

VES Business School

Agenda of IQAC Meeting

19th February 2022 (Saturday)

Time: 11 am to 1 pm

1. Review and discuss on newsletter
2. Review of syllabus format (course pack prior to beginning of semester)
3. Proposing structured body for sponsored FDP
4. Review and update of BASIC 2022
5. Departmental meet post evaluation process every semester
6. Design and conformance of quality deviation
7. New 360 degree feedback form for approval (alumni, parents, corporate exit feedback)
8. Student Induction by UHV cell



Dr. Sachin Deshmukh,
Chairman IQAC,
VES Business School



Dr. Debjani Banerjee,
Member Secretary, IQAC,
VES Business School



VES Business School

IQAC Meeting Attendance Sheet

19th February 2022

Sr.No	Name	VBS Designation	IQAC Designation	Attendance
1	Shri. Amar Asrani	Management Trustee	President	Present
2	Dr. Sachin Deshmukh	Director	Chairman	Present
3	Dr. Debjani Banerjee	Associate Dean Quality Assurance & Accreditation	Member Secretary IQAC	Present
4	Dr. Sandeep Bhardwaj	Dean Academics	Member	Present
5	Dr. Brijesh Sharma	Associate Dean General Management	Core Member	Present
6	Dr. Pranjal Muley	Associate Dean BA	Core Member	Present
7	Dr. Neerja Kashive	Associate Dean Academics	Member	Present
8	Mr. Kishor Moghe	Social Contributor	Member	Absent
9	Mr. Rahul Amarnani	Alumni Representative	Member	Absent
10	Ms. Anuradha Ray	Alumni Representative	Member	Present
11	Mrs. Ranu Datta	Parent	Member	Absent
12	Mrs. Harsha Bhatia	Parent	Member	Absent
13	Mrs. Vinaya Naik	Parent	Member	Absent
14	Mr. Arpit Shrivastava	Industry Representative (Manager Risk Advisory Team of Ernst & Young)	Member	Absent
15	Mr. Vijay Agrawal	Industry Representative (Senior Group VP Motilal Oswal)	Member	Absent
16	Mr. Sanjay Shrivastaava	Industry Representative (MD- Muenzer Bharat Pvt Ltd)	Member	Present
17	Mr. Manoj Das	Industry Representative (Founder InventOn))	Member	Absent
18	Mr. Vivek Prabhu	Registrar	Member	Present
19	Mr. Arun Saxena	Assistant Director Placement & Corporate Relations	Member	Present
20	Ms. Hetal Palan	Assistant Director - Branding, Marketing & Student Relations	Member	Present
21	Ms. Geeta Iyer	Librarian	Member	Absent
22	Ms. Megha Singh	Executive Accreditation & IQAC	Core Member	Present
23	Ms. Bhakti Kawade	Student Representative PGDM Batch 2021-23	Member	Absent
24	Mr. Jaideep Naroo	Student Representative PGDM Batch 2021-23	Member	Absent
25	Ms. Priya Pandey	Student Representative PGDM Batch 2021-23	Member	Absent
26	Mr. Yadnesh Narappol	Student Representative PGDM Batch 2021-23	Member	Absent



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Minutes of IQAC Meeting

19th February 2022 (Saturday)

Time: 11 am to 1 pm

1. Review and discuss on newsletter

Dr. Pranjal .M. proposed to have a single institute level newsletter providing a broad coverage and 360 degree view of the entire institute, instead of having different department wise newsletter. As preparing individual department newsletters involves lot of man-hours and it is cumbersome to ask all stakeholders to read and go through each and every department newsletter copy.

Director Dr. Sachin .D. agreed and approved of the proposal for single institute level newsletter. All members agreed for a digital soft copy to be published quarterly and circulated in the initial stage. Later on once the readership is established then we can plan for a print copy publication and invite participation from outside institute as well.

2. Review of syllabus format (course pack prior to beginning of semester)

It was observed that prior to beginning of this semester the syllabus format was slightly not in uniform. Dr. Debjani .B. suggested that there should be one standard format that we need to establish, in discussion and agreement with all. Every time it happens that we discuss the syllabus component points in our BOS but the format for every domain is found to slightly differ. Dr. Sandeep .B. mentioned one format has been circulated to all the HOD's and respective faculties, & its work in progress.

3. Proposing structured body for sponsored FDP

Dr. Debjani .B. mentioned this year i.e. 2021-22, VES Business School has been able to bag four AICTE ATAL FDP's successfully with over 150 participation from all over India, in each of the FDP's. Two FDP's were focused on Strategic Management area, one for Outcome Based Education and one from Finance



area, all four of them have recorded very positive feedback response from the participants. However when we as an institute try to float an FDP the response is not that huge. So in order to get good number of participation IQAC proposed to go for sponsored FDP's such as either NGEN or CMI becoming our sponsor partner, as involvement of other bodies outside the institute motivates the faculty members desire to consider the FDP to be more value added. A structured FDP committee or body who will be coordinating with the industry people and tie ups with various external agencies who could join us to conduct FDP's. As soon as the ATAL AICTE portal opens we request all to keep ready with FDP proposals, which will be circulating amongst all faculties. Dr. Sachin .D. suggested a committee comprising of two to three members shall be formed, and they will be given the responsibility of handling the FDP's for the entire year. He also mentioned from AY. 2022-23 onwards there will be four annual calendar maintained for Academic Calendar, Admission Calendar, Placement Calendar, and Event Calendar, by the end of 31st March 2022.

4. Review and update of BASIC 2022

Dr. Pranjal .M. gave an update for Hackathon 21 teams registrations are received. As the BASIC' 22 begins from 22nd to 26th Feb 2022, on day 1, our first event to be held is "Hackathon" followed by Data Quest, and Industry guest speakers sessions, parallely post lunch research paper publications are scheduled each day. Our sponsors are NABARD, IIC, iHUB Divya Sampark, University of Cartagena, European University of Technology, BHU IIT

5. Departmental meet post evaluation process every semester

In order to identify the attainment post evaluation is important as it helps to understand what we had proposed and how much we have been able to do in each of the PO's. So every department needs to evaluate with the faculty members to understand deviation so that the remedial measures can be adopted to bridge the gap. Dr. Sachin .D. suggested out of the 10 departmental meetings held every year, 3 meetings shall be allotted for departmental post evaluation.

6. Design and conformance of quality deviation

The objective of design and conformance of quality deviation is to identify the gap and design strategy in discussion with the Director & Dean Academics, subsequently bring it to IQAC to take an overall review feedback on the proposed quality measures that are suggested to be implemented. Dr. Brijesh



.S. gave his input saying as we talk of quality in terms of the content, attendance, discipline, academic, non-academic, events, admissions etc., so we have to initially lay out each and everything and as an end result need to check what have we achieved.

7. New 360 degree feedback form for approval (alumni, parents, corporate exit feedback)

Revised 360 degree feedback form changes has been already done & put up for approval (alumni, parents, corporate exit feedback). As it was found there is some additional scope and same has been incorporated and shared by Dr. Sandeep .B. which soon shall be floated for implementation.

8. Student Induction by UHV cell

As per AICTE requirement the institute needs to conduct student induction by UHV cell, and the cell committee has been formed, Dr. Debjani .B. will be heading the cell, similarly most of our faculty members have undergone the UHV training course and obtained certificates. The cell will try to ensure that gradually each and every staff, faculty and student go through the UHV course training. So this induction activity shall be henceforth initiated by the UHV cell.



Dr. Sachin Deshmukh,
Chairman IQAC,
VES Business School



Dr. Debjani Banerjee,
Member Secretary, IQAC,
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Action Taken Report of IQAC Meeting

19th February 2022 (Saturday)

Time: 11 am to 2 pm

1. Review and discuss on newsletter

Students' committee for the newsletter has been identified. It has been decided that all associate deans along with students' committee will be the members of the newsletter core-group.

2. Review of syllabus format (course pack prior to beginning of trimester)

The revised course structure and the revised syllabus were discussed in all the BOS meeting held on 30th April 2022 as per the different specialisation.

E-Books list for subscribing was discussed in the library meeting dated 20th April 2022 & all the faculties were asked to finalise the E-books as per their subjects.

Pearson has been selected as a publication house.

3. Proposing structured body for sponsored FDP

As far as ATAL FDPs are concerned, the faculties from VES Business School have proposed 5 proposals for the upcoming ATAL FDP 2022-23 conducted by AICTE. The committee consisting of Director, Dean Academics & IQAC members. Each department had come up with its FDP proposal & submitted online through AICTE portal.

We are also proposing to come up with proposals to conduct FDP in various relevant areas.

4. Review and update of BASIC 2022

It has been decided that next BASIC 23 is going to be held from 21st February 2023 for 5 days. It has also been decided to conduct the mega event offline. Social innovation will be taken as project exhibition along with paper presentation.



5. Departmental meet post evaluation process-end of academic year

Learning outcome review process will be initiated at the end of each academic year. Results are declared in order to present the details of outcome & its deviations along with remedial measures in the next IQAC meeting.

6. Design and conformance of quality deviation (non-academic, extracurricular)

For all the non-academic & extracurricular activities like workshops, conferences, seminars, feedback forms are prepared & activity wise feedbacks are taken to check the quality conformance.

7. New 360-degree feedback form for approval (alumni, parents, corporate exit feedback)

The existing feedback forms are modified by Dean Academics Dr. Sandeep. B. and approved by Director Dr. Sachin Deshmukh. The basic changes have been done as per the requirement of NBA.

8. Student Induction by UHV cell

Dr. Debjani Banerjee -UHV cell head has introduced AICTE programs as a part of "PARICHAY" which is the student induction program. She has motivated students and all teaching and non teaching to complete the refresher course.



**Dr. Sachin Deshmukh,
Chairman IQAC,
VES Business School**



**Dr. Debjani Banerjee,
Member Secretary, IQAC,
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