<u>**Minutes of the IQAC Meeting**</u>

Date	13/03/2020 (Friday)
Time	02:00 PM to 04:00 PM
Venue	Meeting Room

Prof. Kavita Pathak, Chairperson, IQAC welcomed all the members to the IQAC Meeting and briefed the members about the agenda of the meeting which are as below:

- **Agenda 1: Record of Absence**

- **Agenda 2: Preparation for Covid-19 and planning for adoption of Online teaching and examination.**

- **Agenda 3: Preparation for alternative SIP arrangement in case of Covid-19 spread.**

- **Agenda 4: Safety Protocol in case of spread of Covid-19.**

- **Agenda 5: Focused Enhancement in Research & Publication**

- **Agenda 6: Plan for focused Co-curricular activities**

- **Agenda 7: Improvement in Academic Processes in line with AACSB requirements.**

- **Agenda 8: Strengthening of Incubation Center**

1. **Agenda 1: Record of Absence**

   Members Present:

   Prof. Kavita Pathak, Prof. Dheeraj Misra, Prof. Prabhat Pankaj, Mr. Shaurya Shrestha Mr. Kushal Bhargava, Prof. Vir Ved Ratna, Prof. Masood Siddiqui, Prof. Himanshu Mishra, Prof. R K Ojha, Prof. Reena Agrawal, Prof. Athar Mahmood, Prof. Shyamji Mehrotr, Prof. Rashmi Chaudhary, Prof. Shalini Singh, Prof. Manisha Seth, Prof. Ankit Mehrotra, Prof.

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Abha Dixit, Dr. Suneel Gupta, Mr. Pradeep Kumar, Mr. Amitabh Ghosh, Mr. D K Tripathi,

Mr. Anil Kumar Awasthi, Mohd. Naseem Ansari

Members Absent:

Mr. Paritosh Joshi, Mr. Ashfaq Ahmad

2. **Agenda 2: Preparation for Covid-19:**

Considering the increase of Covid-19 cases across India and chances that class-room

impartation of education might get affected so it has been decided to have a long term

comprehensive planning so that all the academic and academic-administration activities

may run in an effective and efficient manner. Accordingly, detailed discussion was there

on the following points:

- Since physical class-room teaching might get affected because of the possibility of
  some preventive measures imposed by the government/administration and
  simultaneously as per the consideration of impact on health conditions of students, it
  was discussed to have some online platform like zoom, Microsoft team or Google Meet
  etc. After a through discussion, zoom found preference as the platform for online
  communication on different domains.

- Simultaneously, if situation doesn't go that bad so mix of online and offline class might
  be planned and for that purpose comprehensive planning is required as per the physical
  infrastructure etc.

- Since both the stakeholders (faculty-members and students) haven't yet encountered
  such a mode of knowledge sharing so lots of training activities in terms of 'teaching &
  learning innovations' are required so committee suggested to look for relevant training
  avenues and resource person so that comprehensive training package may be finalized.

- It has been proposed that all faculty-members should be facilitated with supporting tools and instruments to have effective online teaching.

- All the stakeholders should have remote access of all data bases, library facilities and application software.

- Since there is lots of uncertainty related to Covid-19 situation and holding in-campus examination may be affected so alternative arrangements for holding online examinations have also been discussed

3. **Agenda 3: Preparation for alternative SIP arrangement in case of Covid-19 spread:**

Incase Covid-19 situation continues so physical SIP may not be possible so some alternative arrangement for students should be planned so that learning opportunities for the students may be adversely affected. Here, proposal for online SIP discussed that include pushing companies for online-SIP and simultaneously Faculty-driven SIP has also been proposed where a compressive internship project-outline on different domains (Marketing, Finance, HR, Operations and Analytics) is to developed that will be evaluated by external experts too.

4. **Agenda 4: Safety Protocol in case of spread of Covid-19**

In case of Covid-19 spread, there should be proper safety protocol and measures for all the stakeholders (faculty-members, students and staff) so that all will remain safe and have a feeling of security in campus and hostel. This includes creation of safety net, proper sanitization and measures for maintain social distancing. Also it was proposed that most of administration work and meeting should be online.

5. **Agenda 5: Focused Enhancement in Research & Publication**

It was proposed that research and publication activities should be enhanced in an aggressive manner so that research profile of the institute as a whole and faculty-members in particular may be increased by a substantial amount. This include targeted publication in SCOPUS, higher category of ABDC journals. It was also proposed that inter and intra institutions research-partnership. Further, publications in Management-related journals should be encouraged. For facilitating research publication activities some more analysis software like E-views, Smart-PLS and latest version of AMOS should be purchased.

6. **Agenda 6: Plan for focused Co-curricular activities**

In order to increase interaction and learning of students, a program with titled 'Life after Five' was proposed. This program should include various co-curricular activities that aimed at knowledge-enhancement in various management domains and increasing inclusiveness among student community.

7. **Agenda 7: Improvement in Academic Processes in line with AACSB requirements**

- Finalization of Competency Goals (CGs) for the program in line AACSB requirements and aligning Course Learning Outcomes (CLOs) of various courses with the Competency Goals (CGs) and aligning Evaluation Components and corresponding Evaluation Metrics.

- Focus on online content development that include Flipped Videos and MOOCs. For this purpose, Camtasia software would be purchased. This may provide and alterative learning platform for students.

- Enhanced use of technology in the courses.

- Strengthening of Area Advisory and Program Advisory Committees.

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- Revamping of Business Analytics Courses. Business Analytics was started last year. With increasing importance and application of Python as the base language for various ML and DL tools, it was proposed to have Python as the base language instead of R.

8. **Agenda 8: Strengthening of Incubation Center**

   Efforts should be made to have Government of UP recognition for the Incubation Center and enhancing various activities under the Incubation Center.