid 19 lockdown situation.
- b. Dr. A. K. Ghosh informed the house that the Institute has obtained E-ISSN for JGIBS. Director appreciated the efforts of publication Committee.

**Item No. 21: Constitution of Board of Discipline**

- a. Prof. S. K. Khandewal informed the house that Board of discipline has been constituted and shall function for a period of two years w.e.f Academic Session 2020-2022.
- b. The board is required to maintain discipline in the institute & perform various functions as per the guidelines of UGC, AICTE, BCI and GGSIPU.

**Item No. 22: Infrastructure Built to handle Covid 19**

Ms. Prachi Jindal informed the house that the Institute, during lockdown, prepared its infrastructure corona ready and spread wide awareness amongst its stakeholders for future day preparation. The house appreciated the institute for creating excellent Covid Infrastructure to fight the Invisible enemy.

**Item No. 23: Plan for Academic Year 2020-21**

As this meeting is the last one for current academic year, hence a SWOT analysis were done and the weaknesses were discussed at length by the members. The plan for the net academic year has been chalked out and which are as follows:

1. Monitoring teaching learning process through robust feedback methods: The Programme level committees are strengthened to monitor the performance of the faculty members as approved in their course plan. Evaluation process should be mapped with course outcomes.
2. Strengthen Institutional Learning Management System: The LMS system maintained to be upgraded on Microsoft Office-365 platform by the Institute and will be integrated with institute ERP system as far as possible.
3. The ERP of the institute need to be upgraded on web-based technology so that all the stake holders can access it from any corner of the globe.

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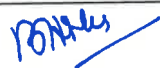


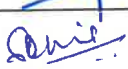


4. Improvement of the quality of the institutional publications: The journal of Global Information and Business strategy has received e-ISSN. As a next step this journal need to be indexed with different indexing authorities like ICI, UGC Care etc. Further it has been planned that the GIBS Law Journal should receive e-ISSN in this academic year. It has also been planned to publish a number of edited e-books by the faculty members on different topics with ISBN number.
5. Faculty members are to made aware to participate in different award giving competitions or activities organised by different renowned bodies.
6. Motivate faculty members to apply for research grants from different sponsoring authorities: Different authorities like DST, AICTE, UGC, NAAC, ICCSR may be approached by the faculty members for research project grant.
7. Motivate faculty members to apply for IPR for their intellectual works including publications: Encourage the faculty members to apply for copyright of their intellectual properties or patent.
8. Motivate faculty members to develop e-Contents to upload in MOOCs / Swayam etc: There is good number of course materials developed by the faculty members and put in the LMS of the institute. Some of the course materials may be applied for SWAYAM platform uploading. For this faculty members should be trained.
9. Motivate faculty members to attend different Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes approved by UGC / AICTE.
10. Workshop on Conservation of Energy and Gender Issues should be conducted with Parents group and local residents.
11. Start one Incubation centre: To help the budding student entrepreneurs' startup process, incubation centre is necessary.
12. Maintain high level of research and involve students to take part in e-conference / seminars / webinars.
13. Tie-up with University/Institutes & organizations for different collaborative ventures.
14. Involvement of students in social inclusion activities.
15. Start in-house industrial training.
16. Strengthen student support system for Competitive Examination Guidance and Higher Education Guidance / coaching.
17. Alumni Activities should be strengthened: Start different alumni activities make a constant connectivity between alumnus and its alma mater.
18. Start online certificate course on Human Values and ethics.



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19. Tie up with Skill council/s to get SBT certificate recognized.
20. Improve industry connection with faculty members: The faculty members may be encouraged to get connected with industry houses and participate in their decision making process by inclusion in their different strategic function committees

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 3<sup>rd</sup> week of November, 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. Uma Gulati	Professor	
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