

Minutes

II Meeting of the Internal Quality Assurance Cell
IILM GRADUATE SCHOOL OF MANAGEMENT
Saturday May 2, 2020 3.00 pm

Agenda

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Members Present:

Special Invitee

- Dr R K Srivastava, Associate Professor, Gautam Budhha University

External Members

- Mr Pankaj Krishna, Founder and CEO, Chrome Data Analytics and Media

Alumni Members

- Mr Arti Mittal, India Lead, Global Legal Operations, Accenture
- Mr. Sujoy Das, Executive Director, HR Consulting, HeadSpace HR Private Limited

Internal Members

- Prof (Dr) Malrvizhi, Controller of Examination, IGSM
- Dr.Sandhya Rai -Dean IGSM
- Prof. Raju Majumdar- Area Chair, Finance
- Dr Shyamali Satpathy, Area Chair, OB/HR
- Prof Sonika Sharma, Admission Incharge, IGSM
- Prof. Saurav Sanyal, Dean Placements, IGSM
- Prof. Rajkishan S S, Professor & Area Chair- Economics, IGSM
- **Dr. Ajay Singh, Associate Professor, IGSM**
- Prof Anirudha Chakrabarty, Associate Professor, IGSM
- Dr. Ridhima Bhanot, Assistant Professor, IGSM
- Dr. Archana Singh, Sr. Counsellor, IGSM
- Dr. Vikas Bhatnagar, Assistant Professor, IGSM
- Dr. Shweta Nanda, Assistant Professor, IGSM
- Dr Kumar Saurabh, Assistant Professor, IGSM
- Maj Sunita Joshi, Registrar, IGSM
- Dr. Madhavan, Sr Librarian, IGSM

IQAC Coordinator

- Dr Shikha Bhardwaj, Associate Professor & Area Chair - Entrepreneurship, IGSM

Members Absent:

- CA Asmita Chakraborty, Assistant Professor, IGSM
- Dr. Chaitali Boral, Assistant Professor, IGSM
- Dr Sumanjit Dass, Assistant Professor, IGSM

Items for Consideration**Item No. II.01: Approval of the minutes of I meeting of IQAC held on Feb.1, 2020**

The minutes of the meeting were circulated via email through the IQAC office and the members have confirmed the same.

Item No.II.02: Action Taken Report on decisions of the I meeting of IQAC held on 01-02-2020

Decision	Action Taken
Item no. 2. 02: a The students scoring more than 90% in MOOC Courses can be awarded scholarship/certificates for their achievement over and above the curriculum. <i>IQAC Decision: Discussed and resolved, not to approve the same</i>	Decision conveyed to academic committee.
Item no. 2. 02: b Reward for faculty for quality research publication <i>IQAC Decision: Discussed and resolved, to approve the same</i>	Decision conveyed to research committee.
Item no. 2. 02: c 20% of projects of students/dissertation reports to be published <i>IQAC Decision: Discussed and resolved that a committee evaluate the reports and recommend for publication</i>	Committee constituted for the same
Item no. 3. Enhancing qualitative initiatives in classroom delivery <i>IQAC Decision: Discussed and resolved, to reinforce reading habits, incorporate essential readings, include more visual learning materials and parallel certifications upskill and upgrade students</i>	Decision conveyed to academic committee.
Item no. I. 04 The proposed Centre for Emotional Intelligence at IILM will hold need based trainings and workshops to promote positivity, mental health and well-being among staff and students both at IILM and outside. <i>IQAC Decision: Discussed and resolved to endorse the role of the Centre for Emotional Intelligence in improving the overall mental health and well-being of internal and external stakeholders</i>	Decision conveyed to the Centre.

Item No.II.03: Online mode of Teaching

The Dean academics summarized the challenges posed by the pandemic for effective teaching. She outlined the proposed initiatives to provide an effective online teaching-learning and assessment platform to all academic stakeholders.

a) Access e resources

Seeing the present lockdown situation, it is proposed to provide an online platform to students, faculty and staff members to access books, articles, reading material, etc.

b) Procurement of online teaching platform

It is suggested to procure an online teaching platform. There are several platforms like MS Teams, Zoom, Google Class room etc. The academic team would conduct a detailed comparative study and procure the best suited one for the institute.

c) Recording of class/session videos

d) Guest lectures/sessions of industry and foreign experts

e) Online Evaluation

Considering the challenges of online evaluation, the assessments for the various courses will be as per the course module plan and will be moved to duration based online submission, presentation mode. Also, a proper SOP should be developed for online exams, viva, etc.

f) MOOC

There is a need to create an application which encompasses the programs relevant to the present-day skills. The platform should provide access to the world's best education which we deliver in collaboration with the best universities and industry establishments. The programs should be delivered by top notch instructors from across the world along with executives of the best companies.

IQAC Decision: Discussed and resolved, to endorse the same

Item No.II.03: Training programmes for Virtual mode of Teaching and Program management & Webinars

The registrar proposed the need for training programs for online teaching and program management to ensure assurance of learning and quality of program delivery and management. The proposed programs are as follows.

- a) Training for managing online Teaching Platform/s
- b) Training on online teaching Netiquettes
- c) Faculty Training & Development for adapting curriculum and pedagogy to virtual teaching.

IQAC Decision: Discussed and resolved, to recommend the initiatives

Item No.II.04: Changes in admission policy during the pandemic

Prof. Sonika Sharma, head of admissions, presented the proposed changes in admission policy, given the challenges posed by the pandemic. The objective is to ensure that the quality of intake will not be detrimentally affected. The following are the proposed changes.

- Virtual modes of interaction (counselling/interview/post-interview) with prospective students
- Revision of the fee structure to accommodate academically good students whose families are affected by the pandemic.
- 100% tuition fee waiver to each student who lost her parent due to COVID-19.

IQAC Decision: Discussed and resolved, to approve the same

The meeting ended with a vote of thanks by Dr. Shikha Bhardwaj.

Respective department heads to note and make an action plan with stipulated time. Next IQAC Meeting will be held on August 1, 2020.