

Dated: 27<sup>th</sup> March,2018

**IDEAL INSTITUTE OF MANAGEMENT AND TECHNOLOGY**

**& SCHOOL OF LAW**

**MINUTES OF MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**HELD IN THE CONFERENCE HALL ON 27<sup>th</sup> March , 2018 AT 11.00 AM**

The Chairperson welcomed the members who for the first time were participating in the functional meeting of the IQAC. The chairperson pointed out that the main objective of the meeting was to review the performance of the cell and also to start preparing for the process of NAAC accreditation.

The IQAC decided to take up the following initiatives introduced on the basis of suggestions of IQAC, on priority :

- As a part of quality initiative , IIMT has started the practice of **Ph.D. colloquium** ( refer IIMT MOMs of 27<sup>th</sup> December,2017). Ph.D Colloquium is a forum for Ph.D scholars for depicting their research work in front of panel of experienced researchers and practitioners. It is an academic activity for research scholars to showcase their ongoing research work and also aims to bring together bright researching minds to share their thoughts, to exchange ideas, showcase research findings with peer scholars and with experts. Scholars receive feedback on their research work, empirical findings, and other areas from renowned panelists.. It is a continuous academic activity being practiced in our college now in which all Ph.D Scholars and even the Ph.D awardees very enthusiastically present their Research Work.
- Another initiative taken after constitution of IQAC is **Mentorship Programme for faculty members**.(refer Honourable Director's mail of 20<sup>th</sup> January,2018). Under this initiative, the faculty members who have already completed their doctoral work are assigned as the mentors to guide and help the faculty members who are pursuing Ph. D.
- The next main point discussed was to constitute the Steering Committee for NAAC and assign responsibilities to the members as per the 7-criteria indicators and Check the requirements of the various criteria indicators to start the work on collection of data.

- Prof.Suri , the NAAC expert, informed that this year the window for application for NAAC will open in the month of May instead of July. The process will start with IIQA- Institutional Information of Quality Assessment. The IIQA is to be accompanied by the SSR- Self Study Report. After acceptance of IIQA the SSR will be processed further.
- He also highlighted that the SSR is most critical since it contains Qualitative Metrics(contributing 35%) as well as Quantitative Metrics(contributing 65%).Most of the information will require Supportive -Documentary Evidence . It also requires uploading the relevant information on the college website. The SSR is evaluated electronically in the Central Processing Unit of NAAC, therefore all the pertinent information is to be provided in the proper format & pattern , otherwise it will not be accepted. Institutions securing 30% on the quantitative metrics will qualify for onsite peer review.
- Prof. Suri formed the Steering Committee by choosing two faculty members for each of the 7 criterion laid by NAAC . The Details are as follows:

Criteria No.	Criteria Title	Name of the Faculty Member
1	CURRICULAR ASPECTS	Ms. Jasmandeep Kaur Ms.Renu Yadav
2	TEACHING-LEARNING & EVALUATION	Mr. Mayank Gupta Ms. Shailja Khosla
3	RESEARCH, INNOVATIONS & EXTENSION	Ms. Raakhi Gangal Dr. Seema Gupta
4	INFRASTRUCTURE & LEARNING RESOURCES	Mr. Sumit K. Debnath Ms. Parminder Kaur
5	STUDENT SUPPORT & PROGRESSION	Ms. Anshika Rajvanshi Ms.Prerna Gulati
6	GOVERNANCE, LEADERSHIP & MANAGEMENT	Ms. Amarjit Kaur Ms. Nikita Jain
7	INSTITUTIONAL VALUES & BEST PRACTICES	Ms. Chandrika Ms. Anukriti

Mr. Mahesh Sharma was assigned the responsibility of the co-ordinator in the Steering Committee.

- Prof. Suri informed that the Steering Committee will be having frequent meetings in future . The coordinator will be organizing a meeting every week and he will also be responsible for Notices, Agenda , Inputs and MOMs of each meeting.

- The chosen faculty members were instructed to maintain a separate file for each criteria, with proper documentation for each section.

The meeting concluded at 2 pm.

The following members were present in the meeting:-

1. Prof.( Dr.) Anil Parkash Sharma- Chairman, IQAC
2. Prof. (Dr.) T P S Rathore- Director, IQAC
3. Mr. Mahesh Sharma- Coordinator, IQAC
4. Ms. Seema Nath Jain (Faculty member)
5. Dr.Arun Gupta(Faculty member)
6. Ms. Prerna Gulati (Faculty member)
7. Ms. Shailja Khosla(Faculty member)
8. Mr. Satpal Arora(Faculty member)
9. Ms. Parminder Kaur(Faculty member)
10. Mr. Mayank Gupta(Faculty member)
11. Ms. Jasmandeep Kaur(Faculty member)
12. Ms. Neetu Aggarwal (Member, Management)
13. Prof. I S Suri (Administrative Officer)
14. Mr. Atul Gupta, (Administrative Officer)
15. Ms. ShilpaJain, (Administrative Officer)
16. Mr. Amit Mittal, (Administrative Officer)
17. Mr. Himanshu Bansal (Administrative Officer)
18. Mr. Rajesh Aggarwal, Secretary, SRWA (Member, Local Society)
19. Ms. Jasmine Singh (Student Representative)
20. Mr. Bharat Sharma( Alumni Representative)

21. Mr. Puneet Aggarwal, Vice – President(Member, Employer)
22. Mr. Manoj Gupta(Industrialist)
23. Mr. Vijay Gupta(Stakeholder)

Drafted By:

Shailja Khosla

( Member, IQAC)

Prof (Dr.) Anil Parkash Sharma

(( Chairman, IQAC)

Director

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