



Minutes of the 10th Meeting of IQAC, IMI Kolkata

February 28, 2024, at 03:00 P.M. in Online mode

Members present

1. Professor Chanchal Chatterjee, Coordinator, IMI Kolkata
2. Professor Tirthankar Nag, Member as Trustee, IMI Kolkata
3. Professor Rachana Chattopadhyay, Member, IMI Kolkata
4. Dr. Sahana Roy Chowdhury, Member, IMI Kolkata
5. Dr. Ruchi Sharma, Member, IMI Kolkata
6. Ms. Bishnupriya Rajoria, Member, IMI Kolkata
7. Ms. Solanki Sengupta, Member, IMI Kolkata
8. Ms. Abhisikta Chakraborty, Member, IMI Kolkata
9. Mr. Dinesh Upadhyay, Member, IMI Kolkata
10. Mr. Harsh V. Agarwala, Member from Industry, Ori-Plast Limited
11. Mr. Gautam Ray, Member from Employer, IMI Kolkata, Executive Director – HR & Administration, CESC Limited
12. Mr. Piyush Pagaria, Member as Alumni, IMI Kolkata
13. Mr. Abhishek Pal, Member as Alumni, IMI Kolkata
14. Ms. Yukta Bardia, Member as Student, IMI Kolkata
15. Mr. Soukhin Sarkar, Member as Student, IMI Kolkata
16. Ms. Satabdi B. Chakraborty, Member Secretary, IMI Kolkata

Leave of absence

1. Professor Mohua Banerjee, Chairperson IQAC, IMI Kolkata
2. Professor Debdas Rakshit, Member as Distinguished Academician, University of Burdwan

Special Invitee

1. Dr. Sahil Singh Jasrotia, Assistant Professor, Marketing, IMI Kolkata
2. Dr. Rohit Singh, Associate Professor, Operations Management and Quantitative Techniques, IMI Kolkata

Agenda

1. **Confirmation of the minutes of the previous meeting.**
2. **Presentation on Library and Learning resources by Ms. Solanki Sengupta.**
3. **Presentation on the FPM program by Dr. Rohit Singh.**
4. **Presentation on Mentor Mentee program by Prof. Rachana Chattopadhyay.**

5. Discussion on the Teaching –Learning Process.

6. Presentation on Action taken Report based on the suggestions received in the last IQAC meeting:

(i) General Administration by Ms. Bishnupriya Rajoria

(ii) IIC and E-Cell by Dr. Sahil Singh Jasrotia.

Highlights of the Meeting:

1. The Chairperson and Coordinator greeted everyone present at the meeting.
2. All the members approved the minutes of the previous meeting held on October 16th, 2023.
3. The coordinator requested Ms. Bishnupriya Rajoria to present Actions taken based on the suggestions received in the last IQAC meeting. Ms. Rajoria presented the following:
Suggestions in the last IQAC meeting:

- A. Tabulation of Statutory Compliances
- B. Introduction of Online Student Attendance Management System
- C. Introduction of an Online Student Complaint Management System
- D. To increase student participation in the management of the Institute activities to provide them with real-world exposers
- E. The Institute should follow some benchmarking in terms of quality comparison with other institutes to enhance the overall outcome and productivity of IMI Kolkata

4. Actions Taken:

- A. All the below-mentioned compliances are captured in the MMR (Monthly Maintenance Report)

From a Statutory building compliance perspective, the following Licenses are functional and up to date:

- ✓ Fire License
- ✓ Pollution Control License
- ✓ Lift License
- ✓ LPG Gas Bank License
- ✓ Trade License
- ✓ Labour License

- B. i) Considering the campus turning into a fully-residential mode, the Student Attendance and Leave Management System for the hostel has been considered to undergo complete automation.

ii) The model of the mapping software has been designed by IT team and the report format has been decided and agreed upon.

iii) Students' leave shall also be mapped through the same software.



- iv) This shall be implemented from June 2024 with the 2024-26 Batch.
- C. i) IMI Kolkata has received a proposal from the Entrepreneurship - New Venture Development Course team called "Team Catalyst".
ii) As a part of their entrepreneurial course, they have developed a software under the guidance of Dr. Rahul Kapoor. Website- <https://sites.google.com/imi-k.edu.in/trouble-tackle/home>.
iii) This software will provide IMIK an online platform for the facility-related issues, which will ensure faster logging, addressal, tracking and closure of the issues.
iv) Students have shared their proposal of handing over the ready software to the IT and Administration department.
v) IMIK is in the process of inducting this software into the Campus Management System.
- D. i) The **Residential Affairs Committee (RAC)** has been set up that constitutes student members. They manage day-to-day activities of the hostel mess, menu planning, student issues in the hostel. They are guided & supported by the Hostel Warden, Hostel Superintendent and Administration Team.
ii) The **Student Affairs Committee (SAC)** is entrusted with managing the activities of the Clubs & Committees in IMIK. They are organizing Conferro – the Management fest in IMIK, from 1st to 3rd March, 2024, by raising sponsorships for the event. They are guided by their Faculty Mentor and supported by the Administration Team.
- E. i) At present IMI Kolkata is benchmarking our Administrative practices with our parent B-School IMI Delhi.
ii) Registrar Mr. Rajendra Singh and General Manager Mr. Sunil Singh provide guidance and insights on the same.
5. Mr. Piyush Pagaria suggested whether there is a complain management system so that issues can be resolved on time. Ms. Rajoria appraised that the management team is under the process of finalizing the policies before implementing a TAT. The team will start with a basic mechanism prepared by the students themselves as a start-up initiative at this level rather going for a sophisticated complain management software.
6. The Coordinator thanked Ms. Rajoria for sharing the inputs and requested Dr. Sahil Singh Jasrotia to present Actions taken based on the suggestions received in the last IQAC meeting. Dr. Jasrotia presented the following with regards to IIC and E-Cell:

Suggestions in the last IQAC meeting:

- A. Collaborations with Govt institutes for financial support (Award of Grants) involved in the development of the infrastructure needed to sustain the IIC cell.

- B. More student involvement and application of cutting-edge technologies like Fintech for future improvement of these initiatives.

7. Actions Taken:

- A. Following the suggestions, the IIC actively pursued collaborations with government institutes to secure financial support for the development of infrastructure. Meetings were organized with relevant government agencies and even during Regional meetings of IIC to discuss potential partnerships and funding opportunities.
- B. Recognizing the importance of student involvement in driving innovation and entrepreneurship initiatives, the IIC implemented measures to enhance student participation. Various awareness campaigns, workshops, and training programs were organized to educate students about the opportunities available through the IIC and encourage them to actively engage in entrepreneurial activities.
- This year for the first-time students of IIC are organising their event (Navrachana 1.0).
 - Increased participation in MIC driven activities.
8. Mr. Gautam Ray wanted to know about the future targets and plan of actions of the IIC team. Dr. Jasortia appraised that for the last 02 AY i.e. 21-22 and 22-23, a number of self-driven activities were implemented although among them many of the activities were not uploaded in the portal which lowers the overall rating. The team will certainly take care of this in the current AY and will also try to conduct more activities in other categories as well.
9. The Coordinator thanked Dr. Jasortia for the insights on IIC and requested Dr. Rohit Singh to present on FPM program of IMI Kolkata.
10. Dr. Singh started his presentation by giving an overview for FPM program as follows:
- FPM Programme started in 2017
 - Current AICTE approved intake is 20
 - Current Scholar Strength: 16

 - Library Sources available for the FPM Scholars: NDLI: IMIK has the Institutional Registration since 2017, INFLIBNET: Shodhganga INFLIBNET
 - ✓ Journals – 57 National and International Journals, including 10 International journals
 - ✓ E Journal : EBSCO Business Source Complete - 1727, Emerald Premier Collection - 310
 - ✓ Database: EMIS- Professional Asia, Bloomberg Terminals, Prowess IQ, EPWRF Time Series



✓ Citation Database: Web of Science, Scopus

➤ Two scholars have graduated till date. Sodhganga Links:

Kandarp Singh: <https://shodhganga.inflibnet.ac.in/handle/10603/502782>

Sweta Tiwari: <https://shodhganga.inflibnet.ac.in/jspui/handle/10603/527320>

➤ **Faculty and Research Guidance details:**

Sl. No.	Current Research Guides	Designation	No. of FPM students enrolled	Full-time Regular Faculty Member	Post PhD Experience (Years)	No. of (Scopus) Publications
1	Dr. Rohit Singh	Associate Professor	4	Yes	8	46
2	Dr. Sachin Modgil	Associate Professor	4	Yes	6	56
3	Dr. Rituparna Basu	Professor	1	Yes	11	25
4	Dr. Sahana Roy Chowdhury	Associate Professor	1	Yes	13	23
5	Dr. Roma Puri	Associate Professor	1	Yes	14	8
6	Dr. Gobindo Roy	Assistant Professor	1	Yes	4	15
7	Dr. Chanchal Chatterjee	Professor	2	Yes	13	15
8	Dr. Arghya Ray	Assistant Professor	1	Yes	3	34
9	Dr. Tirthankar Nag	Professor	1	Yes	18	25
10	Dr. Anees Ahmad	Assistant Professor	1	Yes	7	10
11	Dr. Avinash Shrivastava	Associate Professor	1	Yes	6	85

➤ **Research Committee Member details (Thesis evaluations have been done by external examiners who are faculty members in accredited institutions)**



Members	Name	Designation	Affiliating Institute
Internal Members	Dr. Tirthankar Nag	Professor	IMI Kolkata
	Dr. Rituparna Basu	Professor	IMI Kolkata
	Dr. Rohit Singh	Associate Professor	IMI Kolkata
	Dr. Sahana Roy Chowdhury	Associate Professor	IMI Kolkata
	Dr. Sachin Modgil	Associate Professor	IMI Kolkata
	Dr. Avinash Kumar Shrivastava	Associate Professor	IMI Kolkata
	Dr. Arghya Ray	Assistant Professor	IMI Kolkata
	Satabdi B Chakraborty	Member Secretary	IMI Kolkata
External Members	Dr. Rameshwar Dubey	Professor	Montpellier Business School
	Dr. Subhajyoti Ray	Professor and Director	Jaipuria Noida

➤ **FPM Admission Procedure details as follows:**

- Application advertisement announced on Website
- Screening of Applications
- Scheduling presentation of Tentative Research Proposal followed by Interviews
- Admission Letter Issued for Selected Scholars

➤ **FPM Admission Data: Application and Acceptance Rate AY 2023-24**

FPM Application and Acceptance Rate for AY 2023 - 24				
Year	Total No. of Applications	Called for Interview	Selected	Acceptance Rate
2023	43	21	6	14%



➤ **Eligibility - Selection Criteria**

As per the AICTE guidelines, following are the selection criteria in IMIK for the Fellow Programme in Management:

- i. Academic Qualification : Master's Degree (weightage 8%)
- ii. Abstract submission on Tentative Research Proposal (weightage 10%)
- iii. Presentation of Tentative Research Proposal (weightage 10%)
- iv. Personal Interview (weightage 40% + 28%)
- v. Work Experience (weightage 4%)

➤ **FPM Programme Process Flow as below:**

- Course Work>Comprehensive Assessment>Pre- Registration Seminar> Seminar Registration> Half – yearly Review till Pre – synopsis Seminar> Pre – synopsis Seminar and Submission of Synopsis> Final Thesis Submission> Recommendations Acceptance Defense> Award of Fellow in Management

➤ **Financial Assistance is provided to the FPM scholars**

Stipend

- Rs.30,000/- for the first two years of the programme
- Rs.35,000/- for the last two years of the programme

Contingency Grant

Scholars are eligible to get a contingency grant of up to Rupees One Lakh after completion of their course work.

Conference Grant

Scholars are eligible to get a contingency grant of up to Rupees One Lakh after completion of their course work.

➤ **Conference and Contingency Grant used by Scholars:**

SI Nos	Name of the Scholar	Conference Name	Date of Conference	Institution/Place	Paper Title
1	Indrani Paul	ISDSI	28-Dec-2021	IIM Nagpur	Digitalization Trends in Retail: A Literature Review with ACI Framework for Future Research Directions
2	Indrani Paul	IMI-K Research Colloquium	09-Dec-2021	IMI Kolkata	Tourist's engagement in ecotourism: A Review and Future Research Agenda Based on TCCM Framework
3	Indrani Paul	ISDSI	27-29 Dec 2022	JAGSOM Bangalore	Role of Personal Values and Social Media Travel Group in Driving Ecotourism Engagement
4	Sweta Tiwari	Indian Finance Conference	19-21 Dec 2022	IIM Calcutta	"Evidence of Dividend Reduction and Stock Price Reaction in Indian Market: Is There a Role of Share Repurchase?"
Contingency Grant					
SI Nos	Name of the Scholar	Software/Books	Year	Others	Remarks
1	Kandarp Singh	Yes	2021		Grammarly Subscription

➤ **Research Guide Allocation Process**

- Each candidate have one/ two Guide(s) under whose supervision the research work in relation to the programme is carried out. All Guides are internal at present.
- The RAC is created after the Guide Allocation process. The RAC constitutes of the Scholar's Research Guide, one member from the scholar's research area and one member from an inter-disiplinary area.
- The Research Programme and areas of research is finalized by respective Guides after discussion with the candidates and are forwarded to the Director for concurrence.

➤ **Publication Requirement for completion of FPM Programme**

Two peer reviewed papers published (or formal acceptance for final publication) in UGC Care/Scopus/WoS indexed journals, related to his/her thesis area of specialization for



Award of Fellow in Management. Details of FPM Scholar publications can be accessed from Annexure 1.

11. Prof. Rakhshit appreciated the overall presentation and was satisfied with the quality of the FPM program and policy maintained over the years, specially the scholarly publications and citations. He suggested utilising the full scholarly intake to strengthen and increase the overall publication and program quality.
12. The Coordinator thanked Dr, Singh for the presentation and requested Prof. Rachana Chattopadhyay to present on the next agenda Mentor Mentee initiative of IMI Kolkata.
13. Prof. Chattopadhyay started her presentation by sharing the importance of the mentor-mentee initiative as follows:
 - Mentoring is a well-documented practice for supporting people through a transition, typically from study to work or from one career to another.
 - Mentors take an important role to address the following needs of the students:
 - ✓ Providing support to the mentee in case of feelings of isolation
 - ✓ Reduction of anxiety
 - ✓ Providing confidence
 - ✓ Providing support to the emotional needs
 - ✓ Providing career orientation
 - In the AY 2022-23, IMI-Kolkata has started Mentor-Mentee program for every student.
 - The objective of this programme is to help the students achieve emotional and social wellbeing
 - Prof. Chattopadhyay illustrates the activities covered under this initiative as follows:
 - Under this programme, every student is assigned under a faculty member, approximately 8-10 students are assigned under each faculty mentor
 - Faculty mentor meets the student-mentees regularly (at least once a month) and establishes a trust relationship.
 - Faculty mentors provide the time to the mentees individually to listen to the issues of the mentees and try to help them in solving the problem.
 - If the issues are related to the physical facilities, mentors directly forward the same to the concerned department.
 - Faculty mentors generally help the students in three major areas:
 - ✓ Time management



- ✓ Adjustment-related issues
- ✓ Developing career orientation

- Mentoring session with each student is documented by the faculty mentors in a Google form and the same is tracked by the program office. This tracking helps to understand whether issues are solved.

➤ **Outcomes of the Mentoring Programme**

Following improvements are observed within the students, by tracking the mentoring progress data given by the mentors:

- Increased self-confidence
 - Increased self-awareness
 - Asking better questions
 - Becoming a good listener
 - Developing communication skills
 - Playing supportive role for other students
- Mr. Gautam Ray wanted to confirm whether faculties assigned as mentors under this mentor-mentee initiative have undergone any professional courses since mentoring is a systematic process. Prof. Chattopadhyay appraised that an induction workshop has been organised to aware faculties of the activities under the initiative although there is a scope for further training and workshops by professionals or psychologists to have in-depth activity knowledge for mentoring the students.
- The Coordinator thanked Prof. Chattopadhyay for the presentation and requested Ms. Solanki Sengupta to present on the last agenda Library and Learning resources of IMI Kolkata.
- Ms. Solanki Sengupta started her presentation by giving insights on the overall as well the initiatives taken as follows:
- List of resources available at IMI-K for students, faculty, and staff as well. The link <http://172.16.2.14/>. This link can be accessed through VPN remotely from the campus.
- **E-journals and Scholarly databases available as follows:**
- E-Journals Package
 - ✓ EBSCO Host - Business Source Complete (IP based)
 - ✓ Emerald Group Publishing (IP based) – PREMIERE collection



- Database
 - ✓ EMIS Emerging Markets Information Service – Professional Asia
 - ✓ Prowess IQ
 - ✓ EPWRF Time Series Database
 - ✓ Bloomberg Terminals
- Citation Database
 - ✓ Scopus
 - ✓ Web of Science
- **Various E-Book & Print available in the library as follows:**
 - EBSCO- E-book Business Collection
 - Sage E-Vidya Pack
 - Book Bank facility
 - Total: 26,000 Titles in electronic mode and 9,000 print copies
- IMI Kolkata took the initiative to subscribe to Coursera Inc., an American global massive open online course provider.
 - Access is given to all 400 Students , Faculty and Administrative Members to opt for any course.
 - Core course of Business Ethics is offered via Coursera which is offered by University of Illinois.
 - Students have also completed professional certifications on HRCI Human Resource Associate, Social Media Marketing and Analytics by Meta to name a few.
 - Materials from Coursera are used as Pre and Post reads for almost all courses taught at IMI Kolkata.
- Apart from Coursera, there are other insightful resources as follows:
- **Bloomberg Market Concept:**

Bloomberg Market Concepts (BMC) is a self-paced, e-learning course that provides an interactive introduction to the financial markets using the power of the Terminal. BMC consists of 8 sections covering:

 - Economic Indicators
 - Currencies
 - Fixed Income
 - Equities
 - Terminal Basics
 - Commodities
 - Stock Options
 - Portfolio Management
- This certification has been successfully completed by 187 students of PGDM 23-25 Batch.



➤ **Bloomberg Environmental Social Governance Course**

The Bloomberg ESG course is also a self-paced, e-learning course that teaches learners how to implement ESG strategies and prepare ESG reports for regulators from the perspective of a buy-side asset management firm.

ESG consists of 7 modules covering:

- Intro to ESG and Sustainable Finance
- Research and Adopting ESG
- Negative and Positive Screening
- ESG Integration – Fixed Income
- ESG Integration –
- Equities
- Corporate Governance and Shareholder Activism
- Reporting Sustainability Activities

This certification course is successfully completed by a few interested students of PGDM 22-24 to boost their resume with industry-specific skills.

➤ **Harvard Cases & Simulation:**

- License Agreement for HBS and Ivey startup cases . Access point – OLT
- Non-HBS cases - IIMs, Darden Business Publishing, Kelley School of Business, Asia Case Research Centre Univ. of Hong Kong, Harvard Kennedy School, Thompson Centre for Business Case Studies, INSEAD Case, Thunderbird School of Global Management etc.
- Simulation - Marketplace Simulations, Hubro Simulations, Supply Chain Management Simulation etc.

➤ **Library Memberships available such as:**

- DELNET (Developing Library Network)
- IIM Calcutta Corporate Membership
- British Library

➤ **Premium link available such as:**

- Financial Times Education License (IP Based)
- Features available: News line, FT Clippings, Financial data, Lex reports, E-Paper - UK , Europe , US , Asia , Middle East, Special Reports.

➤ **Newspapers**

Leading business E-news (Mailed to the members)

- Financial Times
- Economic Times
- Financial Express
- Wall Street Journal in O-drive

➤ **Other facilities available as follows:**

- ✓ **Access to web-opac (online catalogue)**

- Web-Opac Access- Online Catalogue (IP Based Access)
 - Link : <http://172.16.2.21:8080/jopacv06>
 - ✓ **Reprographic facility**
 - Member has their unique user id to avail the reprographic facility.
 - ✓ **Library Access:**
 - Reading Area: For Reading (24x7)
 - For Circulation: (Mon to Friday 9:30 am to 5:30 pm)
 - Ms Sengupta ended her presentation by illustrating the circulation books by the following steps:
Member will pick up the title> Administrator will check the title and issue the book
> Member as well as the Administrator will receive the checkout list of the individual with the due date via mail.
 - Mr. Abhishek Pal, Alumni of IMI Kolkata appraised all regarding the effective impact that IMI Kolkata Library. He mentioned that library resources available and shared over the mail regularly helped significantly.
14. Finally, the coordinator requested the Dean Academics, Prof. Chattopadhyay to present the recent development in the teaching learning process.
15. Prof. Chattopadhyay presented the following:
- **Evaluating Leadership skills in Experiential Learning course:**
IMI Kolkata has introduced two unique courses to focus on experiential learning. The first course is Local Business Accelerator (LBA), where the focus is exposing students to learning and helping local businesses to their growth. The second course is New Venture Development (NVD), where the focus is on understanding the opportunities that lie in the market to develop a new venture. This course includes ideation, validation, market-product fit, fundraising, networking, business planning, developing, launching and much more. These two courses focus hands-on experience in helping in experiential learning. Going forward, it is decided to evaluate the leadership skills of the students through the hands-on course on entrepreneurship, LBA, and NVD. Additionally, to develop leadership skills more rigorously, students will be allowed to work for LBA and NVD courses for one week at a stretch per month instead of one day per week. This system is implemented based on the feedback received from the industry partners involved in LBA and NVD programmes. The proposal for evaluating the leadership skills was discussed in the academic council meeting and the IQAC.



➤ **Introduction of Capstone / Business Project in the curriculum:**

Given the fact that in a management institute, students get an overall idea of different domains like Finance, Marketing, Human Resource Management, Organisational Behaviour, Operations Management etc. However, thereafter, students select a specific domain as a specialization. Although students select a specific area as their specialisation, it is extremely important to have a holistic idea of other related domains too. Recognising this need, it is decided to introduce a Capstone / Business Project in the curriculum. The project will involve at least three management areas. Students will be allocated faculties as guides to execute the project spread across trimesters V and VI. The Capstone / Business Project is decided to be implemented from the Academic Year 2024-25.

➤ The Coordinator thanked Prof. Chattopadhyay for the presentation.

As there were no other matters to be discussed, the meeting ended with a vote of thanks and regard to all the members present by the Coordinator.



Signature of IQAC Coordinator
(Professor Chanchal Chatterjee)