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## IDEAL INSTITUTE OF MANAGEMENT AND TECHNOLOGY

### IQAC Minutes Of The Meeting

The IQAC meeting was held with the agenda as per the Annexure-A on 8<sup>th</sup> May, 2024 at 2:30 PM in the main Auditorium of Ideal Institute of Management and Technology, Delhi. The meeting was chaired by Prof.(Dr.) Anil Parkash Sharma, Chairman, IQAC.

Following members of IQAC attended the meeting along with all the faculty members of IIMT :

- Ms. Shailja Khosla
- Dr. Vineeta Sharma
- Prof.(Dr.) Arun Gupta
- Prof.(Dr.) Hemlata Sharma
- Dr. Parminder Kaur
- Dr. Satpal Arora
- Mr. Mayank Gupta
- Mr. Atul Gupta

At the outset, Ms. Harsh Kalra Manchanda welcomed the chairman and all the IQAC members and the faculty members. Thereafter the agenda for the meeting was laid out, which was primarily to devise the proper methods for overcoming the shortcomings as came to light during the Peer Team Visit on 30<sup>th</sup> April and 1<sup>st</sup> May, 2024. The following points were discussed in the meeting:

<p><b>Point No.1</b></p>	<p><b>Regarding Placements:</b></p> <p>It was highlighted by the chair that the documentation and filing for placement need to be improved.</p> <p>Separate files need to be maintained for communication with companies / organisations supporting in placements and internships.</p> <p>All placement / internship related activities have to be routed through the Placement Cell.</p>
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<b>Point No. 2</b>	<p><b>Effective Technical Committee</b> The Technical Committee has to work effectively in future so that no technical issues can hamper the performances on stage. The Chair also applauded Ms. Harsh Kalra Manchanda for holding the audience very well during the technical disruption in playing the audio-video in front of the Peer Team from NAAC on 30<sup>th</sup> April, 2024.</p>
<b>Point No. 3</b>	<p><b>Requirement of File Manager</b> It was observed that the File Manager is required to be placed in the IQAC room for keeping the files/ documents properly stacked with proper indexing on the files. Same font size is to be used by all Criteria In-charges for labeling the files.</p>
<b>Point No. 4</b>	<p><b>Counselor Reports</b> The reports of the Counselor visits have to be properly filed with Index in IQAC room.</p>
<b>Point No.5</b>	<p><b>Document Verification for IQAC</b> Hon'ble chair shared that from 8<sup>th</sup> May, 2024 the faculty members can access the IQAC room for keeping their documents everyday between 2.30 to 4.30 pm. The documents will be duly verified and filed by IQAC Coordinator , Co-coordinators and Criterion In-charges on every 1<sup>st</sup> and 3<sup>rd</sup> Saturday after 2.30 pm.</p>
<b>Point No.6</b>	<p><b>Provision of Solar Panels, Vending Machines etc.</b> It was suggested to install Solar Panels as alternative Source of energy in the campus and also to install Vending machines for Sanitary Napkins in female wash rooms .</p>
<b>Point No.7</b>	<p><b>Faculty for publishing good Research Papers</b> Faculty members were asked to contribute in Research by writing and publishing good research papers and also to share their research work/ publications with proper Xeroxed copies in the IQAC room.</p>
<b>Point No.8</b>	<p><b>Addition of Latest edition of books in Library</b> The Chair asked the Library In-charges to display the Latest Editions of the books at clearly visible spaces and also to keep on updating the books regularly.</p>
<b>Point No.9</b>	<p><b>Regarding Faculty without NET/ PHD</b> The Chair advised all the faculty members without NET / PHD to atleast try to clear the NET at the earliest and also enroll for Ph.D.</p>



<b>Point No.10</b>	<p><b>Uniform nomenclature for all departments according to the requirements of Criteria</b>          Same formats for documents is to be used in all the departments as per the requirements of NAAC / JAC and other inspections. The departmental and college level activities are to be aligned as per requirements of NAAC/ JAC etc.</p>
<b>Point No.11</b>	<p><b>Regarding grievances of students</b>          Proper documentation is required regarding Students' Grievances and the redressal of the same in due time.</p>
<b>Point No.12</b>	<p><b>E- content to be created by faculty members(atleast one lecture in a month)</b>          All the faculty members were asked to make the video recordings of their lectures and after due approval from Director sir upload them on institute's official You Tube Channel.</p>
<b>Point No.13</b>	<p><b>BTR ( Beating The Retreat )Preparations for 29<sup>th</sup> May, 2024</b>          Hon'ble Chairman announced that BTR will be organised on 29<sup>th</sup> May, 2024 and all the faculty members should make the preparations for giving the certificates and shields to ISC members and for the certificates to participants in Annual Function, House Captains and Vice captains and Class monitors.</p>
<b>Point No.14</b>	<p><b>Placement Office and IQAC Office</b>          Hon'ble Chairman shared that the IQAC office will be shifted to Room no. 408 and the Placement Cell will shifted to Room No. 401.</p>
<b>Point No.15</b>	<p><b>AICTE Incharges:</b>          The Chairman announced the names of In-charges and members for AICTE for the academic Year 2024-25 as under:          Coordinator – Dr. Parminder Kaur          Co-Coordinator – Dr. Sonal Goel          Other members: Dr. Vineeta Sharma          Ms. Shailja Khosla          Mr. Mayank Gupta          Dr. Jasmandeep Kaur          Dr. Satpal Arora          Mr. Atul Gupta</p>
<b>Point No.16</b>	<p><b>Reshuffling of Criterion Incharges</b>          Reshuffling of the criterion Incharges for AQAR 2023-24. The list of Criterion Incharges is attached herewith in Annexure-</p>

	<b>B</b>
<b>Point No.17</b>	<b>CCA Appreciation</b> The CCA team was praised for their dedicated hard work. The Chair specially applauded Dr. Vineeta Sharma who was assigned the incharge ship for executing all the activities during the 2 days Peer Team Visit. The Chair also praised everyone providing support in logistics arrangements. Including Prof.(Dr.) Arun Gupta, Dr. Satpal Arora, Dr. Sangeetha Abraham, Ms. Shailja Khosla, Dr. Jasmandeep Kaur and all the bikers in escort team.

The meeting ended on a happy note.

Drafted By:-

Ms. Shailja Khosla

IQAC , Coordinator

*Shailja*  
*09/05/24*



Prof.(Dr.) Anil Parkash Sharma

(Chairman, IQAC)

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## **Annexure –A**

### **Agenda for the meeting - 8<sup>th</sup> May, 2024 at 2.30 pm**

1. Regarding Placements
2. Effective Technical Committee
3. For Filing : Requirement of File Manager  
Indexing of Files  
Standardisation of Fonts
4. Counselor Reports – Indexing of counselor reports
5. Document Verification (every Saturday ) – by IQAC Coordinator +  
Criterion Incharges
6. Provision of Solar Panels, Vending Machines etc.
7. CCA Appreciation
8. Faculty for publishing good Research Papers
9. Addition of Latest edition of books in Library
- 10.Regarding Faculty without NET/ PHD
- 11.Uniform nomenclature for all departments according to the requirements of  
Criteria
- 12.Regarding grievances of students
- 13.E- content to be created by faculty members(atleast one lecture in a month)
- 14.Reshuffling of Criterion Incharges
- 15.BTR ( Beating The Retreat )Preparations for 29<sup>th</sup> May, 2024
- 16.Any other point with the permission of the Director
- 17.Placement Office
- 18.IQAC Office
- 19.AICTE ... Coordinator – Dr. Parminder Kaur  
Co-Coordinator – Dr. Sonal Goel  
Other members: Dr. Vineeta Sharma  
Ms. Shailja Khosla  
Mr. Mayank Gupta  
Dr. Jasmandeep Kaur  
Dr. Satpal Arora  
Mr. Atul Gupta

## Annexure -B

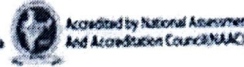
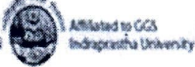
### Criterion Incharges – 2023-24

<b>Criterion No.</b>	<b>Head</b>	<b>Member</b>	<b>Member</b>
1	Dr. Jasmandeep Kaur	Dr. Satpal Arora	Dr. Keshav K. Gupta
2	Mr. Mayank Gupta	Ms. Shailja Khosla	Ms. Anjali Nair
3	Dr. Seema Gupta	Ms. Astha Sharma	Ms. Anukriti
4	Dr. Sonal Goel	Dr. Sumit K. Debnath	Ms. Sakshi
5	Prof.(Dr.) Hemlata Sharma	Dr. Parminder Kaur	Dr. Deepa Jain
6	Dr. Gagneet Kaur	Dr. Sangeetha Abraham	Ms. Rakhi Gangal
7	Dr. Jasdeep Ahuja	Dr. Nikita Jain	Ms. Harsh Kalra Manchanda





**IDEAL INSTITUTE OF MANAGEMENT AND TECHNOLOGY**



**IQAC Minutes Of The Meeting**

Minutes of the Internal Quality Assurance Cell meeting held on 23<sup>rd</sup> April, 2024 at 3:00 PM in the Conference Hall of Ideal Institute of Management and Technology, Delhi.

Following were the members who attended the meeting, chaired by Ms. Shailja Khosla, Coordinator, IQAC and Principal School of Law, Prof.(Dr.) Arun Gupta, Principal, BBA 1st Shift, Dr. Vineeta Sharma, Incharge BCA , Dr. Parminder Kaur and Prof.(Dr.) Hemlata Sharma along with other members in role with the Peer team visit.

At the Outset, Ms. Shailja Khosla, Coordinator, IQAC 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><b>Point no 1 – Review of the agenda’s for the Peer Team Visit.</b></p>	<p><b>Following were the points discussed in the meeting:</b></p> <ul style="list-style-type: none"> <li>❖ Dr. Vineeta Sharma at the onset pointed out that all the faculty members are required to ensure that they understand and are well versed with their respective roles and to prompt the authorities in case of no role being assigned to any in the course of this visit.</li> <li>❖ The Coordinator pointed out that the all faculty members must ensure that their roles are clearly deciphered and understood as no external supervision and guidance is available at that particular day due to all being occupied in the visit.</li> <li>❖ The Coordinator then rightly pointed and revisited the specifics on the designated day including the</li> </ul>
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	<p>time and other functions as designated on the inspection day. It was made clear that at no point the classes are to be left unattended and the departmental responsibilities to be carried as per routine.</p> <ul style="list-style-type: none"> <li>❖ The Coordinator also specified that the annual committees to be remain active which shall ensure the proper execution of the team visit and shall ensure that there remains zero usage of plastic on the designated day.</li> </ul>
<p><b>Point no 2 – Criteria Wise Inspection</b></p>	<ul style="list-style-type: none"> <li>❖ Referring to the document shared with the departments, the Coordinator reiterated about the role of the respective criteria In-charges. Ma'am, then emphasized on the information to be presented to the peer team about two points specifically pertaining to the Value Added Courses and Lesson Planners. Ma'am, also pointed out that a few sample of the feedback forms to be kept in order to present if asked.</li> <li>❖ The Faculty members were then oriented about the Criteria wise inspection, wherein the team visit throughout the campus accompanied with Director and Principal's of the respective departments and the Faculty during the visit to preemptively aware of the Program Outcome, Program Specific Outcome and Course Outcomes and inform the students of the same. Additionally the faculties are to be aware of the Syllabus Mapping in line with course outcome.</li> <li>❖ The Coordinator, listed out that the faculties should not be taking books in their respective classrooms and the content that is being should be well reflected in the class.</li> <li>❖ The reporting time for both the days of inspection will be 8 a.m., in continuation the meeting will go forward with next inspection about Examination Grievance Committee and the Faculties were made aware of the constitution and functionalities of the said committees.</li> <li>❖ Continuing with abovementioned direction the</li> </ul>



	<p>coordinator further oriented that all classes be properly marked with their respective names of class in charges, time table and the course outcomes and the mentor mentee list on the respective notice boards.</p>
<p><b>Point no 2 – Criteria Wise Inspection (Continued)</b></p>	<ul style="list-style-type: none"> <li>➤ The Coordinator then following the directions specified regarding the next inspection of Criteria where the peer team will visit the labs and other physical facilities which shall be followed with the meeting with departmental heads in the Mini Auditorium.</li> <li>➤ Post the meeting with the faculty members the meeting shall be carried forward with NCC, NSS, R&amp;D Cell and IPR Cell where the heads are required to be aware of the MOU's that has been signed and number of activities.</li> <li>➤ Then the faculty were oriented that the hospitality team shall remain active during the lunch hours which shall be followed by the visit to the physical facilities i.e. yoga center, gym etc. The same shall be followed with the meeting with the DSW and Visit to Medical Center. The following people were asked to be on ready basis :-   Dr. Jitender – for sports  Dr. Jasdeep – for legal Aid Clinic  Dr. Satpal and Mr. Saurabh - for Computer Lab  Mr. Atul Gupta – for Physical facilities.</li> </ul>
<p><b>Point no 2 – Criteria Wise Inspection (Continued)</b></p>	<ul style="list-style-type: none"> <li>➤ Post the following the inspection shall be carried forward with Criteria 5 with the visit to the placement cell and career counseling center(408), Anti Ragging Cell(206), Internal Complaint Committee(206).</li> <li>➤ The same shall be followed with the interaction with the Students handled by Dr. Parminder, Dr. Jasmandeep, Dr. Gagneet and Ms. Astha at the time the same shall be facilitated with Student Satisfaction Survey alongwith the same meeting with the Alumni (305) being handled by Mr., Mayank, Dr. Jasdeep and Dr. Nikita and Parents (304) which shall be handled by the following faculty members Dr. Sangeetha, Ms. Harsh and Ms. Anukriti. The refreshments for the Parents or Alumni have to be in the same room as designated</li> </ul>

	<p>for meeting.</p> <ul style="list-style-type: none"> <li>➤ The Faculty already to ensure that 5 students from each class are available for the interaction including the students for ICC.</li> </ul>
<b>Point no 2 – Criteria Wise Inspection (Continued)</b>	<ul style="list-style-type: none"> <li>➤ The inspection post this to be followed by the meeting with Placement Cell(408) which shall be handled by Prof.(Dr.) Hemlata , Dr. Jasmandeep, Ms. Shailja and Ms. Anjali.</li> <li>➤ The inspection then will followed through to Criteria 6 where primarily the team shall meet the Administrative Office and non-Teaching Staff at Mini Auditorium with the same being in line with time frame as that of the schedule.</li> <li>➤ During the abovementioned meeting the Cultural Activity shall get the students in placed in the main auditorium, the Discipline and stage committee shall ensure proper execution of the event which shall of the duration of 45 minutes.</li> </ul>
<b>Day 2</b>	
<b>Point no. 3 – Criteria Wise Inspection(Continued)</b>	<ul style="list-style-type: none"> <li>➤ Reporting to be same 8:00 a.m.</li> <li>➤ The final day shall comparatively less strenuous and emphasis shall be on Criteria 7 where emphasis is made on Alternative sources of energy and shall be handled by Dr. Jasdeep and Ms. Anukriti including the meeting with various committees and cells namely Ideal photography club, Ideal music Club, Ideal Yoga Club Ideal Law Society, Ideal Management Society, Ideal Eco Club and Legal Aid Clinic which shall be followed in the conference hall and the records of 2022-23 to be kept in line as per requirement.</li> <li>➤ Then the meeting shall be carried forward to ICC, SDRC, ARC , R&amp;D Cell and Entrepreneurship Cell, they also have to ensure to reflect the key precepts of Institutional Distinctiveness.</li> </ul>
<b>Point No. 3 – Exit Meeting</b>	<ul style="list-style-type: none"> <li>➤ The inspection shall be followed by the Peer Team Report Meeting aided by Mr. Atul, Ms. Shailja and Prof.(Dr.)Anil parkash Sharma which shall be followed with the</li> </ul>



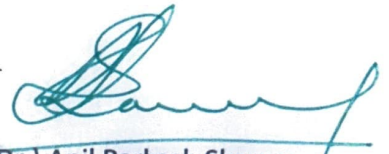
	<p>45 minute discussion followed by lunch and report writing and the sharing of Report by peer team. The same to be followed by the Exit Meeting in the Main Auditorium, with the Anchoring by Ms. Harsh and Vote of Thanks by Ms. Shailja.</p> <p>➤ Additional Duties of Nameplates – Dr. Deepa, Folders – Dr. Seema, Lights management by Dr. Sonal and Ms. Sakshi.</p>
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Meeting ended with a happy note.

Drafted By:

*Eesh*

Mr. Eesh Singh  
Criterion-7 Incharge, IQAC



Prof. (Dr.) Anil Parkash Sharma  
Director, IIMT

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## IDEAL INSTITUTE OF MANAGEMENT AND TECHNOLOGY



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### IQAC Minutes Of The Meeting

The IQAC meeting was held with an aim to check the progress of documentation across the criterions for filing of AQAR 2022-23, on 31<sup>st</sup> October, 2023 at 2:30 PM in Room No 401 of Ideal Institute of Management and Technology, Delhi. The meeting was chaired by Prof.(Dr.) Anil Parkash Sharma, Chairman, IQAC.

Following members attended the meeting:

- Dr. Seema Nath Jain
- Dr. Vineeta Sharma
- Ms. Shailja Khosla
- Dr. Parminder Kaur
- Dr. Satpal Arora
- Dr. Jasmandeep Kaur
- Mr. Mayank Gupta
- Dr. Seema Gupta
- Dr. Sonal Goel
- Dr. Gagneet K. Bhatia
- Dr. Jasdeep Ahuja

At the outset, Ms. Shailja Khosla welcomed the chairman and all the documentation heads and the criteria heads. Thereafter the agenda for the meeting was laid out, which was primarily to check the progress regarding completion of work with respect to the AQAR 2022-23 and to find the shortcomings found and how these can be corrected. The following agenda was taken up:

Point No.1	<p><b>Following were the points discussed in the meeting:</b></p> <ul style="list-style-type: none"> <li>❖ Criterion 4 head, Dr. Sonal Goel complained about not getting support from her team member Mr. Siddharth Rathore and Ms. Neha Maggu. To this Chairman called Mr. Siddharth to the meeting( Ms. Neha was absent on</li> </ul>
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	the day) and asked him sternly to cooperate and support his team
<b>Point No. 2</b>	<p>The hon'ble chair raised his concerns about the following:</p> <ol style="list-style-type: none"> <li>1. <b>More attention to be given to Value Added Courses</b> and maximum students to be encouraged to undertake these courses</li> <li>2. <b>Rain water harvesting</b> supporting documents and geo-tagged photos to be maintained.</li> <li>3. <b>Eco club activities</b> to also cover the area surrounding the institute to spread awareness about sustainable practices.</li> <li>4. <b>Outreach programmes</b> should become a regular feature and NCC and NSS students should be involved more for these activities.</li> <li>5. <b>Scholarships</b> to be provided every year to students by the institute.</li> <li>6. <b>Smart Board</b> to be used by all faculty members. A demo class to be arranged by Mr. Saurabh on <i>9<sup>th</sup> November at 3 pm in room no. 304.</i></li> <li>7. <b>OD Record</b> to be maintained.</li> <li>8. <b>Financial Reimbursement</b> to more than 50% faculty members to be provided and for the same the faculty members to be encouraged to participate in Seminars, conferences and workshops outside the institute.</li> <li>9. <b>Grants / donations for research to be taken.</b></li> <li>10. <b>Examination Committee</b> to be constituted for the current year and the previous 5 years. The members will include Hon'ble Director, principals of the three departments , vice principals and COEs for the respective academic years.</li> <li>11. <b>Electoral Committee</b> to be constituted for the previous academic Year.</li> <li>12. <b>Awards to students</b> at University/ State/ National/ International level in Sports and Cultural events</li> <li>13. <b>Energy audit/ Green Audit/ Environment audit</b> to be done from the current academic year and for the same agencies to be approached by Dr. Jasdeep.</li> <li>14. <b>More functional MoUs required for Academic activities support</b></li> <li>15. <b>Faculty Performance Appraisal</b> to be done each year with proper documentation.</li> </ol>
<b>Point No. 3</b>	It is planned to file the AQAR for 2022-23 on 6 <sup>th</sup> and 7 <sup>th</sup> November, 2023 provided all the documents are uploaded on the website by that date..

<b>Point No. 4</b>	During the peer team visit for next cycle of accreditation, Dr. Vineeta Sharma will be the incharge for Cultural programme and Dr. Satpal Arora will be making the presentation taking care of activities and achievements of the institute during the last 5 years.
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The meeting ended on a happy note.

Drafted By:-

Ms. Shailja Khosla

IQAC , Coordinator

*Shailja*  
*2/11/23*



Prof.(Dr.) Anil Parkash Sharma

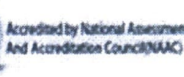
(Chairman, IQAC)

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**IDEAL INSTITUTE OF MANAGEMENT AND TECHNOLOGY**



## NAAC Documentation

### Minutes Of The Meeting

The NAAC documentation meeting was held with an aim to check the progress of documentation across the criterions for filing of AQAR 2022-23, on 31<sup>st</sup> October, 2023 at 2:30 PM in Room No 401 of Ideal Institute of Management and Technology, Delhi.

Following were the members who attended the meeting, chaired by the Documentatio Head, Dr. Seema Nath Jain :

- Dr. Vineeta Sharma
- Prof.(Dr.) Arun Gupta
- Ms. Shailja Khosla
- Prof. (Dr.) Hemlata Sharma
- Dr. Satpal Arora
- Dr. Jasmandeep Kaur
- Mr. Mayank Gupta
- Dr. Seema Gupta
- Dr. Sonal Goel
- Dr. Gagneet K. Bhatia
- Dr. Jasdeep Ahuja
- Dr. Parminder Kaur

At the Outset, Dr. Seema Nath Jain, welcomed all the faculty members. Thereafter the agenda for the meeting was laid out, which was primarily to check the progress regarding documentation of respective criteria and also find the solutions to the problems faced by some criterion incharges regarding compilation of data . The following agenda was taken up:

**Point No.1**

**Following were the points discussed in the meeting:**

- ❖ Starting with Criterion 1, Dr. Jasmandeep updated that

	<p>the AQAR write ups were ready and the work on data templates was still on progress. To this t, it was decided to give them time till 6<sup>th</sup> September, 2023 , 3.00 pm to complete all Ms. Shailja Khosla in order to provide further clarity to the newly admitted incharges and also to existing incharges of different criteria , requested each and every Criterion Incharge to explain the objectives of their Criterion and share the main points as well as the required documents so that the whole team isare about the working of each criterion..</p>
<b>Point No. 2 – Review of Criterion 1</b>	<ul style="list-style-type: none"> <li>❖ Starting with Criterion 1, Dr. Jasmandeep Kaur was asked to explain the Criterion 1 in which she explained all the necessary points which have been covered by the team.</li> <li>❖ She also shared that the descriptive part of their criterion is not completed yet but will be done in a day or two.</li> <li>❖ She also explained that MOOC has not been included which can be done for the next academic session.</li> <li>❖ Lesson Planner and feedback forms are pending from all the departments which is required to be completed by the coming week.</li> </ul>
<b>Point No. 3 – Criterion 2</b>	<ul style="list-style-type: none"> <li>❖ Ms. Shailja Khosla shared that criterion 2 is about Teaching Learning and Evaluation and includes special initiatives for Slow learners and Advance Learners, which can be done by adding tutorials in the Timetable every semester to meet the requirements of the criterion.</li> <li>❖ Criterion 2 incharges also shared that the Mentor-Mentee list is also included in this criterion.</li> </ul>
<b>Point No. 4 – Criterion 3</b>	<ul style="list-style-type: none"> <li>❖ Criterion 3 is about Research and Extension Activities in which Ms. Rakhi Gangal explained that about the faculty members' published research papers and conferences are included in it.</li> <li>❖ Memorandum of Association which is being signed has to be compiled with at least one activity per year.</li> <li>❖ Description part of the Criterion is pending, rest is complete.</li> </ul>
<b>Point No. 5 – Criterion 4</b>	<ul style="list-style-type: none"> <li>❖ Criterion 4 was explained by Dr. Sonal Goel which is about Infrstructure and Planning resources in which she shared that financial statements have not been audited yet so the figures related to expenditure under different heads is pending and also description on physical activities are pending.</li> </ul>
<b>Point No. 6 – Criterion 5</b>	<ul style="list-style-type: none"> <li>❖ Prof. (Dr.) Hemlata shared that Criterion 5 is all about</li> </ul>



	<p>Student Support and Progression in which Scholarship by the institute provided to the students are pending.</p> <ul style="list-style-type: none"> <li>❖ She also shared that the description part on Students' representation and Alumni Contribution is pending, rest all the work has been completed from the team.</li> </ul>
<b>Point No. 7 – Criterion 6</b>	<ul style="list-style-type: none"> <li>❖ Dr. Gagneet Kaur shared that Criterion 6 doesn't have financial support data and also General Body Minutes of the Meeting of IQAC are pending.</li> </ul>
<b>Point No. 8 – Criterion 7</b>	<ul style="list-style-type: none"> <li>❖ Criterion 7 is about Institutional Values and Best Practices in which Dr. Jasdeep Ahuja explained that the maximum work has been completed only description part is left from their side under institutional Distinctiveness.</li> </ul>
<b>Point No.9</b>	<ul style="list-style-type: none"> <li>❖ Ms. Shailja Khosla requested all the Criteria Incharges to complete their pending work by 23<sup>rd</sup> August, 2023 barring financial figures included in Criterion 4 and that this would include both the Quantitative Metrics and the Qualitative / Descriptive parts. She instructed everyone to send the documents through mail as well as keep the hard copies ready for review by 23<sup>rd</sup> August, 2023.</li> <li>❖ She also informed that she will be checking the completed files and the related documents as per the details given:  25<sup>th</sup> August – Criteria 1 and 7  26<sup>th</sup> August – Criteria 4 and 5  28<sup>th</sup> August – Criteria 2 , 3 and 6  The timings will be post lunch.</li> </ul>

The meeting ended on a happy note.

Drafted By:-

Ms. Shailja Khosla

*Shailja*  
2/11/23

Co-ordinator, IQAC

*Seema*  
2/11/23  
Dr. Seema Nath Jain

( Documentation Head)

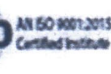
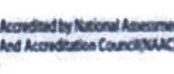
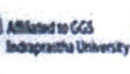
*Anil Parkash Sharma*  
Prof.(Dr.) Anil Parkash Sharma

(Chairman, IQAC)

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## IDEAL INSTITUTE OF MANAGEMENT AND TECHNOLOGY



### NAAC Documentation

### Minutes Of The Meeting

The NAAC documentation meeting was held with an aim to check the progress of documentation across the criteria for filing of AQAR 2022-23, on 1<sup>st</sup> September, 2023 at 2:30 PM in Room No 401 of Ideal Institute of Management and Technology, Delhi.

Following were the members who attended the meeting, chaired by the Documentation Head, Dr. Seema Nath Jain :

- Dr. Vineeta Sharma
- Prof.(Dr.) Arun Gupta
- Ms. Shailja Khosla
- Prof. (Dr.) Hemlata Sharma
- Dr. Satpal Arora
- Dr. Jasmandeep Kaur
- Mr. Mayank Gupta
- Dr. Seema Gupta
- Dr. Sonal Goel
- Dr. Gagneet K. Bhatia
- Dr. Jasdeep Ahuja
- Dr. Parminder Kaur

At the Outset, Dr. Seema Nath Jain, welcomed all the faculty members. Thereafter the agenda for the meeting was laid out, which was primarily to check the progress regarding documentation of respective criteria and also find the solutions to the problems faced by some criterion incharges regarding compilation of data . The following agenda was taken up:

Point No.1	<p>Following were the points discussed in the meeting:</p> <ul style="list-style-type: none"> <li>❖ Starting with Criterion 1, Dr. Jasmandeep updated that</li> </ul>
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	<p>the AQAR write ups were ready and the work on data templates was still on progress. To this t, it was decided to give them time till 6<sup>th</sup> September, 2023 , 3.00 pm to complete all Ms. Shailja Khosla in order to provide further clarity to the newly admitted incharges and also to existing incharges of different criteria , requested each and every Criterion Incharge to explain the objectives of their Criterion and share the main points as well as the required documents so that the whole team isare about the working of each criterion..</p>
<b>Point No. 2 – Review of Criterion 1</b>	<ul style="list-style-type: none"> <li>❖ Starting with Criterion 1, Dr. Jasmandeep Kaur was asked to explain the Criterion 1 in which she explained all the necessary points which have been covered by the team.</li> <li>❖ She also shared that the descriptive part of their criterion is not completed yet but will be done in a day or two.</li> <li>❖ She also explained that MOOC has not been included which can be done for the next academic session.</li> <li>❖ Lesson Planner and feedback forms are pending from all the departments which is required to be completed by the coming week.</li> </ul>
<b>Point No. 3 – Criterion 2</b>	<ul style="list-style-type: none"> <li>❖ Ms. Shailja Khosla shared that criterion 2 is about Teaching Learning and Evaluation and includes special initiatives for Slow learners and Advance Learners, which can be done by adding tutorials in the Timetable every semester to meet the requirements of the criterion.</li> <li>❖ Criterion 2 incharges also shared that the Mentor-Mentee list is also included in this criterion.</li> </ul>
<b>Point No. 4 – Criterion 3</b>	<ul style="list-style-type: none"> <li>❖ Criterion 3 is about Research and Extension Activities in which Ms. Rakhi Gangal explained that about the faculty members' published research papers and conferences are included in it.</li> <li>❖ Memorandum of Association which is being signed has to be compiled with at least one activity per year.</li> <li>❖ Description part of the Criterion is pending, rest is complete.</li> </ul>
<b>Point No. 5 – Criterion 4</b>	<ul style="list-style-type: none"> <li>❖ Criterion 4 was explained by Dr. Sonal Goel which is about Infrstructure and Planning resources in which she shared that financial statements have not been audited yet so the figures related to expenditure under different heads is pending and also description on physical activities are pending.</li> </ul>
<b>Point No. 6 – Criterion 5</b>	<ul style="list-style-type: none"> <li>❖ Prof. (Dr.) Hemlata shared that Criterion 5 is all about</li> </ul>

	<p>Student Support and Progression in which Scholarship by the institute provided to the students are pending.</p> <ul style="list-style-type: none"> <li>❖ She also shared that the description part on Students' representation and Alumni Contribution is pending, rest all the work has been completed from the team.</li> </ul>
<b>Point No. 7 – Criterion 6</b>	<ul style="list-style-type: none"> <li>❖ Dr. Gagneet Kaur shared that Criterion 6 doesn't have financial support data and also General Body Minutes of the Meeting of IQAC are pending.</li> </ul>
<b>Point No. 8 – Criterion 7</b>	<ul style="list-style-type: none"> <li>❖ Criterion 7 is about Institutional Values and Best Practices in which Dr. Jasdeep Ahuja explained that the maximum work has been completed only description part is left from their side under institutional Distinctiveness.</li> </ul>
<b>Point No.9</b>	<ul style="list-style-type: none"> <li>❖ Ms. Shailja Khosla requested all the Criteria Incharges to complete their pending work by 23<sup>rd</sup> August, 2023 barring financial figures included in Criterion 4 and that this would include both the Quantitative Metrics and the Qualitative / Descriptive parts. She instructed everyone to send the documents through mail as well as keep the hard copies ready for review by 23<sup>rd</sup> August, 2023.</li> <li>❖ She also informed that she will be checking the completed files and the related documents as per the details given:  25<sup>th</sup> August – Criteria 1 and 7  26<sup>th</sup> August – Criteria 4 and 5  28<sup>th</sup> August – Criteria 2 , 3 and 6  The timings will be post lunch.</li> </ul>

The meeting ended on a happy note.

Drafted By:-

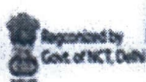
Dr. Purna Gulati

Incharge, Criterion 1





## IDEAL INSTITUTE OF MANAGEMENT AND TECHNOLOGY



Recognized by  
Govt. of NCT, Delhi



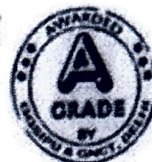
Affiliated to GGS  
Indraprastha University



Approved by  
Bar Council of India



Accredited by National Assessment  
And Accreditation Council (NAAC)



### NAAC Documentation

### Minutes Of The Meeting

The NAAC meeting held with an aim to verify documentation across the criteria for filing of AQAR 2022-23, on 08<sup>th</sup> August, 2023 at 2:30 PM in Room No 408 at Ideal Institute of Management and Technology, Delhi.

Following were the members who attended the meeting, chaired by the NAAC Co-Coordinator Ms. Shailja Khosla, BBA 2<sup>nd</sup> Shift.

- |                              |   |                                |
|------------------------------|---|--------------------------------|
| ➤ Prof. (Dr.) Hemlata Sharma | - | Vice Principal, Law Department |
| ➤ Dr. Satpal Arora           | - | Faculty, BBA First Shift       |
| ➤ Dr. Jasmandeep Kaur        | - | Faculty, BBA First Shift       |
| ➤ Dr. Deepa Jain             | - | Faculty, BBA First Shift       |
| ➤ Ms. Rakhi Gangal           | - | Faculty, BBA First Shift       |
| ➤ Ms. Deeksha Kulshrestha    | - | Faculty, BBA First Shift       |
| ➤ Ms. Sakshi Saxena          | - | Faculty, BBA First Shift       |
| ➤ Dr. Perna Gulati           | - | Faculty, Law Department        |
| ➤ Dr. Jasdeep Ahuja          | - | Faculty, Law Department        |
| ➤ Ms. Anukriti               | - | Faculty, Law Department        |
| ➤ Ms. Anjali Nair            | - | Faculty, Law Department        |
| ➤ Mr. Eesh Singh             | - | Faculty, Law Department        |
| ➤ Mr. Sidharth Rathore       | - | Faculty, Law Department        |
| ➤ Mr. Ayush Atray            | - | Faculty, Law Department        |
| ➤ Ms. Monika Anand           | - | Faculty, Law Department        |
| ➤ Dr. Parminder Kaur         | - | Faculty, BBA Second Shift      |
| ➤ Mr. Mayank Gupta           | - | Faculty, BBA Second Shift      |
| ➤ Ms. Astha Sharma           | - | Faculty, BBA Second Shift      |
| ➤ Dr. Gagneet K. Bhatia      | - | Faculty, BBA Second Shift      |

At the Outset, Ms. Shailja Khosla welcomed all the faculty members and oriented the newly admitted Criterion Incharges with respect to the accreditation received from NAAC. She further explained regarding AQAR and SSR to be filled by the institute and also briefly explained the process and documentation needed for the same. Thereafter the agenda for the meeting was laid out and dealt in a chronological order criterion wise. The following agenda was taken up:

<b>Point No.1</b>	<p><b>Following were the points discussed in the meeting:</b></p> <ul style="list-style-type: none"> <li>❖ Ms. Shailja Khosla in order to provide further clarity to the newly admitted incharges and also to existing incharges of different criteria , requested each and every Criterion Incharge to explain the objectives of their Criterion and share the main points as well as the required documents so that the whole team isare about the working of each criterion..</li> </ul>
<b>Point No. 2 – Review of Criterion 1</b>	<ul style="list-style-type: none"> <li>❖ Starting with Criterion 1, Dr. Jasmandeep Kaur was asked to explain the Criterion 1 in which she explained all the necessary points which have been covered by the team.</li> <li>❖ She also shared that the descriptive part of their criterion is not completed yet but will be done in a day or two.</li> <li>❖ She also explained that MOOC has not been included which can be done for the next academic session.</li> <li>❖ Lesson Planner and feedback forms are pending from all the departments which is required to be completed by the coming week.</li> </ul>
<b>Point No. 3 – Criterion 2</b>	<ul style="list-style-type: none"> <li>❖ Ms. Shailja Khosla shared that criterion 2 is about Teaching Learning and Evaluation and includes special initiatives for Slow learners and Advance Learners, which can be done by adding tutorials in the Timetable every semester to meet the requirements of the criterion.</li> <li>❖ Criterion 2 incharges also shared that the Mentor-Mentee list is also included in this criterion.</li> </ul>
<b>Point No. 4 – Criterion 3</b>	<ul style="list-style-type: none"> <li>❖ Criterion 3 is about Research and Extension Activities in which Ms. Rakhi Gangal explained that about the faculty members' published research papers and conferences are included in it.</li> <li>❖ Memorandum of Association which is being signed has to be compiled with at least one activity per year.</li> <li>❖ Description part of the Criterion is pending, rest is complete.</li> </ul>
<b>Point No. 5 – Criterion 4</b>	<ul style="list-style-type: none"> <li>❖ Criterion 4 was explained by Dr. Sonal Goel which is about Infrstructure and Planning resources in which she shared that financial statements have not been audited yet</li> </ul>



	so the figures related to expenditure under different heads is pending and also description on physical activities are pending.
<b>Point No. 6 – Criterion 5</b>	<ul style="list-style-type: none"> <li>❖ Prof. (Dr.) Hemlata shared that Criterion 5 is all about Student Support and Progression in which Scholarship by the institute provided to the students are pending.</li> <li>❖ She also shared that the description part on Students' representation and Alumni Contribution is pending, rest all the work has been completed from the team.</li> </ul>
<b>Point No. 7 – Criterion 6</b>	<ul style="list-style-type: none"> <li>❖ Dr. Gagneet Kaur shared that Criterion 6 doesn't have financial support data and also General Body Minutes of the Meeting of IQAC are pending.</li> </ul>
<b>Point No. 8 – Criterion 7</b>	<ul style="list-style-type: none"> <li>❖ Criterion 7 is about Institutional Values and Best Practices in which Dr. Jasdeep Ahuja explained that the maximum work has been completed only description part is left from their side under institutional Distinctiveness.</li> </ul>
<b>Point No.9</b>	<ul style="list-style-type: none"> <li>❖ Ms. Shailja Khosla requested all the Criteria Incharges to complete their pending work by 23<sup>rd</sup> August, 2023 barring financial figures included in Criterion 4 and that this would include both the Quantitative Metrics and the Qualitative / Descriptive parts. She instructed everyone to send the documents through mail as well as keep the hard copies ready for review by 23<sup>rd</sup> August, 2023.</li> <li>❖ She also informed that she will be checking the completed files and the related documents as per the details given:  25<sup>th</sup> August – Criteria 1 and 7  26<sup>th</sup> August – Criteria 4 and 5  28<sup>th</sup> August – Criteria 2 , 3 and 6  The timings will be post lunch.</li> </ul>

The meeting ended on a happy note.

Drafted By:-

Dr. Perna Gulati

Incharge, Criterion 1



Minutes of the Internal Quality Assurance Cell meeting held on 25<sup>th</sup> September 2023 at 3:00 PM in IQAC Room at Ideal Institute of Management and Technology, Delhi.

Following were the members who attended the meeting, chaired by Prof. (Dr.) Arun Gupta Principal School of law along with Prof (Dr.) Hemlata Sharma and Dr. Satpal Arora

- Dr Jasmandeep Kaur - Criterion Incharge, Criterion 1
- Mr. Mayank Gupta - Criterion Member, Criterion 2
- Dr. Seema Gupta - Criterion Incharge, Criterion 3
- Dr. Sonal Goel - Criterion Incharge, Criterion 4
- Prof. (Dr.) Hemlata Sharma - Criterion Incharge, Criterion 5
- Dr. Gagneet K. Bhatia - Criterion Incharge, Criterion 6
- Dr. Jasdeep Ahuja - Criterion Incharge, Criterion 7

Ms. Shailja Khosla could not attend the meeting.

At the Outset. Prof. (Dr.) Arun Gupta welcomed all the faculty members to Internal Quality Assurance Meeting

Thereafter the following agenda was taken up:

<b>Point no 1</b>	<ul style="list-style-type: none"> <li>❖ All the Criterion Incharges apprised about the updates of Documents of AQAR of their respective Criteriaions -:             <ul style="list-style-type: none"> <li>➤ Criterion 1 –Dr. Jasmandeep Kaur briefed about the updates and also intimated that Feedback Form of BBA II Shift and Law Department (Alumini and Employee) has not received as per format.</li> <li>➤ Criterion 2-Mr. Mayank informed that all work related to AQAR has been done.</li> <li>➤ Criterion 3-Dr. Seema Gupta informed that all documents related to AQAR has been completed.</li> <li>➤ Criterion 4-Dr. Sonal Goel informed that documents related to Audit statement, Sports bill (Vivekanand Sports Complex, Security Agency Proofs) are yet to be received from Admin Office.</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>➤ Criterion 5 –Prof. (Dr.) Hemlata briefed that all documents related to AQAR are complete.</li> <li>➤ Criterion 6- Dr. Gagneet informed that Documents related to Audit report and Screenshots of Tally are yet to be received from Admin Office.</li> <li>➤ Criterion 7-Dr. Jasdeep informed that all documents are complete Documents related to security agency and class IV details are pending.</li> </ul>
<b>Point no 2</b>	<ul style="list-style-type: none"> <li>➤ Prof (Dr.) Arun Gupta directed to Criterion 1 Incharge that all work related to Feed back Form Should be completed by 30<sup>th</sup> September and he also assigned Mr. Eesh Singh and he should be guided by Dr. Jasmandeep related to Feedback Form.</li> <li>➤ He further informed that all criterion incharges should prepare Index and Should label Documents Properly</li> </ul>
<b>Point no 3</b>	The Chair found that almost all Documentation is within control and all Criterion Incharges are further requested to complete their Documents by 30 <sup>th</sup> September 2023.

Meeting ended with a happy note.

Drafted by-  
Dr. Gagneet Kaur Bhatia

Gagneet-  
018/10/23

Prof. (Dr.) Anil Parkash Sharma  
(Director, IIMT)

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