

IQAC

DATE OF Establishment of IQAC: 12/07/2017

IQAC Members:

1. Shri. S. P. Selvaraj : Chairman, GSB.
2. Dr. S. P. S. Aruldoss: CEO, GSB.
3. Dr. Joseph Pandian: Professor [Retd.],
AvrM Sri Pushpam College,
Thanjavur.
4. Dr. A. Ananth : Professor, GSB.
5. Dr. Anita Priya Raja : Professor, GSB.
6. Dr. S. Christina Sheela: Associate Professor, GSB.
7. Dr. R. Thirumurugan: Associate Professor, GSB.
8. Prof. S. Saravanan : Assistant Professor, GSB.
9. Mr. S. Antonyathan: Administrative Officer, GSB.

FACULTY CO-ORDINATOR : IQAC

Mr. S. Saravanan : Asst. Professor, GSB.

Objective of IQAC:

→ The primary aim is to develop a system of conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- A. IQAC Strategies
- B. IQAC Functions
- C. IQAC Benefits
- d. Composition of the IQAC
- e. The Role of Co-ordinator
- f. Operational Features of the IQAC.
- g. The Annual Quality Assurance Report [AQAR] of the IQAC.

Refer: Guidelines for the IQAC in Accredited Institutions by NAAC

Meeting No.1:

Time: 04:15pm to 05:30pm

[Agenda]

Date: 12/07/2017

Venue: CEO Office

- [a] IQAC Co-ordinator has to welcome all the members of IQAC.
- [b] CEO Address to the Members
- [c] Chairman Address to the Members.
- [d] Role of IQAC & its benefits by Dr. Joseph Pandian
- [e] Office bearers and respective functions by Dr. Anita Priya Raja
- [f] Action Plan and Thrust Areas on IQAC at GSB by the IQAC Faculty Co-ordinator by Prof. S. Saravanan, GSB.
- [g] Vote of Thanks by Dr. R. Thirumurugan.

Discussion Points:

- (i) To strengthen the existing quality adherence procedures and practices.
- (ii) To work on drafting the quality policy for the institution.
- (iii) To understand the difficulty of documentation and procedures.
- (iv) To include all academic and administrative issues, works and heads to IQAC periodic audit.
- (v) To insist everyone of the member to be well verse with the NAAC & IQAC objectives, functions and procedures.
- (vi) To understand the gap in implementing quality programmes & fill the gap appropriately.

Members Present & Signature:

S-NO.	NAME	SIGNATURE
1.	Shri. S. P. Selvaraj	
2.	Dr. S. P. S. Aruldoss	
3.	Dr. Joseph Pandian	
4.	Dr. A. Ananth	
5.	Dr. Anita Priya Raja	
6.	Dr. S. Christina Sheela	
7.	Dr. R. Thirumurugan	
8.	Prof. S. Saravanan	
9.	Mr. S. Antonynathan	

Note: A soft copy of the minutes maintained separately.

Saravanan S
FACULTY CO-ORDINATOR - IQAC
GSB

Xr
DIRECTOR/CEO
GSB.
Director,
Gnanam School of Business,
Mary's Nagar,
Trichy-Thanjavar Express Way,
Sengipatti-613 402.
THANJAVUR.

Meeting No. 2.

Agenda:

Date: 16/11/2017

Venue: CEO Office.

Day: Thursday

Time: 10:00 AM TO 11:00 AM.

Agenda - In Details:

- [i] Quality aspects of Faculty Research, Publication and Innovation.
- [ii] Quality of academic programme and quality of delivery.
- [iii] To ensure the relevant pedagogies of teaching aspects.
- [iv] To discuss about the need and importance of administrative audit.

Discussion Points:

- (i) It is emphasized that the faculty has to attend a minimum of 2/3 workshops or Faculty Development programmes in an academic year. It is must that they present quality research papers in the national/international conferences and publish quality articles in reputed journals that will add strength to them personally as well as boost the image of the GSB pan India level.
- (ii) The academic programme semesterwise delivered to the students has to be thoroughly audited and effective delivery has to be ensured.

(iii) The CEDREC [Centre for Development of Research and Consultancy] has to be strengthened at GSB. The faculty team has to work active to contribute training, development and consultancy assignment that will be translate as a learning in the classroom discussions.

(iv) There is a pressing need to develop industry collaborations and enter MoUs and agreements with industry/institutions.

(v) The annual administrative audit has to be planned very well in advance and it should be executed with greater effectiveness.

Members Present:

S.No	NAME	SIGNATURE
1.	Shri S. P. Selvaraj	
2.	Dr. S. P. S. Arulbloss	
3.	Dr. Joseph Parakkian	
4.	Dr. A. Ananth	
5.	Dr. Anita Priya Raja	
6.	Dr. S. Christina Sheila	
7.	Dr. R. Thirumurugan	
8.	Prof. S. Saravanan	
9.	Mr. S. Antonymithan	

Note: A Soft Copy of the minutes maintained Separately.

Saravanan S
FACULTY CO-ORDINATOR IQAC
GSB

[Signature]
DIRECTOR/CEO
GSB
Gnanam School of Business
Mary's Nagar,
Trichy-Thangam Express Way.

MEETING NO. 3:

: Agenda :

Date : 02/03/2018 Day : Friday Time : 11:15 AM To 12:30 pm.
Venue : CEO Office.

: Issues to be Addressed :

- (i) To discuss the NAAC process which is progressing.
- (ii) Allocation of tasks to each individual faculty with regard to NAAC.
- (iii) To moot the idea regarding Academic and Administrative Audit [AAA] that is part of an quality initiative.
- (iv) To work upon the moderation of new ideas on brainstorming w.r.t academic programmes.
- (v) To assess and evaluate the outcomes and results and see the impact of IQAC over the past 9 months.

: Discussion Points :

- NAAC, its working, procedures, implementation and its benefits explained by Dr. A Aranth to all its members of IQAC.
- Working projects of the faculty has to be finished early before 30th April, 2018.
- IQAC will also include AAA as a part of its wing. The procedure has to be set.

- IQAC has enabled a considerable impact in the values, ethics, professional approaches, orientation towards quality.
- The IQAC has to work even further with strategic thinking, specific recommendations before the next meeting.

S.No	NAME	SIGNATURE
1.	Shri S. P. Selvaraj	
2.	Dr. S. P. S. Aruldoss	
3.	Dr. Joseph Pandian	
4.	Dr. A. Ananth	
5.	Dr. Anita Priya Raja	
6.	Dr. S. Christina Sheela	
7.	Dr. R. Thirumurugan	
8.	Prof. S. Saravanan	
9.	Mr. S. Antonyrathan.	

Note: A soft copy of the minutes of the meeting is maintained separately.

Saravanan S
FACULTY CO-ORDINATOR-IQAC
GSB.

Xr
DIRECTOR/CEO
GSB.

Director,
Gnanam School of Business,
Mary's Road,
Tiruchengode, Coimbatore Way,
Sengapattinam-613 402.
THANJAVUR.

MINUTES OF THE MEETING

DATE : 06.07.2018
DAY : FRIDAY
TIME : 10:00AM TO 11:00AM
VENUE : CEO CHAMBERS

AGENDA FOR THE MEETING

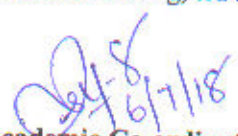
1. Welcome address by CEO.
2. Welcome new faculty by CEO.
3. Semester value additions and certifications.
4. Need broad minded in handling students.
5. Will be strict in action if found or heard passing information to students in many regards especially official things.
6. Change in approach towards students.
7. No fine semester.
8. Qualitative assignments and industry learning approach.
9. More industry based learning approach and research ideas.
10. T&D sessions should be result-oriented and assessment should be strong.
11. Need co-operation from all faculties in smooth conduct of classes.
12. Club hours made mandatory every week and club co-ordinators to be prepared with activities.
13. Admissions.

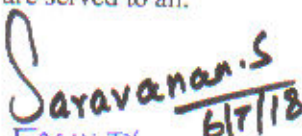
DISCUSSION POINTS NOTED DOWN FROM THE MEETING

1. The meeting commenced on 10:05 am. The CEO welcomed all the faculty members for the meeting.
2. The CEO has put a formal welcome to Prof.K.Subramani who rejoined recently. All the faculty members expressed their wishes to the newly joined faculty and welcomed him to GSB faculty fraternity.
3. The value addition courses and certification courses for Socrates of GSB is discussed in detail. The CEO has put up an emphasis on the Finance Specialization students for the additional qualification. Three faculties have submitted an exclusive form of Value Addition Courses namely Prof. Anita Priya Raja (HR), Prof.R.Thirumurugan (Lab) and Prof. Prof. Issac Johny for their respective subjects. The other faculties have also included their value addition courses in their session plan itself. The CEO has instructed to bring digital marketing as one of the value addition courses. It is clearly mentioned that it is the discretion of the faculty to appropriately design and deliver the value added courses in consultation with the academic co-ordinator.

13. The target level and the actual achieved so far has been mentioned by the CEO. As a part of celebrate the 10th Batch this year, we need to reach good amount of students by reaching the fullest capacity.

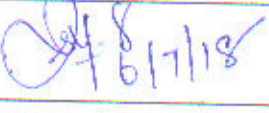
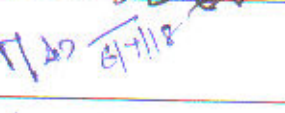
- The meeting is over by 11:05 am
- Dr.S. Christina Sheela proposed vote of thanks.
- At the end of the meeting, tea and snacked are served to all.


Academic Co-ordinator


FACULTY
CO-ORDINATOR
[IQAC]


CEO

¹Faculty Members Present:

Name of the Faculty	Signature
1. Dr.S.P.S.Arul Doss	
2. Dr. A.Anand	
3. Dr. Anita Priya Raja	
4. Dr. S. Christina Sheela	
5. Dr. R. Thirumurugan	
6. Prof. S.Saravanan	
7. Prof. G.Lawrence	
8. Prof.S.Manikandan	
9. Prof.K.Subramani	
10. B. Issac Johny	 ***** 6/2/18.

¹ The Minutes of the Meeting is prepared by Prof.S.Saravanan, GSB as part of IQAC record of faculty meeting on Quality Improvement Plan of academic delivery.

4. The CEO has registered a point that the students at this level have to be handled in a broad-minded approach by the faculty members. He obtained feedback directly from the students that they fear as if the faculty may be punitive if they express their feedback openly. The CEO has emphasized the point that the student's nature, demographics and millennial kids behavior and the faculty has to be considerate and empathetic in handling issues with the students.
5. There is a strong sense that the official information as well as policy information reach students. The CEO has given a strict formal note of warning that there should be no official, college-related information and any other discussion, which are not pertaining to students while they were present. It is better to avoid such situations. This will be helpful in spill of information in many ways.
6. The faculties have to make an effort to change their approach towards students both in and out class. This change is with the aim to mounding their behaviour without much hurting their ego. The morale part has to be handled carefully and we need to judiciously handle the issues.
7. It is aimed to follow as a "No Fine Semester". All the faculty members have to keep a strict vigil on students with regard to punctuality, behavioural aspects, adhering to the norms of GSB intact.
8. There should be great emphasis on qualitative assignments and industry oriented learning approach in this semester. The faculties have been asked to bring experts from industry to deliver lecture in Power Talk sessions that will strengthen the student's knowledge much sharper. This will be helpful for their final placements. The assignments and report writing must focus on lot of qualitative issues and enrich the depth.
9. The CEDREC forum of GSB must be aggressively work upon the research, continuous learning, and consultancy. The CEO has advised to develop more on industry based learning and develop a strong base on research. The faculty members have to take many initiatives to strengthen this.
10. Training and Development is a Key Result Area that has to be much more result-oriented and assessment should be strong. The students have to be oriented in the next five months that they are able to reach the placement-ready professionals.
11. All faculty members have to co-operate to the respective Academic Co-ordinators for the smooth conduct of the classes. Together, we need to achieve synergetic results.
12. GSB is known for its one of its kind of CLUB activities. The CEO has emphasized that the club hours made mandatory in every week. The respective Club Co-ordinators has to be prepared for the kind of activities that they will be doing in this academic year.

MINUTES OF THE MEETING

1. The faculty meeting has begun with the welcome address by Dr.S.P.S.Aruldoss, CEO.
2. The subject allocation for the II Semester has been discussed. The respective subject allocation has already been cited in the Subject Allocation Circular recently.
3. All the subjects that are allocated for the II Semester have no change. The only change is with regard to EXCEL classes. The Excel classes will continue in the II Semester too.
4. The Training and Development sessions will be focusing on “Communication and Aptitude” aspects in the IInd Semester.
5. Dr.S. Christina Sheela will act as a Project Co-ordinator for the Final Semester Project for the 2nd Year Students. The students have to ensure their Project Organization and Title and inform their Faculty Guide. It has to be duly informed to The CEO later. The Final Semester Project duration begins on 01st February, 2019 and end up in 31st May, 2019. The students those are yet to confirm their project organization or not placed must stay in the campus till 31.01.201.
6. The students are highly encouraged to do the Primary Research and Training in an organization rather undertaking a secondary data based research for their Final Project. If a student seriously wants to engage a secondary data based research, the Faculty Guide has to take a call on it and make sure that the student has to publish a quality paper in a reputed Academic/Research Journal. The in-house secondary data based research has to be given the node by Project Co-ordinator and CEO. The Project review need necessarily be on a fixed date for those who undergo company based projects. It can be flexible enough for them with the aim not to make them travel during their work time. This will be decided by the Faculty Guide along the Project Faculty Co-ordinator on a Case-to-Case basis. The review will be on every fortnight and ensure that the Project Report submission in the stipulated deadline.

7. The Passport to Placement (P2P) Logbook is to be followed intact by the students and meticulously guided by the faculty members. The role of mentoring has to be taken seriously. All the instructions given by the faculty members have to be taken seriously by the students without fail or deviation. The mentees should be inculcated about the Culture of GSB. The entire P2P (with every single column) has to be thoroughly understood by the students and duly filled then and there in a correct manner.
8. The GSB Club activities have to be upgraded to a higher extent from the current level. The faculty members have to look other top business school such as BIM, Goa Institute of Management and IIM-Trichy as a benchmark and efforts has to be taken for “Proto-Type” activities similar like that. The Clubs has to take innovative steps to conduct the new programmes/events and student activities that will nurture the student’s talents and rich learnings. The Clubs has to work on the “**Flagship Events**” that are similar like MAXIMUS and Euphoria conducted regularly at GSB which is grand enough. Each Club has to work seriously in this regard and put forth the proposal to CEO and get it done sooner. The Club activity will also be included in the respective faculty members Session Plan.
9. Dr.S.P.S.Aruldoss, CEO has duly acknowledged and appreciated the NAAC Faculty Co-ordinator Dr.A.Ananth for his initiative, hard work, continuous guidance and patience to carry out the humongous activity. Also, the IQAC Co-ordinator Prof.S.Saravanan has also been appreciated for carrying out the tasks. Each and every other faculty has been appreciated for their stupendous contribution towards the NAAC activity. Each of them has been handed over with the **Appreciation Letter** by the CEO. The learning, unlearning and relearning aspects of the NAAC activity has been shared by all the faculty members with CEO.
10. The need for Course File preparation is emphasized to a great extent. The Course File Components and Preparation and is shared by Prof.S.Saravanan – Faculty Co-ordinator IQAC to rest of the faculty members. The Session happened during 09:40am to 10:50am on 29.11.2018 @ the Syndicate Room. The CEO has emphasized that if the faculty members are regular and continuous in their updation, it is not a big problem at all. Hence, it has to be making it as a system. From the beginning of the course, it has to be seriously adapted rather in the end of the semester.

11. The Faculty Appraisal System will be soon done by an External Expert from Pondicherry University. It will be carried out during the January, 2019.
12. The placement of students has been discussed by the CEO along with the faculty members. The students those who are placed so far, those who are in process, and the companies which are in line for the campus are discussed in detail. Prof.K.Subramani has shared the details along with Dr.S.P.S Aruldoss, CEO. They have suggested that the students have to be even more trained well in the oral communication and attitude part.
13. The three upcoming programmes at GSB are put forth by CEO namely;
 - a. 7th Shri.A.Y.S. Parisutha Nadar Centenary Memorial Lecture: 28.01.2019: (Prof.S.Saravanan Faculty Co-ordinator)
 - b. 4th Annual Convocation: 26.01.2019 (Prof.G.Lawrence, Faculty Co-ordinator)
 - c. Alumni Reunion: August, 2019 (Prof.G.Lawrence, Faculty Co-ordinator)
14. The Decennial Celebrations will be scheduled along with the Parivarthan Programme - 2019. It is mentioned by the CEO that the action plan, tasks to be carried out and other key aspects of the Decennial Celebrations will be soon discussed with greater details.
15. The need for an Entrepreneurial and Incubation Centre is discussed among the faculty members. It is decided to take a firm step in this regard near the future.
16. CEO has reiterated that GSB must move towards INNOVATOR approach in this region. It has to soon achieve the PIONEER status in chosen areas of specialization.
17. The ENGLISH SPEAKING CULTURE IS A KEY @ GSB. It is emphasized by CEO to all the faculty members. The students must be reoriented in this regard.
18. The academic activities should be continuously monitored and delivered with a high commitment and sincerity by all.
19. The meeting was over by 01:05pm. The vote of thanks is proposed by Dr.A.Ananth.



FACULTY MEETING

Organised by

IQAC - GSB

Meeting No. 15; Date: 29.08.2019; Day: Thursday; Time: 03:15pm Onwards

1. Welcome Address	: Dr.S.P.S.Aruldoss, CEO
<i>a. Academic Theme of the Year.</i>	
<i>b. Academic Calendar and List of Activities</i>	
2. Minutes of the Meeting IQAC – GSB	: Mr.S.Saravanan.
3. Roles & Responsibilities of Respective Faculty	: Dr.S.P.S.A. & Faculty Members
4. Triple Review System (Quali. & Quanti.)	: Dr.R.Thirumurugan
5. Monthly Review of Faculty Members (Roles & Resp.)	: Dr.S.P.S.A. (Last Saturday of every month)
6. Academic & Administrative Audit (AAA)	: Mr.SS
7. Proposal on Operational Workout	: Dr.RTM
8. Outbound Activity Inclusion for all the subjects	: Dr.S.P.S.A
9. Proposal of Operational Workout	: Dr.RTM
10. Value Addition Programmes/Course (Planning)	: Dr.S.P.S.A.
11. Mentoring Programme	: Dr.S.P.S.A.
<i>a. P2P b. Linking P2P with Placements</i>	
<i>c. Roles & Responsi. Faculty Members as Mentors</i>	
12. Exam Cell: Faculty Co-ordinator	: Mr.S.Manikandan
13. Launching Industry Certification Programme	: Dr.S.P.S.A
14. Student Tour	: Dr.S.P.S.A. & Academic Co-ordinators
15. Digital Marketing	: Prof.B.Issac Johny
16. Alumni Meeting	: Dr.S.P.S.A.
17. Decennials Celebrations	: Dr.S.P.S.A.
18. Admissions	: Dr.S.P.S.A. & Faculty Members
19. Vote of Thanks	: Dr.S.Christina Sheela

Prepared by: Mr.S.Saravanan, AP, GSB; Faculty Co-ordinator – IQAC - GSB	
Approved by: Dr.S.P.S.Aruldoss, CEO - GSB	

IQAC – GSB: FACULTY MEETING

Meeting No. 16; Date: 17.12.2019; Day: Monday; Time 02pm to 05pm; Venue: CEO Office

DISCUSSION POINTS:

1. Dr.S.P.S.Aruldoss, CEO, GSB welcomed the faculty members and presented the address of the Admission Process 2020.
2. Prof.S.Saravanan, Faculty Co-ordinator, GSB IQAC, read the last meeting minutes.
3. Dr.S.P.S.Aruldoss, CEO had allotted the subjects to be handled to the individual faculty members.
4. Each faculty members has been asked to submit their valued added courses for cerebral connect, power talk and specific elective courses along with their session plan to the respective Academic Co-ordinators before 21.12.2019.
5. The qualitative feedback has been obtained by CEO Sir from the first years. It is a oral feedback. They were happy about learning new things and learning aspect. There is a caution given faculty to handle them with care, push them with work continuously and handhold them when they are carrying out the tasks. Do not demotivate them or discouraging them to ask questions. Encourage them to raise questions. The student's are also to be oriented towards employability and not just clearing the degree alone.
6. Dr.K.Subramani has updated about the placement information. He has conveyed that there are 74% of them got placed as of now. He has further detailed them into industry wise and company wise. He has further narrated about the upcoming placement drive and the list of companies.
7. Dr.R.Thirumurugan has briefed about the projects. He has mentioned about the deadlines with regard to the final project. CEO Sir has reiterated about the enforcing the deadlines intact and get the good quality work from the students.
8. Prof.S.Saravanan has briefed about the NBA Accreditation and related activities. The criteria and the list of files have to be maintained in briefly narrated. The workload assignment for the respective faculty will soon be finalized and authorized by CEO. Later, it will be duly communicated to the faculty members before 21.12.2019.
9. CEO Sir has put up a special emphasis on the role of faculty in supporting the task of admissions. Each faculty is vested with the tasks separately. Dr.M. Chitra and Prof.S.Saravanan were explained the two upcoming SDP's that are scheduled in the month of 10th and 24th January, 2020. 01st February 2020 has been scheduled as the first admission day. The preferred numbers of admission is around 10 to 20.
10. The academic calendar for the Second Semester (January to May 2019) has been submitted by Prof.S.Manikandan. The Second Semester begins on 0th January 2020.
11. The P2P Updation of this time by Fayols was much better than the previous batches. The mentees will be shuffled hereafter every semester to groom under each faculty. CEO Sir has instructed all the faculty members to guide their mentees effectively.
12. The Training and Development (T&D) will be handled by Dr.M.Chithra and Dr.S.P.S.Aruldoss in the next semester. The portions that are left uncovered will be covered in the second semester itself.
13. The Industrial Visit will be arranged the Operations Management Subject faculty to the first year students. There would be a industrial visit to RANE, Velmurugan and Sengipatti Gas Plant that are in the visit list as compulsory.

14. General Discipline has been kept as the next agenda. All the faculty members must ensure the table manners, hostel, and academic block behaviour of the students. .
15. 8th A.Y.S.P. Memorial Lecture - 2020 is scheduled on 21st January, 2020. Prof.S.Saravanan will act as the Event Co-ordinator. The Faculty Committee list is duly prepared and signed by CEO. It has been duly informed to the faculty via mail later. Mr. P. Ponnudurai of Lion Dates will receive the 7th A.Y.S.P Excellence Award and the lecture will be delivered by Mr. Rajagopalan Purushothaman, Senior Vice President, will deliver the 8th A.Y.S.P. Memorial Lecture.
16. Dr.R.Thirumurugan has presented the Programme Snapshot about the Biz Laurete 2020 to all. He had detailed about the sponsorship, student events etc. CEO Sir has emphasized about the sponsorship guidelines, TA, DA and OD details to students. The poster and guidelines has to be highly professional. He has re-iterated about the quality of the programmes. Coffee Table Talk will be organized by GSB-EDC and Cicero Circle Forum will organize Panel Discussion. The student registration fee may be up to Rs.500. The quality will be delivered accordingly. The Biz Laurete Team will sooner intimate the agenda and programme.
17. CEO Sir has clarified about the AUR/Paper Valuation Duty and CS duty in rotation that will be appropriately administered by the Exam Cell Co-ordinator by Prof.S.Manikandan.
18. CEO Sir has re-iterated about GSB and any respected institution to conduct joint programmes in the upcoming areas like Business Intelligence etc. in the month of May. GSB – EDC has to work on Native Leads/Career-in-Core tied-up programmes in the month of May.
19. Prof.Issac B. Johnny proposed vote of thanks. The meeting ended-up with serving tea and snack.

FACULTY MEMBERS PRESENT IN THE MEETING:

1. Dr.S.P.S.Aruldoss	
2. Dr. S. Christina Sheela	
3. Dr. M.Chithra Balamurugan	
4. Dr. R.Thirumurugan	
5. Dr. K.Subramani	
6. Prof.Issac Johny	
7. Prof.S.Manikandan	
8. Prof.S.Saravanan	

Faculty Co-ordinator - IQAC

(S.Saravanan)

CEO

(Dr.S.P.S.Aruldoss)