



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

**Minutes of the Meeting**

The 1<sup>st</sup> Internal Quality Assurance Cell Meeting was held on 5<sup>TH</sup> August, 2021 at 3 p.m. in the Mini Auditorium for the academic session 2021-2022 at Ideal Institute of Management and Technology, Delhi. The meeting was chaired by Prof. (Dr.) Anil Parkash Sharma, Chairman, IQAC, the following members attended the meeting:-

- |                            |   |                              |
|----------------------------|---|------------------------------|
| 1) Prof. (Dr.) Arun Gupta  | - | Director, IQAC               |
| 2) Dr. Mahesh Sharma       | - | Coordinator, IQAC            |
| 3) Ms. Neetu Aggarwal      | - | Member Management            |
| 4) Mr. Rajesh Aggarwal     | - | Member Local Society         |
| 5) Mr. Vijay Gupta         | - | Stakeholder                  |
| 6) Prof. (Dr.) Suman Gupta | - | Stakeholder                  |
| 7) Mr. Ram ji Lal Gupta    | - | Stakeholder                  |
| 8) Dr. Arun Gupta          | - | Executive Member, IQAC       |
| 9) Dr. Seema Nath Jain     | - | Executive Member, IQAC       |
| 10) Ms. Shailja Khosla     | - | Executive Member, IQAC       |
| 11) Dr. Satpal Arora       | - | Executive Member, IQAC       |
| 12) Mr. Mayank Gupta       | - | Executive Member, IQAC       |
| 13) Ms. Jasmandeep Kaur    | - | Executive Member, IQAC       |
| 14) Ms. Prerna Gulati      | - | Executive Member, IQAC       |
| 15) Mr. Amit Mittal        | - | Administrative Officer, IQAC |
| 16) Mr. Atul Gupta         | - | Administrative Officer, IQAC |
| 17) Mr. Himanshu Mittal    | - | Administrative Officer, IQAC |
| 18) Mr. Atul Sharma        | - | Administrative Officer, IQAC |
| 19) Ms. Vaishnavi          | - | Student                      |
| 20) Mr. Bharat Sharma      | - | Alumni                       |
| 21) Mr. Puneet Aggarwal    | - | Member, Employer             |
| 22) Mr. Manoj Gupta        | - | Industrialist                |

NAAC Criterion Incharges:

- |                               |   |                        |
|-------------------------------|---|------------------------|
| 1) Mr. Sumit K. Debnath       | - | Criterion No. 4        |
| 2) Ms Astha Sharma            | - | Criterion No. 4        |
| 3) Dr. Renu Yadav             | - | Criterion No. 1        |
| 4) Dr. Seema Gupta            | - | Criterion No. 3        |
| 5) Ms. Rakhi Gangal           | - | Criterion No. 3        |
| 6) Ms. Amarjit Kaur           | - | Criterion No. 6        |
| 7) Ms. Ayushi Gupta           | - | Criterion No. 6        |
| 8) Ms. Chandrika Sharma       | - | Criterion No. 7        |
| 9) Mr. Jasdeep Singh          | - | Criterion No. 7        |
| 10) Dr. Hemlata Sharma        | - | Criterion No.5         |
| 11) Ms. Deepa Jain            | - | Criterion No. 5        |
| 12) Ms. Harsh Kalra Manchanda | - | Criterion No. 5        |
| 13) Ms Jasmandeep Kaur        | - | Criterion No. 1        |
| 14) Ms Shailja Khosla         | - | Criterion No. 2        |
| 15) Mr Mayank Gupta           | - | Criterion No. 2        |
| 16) Ms Prerna Gulati          | - | Criterion No.5         |
| 17) Ms Anukriti Gupta         | - | Criterion No.7         |
| 18) Dr. Satpal Arora          | - | Documentation Incharge |
| 19) Ms Anshika Rajvanshi      |   |                        |

Ms. Gagneet K Bhatia and Ms. Harsh Kalra Manchanda could not attend the meeting

At the Outset, Prof. (Dr) Anil Parkash Sharma welcomed all the faculty members to the 5<sup>TH</sup> Meeting of the Internal Quality Assurance Cell.

Thereafter the following agenda was taken up for discussion:

<b>Point No 1</b>	Dr. Mahesh Sharma gave a quick overview of the meeting's agenda, which included starting to work on the AQAR for the years 2020-2021, planning activities for this year.
<b>Point no 2</b>	<p>Following were the upcoming events whose planning was discussed during the meeting by the Chairman, IQAC:</p> <p><b><u>5<sup>th</sup> International Conference for the Year 2021</u></b></p> <ul style="list-style-type: none"> <li>❖ Updates regarding registration, payment and participants were discussed</li> <li>❖ The session heads were advised to have the participant's paper presentation videos on hand well in advance because the conference will be conducted online and there may be network issues on the part of the participants.</li> <li>❖ Conference Conveners were instructed to check all the</li> </ul>

	<p>videos to be played during the conference well in advance.</p> <p><b><u>Teachers Day Celebration</u></b></p> <ul style="list-style-type: none"> <li>❖ Preparations regarding stage, seating, welcome, refreshments and prize distribution were discussed</li> </ul> <p><b><u>Internal seminar on "An Overview Of The Proceedings Of The Court"</u></b></p> <ul style="list-style-type: none"> <li>❖ Chairman, IQAC told the seminar heads that they needed to be very careful regarding the venue and seating of this seminar, as it should be pleasant while also making the entire proceedings of this seminar look like an original court chamber.</li> <li>❖ Refreshment team was advised to be on alert mode during the whole session of this seminar.</li> </ul>
<p><b>Point no 3</b></p>	<p><b>The suggestion given by Chairman, IQAC:</b></p> <ul style="list-style-type: none"> <li>❖ All of the Criterion's in-charges were instructed to begin compiling evidence regarding the events of the academic year 2020–2021 either on the day of the scheduled event or within the next two working days. So that it will be simple to fill out the annual AQAR.</li> </ul>

Meeting ended on a very happy note.

Dr. Satpal Arora  
Meeting Incharge

*Satpal Arora*  
6/8/2021

Prof. (Dr.) Anil Parkash Sharma  
(Chairman IQAC & Director, IIMT)

*Anil Parkash Sharma*

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

**Minutes of the Meeting**

The 2<sup>nd</sup> Internal Quality Assurance Cell Meeting was held on 9<sup>TH</sup> October, 2021 at 3 p.m. in the Mini Auditorium for the academic session 2021-2022 at Ideal Institute of Management and Technology, Delhi. The meeting was chaired by Prof. (Dr.) Anil Parkash Sharma, Chairman, IQAC, the following members attended the meeting:-

- 1) 1. Dr. Mahesh Sharma : Coordinator
- 2) Executive Members : Dr. Vineeta Sharma  
: Dr. Seema Nath Jain  
: Dr. Arun Gupta  
: Dr. Satpal Arora  
: Dr. Parminder Kaur  
: Dr. Hemlata Sharma  
: Ms. Shailja Khosla  
: Ms. Prerna Gulati
- 3) Administrative Member : Mr. Atul Gupta
- 4) Students : Mr. Bharat Sharma (Alumni  
: Ms. Anmol Bhaskar
- 5) Member Employer : Mr. Puneet Aggarwal
- 6) Industrialist : Mr. Manoj Gupta
- 7) Stakeholders : Mr. Jagdish Prasad Sagar (Retd. Principal (DAV School, Gandhi Nagar,  
Delhi)
- 8) Member Management : Ms. Neetu Aggarwal
- 9) Member Local Society : Mr. Rajesh Aggarwal (Secretary, SRWA)

NAAC Criterion Incharges:

10) Mr. Sumit K. Debnath	-	Criterion No. 4
11) Ms Astha Sharma	-	Criterion No. 4
12) Dr. Renu Yadav	-	Criterion No. 1
13) Dr. Seema Gupta	-	Criterion No. 3
14) Ms. Rakhi Gangal	-	Criterion No. 3
15) Ms. Amarjit Kaur	-	Criterion No. 6
16) Ms. Ayushi Gupta	-	Criterion No. 6
17) Ms. Chandrika Sharma	-	Criterion No. 7
18) Mr. Jasdeep Singh	-	Criterion No. 7
19) Dr. Hemlata Sharma	-	Criterion No.5
20) Ms. Deepa Jain	-	Criterion No. 5
21) Ms. Harsh Kalra Manchanda	-	Criterion No. 5
22) Ms Jasmandeep Kaur	-	Criterion No. 1
23) Ms Shailja Khosla	-	Criterion No. 2
24) Mr Mayank Gupta	-	Criterion No. 2
25) Ms Prerna Gulati	-	Criterion No.5
26) Ms Anukriti Gupta	-	Criterion No.7
27) Dr. Satpal Arora	-	Documentation Incharge

At the Outset, Prof. (Dr) Anil Parkash Sharma welcomed all the faculty members to the 6<sup>TH</sup> Meeting of the Internal Quality Assurance Cell.


Thereafter the following agenda was taken up for discussion:

<b>Point No 1</b>	Dr. Mahesh Sharma quickly summarised the agenda for the meeting, which included checking the documentation for activities held over the previous two months to date and taking a quick glance at the upcoming activities.
<b>Point no 2</b>	<ul style="list-style-type: none"><li>• Documentation Incharges were instructed to check the documentation of each and every criterion in presence of the Chairman, IQAC of the events and activities held in the previous two months to till date i.e for the period Aug 2021 to 9<sup>th</sup> Oct 2021</li><li>• While checking the proofs and documentation work they were advised to check the following documents as a proof<ul style="list-style-type: none"><li>➤ Notice of the event</li><li>➤ Pictures of the event along with the proper attendance list of the same</li><li>➤ Reports of the event.</li></ul></li></ul>
<b>Point no 3</b>	<b>Planning and Preparation Check of the Upcoming Events</b>

**Following were the upcoming events whose preparation was discussed in terms stage, welcome, seating, refreshment, technical, discipline and anchoring.**

- Dussehra Festival
- IIMT Eco Club - Vigilance Week
- Moot Court Competition

Meeting ended on a very happy note.

  
Dr. Satpal Arora  
Meeting Incharge

  
Prof. (Dr.) Anil Parkash Sharma  
(Chairman IQAC & Director, IIMT)

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**Minutes of the Meeting**

The 3<sup>rd</sup> Internal Quality Assurance Cell Meeting was held on 31<sup>st</sup> January, 2022 at 2 p.m. in the Mini Auditorium for the academic session 2021-2022 at Ideal Institute of Management and Technology, Delhi. The meeting was chaired by Prof. (Dr.) Anil Parkash Sharma, Chairman, IQAC, the following members attended the meeting:-

IQAC, the following members attended the meeting:-

- 1) 1. Dr. Mahesh Sharma : Coordinator
- 2) Executive Members : Dr. Vineeta Sharma  
: Dr. Seema Nath Jain  
: Dr. Arun Gupta  
: Dr. Satpal Arora  
: Dr. Parminder Kaur  
: Dr. Hemlata Sharma  
: Ms. Shailja Khosla  
: Ms. Prerna Gulati
- 3) Administrative Member : Mr. Atul Gupta
- 4) Students : Mr. Bharat Sharma (Alumni  
: Ms. Anmol Bhaskar
- 5) Member Employer : Mr. Puneet Aggarwal
- 6) Industrialist : Mr. Manoj Gupta
- 7) Stakeholders : Mr. Jagdish Prasad Sagar (Retd. Principal (DAV School, Gandhi Nagar,  
Delhi)
- 8) Member Management : Ms. Neetu Aggarwal
- 9) Member Local Society : Mr. Rajesh Aggarwal (Secretary, SRWA)

NAAC Criterion Incharges:

10) Mr. Sumit K. Debnath	-	Criterion No. 4
11) Ms Astha Sharma	-	Criterion No. 4
12) Dr. Renu Yadav	-	Criterion No. 1
13) Dr. Seema Gupta	-	Criterion No. 3
14) Ms. Rakhi Gangal	-	Criterion No. 3
15) Ms. Amarjit Kaur	-	Criterion No. 6
16) Mr. Jasdeep Singh	-	Criterion No. 7
17) Dr. Hemlata Sharma	-	Criterion No.5
18) Ms. Deepa Jain	-	Criterion No. 5
19) Ms Jasmandeep Kaur	-	Criterion No. 1
20) Ms Shailja Khosla	-	Criterion No. 2
21) Mr Mayank Gupta	-	Criterion No. 2
22) Ms Prerna Gulati	-	Criterion No.5
23) Ms Anukriti Gupta	-	Criterion No.7
24) Mr Satpal Arora	-	Documentation Incharge

At the Outset, Prof. (Dr) Anil Parkash Sharma welcomed all the faculty members to the 7<sup>th</sup> Meeting of the Internal Quality Assurance Cell.


Thereafter the following agenda was taken up for discussion:

<b>Point No 1</b>	Dr. Mahesh Sharma shared the previous minutes of the meeting of IQAC and afterwards shared the agenda of the present meeting point wise.
<b>Point no 2</b>	<ul style="list-style-type: none"><li>• Starting from documentation team, whether the registers have been maintained completely and all the documents are being provided to the Criterion In-charges.</li><li>• The Criterion In- charges were further being asked to check and file those documents and mark them received in the registers.</li></ul>
<b>Point no 3</b>	<b>IQAC Chairman</b> further asked the updates about the work done in their criteria and asked about the work not being done till now so that it could be pursued in the present semester.
<b>Point No. 4</b>	<ul style="list-style-type: none"><li>• It was also being informed that the students will be coming to the college from next month as per the government guidelines and with proper distancing the student oriented programmes should be organized for their recreation.</li></ul>



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|--|---|
|  | <ul style="list-style-type: none"><li>• It is important that the student's centric activities to be organized in the institute department wise in the offline mode and also must fulfill the requirement of NAAC.</li></ul> |
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Meeting ended on a very happy note.

  
Dr. Satpal Arora  
Meeting Incharge

  
Prof. (Dr.) Anil Parkash Sharma  
(Chairman IQAC & Director, IIMT)

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

**Minutes of the Meeting**

The 4<sup>th</sup> Internal Quality Assurance Cell Meeting was held on 22<sup>nd</sup> April, 2022 at 3 p.m. in the Mini Auditorium for the academic session 2021-2022 at Ideal Institute of Management and Technology, Delhi. The meeting was chaired by Prof. (Dr.) Anil Parkash Sharma, Chairman, IQAC, the following members attended the meeting:-

IQAC, the following members attended the meeting:-

- 1) Dr. Mahesh Sharma : Coordinator
- 2) Executive Members : Dr. Vineeta Sharma  
: Dr. Seema Nath Jain  
: Dr. Arun Gupta  
: Dr. Satpal Arora  
: Dr. Parminder Kaur  
: Dr. Hemlata Sharma  
: Ms. Shailja Khosla  
: Ms. Perna Gulati
- 3) Administrative Member : Mr. Atul Gupta
- 4) Students : Mr. Bharat Sharma (Alumni  
: Ms. Anmol Bhaskar
- 5) Member Employer : Mr. Puneet Aggarwal
- 6) Industrialist : Mr. Manoj Gupta
- 7) Stakeholders : Mr. Jagdish Prasad Sagar (Retd. Principal (DAV School, Gandhi Nagar,  
Delhi)
- 8) Member Management : Ms. Neetu Aggarwal
- 9) Member Local Society : Mr. Rajesh Aggarwal (Secretary, SRWA)

NAAC Criterion Incharges:

10) Mr. Sumit K. Debnath	-	Criterion No. 4
11) Ms Astha Sharma	-	Criterion No. 4
12) Dr. Renu Yadav	-	Criterion No. 1
13) Dr. Seema Gupta	-	Criterion No. 3
14) Ms. Rakhi Gangal	-	Criterion No. 3
15) Ms. Amarjit Kaur	-	Criterion No. 6
16) Ms. Anjali Nair	-	Criterion No. 7
17) Mr. Jasdeep Singh	-	Criterion No. 7
18) Dr. Hemlata Sharma	-	Criterion No.5
19) Ms. Deepa Jain	-	Criterion No. 5
20) Mr. Eesh Singh	-	Criterion No. 5
21) Ms Jasmandeep Kaur	-	Criterion No. 1
22) Ms Shailja Khosla	-	Criterion No. 2
23) Mr Mayank Gupta	-	Criterion No. 2
24) Ms Prerna Gulati	-	Criterion No.5
25) Ms Anukriti Gupta	-	Criterion No.7
26) Mr Satpal Arora	-	Documentation Incharge

At the Outset, Prof. (Dr) Anil Parkash Sharma welcomed all the faculty members to the 8<sup>th</sup> Meeting of the Internal Quality Assurance Cell.

Thereafter the following agenda was taken up for discussion:


<b>Point No 1</b>	Dr. Mahesh Sharma started the meeting by congratulating each Criterion Incharge for filing the documents and organizing the activities as suggested by the Chairman IQAC in the last meeting.
<b>Point no 2</b>	Chairman IQAC also congratulated the team members and started the meeting by checking the events organized by all the departments. The Criterion in charges was being asked to check all the documents required to file in their respective criteria. He also further stated that the placement cell should also work effectively for the placement of the final year students.
<b>Point no 3</b>	<ul style="list-style-type: none"><li>• The Placement Cell further shared the information that they have started working on the same and expecting good placements in the good companies and law firms.</li><li>• The Internships of the students is also priority for that the Internship incharges have also asked the students in case they need any assistance from the Institute.</li></ul>


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**Point no 4**

- Chairman IQAC also asked the faculty members to keep a record of the students who are having on campus placements and off campus placements.

Meeting ended on a very happy note.

  
23/7/22  
Dr. Satpal Arora  
Meeting Incharge

  
Prof. (Dr.) Anil Parkash Sharma  
(Chairman IQAC & Director, IIMT)  
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