

ARMY INSTITUTE OF MANAGEMENT

Minutes of the meeting of IQAC held on 20 Dec 18

1. A meeting was held to discuss on the following agenda points:
 - a) Adoption of new members in IQAC
 - b) Adoption of new syllabus

2. Director AIMK, as Chairman of IQAC welcomed all members present, before discussing the agenda points:
 - a) Dr Malini Majumdar, Coordinator, IQAC
 - b) Prof Protik Basu, Faculty member, Subject Coordinator – General Management, and Member, Institute Governing Body
 - c) Prof Sougata Majumder, Faculty member, Subject Coordinator – HR, and past Coordinator, IQAC
 - d) Prof Suarjit Malakar, Faculty member, Subject Coordinator – Finance
 - e) Dr Debaleena Chatterjee, Faculty member

Agenda Points

3. Members in IQAC. The induction of members in IQAC as per the guidelines provided by NAAC was discussed and the following constitution has been decided:

Chairman	Maj Gen Deepak Dhanda (Retd) SM Director, AIMK
Coordinator	Dr Malini Majumdar, Faculty Member, AIMK
Administrative Officer	Col S Chakraborty, Registrar and Head of Adm, AIMK
Administrative Staff Member	Mr. Dipankar Chakraborty
Teaching Members	Prof Protik Basu, Faculty member, Subject Coordinator – General Management
	Prof Sougata Majumder, Faculty member, Subject Coordinator – HR
	Prof Suarjit Malakar, Faculty member, Subject Coordinator – Finance
	Dr Ravi Chatterjee, Faculty Member Dr Debaleena Chatterjee, Faculty member
Representative, IGB	Col GS, Headquarters Bengal Sub- Area & Secretary, IGB
Representative, Alumni	Ms. Soma Banerjee
Representative, Industry	Mr. Rahul Bose, IBM, Member, BCCI
Representative, Students	Ms. Riti Mishra, Mr Krishna Mohanty
Representative, Local Body	OIC, ECHS

4. Adoption of new syllabus. Discussion was held on adoption of new syllabus and the consequent changes in class load allocation. Director, AIMK instructed to finalize the load for entire academic year 2018-19 in Jan 2019 so that the entire workload for a particular academic year for individual faculty member could be gauged.

Additional Points Discussed

5. Submission of AQAR. For submission of AQAR, a deadline of 31 Jan 19 has been finalised. The following were decided:

- a) The last published report (2016-17) is to be presented before IGB in the next meeting and the same is to be indicated in AQAR.
- b) To include the overall infrastructural, administrative and academic feedback from students, a new format has to be generated which will be distributed to students at the end of even semester examination and feedback will be obtained.
- c) The AQAR should also include mention of ISO Certification, Awards and Recognitions received by faculty members and SWOT Analysis of AIMK.
- d) Impact factor for faculty publication needs to be stressed upon in AQAR and hence the report must contain a detailed list of publication as annexure.

6. Internal Academic Audit. Internal Academic Audit is an important requirement of AQAR. It has been decided that IQAC, as a team will do the academic audit covering the aspects of documentation, pedagogy and academic procedures including reports and returns and their timelines.