

## **Minutes of the First Academic Council Meeting**

**Date:** 8.10.2025

**Time:** 10:00 AM onwards

**Venue:** Conference Hall, Block 11

**Mode:** Offline

### **Present:**

<b>Sr. No.</b>	<b>Name and Address</b>	<b>Designation in Committee</b>
1	Dr. Ramandeep Saini	Principal
2	Dr. Rakhee Dewan	Head of Department (MBA Dept.)
3	Dr. Chamkaur Singh	Head of Department (DCA)
4	Dr. Preeti Sharma	Head of Department (DBA)
5	Dr. Seema Rani	Head of Department (Commerce)
6	Dr. Baljinder Kaur, Professor, MBA	Teaching Staff
7	Dr. Geetika, Associate Professor, DBA	Teaching Staff
8	Dr. Anuradha Saini, Assistant Professor, DCA	Teaching Staff
9	Dr. Diksha Verma, Assistant Professor, Commerce	Teaching Staff
10	Dr. AK Vashisht, Professor, Panjab University, Chandigarh	External member nominated by GB
11	Dr. G.S Batra, Professor & Director, JGND Punjab State Open University, Patiala	External member nominated by GB
12	Dr. Sandeep Kaushal, Industrialist,	External member nominated by GB

### Chandigarh

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| 13 | Mr. Gursimran Oberoi, Entrepreneur<br>Chandigarh               | External member nominated by GB                                   |
| 14 | Dr. Y.S. Brar, Professor,<br>Dean Academics, IKGPTU, Jalandhar | University's Nominee  |
| 15 | Dr. Vikram Sandhu, Professor,<br>GNDU, Amritsar                | University's Nominee  |
| 16 | Dr. Sushil Kansal, Professor, Panjab<br>University, Chandigarh | University's Nominee  |
| 17 | Dr. Vivek Sharma, Registrar                                    | Controller of Examination   |
| 18 | Dr. Sonam Sharma, Associate Professor,<br>MBA                  | A faculty member nominated by the<br>principal (Member Secretary) |
| 19 | Dr. Parampal Singh, Associate Professor,<br>MBA                | IQAC Member   |

### Special Invitee:

Dr. Rajdeep Singh, Campus Director  
Dr. Ashok Kumar, Director Academic Affairs  
Mr. Manoj Sahni, Finance Manager  
Mr. Balwinder Singh, Joint Registrar  
Dr. Kapil Mehta, SPOC ERP  
Major Harjit Singh Aulakh, Director Admin

### Proceedings:

The First Academic Council Meeting of Chandigarh Business School of Administration, Landran, Mohali, was convened on **8<sup>th</sup> October 2025** in the Conference Room, Block 11, CGC Landran, Mohali, in physical mode. The meeting was coordinated by the Member Secretary, Dr. Sonam Sharma, who ensured the smooth conduct of the proceedings. The agenda items, as outlined in the notification ref no CBSA/25/352 were discussed as follows:

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### **Item 1.1: Welcome by Chairperson, Academic Council**

Dr. Ramandeep Saini, Chairperson of the Academic Council, welcomed all members and highlighted the significance of the institution's newly acquired autonomous status under section 2(f) of the UGC Act 1956. She emphasized the responsibilities and opportunities that autonomy brings to enhance academic excellence and institutional growth. The members appreciated the Chairperson's insights and expressed their commitment to the institution's vision.

### **Item 1.2 Introduction and Induction of Nominated Members**

Member Secretary presented the list of nominated members of the Academic Council, outlining their roles. The members were introduced to foster collaboration in academic decision making. The Council unanimously acknowledged the diverse expertise of the members and their potential contributions to the institution's academic framework.

### **Item 1.3 Ratification of Subject Experts for Board of Studies**

The Member Secretary presented the proposal to ratify the nomination of two subject experts from outside IKGPTU for Undergraduate and Postgraduate Board of Studies. The Council reviewed the proposed experts' credentials and unanimously approved their nominations, emphasizing the need for diverse expertise to strengthen the academic programs.

### **Item 1.4 Ratification of Academic Calendar for Academic Year 2025-26**

The Member Secretary presented the academic calendar for the 2025-26 session detailing key academic and examination schedules. After thorough discussion, the council ratified the calendar.

### **Item 1.5: Approval of Academic Regulations - 2025 for UG & PG Programs**

The Member Secretary presented the proposed Academic Regulations governing UG and PG degree programs under IKGPTU and the Institute Scheme for the academic year 2025-26. The Council reviewed and approved the regulations with consensus and ensuring alignment with autonomy guidelines and academic standards.



### **Item 1.6: Approval of Study Scheme, Course Codes and Syllabus for Admission Batch 2025.**

The Member Secretary invited the respective Heads of Departments to present the study schemes and Course codes for first and second semesters of various programs currently offered Admission Batch 2025 as recommended by the Board of Studies. The presentations were as follows:

- Dr. Rakhee Dewan, Head of MBA department presented the study scheme for MBA.
- Dr. Chamkaur Singh, Head of Department of Computer Applications (DCA) presented the study scheme for MCA, B.Sc. (Cyber Security) and B.Sc. (AIML).
- Dr. Preeti Sharma, Head of Department of Business Administration (DBA) presented the study scheme for BBA.
- Dr. Seema Rani, Head of Department of Commerce presented the study scheme for B. Com and M.Com.

The council also noted the new Scheme developed by CBSA for the 1st year for the Admission Batch 2025 and continuation of IKGPTU schemes for the 2023 and 2024 Admission Batches. After detailed discussions, the proposed study schemes and course codes were unanimously approved.

### **Item 1.7: Approval of Examination Manual**

The Member Secretary invited Dr. Vivek Sharma, Registrar cum Controller of Examinations, to present the Examination Manual which included guidelines for question paper setting, evaluation, and reappear examinations along with remuneration for experts and fees for examination and student services. Dr. Sharma elaborated on the evaluation processes and quality control measures. The Council approved the manual, appreciating its comprehensive approach, and suggested periodic reviews to ensure alignment with academic needs and suggested to explore the possibility of incorporation of external staff members in the flying squad; addition of external member in the Grievance Redressal Committee (Examination) and inclusion of conduct regulations for Mid Semester Examinations in the exam manual.

### **Item 1.8: Approval of Statutory and Non-Statutory Committees**

The Member Secretary presented the proposal for the formation of various statutory and non-statutory committees to ensure smooth academic and administrative functioning as per autonomous guidelines. The Council reviewed the proposed committee structures and approved their formation, emphasizing their roles in governance and compliance. The council suggested to

explore the possibility of formulation of Grievance Cell for Post-metric Scholarship students, including Punjab State welfare officer as special invitee in the SC-ST Cell, OBC Cell.

**Item 1.9: Approval of the Constitution of Internal Quality Assurance Cell (IQAC)**

The Member Secretary invited Dr. Parampal Singh, IQAC Coordinator, to present the proposed structure and objectives of the IQAC. Dr. Singh outlined the cell's role in monitoring and enhancing the quality of academic and administrative processes. The Council approved the constitution of the IQAC, commending its alignment with UGC and NAAC standards and its potential to drive quality assurance.

**Item 1.10: Ratification of Admission for Batch 2025**

The member secretary confirmed that institute adhered strictly to admission policies set forth by IKGPTU for 2025-26 academic session. The council noted & ratified the admission process emphasizing transparency & compliance with regulatory guidelines.

**Item 1.11: Ratification of Existing Courses and Variation of Intake for Admission Batch 2025**

The member secretary presented variations in intake capacity of existing courses for the Admission Batch 2025-26 and council ratified the same.

**Item 1.12: To discuss Research Initiatives and Policy Framework**

The Member Secretary presented the institution's research initiatives, including policies for publications. Projects, grants, patents and start-ups. The proposal to adopt the policies of the Department of Research and Development, CGC Landran, was discussed. The Council appreciated the focus on building a robust research ecosystem and approved the framework, suggesting collaborations with external research bodies.

**Item 1.13: Discussion about Faculty Development Programs (FDP) and International Conference for the Academic Year 2025-2026**

The Member Secretary presented the details of FDP conducted and the proposal to organize one international conference in year 2025-26 and it was approved.




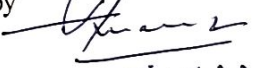
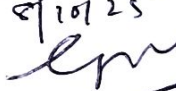





**Item 1.12: Any Other Point with Permission of the Chair**

The council suggested taking inputs on the possibility of addition of new courses and specializations etc from Board of Studies (BoS).



### Conclusion:

The meeting concluded with a vote of thanks by the Chairman, who expressed gratitude to all members for their active participation and valuable inputs. The Council agreed to reconvene as per the academic calendar or as needed for future deliberations.

Sr. No.	Name and Address	Designation in Committee	Signature
1	Dr. Ramandeep Saini, Director Principal	Chairperson(Ex-Officio)	
2	Dr. Y.S.Brar, Professor, Dean Academics, IKGPTU, Jalandhar	University's Nominee	
3	Dr. Vikram Sandhu, Professor, GNDU, Amritsar	University's Nominee	
4	Dr. Sushil Kansal, Professor, Panjab University, Chandigarh	University's Nominee	
5	Dr. AK Vashisht, Professor, Panjab University, Chandigarh	External members nominated by GB	
6	Dr. G.S Batra, Professor & Director, JGND Punjab State Open University, Patiala	External members nominated by GB	
7	Dr. Sandeep Kaushal, Industrialist, Chandigarh	External members nominated by GB	
8	Mr. Gursimran Oberoi, Entrepreneur, Chandigarh	External members nominated by GB	
9	Dr. Vivek Sharma, Registrar, Controller of Examination	Member	
10	Dr. Sonam Sharma, Associate Professor, MBA	A faculty member nominated by the Principal (Member Secretary)	
11	Dr. Parampal Singh, Associate Professor, MBA, IQAC Coordinator	Member	

12	Dr. Rakhee Dewan, Head of Department-MBA	Member	<i>Dewan</i> 8/10/25
13	Dr. Chamkaur Singh, Head of Department-DCA	Member	<i>Chamkaur Singh</i> 8/10/25
14	Dr. Preeti Sharma, Head of Department-DBA	Member	<i>Preeti Sharma</i> 8/10/25
15	Dr. Seema Rani, Head of Department-Commerce	Member	<i>Seema Rani</i> 8/10/25
16	Dr. Baljinder Kaur, Professor, MBA	Teaching Staff	<i>Baljinder</i> 08/10/2025
17	Dr. Geetika, Associate Professor, DBA	Teaching Staff	<i>Geetika</i> 08/10/2025
18	Dr. Anuradha Saini, Assistant Professor, DCA	Teaching Staff	<i>Anuradha</i> 8/10/25
19	Dr. Diksha Verma, Assistant Professor, Commerce	Teaching Staff	<i>Diksha</i> 8/10/25
20	Dr. Rajdeep Singh, Campus Director	Special Invitee	<i>Rajdeep</i> 08/10/25
21	Dr. Ashok Kumar, Director Academics	Special Invitee	<i>Ashok Kumar</i> 08/10/2025
22	Mr. Manoj Sahni, Finance Manager	Special Invitee	<i>Manoj Sahni</i> 8/10/25
23	Mr. Balwinder Singh, Joint Registrar	Special Invitee	<i>Balwinder Singh</i> 8/10/25
24	Dr. Kapil Mehta, SPOC ERP	Special Invitee	<i>Kapil Mehta</i> 8/10/25
25	Major Harjit Singh Aulakh, Director Admin	Special Invitee	<i>Harjit Singh Aulakh</i> 08/10/2025