



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

Ref No: IIMT/IQAC/1/September/2018

Minutes of the 1<sup>st</sup> Internal Quality Assessment Cell Meeting for the Academic Year 2018 – 19, held on 15<sup>th</sup> September, 2018 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. Prerna 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. Mayank Gupta           | - | Executive Member, IQAC       |
| 10) Ms. Jasmandeep Kaur       | - | Executive Member, IQAC       |
| 11) Mr. Atul Gupta            | - | Administrative Officer, IQAC |
| 12) Mr. Amit Mittal           | - | Administrative Officer, IQAC |
| 13) Mr. Himanshu Bansal       | - | Administrative Officer, IQAC |
| 14) Mr. Atul Sharma           | - | Administrative Officer, IQAC |
| 15) Ms. Neetu Aggarwal        | - | Member, Management           |
| 16) Mr. Rajesh Aggarwal       | - | Member, Local Society        |
| 17) Mr. Vijay Gupta           | - | Stakeholder                  |
| 18) Prof. (Dr.) Suman Gupta   | - | Stakeholder                  |
| 19) Mr. Ram Ji Lal Gupta      | - | Stakeholder                  |
| 20) Ms. Vaishnavi Vashisht    | - | Student, BA.LL.B             |
| 21) Mr. Bharat Sharma         | - | Alumni                       |
| 22) Mr. Puneet Aggarwal       | - | Member, Employer             |
| 23) Mr. Manoj Gupta           | - | Industrialist                |

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

Thereafter the following agendas was taken up for the discussion

<b>Point no 1</b>	<p><b>The discussion started with the</b> very important initiatives of IIMT focused on reviewing the teaching-learning process and the structures and methodologies of operations. This was also the time to review the learning outcomes of the various courses.</p> <p><b>Quality Initiatives</b> The academic activities run smoothly because of the support by various operational structures, which can be in the form of various committees/clubs/societies. Review of the various inchargeships is an regular feature at IIMT</p> <p><b>•Inchargeship Analysis:</b> This year a special session stretched over a period of 3 days, was organized in the month of May to review the inchargeships of various faculty members. The respective faculty members presented their various inchargeships through PPT, alongwith new inputs introduced by them alongwith problems faced in execution of various plans, if any.</p> <p><b>• Result Analysis:</b> The faculty members presented the end-term exam results of the subjects taught by them in the last two semesters. This analysis helps in finding out the reasons for a poor result in certain subjects. This in turn helps in finding out more innovative ways of delivering the course content to improve the results of the students.</p> <p style="text-align: center;">❖</p>
<b>Point no 2</b>	<b>Criteria wise preparations review for SSR:</b>

	<p><b>For criteria 1</b>, it is suggested that the college should start some diploma/certificate courses like Legal Literary Awareness for Women or a course based on Human Rights. It can start with enrolling about 20 students in the course. A proper documentation should be done and list of students enrolling for such value-added courses should be properly maintained.( Point 1.3.2)</p>
Point no 3	<p><b>For criteria 2</b>, the team was facing problem in describing the POs, PSOs and Cos. It is explained how these can be written.</p>
Point no 4	<p><b>For Criteria 3</b>, the team had not properly written the descriptive part. ( point 3.2.1 and 3.4.1). For 3.3.1, suggestion was to download the required software to complete the details.( to check plagiarism).</p>
Point no 5	<p><b>For criteria 4</b>, the team had collected the financial data as provided by the office but had to include the percentages for 4.2.1, proper record of people accessing gym to be maintained. For 4.2.6 also register of the people accessing the facilities to be properly maintained. Also apply for membership to Shodh Ganga.</p>
Point no 6	<p><b>For Criteria 5</b>, data to be included for 5.1.1.as only two years data given. The cases of grievances handled to be properly documented. Data insufficient for students placed and students going for higher education. Fill the data for 5.3.3.Need to focus on Alumni data collection and also to get the Alumni registered under Societies Registration Act and also fix a nominal registration fee for alumni.</p>

<p><b>Point no 7</b></p>	<p><b>For Criteria 6</b>, they were asked to add more information regarding infrastructure augmentation. Under pt.6 .3.2, chairman highlighted the need to upload the functioning status of Performance appraisal system for teaching and non-teaching staff.</p>
<p><b>Point no 8</b></p>	<p><b>For Criteria 7</b>, the team will be informed to confirm the use of Rainwater well in the college. Also they have to collect the data from office regarding average expense for waste management. It was also decided to include recycling of Paper waste done in the institute in pt.7.1.2.Under pt.7.1.4 to include parking space availability, easy access to hospitals etc. Under pt. 7.2.1, they were asked to include initiatives like Ph.D. colloquium, mentorship of co-faculty members.</p>

Drafted by

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