



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

**Ref No: IIMT/IQAC/3/MAR/2019**

Minutes of the 3<sup>rd</sup> Internal Quality Assessment Cell Meeting of the Academic year 2018 – 19, held on 16<sup>th</sup> March, 2019 at 2:30 pm in the IQAC Cell, 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) Mr. Mahesh Sharma - Coordinator, IQAC
- 3) Ms. Seema Nath Jain - Executive Member, IQAC
- 4) Dr. Arun Gupta - Executive Member, IQAC
- 5) Ms. Purna Gulati - Executive Member, IQAC
- 6) Ms. Shailja Khosla - Executive Member, IQAC
- 7) Mr. Satpal Arora - Executive Member, IQAC
- 8) Ms. Parminder 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

**Ms. Jasmandeep Kaur & Mr. Mayank Gupta could not attend the Meeting.**

At the outset, Mr. Mahesh Sharma welcomed all the IQAC members to the 3<sup>rd</sup> IQAC Meeting.

Thereafter the following agenda was taken up for the discussion.

<p><b>Point no 1</b></p>	<p>The discussion started with the missing things related with Stationary and Printer</p> <ul style="list-style-type: none"> <li>➤ The Coordinator was suggested by the Chairman, IQAC to give the list of the missing items to Mr. Atul Gupta. <ul style="list-style-type: none"> <li>❖ A coloured Printer has to be installed as soon as possible.</li> <li>❖ There should be a check list.</li> <li>❖ There should be a cloth cover on the table.</li> <li>❖ Placards to be kept on the table or wall.</li> <li>❖ The record to be maintained in NAAC and IQAC printed files.</li> <li>❖ Transparent card boards to be given to the entire 7 Criterion.</li> <li>❖ It was also suggested by Mr. Atul Gupta that the clock is not showing the correct time so it is to be changed with a new one.</li> </ul> </li> </ul>
<p><b>Point no 2</b></p>	<p>The few questions were being asked by Ms. Shailja Khosla:</p> <ul style="list-style-type: none"> <li>❖ The question was raised as to where the original documents are to be kept. It was suggested by the IQAC Coordinator that only the scanned copy will be kept in the IQAC Cell. But then it was unanimously decided and suggested by the one of the member of IQAC that the original documents will be kept in the IQAC Cell and 2 duplicate copies of the documents will be made, the first copy will be saved on the Google drive and the second copy will be saved in the external hard drive.</li> </ul>
<p><b>Point no 3</b></p>	<p>Few points were raised related to Criteria 5:</p> <ul style="list-style-type: none"> <li>❖ It was unanimously decided that initially there was just one activity which used to take place for Guidance of competitive examinations and career counselling; now 2 activities per year should be conducted by each department.</li> <li>❖ The next point was related to the</li> </ul>

	<p>Industrial visit: it was suggested by the Chairman, IQAC that there should not be any duplicate of the students and Moot Courts and Industrial Visits will come under the Heading of Vocational education and training.</p> <ul style="list-style-type: none"> <li>❖ The Placement will come under the heading Student Support and Progression.</li> <li>❖ The remedial classes should also be organized for the failed students and a banner has to be made by Ms. Anshika Rajvanshi.</li> </ul>
<b>Point no 4</b>	The Chairman, IQAC also asked about the documentation done from 1 <sup>st</sup> August, 2018 till date and it was stated by all the executive members that they have completed their task and all the documents have been submitted in the IQAC Cell.
<b>Point no 5</b>	<p><b>Discussion were made on various points related with the teaching and non- teaching staff:</b></p> <ul style="list-style-type: none"> <li>➤ The development programmes to be organized for teaching as well as non-teaching staff. It was also suggested that the last half day of the month will be kept for the development programme in which external speaker will be invited as a keynote speaker.</li> <li>➤ The Performance Appraisal form has to be filled by the Teaching as well as non-teaching staff.</li> <li>➤ The question was also raised by the NAAC Peer Team regarding the recognition of the teachers and it was suggested by the Chairman, IQAC that a letter and mail will be sent to the Vice-Chancellor regarding the same.</li> </ul>
<b>Point no 6</b>	The members suggested that faculties want to join the refresher/ orientation programmes either short term or long term and how many ODs will be given to them.
<b>Point no 7</b>	It was also suggested by the Chairman, IQAC that the picnic should be framed as Field Interaction Visit.
<b>Point no 8</b>	<p><b>The few points were raised by Ms. Seema Nath Jain and were discussed:</b></p> <ul style="list-style-type: none"> <li>➤ For the external Conference or research papers etc the faculty should give the objective and outcomes of attending them</li> </ul>

	<p>and if the concerned committee found it beneficial for the institute, then only they will be allowed to go.</p> <ul style="list-style-type: none"> <li>➤ The next point raised was regarding the mentor- mentee programmes and it was suggested that the list of the students are provided to the mentors and an interactive session should be kept by the mentors and date and time to be informed to the mentees.</li> <li>➤ The point was raised regarding the Renewal resources which are related to Criterion 7 and it was suggested that to resolve this issue, Dr. Hemlata Sharma will organize an activity in the Eco Club regarding the same.</li> </ul>
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Drafted by:

Ms. Perna Gulati

Executive Member, IQAC

*Perna*  
*16/3/19*

*Mahesh*  
*16/08/19*

Mr. Mahesh Sharma  
(Coordinator, IQAC)

*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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