



**IDEAL INSTITUTE OF MANAGEMENT AND TECHNOLOGY  
G.G.S.I.P UNIVERSITY  
DELHI**

The 4<sup>th</sup> Internal Quality Assurance Cell Meeting held on 23<sup>rd</sup> May 2019 at 2:30 noon in IQAC room [Room No. 401], Ideal Institute of Management and Technology, Delhi. The following members attended the meeting, chaired by Prof (Dr.) Anil Parkash Sharma - Chairman, IQAC

- |                               |   |                              |
|-------------------------------|---|------------------------------|
| 1) Prof. (Dr.) T.P.S. Rathore | - | Director, IQAC               |
| 2) Ms. Seema Nath Jain        | - | Executive Member, IQAC       |
| 3) Dr. Arun Gupta             | - | Executive Member, IQAC       |
| 4) Ms. Purna Gulati           | - | Executive Member, IQAC       |
| 5) Ms. Shailja Khosla         | - | Executive Member, IQAC       |
| 6) Mr. Satpal Arora           | - | Executive Member, IQAC       |
| 7) Mr. Mayank Gupta           | - | Executive Member, IQAC       |
| 8) Ms. Jasmandeep Kaur        | - | Executive Member, IQAC       |
| 9) Mr. Atul Gupta             | - | Administrative Officer, IQAC |
| 10) Mr. Amit Mittal           | - | Administrative Officer, IQAC |
| 11) Mr. Himanshu Bansal       | - | Administrative Officer, IQAC |
| 12) Mr. Atul Sharma           | - | Administrative Officer, IQAC |
| 13) Ms. Neetu Aggarwal        | - | Member, Management           |
| 14) Mr. Rajesh Aggarwal       | - | Member, Local Society        |
| 15) Mr. Vijay Gupta           | - | Stakeholder                  |
| 16) Prof. (Dr.) Suman Gupta   | - | Stakeholder                  |
| 17) Mr. Ram Ji Lal Gupta      | - | Stakeholder                  |
| 18) Ms. Vaishnavi Vashisht    | - | Student, BA.LL.B             |
| 19) Mr. Bharat Sharma         | - | Alumni                       |
| 20) Mr. Puneet Aggarwal       | - | Member, Employer             |
| 21) Mr. Manoj Gupta           | - | Industrialist                |

**Mr. Mahesh Sharma [Coordinator, IQAC], Ms Parminder Kaur [Executive Member] could not attend the meeting**

At the Outset, Prof. (Dr) Anil Parkash Sharma Welcomed all the faculty members to the fourth Meeting of Internal Quality Assurance Cell

Thereafter the following agenda was taken up for the discussion

Point no 1	<p><b>Action Taken on the Minutes</b></p> <ul style="list-style-type: none"> <li>❖ The Word Picnic Has been Replaced By field Interaction visit</li> <li>❖ All the Required Stationary Including [Fevicol, whitener, Punching Machine, Salo Tape, Printer, Scanner, Transparent Cardboard, Scissors, Marker] Was made available in the IQAC room</li> <li>❖ Call Bell and Clock were working Properly</li> <li>❖ Table cover was intact</li> </ul>
Point no 2	<p><b>Information Regarding General Body Meeting</b></p> <ul style="list-style-type: none"> <li>❖ Chairman IQAC informed all the members that from now on there will be two General Body Meetings in an academic year, one will be on 5<sup>th</sup> Sep 2019 which will be followed by the lunch of all the IQAC Members and the other will be on 25<sup>th</sup> Jan 2020 which will be a day for cultural events till 1:00PM including the Flag Hoisting and Refreshment of all Faculty members, which will be followed by the Lunch of Managing Committee and IQAC Members</li> </ul>
Point no3	<p><b>Information regarding Nameplates</b></p> <ul style="list-style-type: none"> <li>❖ Chairman IQAC Instructed Mr Atul Gupta that Nameplates of all the IQAC Members have to be made and the same will be kept in IQAC Room Only</li> </ul>
Point no 4	<p><b>Dates Regarding Data collection of AQAR, SSR and Scanning of the Documents</b></p> <ul style="list-style-type: none"> <li>❖ Chairman IQAC informed all the members that the dates marked for collection of the data for AQAR and SSR will be from 1<sup>st</sup> Aug 2018 and 1<sup>st</sup> March 2019-29<sup>th</sup>Feb 2020 respectively</li> <li>❖ He also Informed that the scanning of the above documents will be done on 25<sup>TH</sup> July 2019[SSR] and 21<sup>st</sup> Feb 2020[AQAR]</li> </ul>
Point no 5	<p><b>Feedback of all the Criterion Heads</b></p> <ul style="list-style-type: none"> <li>❖ Except Criteria 3 and 6 none of the Criteroin Incharges did their Jobs Properly</li> </ul>

	Of Putting the Card boards on their allotted desk representing the data required in their Criteria
Point no6	<p><b>File Covers For Data Collection</b></p> <ul style="list-style-type: none"> <li>❖ Chairman IQAC Advised Mr Atul Gupta to include all the Seven Logos of the Institution and the logo of Swatch Bharat on all the Files Used for the data Collection of NAAC</li> </ul>
Point no7	<p><b>Discussion Regarding all the Criterion</b></p> <p>Chairman IQAC Discussed following points with all the Members of IQAC</p> <ul style="list-style-type: none"> <li>❖ Vocational Education and Training word should be Included in place of Industrial Visit in all the Banners</li> <li>❖ Student Support and Progression should be Included in all the banners for Placement Cell</li> <li>❖ A Banner For Remedial Classes has to be made By Ms Anshika Rajvanshi</li> <li>❖ There is only 1 activity for Guidance and carrier counseling till date but it should be two in a year</li> </ul>
Point no8	<p><b>Submission of the Documents</b></p> <ul style="list-style-type: none"> <li>❖ Chairman IQAC is informed about the submission of the updated data from 1<sup>st</sup> Aug 2018 to till date, to which he replied that the data will be Verified in the next meeting of IQAC</li> </ul>
Point No 9	<p><b>External Speaker For Teaching and Non Teaching Staff</b></p> <ul style="list-style-type: none"> <li>❖ As the last day of the month has been kept for the external speaker for teaching and non teaching staff, but it was found that nothing has been done so far in all the three department.</li> </ul>
Point No 10	<p><b>Recognition Of the Teaching Staff</b></p> <ul style="list-style-type: none"> <li>❖ Chairman IQAC asked Mr Atul Gupta about the matter of Recognition of the Teaching Staff to which he replied that he will soon draft a letter to the university</li> </ul>
Point No 11	<p><b>Performance Appraisal Form</b></p> <ul style="list-style-type: none"> <li>❖ Ms Amarjit Kaur and Ms Gagneet Kaur will be informed to meet Chairman IQAC with Performance Appraisal Form for the changes required in it</li> </ul>
Point No 12	<p><b>Feedback Forms</b></p> <ul style="list-style-type: none"> <li>❖ Chairman IQAC informed all the members that he will mail <ul style="list-style-type: none"> <li>➤ Allumini Feedback Form</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>➤ Student Feedback Form</li> <li>➤ Parent's Feedback Form</li> <li>➤ Faculty Feedback Form to all the Faculty Members in 1 or 2 days</li> </ul>
Point No 13	<p><b>Duration of Refresher and Orientation Course</b></p> <ul style="list-style-type: none"> <li>❖ Ms Jasmandeep kaur, Dr Seema Gupta and Dr Hemlata Sharma were assigned the duty to apprise the members about the duration of the Refresher and Orientation Course as per the university Norms</li> </ul>
Point No 14	<p><b>Objectives and Outcomes of External seminars</b></p> <ul style="list-style-type: none"> <li>❖ All the three Departments were asked to submit the outcomes and objectives of their respective External Seminars but was not submitted</li> </ul>
Point No 15	<p><b>Mentor /Mentee Programme Detail</b></p> <ul style="list-style-type: none"> <li>❖ The Programme Detail of Mentor / Mentee was Provided by Ms Jasmandeep Kaur on behalf of BBA First Shift and Ms Shailja Khosla will Keep the report of the same on behalf of the BBA Second Shift Department</li> </ul>
Point No 16	<p><b>Activity on renewable resources</b></p> <ul style="list-style-type: none"> <li>❖ Chairman IQAC was informed that Eco Club will organize an activity on 10<sup>th</sup> April, 19 on renewable resources</li> </ul>

Meeting ended with a vote of thanks to the chair.

Drafted by:

Ms Prerna Gupta

*Prerna*  
23/5/19

*T.P.S. Rathore*

Prof. (Dr.) T P S Rathore

Director, IQAC

*Anil Parkash Sharma*

Prof. (Dr.) Anil Parkash Sharma

Chairman, IQAC

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Director

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