



**VES Business School**

**Agenda of IQAC Meeting**

**24<sup>th</sup> September 2022, (Saturday)**

**Time: 11am**

1. Basic 2023 discussion
2. Fellowship program of VBS
3. Discuss the measurement of learning outcome & discussion on a sample course outline
4. New performance appraisal form of VBS to be reinstated as a process for last year's performance evaluation 2021-2022
5. Restructuring of SIP policy to accommodate most of the industry mentor
6. SIP workshop, how to use turnitin software & guidance of report writing
7. Review of Vision Mission & PEO, discussion on responses received from faculties.
8. Progress of Green audit for VESBS
9. Strategy games & innovative teaching
10. VBS newsletter, name to be decided, to be done in the Month of pre Diwali
11. Pearson e-book demo for students
12. Installation of smartboards in classroom (IFP – Maxhub 75 Inch – 12 units)
13. Draft for ERP orientation program
14. NBA peer group audit

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


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

VES Business School				
IQAC Meeting Attendance Sheet				
2022-23				
Sr.No	Name	VBS Designation	IQAC Designation	Attendance
1	Shri. Suresh Malkani	VES Trust Representative	President	
2	Dr. Sachin Deshmukh	Director	Chairman	
3	Dr. Debjani Banerjee	Associate Dean Quality Assurance & Accreditation	Member Secretary IQAC	
4	Dr. Sandeep Bhardwaj	Dean Academics	Member	
5	Dr. Brijesh Sharma	Associate Dean General Management	Core Member	
6	Dr. Pranjal Muley	Associate Dean BA	Core Member	
7	Dr. Snehal Chincholkar	Associate Dean Academics	Member	
8	Dr. Neerja Kashive	Head Research	Member	
9	Mr. Kishor Moghe	Social Contributor	Member	
10	Mr. Rahul Amarnani	Alumni Representative	Member	
11	Ms. Anuradha Ray	Alumni Representative	Member	
12	Neelam Dubey	Parent	Member	Neelam Dubey
13	Mrs. Ranu Datta	Parent	Member	
14	Mrs. Harsha Bhatia	Parent	Member	
15	Mrs. Vinaya Naik	Parent	Member	
16	Mr. Arpit Shrivastava	Industry Representative (Manager Risk Advisory Team of Ernst & Young)	Member	
17	Mr. Vijay Agrawal	Industry Representative (Senior Group VP Motilal Oswal)	Member	
18	Mr. Sanjay Shrivastava	Industry Representative (MD- Muenzer Bharat Pvt Ltd)	Member	
19	Mr. Manoj Das	Industry Representative (Founder InventOn))	Member	
20	Mr. Vivek Prabhu	Registrar	Member	Vivek Prabhu
21	Mr. Arun Saxena	Assistant Director Placement & Corporate Relations	Member	
22	Ms. Hetal Palan	Assistant Director - Branding, Marketing & Student Relations	Member	
23	Ms. Geeta Iyer	Librarian	Member	Geeta Iyer
24	Ms. Megha Singh	Executive Accreditation & IQAC	Core Member	Meghasingh
25	Ms. Mahek Aggarwal	Student Representative PGDM Batch 2022-24	Member	
26	Mr. Deepshankar Buragohain	Student Representative PGDM Batch 2022-24	Member	
27	Ms. Garima Kapoor	Student Representative PGDM Batch 2022-24	Member	Garima
28	Mr. Eeshan Bhattacharya	Student Representative PGDM Batch 2022-24	Member	Eeshan

29 Rajesh R. Jaiswal - Sr. mgr corporate Relationship & Placements member

Rajesh

**VES Business School**  
**Minutes of IQAC Meeting**  
**24<sup>th</sup> September 2022, (Saturday)**  
**Time: 11am**

**1. Basic 2023 discussion**

Dr. Pranjal Muley started with a brief introduction about BASIC, this year the event is going to be held in campus offline mode in the month of February 2023, theme being Business Analytics and Social Innovation Conference dated 13<sup>th</sup> Feb to 17<sup>th</sup> Feb 2023. further discussed the subthemes of all domains.

**2. Fellowship program of VBS**

Dr. Neerja Kashive shared that 10 seats from fellowship program have received approval from AICTE. Minimum program duration is 3 years, and maximum is 5 years. In the next research committee meeting the newspaper advertisement once approved will be published. Out of 3 years course, the 1<sup>st</sup> year shall be pre Ph.D, and student within 2 years has to submit their thesis, which will be sent to external examiner, guidelines have been circulated to faculty for the same. Per year course fees are Rs. 60,000/-

Approval for internal guide is still in process, two students shall be allotted under one internal guide.

**3. Discuss the measurement of learning outcome & discussion on a sample course outline**

Dr. Sandeep Bhardwaj mentioned once the objective is finalised we can move ahead to do question paper mapping & course outcome to find out what is lacking & set a goal to measure classroom update of CO-PO to identify if something is lacking.

**4. New performance appraisal form of VBS to be reinstated as a process for last year's performance evaluation 2021-2022**

Dr. Sandeep Bhardwaj has revised the performance appraisal form of VES B School, broad areas describing what a faculty has performed on annual basis has been captured, areas which were missing have been captured in the new revised version.

**5. Restructuring of SIP policy to accommodate most of the industry mentor**

Dr. Snehal Chincholkar mentioned it is required to inculcate industry mentor into the review process, as industry mentor can give actual review.

**6. SIP workshop, how to use turnitin software & guidance of report writing**

Dr. Brijesh Sharma mentioned many faculties face problems as reports are not having font uniformity, in terms of headings, spacing. So training in advance before going for SIP, MIP will help at the time of submission of reports.

**7. Review of Vision Mission & PEO, discussion on responses received from faculties.**

Dr. Sandeep Bhardwaj mentioned we need to review our vision, mission & values with every stakeholder.

**8. Progress of Green audit for VESBS**

Mr. Vivek Prabhu has submitted the proposal to Trust, awaiting response & approval for the same.

**9. Strategy games & innovative teaching**

Dr. Snehal Chincholkar shared she is planning to use board games physical mode, implemented by leading institutes like IIM Udaipur, to make learning more fun and interesting.

#### 10. VBS newsletter, name to be decided, to be done in the Month of pre Diwali

Dr. Pranjal Muley mentioned student cell committee has been formed and few name suggestions received are, Spectrum, Calidus, Praskhsepan.

#### 11. Pearson e-book demo for students

Ms. Geeta Iyer mentioned mail account for Pearson E books has been created, mail explaining the account registration process and user manual has been shared with all students for easy access.

#### 12. Installation of smartboards in classroom (IFP – Maxhub 75 Inch – 12 units)

Installation of smartboards in classroom has been done successfully.

#### 13. Draft for ERP orientation program

Dr. Pranjal Muley mentioned for 2022-24 we are starting with LMS, salary & HR functions. The academic faculty section will begin as soon as the student admission task gets over.

#### 14. NBA peer group audit

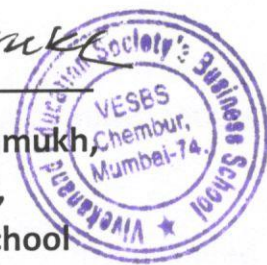
The prequalifier and self-assessment report has been submitted and approved, also the five set of proposed visit dates have been mailed, awaiting response yet.



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**VES Business School**  
**Action Taken Report of IQAC Meeting**  
**24<sup>th</sup> September 2022, (Saturday)**  
**Time: 11am**

**1. Basic 2023 discussion**

The preparations are in full swing, the brochures have been sent to various networks and getting good response. It includes:

- a. Hackathon
- b. Pre conference workshop
- c. Expert talk & research paper presentation
- d. Social innovation exhibition

**2. Fellowship program of VBS**

The fellowship program advertisement was given dated 16.09.2022 and 18.10.2022. Interviews were conducted for four students on 12.11.2022 and for one student on 13.12.2022.

The pre fellowship course started from 10<sup>th</sup> Dec 2022

Student names & guide allotment details are as below:

<b>Sr No</b>	<b>Name of the student</b>	<b>Name of the Guide</b>
1	Gaurav Bhatia	Dr. Sachin Deshmukh
2.	Divya Dixit	Dr. Neerja Kashive
3.	Manish Kumar	Dr. Neerja Kashive
4.	Rupesh Siyodia	Dr. Brijesh Sharma
5.	Abhay Diwale	Dr. Pranjal Muley

**3. Discuss the measurement of learning outcome & discussion on a sample course outline**

To ensure measurement of learning outcome as discussed in the Faculty Council Meeting, the question paper mapping with the course outcome and program outcome has been implemented from foundation batch of PGDM 2022-24. The first examination with this system took place in October 2022.

**4. New performance appraisal form of VBS to be reinstated as a process for last year's performance evaluation 2021-2022**

The revised performance appraisal form has been implemented.

**5. Restructuring of SIP policy to accommodate most of the industry mentor**

The next batch of students who would go for their SIP in May 2023 for them this new restructured SIP policy will be implemented for evaluation, including the industry mentor in the evaluation process.

**6. SIP workshop, how to use turnitin software & guidance of report writing**

This workshop to train students for usage of turnitin software as well as guidance for report writing would be conducted in the month of March 2023, once the students come towards end of tri V, before going for their MIP (Management Internship Program).

**7. Review of Vision Mission & PEO, discussion on responses received from faculties.**

With the input received from faculties the PEO mapping in alignment with the Vision & Mission statement has been done.

**8. Progress of Green audit for VESBS**

Though we have not been able to start Green Audit, we have initiated energy audit and in the process to start green audit.

**9. Strategy games & innovative teaching**

The expense of this institute will be put in the budget of next financial year and implemented thereafter.

## **10. VBS newsletter, name to be decided, to be done in the Month of pre Diwali**

“Prakshepan” has been decided as the name/title. After a discussion it was decided that the frequency of the said newsletter should be kept twice in a year in order to obtain substantial and quality contents. The coverage will be as follows:

- July to December
- January to June

Approximate size of the newsletter will be 30 pages.

- 15 students have approached Dr. Pranjal Muley to work for the said newsletter.

After few initial meeting taken by Dr. Pranjal, 3 teams of students are decided, they are as follows:

- ✓ Data collection team
- ✓ Format and proof-reading team
- ✓ Media and publication

- The following segments in the newsletter are decided

- ✓ Director's window
- ✓ Activities and placement related data
- ✓ Articles by students and faculty
- ✓ Picture gallery
- ✓ Alumni space
- ✓ Industry/ corporate corner
- ✓ From the desk of Non-teaching

- Separate email id and drive folder has been created.

## **11. Pearson e-book demo for students**

Pearson e-book demo for students has been done online dated 27<sup>th</sup> Dec 2022, and offline demo is scheduled on 7<sup>th</sup> Jan 2023.

## **12. Installation of smartboards in classroom (IFP – Maxhub 75 Inch – 12 units)**

Installation of smartboards in classroom has been done successfully. Very beneficial and well-practiced by faculty.



### 13. Draft for ERP orientation program

Dr. Pranjal Muley mentioned the ERP orientation program would include training on below areas:

1. How to apply for CL/ Medical/ Comp OFF/On Duty leaves
2. How to take Students' Attendance
3. How to work with Learning Management System
4. Upload Admitted students
5. Fee collection through ERP
6. Mark sheet processing (in process)

### 14. NBA peer group audit

Out of five, three proposed next dates that we have are:

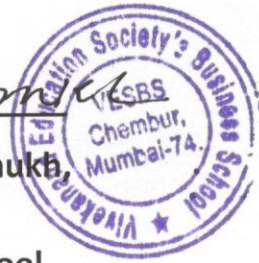

13<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup> January

20<sup>th</sup>, 21<sup>st</sup>, 22<sup>nd</sup> January

Though we have not received any intimation from NBA.



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