



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

Minutes of the Meeting

The 1st Internal Quality Assurance Cell Meeting was held on 17th August, 2022 at 3:00 p.m. in the Mini Auditorium for the academic session 2022-2023 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:-

Members of Internal Quality Assurance Cell (IQAC)

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:

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|-------------------------------|---|-----------------|
| 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 Anukriti Gupta | - | Criterion No.7 |
| 14) Dr. Anshika Rajvanshi | - | Criterion No. 6 |

At the Outset, Prof. (Dr) Anil Parkash Sharma welcomed all the faculty members to the 1st Meeting of the Internal Quality Assurance Cell.

Thereafter the following agenda was taken up for discussion:

Point No 1	Dr. Mahesh Sharma gave a quick overview of the meeting's agenda, which included starting to work on the AQAR for the years 2021-2022, planning activities for this year.
Point no 2	<p>Following were the upcoming events whose planning was discussed during the meeting by the Chairman, IQAC:</p> <p><u>6th International Conference for the Year 2022</u></p> <ul style="list-style-type: none">❖ Updates regarding registration, payment and participants were discussed❖ 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.❖ Conference Conveners were instructed to check all the videos to be played during the conference well in advance. <p><u>Convocation Day</u></p> <p>All faculty members were informed that the convocation day will be hosted on 01st October 2022 and will be chaired by 13</p>

	<p>Dignitaries consisting of</p> <ol style="list-style-type: none"> 1) Shri Ram Niwas Goel- Honourable Speaker Legislative Assembly Delhi 2) Chief Guest-Prof. K. K. Aggarwal 3) Guest of Honour -Prof Kanwal D.P Singh 4) Guest of Honour - Prof A.P Singh <p>Duty roster was shared with all faculty members and they were briefed about their duties.</p> <p>Management Committee – Smt. Sudha Aggarwal ,Chairperson Shri Vineet Aggarwal, Secretary General Mrs. Neetu Aggrawal, Member (Prof.) Dr. Anil Parkash Sharma-Director,IIMT Dr. Vineeta Sharma-Principal, BBA I Shift Dr. Seema Nath Jain-Principal, BBA II Shift (Prof.) Dr. Arun Gupta-Principal, LAW (Prof.) Dr. Hemlata Sharma- Vice Principal, LAW Dr. Mahesh Sharma-Vice Principla, BBA I Shift</p> <ul style="list-style-type: none"> ❖ Duty roster was shared with all faculty members and they were briefed about their duties ❖ Preparations regarding stage, seating, welcome, refreshments and prize distribution were discussed
<p>Point no 3</p>	<p>The suggestion given by Chairman, IQAC:</p> <ul style="list-style-type: none"> ❖ All of the Criterion's in-charges were instructed to begin compiling evidence regarding the events of the academic year 2022–2023 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.

Meeting ended on a very happy note.

Gagneet
19/08/22
Ms. Gagneet Kaur Bhatia
(Meeting Incharge)

Anil Parkash Sharma
Prof. (Dr.) Anil Parkash Sharma
(Chairman IQAC & Director, IIMT)
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Minutes of the Meeting

The 2nd Internal Quality Assurance Cell Meeting was held on 23rd November, 2022 at 3:00 p.m. in the Mini Auditorium for the academic session 2022-2023 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. 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) Ms Astha Sharma	-	Criterion No. 4
11) Dr. Renu Yadav	-	Criterion No. 1
12) Dr. Seema Gupta	-	Criterion No. 3
13) Ms. Rakhi Gangal	-	Criterion No. 3
14) Ms. Amarjit Kaur	-	Criterion No. 6
15) Mr. Jasdeep Singh	-	Criterion No. 7
16) Dr. Hemlata Sharma	-	Criterion No. 5
17) Ms. Deepa Jain	-	Criterion No. 5
18) Ms. Harsh Kalra Manchanda	-	Criterion No. 5
19) Ms Anukriti Gupta	-	Criterion No. 7
20) Mr. Mayank Gupta	-	Criterion No. 2

At the outset, Prof. (Dr) Anil Parkash Sharma welcomed all the faculty members to the 2nd Meeting of the Internal Quality Assurance Cell.

Thereafter the following agenda was taken up for discussion:

Point No 1	Dr. Mahesh Sharma quickly summarized 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.
Point no 2	Planning and Preparation Check of the Upcoming Events Following were the upcoming event whose preparation was discussed in terms stage, welcome, seating, refreshment, technical, discipline and anchoring. <ul style="list-style-type: none">• Orientation day on 01st Dec 2022• Gyan Mathan 2023• IIMT MUN 2023 Duties assigned to faculty members were briefed about their duties.

Meeting ended on a very happy note.

Gagneet
21/11/2022
Ms. Gagneet Kaur Bhatia
(Meeting Incharge)


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

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Minutes of the Internal Quality Assurance Cell meeting held on 16th February 2023 at 11:00 AM in Main Auditorium at Ideal Institute of Management and Technology, Delhi.

Following were the members who attended the meeting, chaired by Chairman IQAC Prof. (Dr.) Anil Prakash Sharma

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
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9. Member Local Society : Mr. Rajesh Aggarwal (Secretary, SRWA)

NAAC Criterion Incharges:

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|----------------------|---|-----------------|
| 10) Ms Astha Sharma | - | Criterion No. 4 |
| 11) Dr. Seema Gupta | - | Criterion No. 3 |
| 12) Ms. Rakhi Gangal | - | Criterion No. 3 |

13) Ms. Amarjit Kaur	-	Criterion No. 6
14) Mr. Jasdeep Singh	-	Criterion No. 7
15) Dr. Hemlata Sharma	-	Criterion No.5
16) Ms. Deepa Jain	-	Criterion No. 5
17) Ms. Harsh Kalra Manchanda	-	Criterion No. 5
18) Ms Anukriti Gupta	-	Criterion No.7

Dr. Seema Nath Jain, Principal BBA Second Shift could not attend the meeting.

At the Outset, Ms. Shailja Khosla welcomed all the faculty members to Internal Quality Assurance Meeting and briefed about the purpose of the meeting by reading out the agenda for the meeting.

Thereafter the following agenda was taken up:

<p>Point no 1</p>	<p>Following were the points discussed by Ms. Shailja Khosla while briefing everyone present:</p> <ul style="list-style-type: none"> ❖ The last SSR was filled in the year 2018 and now it's due in the year 2024 ❖ Given that we are currently accredited with Grade B, we must assemble the records for the past four years in a much more organized manner in order to complete the next SSR. ❖ The IIQA will be the first step in second cycle of accreditation, and NAAC will offer us two chances to correct the document if necessary. ❖ The institution will then have a 45-day window to complete the SSR, which is followed by: <ul style="list-style-type: none"> ➤ Data Validation & Verification ➤ Peer Team Visit Process(which is only going to be a qualitative check procedure in which the team verifies the theoretical component of each criterion)
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Point no 2

Point of discussion by the Coordinator, IQAC Dr. Mahesh Sharma

- ❖ To begin with, Coordinator IQAC congratulated all of the criteria responsible for filling out the AQAR for the year 2021–2022.
- ❖ He then listed the following as areas where our institution is deficient.
 - Each and every faculty member should write at least 2 research papers/books/chapters per year
 - Papers written must be UGC-listed or peer-reviewed
 - At least two seminars/workshops need to be organized by the institution on IPR/Research Methodology/Entrepreneurship Development
 - A value-added course of at least 30 hrs needs to be organized by the institution per semester per department
 - The Institute must set up coaching sessions for the students.
 - Grievance Cell for the examination needs to be activated
 - E-books and library management systems must be updated
 - Each event organized by the institution must be supported with Geotaged Photos

Point no 3

Following were the points discussed by the Hon'ble chairperson IQAC Prof. (Dr.) Anil Parkash Sharma

- ❖ Each Department of the institution must conduct IPR Workshops and for the same to conduct the workshop on research methodology Ms. Jasmandeep kaur from BBA first Shift and Ms. Nikita Jain from BBA second shift were given the responsibilities.
- ❖ To conduct on Entrepreneurship Development Dr. Sonal Goel from BBA first Shift and Ms. Gagneet K Bhatia from BBA second shift were assigned
- ❖ Each faculty member present was encouraged by the chairman, IQAC to write at least two research papers in a year or either write a book chapter
- ❖ All Faculty members were instructed to submit their published research papers from 2018 onwards to till date to Principal Law Prof. (Dr.) Arun Gupta and in case their paper is accepted but not published yet they need to submit the same by categorizing it as communicated and accepted
- ❖ Coordinator IQAC was given the responsibility to get the MOU's signed with other universities/colleges/institutions

Following were the leaders chosen by the chairman, IQAC to head few areas where the institution is lacking

STUDENT EXCHANGE - Prof. (Dr.) Hemlata Sharma

Ms. Jasmandeep Kaur

Ms. Prerna Gulati

Dr. Parminder Kaur

FACULTY EXCHANGE – Dr. Seema Nath Jain

Prof. (Dr.) Arun Gupta

Dr. Mahesh Sharma

CAREER COUNSELLING – Ms. Shailja Khosla

Ms. Harsh Manchanda

Ms. Prerna Gulati

Mr. Eesh Singh

PLACEMENT -

Prof. (Dr.) Hemlata Sharma

Mr. Jasdeep Singh

Ms. Shailja Khosla

Ms. Jasmandeep Kaur

- ❖ Each faculty member needs to submit their respective Evaluation/External Practical examination Details in office which should include a copy of the invitation mail received from the external institution, Forward mail to honorable Director, IIMT and his kind approval and last the faculty's confirmation to the external institution.
- ❖ Ms Gagneet K. Bhatia will work under criterion 1 of NAAC with Dr.Satpal Arora and Ms. Jasmandeep Kaur
- ❖ Ms. Shailja Khosla was given the responsibility to make the policy document for the institution which should include the following points:
 - Curriculum
 - Grievance Cell
 - Internal Complaint Policy
 - Anti Ragging Policy
 - Plagiarism Check Policy
 - Scholarships given to

	<p>students</p> <ul style="list-style-type: none"> ➤ Examination Policy ➤ Research policy ➤ Cocurricular Activities Policy ➤ Performance Management Policy ➤ Leaves Policy ➤ Service Condition Policy ➤ Training and Development Policy ➤ Environment Sustainability Policy to mention a few
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Meeting ended with a happy note and a vote of thanks to the chair.

Gagneet
 Ms. Gagneet Kaur Bhatia
 Meeting Incharge, IQAC
 18/02/2023


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

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Minutes of the Internal Quality Assurance Cell meeting held on 21st April, 2023 at 3:00 PM in Room No 408 at Ideal Institute of Management and Technology, Delhi.

Following were the members who attended the meeting, chaired by Chairman IQAC Prof. (Dr.) Anil Prakash Sharma.

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
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8. Member Management : Ms. Neetu Aggarwal
9. Member Local Society : Mr. Rajesh Aggarwal (Secretary, SRWA)

NAAC Criterion Incharges:

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| 10) Ms Astha Sharma | - | Criterion No. 4 |
| 11) Dr. Seema Gupta | - | Criterion No. 3 |
| 12) Ms. Rakhi Gangal | - | Criterion No. 3 |

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|-------------------------------|---|-----------------|
| 13) Ms. Amarjit Kaur | - | Criterion No. 6 |
| 14) Mr. Jasdeep Singh | - | Criterion No. 7 |
| 15) Dr. Hemlata Sharma | - | Criterion No.5 |
| 16) Ms. Deepa Jain | - | Criterion No. 5 |
| 17) Ms. Harsh Kalra Manchanda | - | Criterion No. 5 |
| 18) Ms Anukriti Gupta | - | Criterion No.7 |

Ms. Prerna Gulati , Faculty, School of Law could not attend the meeting.

At the Outset, Ms. Amarjit Kaur welcomed all the faculty members to Internal Quality Assurance Meeting and briefed about the purpose of the meeting by reading out the agenda for the meeting.

Thereafter the following agenda was taken up:

<p>Point no 1 – Review of Data</p>	<p>Following were the points discussed in the meeting:</p> <ul style="list-style-type: none"> ❖ A Overall Review of the Data filled in criteria from January – Till Date was carried out by the Chairman, IQAC. ❖ The Chairman pointed out that the records for the past four years must be assemble in a much more organized manner in order to complete the next inspection. ❖ The points of data review were then explained by the Chairman, IQAC
<p>Point no 2 – Criteria Wise Data Verification</p>	<ul style="list-style-type: none"> ❖ The review began with Criteria 7 wherein they were asked to present their respective data as collected from January - Till date. ❖ The criteria in-charges were then asked to present the data as per the checklist and list out the data in support of the same filed under the templates. ❖ The Chairman in his review listed out that

lacunae of not supplying the formal communication of invite and reply as per the events.

❖ The error was then noted in Criterion 7.1.8/9 and 7.1.11 which was asked to corrected and review of the sub-criteria continued.

❖ The Chairman further stressed on the point by point communication to occur amongst the In-charges to fulfill the categories with all the information there is and that the same heads must work in harmony to promote a better representation of the data.

❖ The Chairman , IQAC then reviewed the documentation of Criterion 1, where he identified tasks of Lesson Planner and timetable to be optimized as per the current academic year.

Point no 3 – Filling of Synchronized Data as per the NAAC guidelines and Allotment of In-Charges for Data Verification

➤ The Chairman during the meeting stressed on the importance of developing linkages and data assimilation as that would only render the tedious task easy.

➤ The Chairman further delegated the following individual to look into the criteria as per the direction given in the meeting. The heads nominated are as follows:-

Criterion 1 – Prof.(Dr.) Arun Gupta

Criterion 2 – Dr. Mahesh Sharma

Criterion 3 – Prof. (Dr.) Hemlata Sharma

Criterion 4 – Mr. Mayank Gupta

Criterion 5 – Ms. Shailja Khosla

Criterion 6 – Dr. Seema Nath Jain

Criterion 7 – Dr. Vineeta Sharma

Point no 4 – Agenda to be followed in the next Meeting.	➤ The data verification for the remaining criteria is to be discussed in the next meeting.
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Meeting ended with a happy note and a vote of thanks to the chair.

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24/12
Mr. Eesh Singh
Criterion-7 Incharge, IQAC

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

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