



**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 September 2019 at 3 p.m. in the Main Auditorium, Ideal Institute of Management and Technology, Delhi. Chaired by Prof. (Dr.) Anil Parkash Sharma - Chairman, IQAC, the following members attended the meeting:-

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|------------------------------|---|------------------------------|----------------|
| 1) Prof. (Dr.) T.P.S.Rathore | - | Director, IQAC | |
| 2) Mr. Mahesh Sharma | - | Coordinator, IQAC | |
| 3) Dr. Arun Gupta | - | Executive Member, IQAC | <i>Arun</i> |
| 4) Ms. Seema Nath Jain | - | Executive Member, IQAC | <i>Seema</i> |
| 5) Ms. Shailja Khosla | - | Executive Member, IQAC | <i>Shailja</i> |
| 6) Mr. Satpal Arora | - | Executive Member, IQAC | <i>Satpal</i> |
| 7) Mr. Mayank Gupta | - | Executive Member, IQAC | <i>Mayank</i> |
| 8) Ms. Jasmandeep Kaur | - | Executive Member, IQAC | |
| 9) Ms. Perna Gulati | - | Executive Member, IQAC | <i>Perna</i> |
| 10) Mr. Amit Mittal | - | Administrative Officer, IQAC | |

NAAC Criterion Incharges:

- | | | | |
|-------------------------------|---|-----------------|------------------|
| 1) Mr. Sumit K. Debnath | - | Criterion No. 4 | <i>Sumit</i> |
| 2) Dr. Parminder Kaur | - | Criterion No. 4 | <i>Parminder</i> |
| 3) Ms. Renu Yadav | - | Criterion No. 1 | <i>Renu</i> |
| 4) Dr. Seema Gupta | - | Criterion No. 3 | <i>Seema</i> |
| 5) Ms. Rakhi Gangal | - | Criterion No. 3 | <i>Rakhi</i> |
| 6) Ms. Amarjit Kaur | - | Criterion No. 6 | <i>Amarjit</i> |
| 7) Ms. Gagneet K. Bhatia | - | Criterion No. 6 | |
| 8) Ms. Chandrika Sharma | - | Criterion No. 7 | <i>Chandrika</i> |
| 9) Ms. Deepa Jain | - | Criterion No. 5 | |
| 10) Ms. Harsh Kalra Manchanda | - | Criterion No. 5 | |

And Ms. Kanika Arora, Ms. Anukriti Gupta, Ms. Namita Sinha, Ms. Saina Jain, Ms. Astha Sharma, Ms. Shivani Gupta, Ms. Ruchi Kalia, Mr. Devansh, Mr. Gagandeep, Ms. Shilpa Khurana, Ms. Ayushi, Ms. Anshika Rajvanshi, Ms. Sonal Goel also attended the meeting.

Dr. Hemlata Sharma and Mr. Jasdeep Ahuja could not attend the meeting.

At the Outset, Prof. (Dr) Anil Parkash Sharma welcomed all the faculty members to the 1st Meeting of Internal Quality Assurance Cell for Academic Year 2019-20

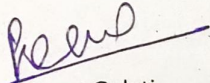
Thereafter the following agenda was taken up for the discussion:

Point no 1	<ul style="list-style-type: none">➤ It is to be noted that AQAR will be submitted from the period 1st August 2018 to 31st July 2019.
Point no 2	<p>Mr. Mahesh Sharma, Coordinator started with the meeting with following points:-</p> <ul style="list-style-type: none">➤ The website of the Institute needed to be updated as it was not updated for now.➤ Academic Calendar requires continuous updation.➤ Faculties not on the roll of the Institute need to be removed from the institute website.➤ IQAC room details are needed to be added in the infrastructure.➤ Information regarding Placement need to be put on the website.➤ Information regarding the societies is also to be uploaded.➤ The institute conducting the guest lectures and internal seminars should be included in the Campus Diary.➤ Personality Development Programs and Skill Development Programs have to be organized in a compact manner.➤ The notices have to be made regarding the extra-curricular activities and should be uploaded on the website.➤ Data regarding the Industrial Visits should also be included on the website.➤ The data regarding the students who have cleared the National/International level exams should be uploaded.➤ The data related to the Higher Education should be updated.➤ The terms which should be used for the Principals and the department are as

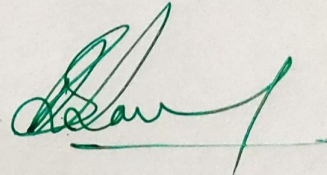
	<p>follows:</p> <ul style="list-style-type: none"> • For Morning Department- BBA and BBA Cam, H.O.D. • For Evening Department- BBA 2nd Shift and BBA Cam 2nd Shift, H.O.D. • For Law- B.A.LL.B., Principal. <p>➤ Life Skill Development Program to be organized in the present academic year before March, 2020.</p> <p>➤ Mr. Jasdeep Singh was added in Criterion 7 in place of Ms. Neha Nimesh.</p> <p>➤ The data of students related to Schedule Caste and Schedule Tribes need to be uploaded for University updation.</p> <p>➤ Part A of the AQAR will be taken care by Mr. Mahesh Sharma and Ms. Shailja Khosla.</p> <p>➤ Part B of the AQAR will be taken care by all the Criterion Incharges and they are desired to read all the requirements properly. Also, there shall not be any discrepancies in the Criteria.</p>
Point no 3	<p>Few points were suggested by Chairman, IQAC:</p> <ul style="list-style-type: none"> ➤ All the entries in the register will be done in front of Mr. Satpal Arora in IQAC Room. ➤ The files will be checked Criterion wise with the cardboards. ➤ Mr. Satpal Arora was also advised to check all the activities in IQAC between 4pm. To 4.30 pm.
Point no 4	<p>There are few things related to Criterion 5 which could not be located as few documents were kept by Dr. Hemlata Sharma and she was not present.</p>
Point no 5	<p>It is also strictly instructed to the Planner incharges and the faculty members to show their respective planners on monthly basis. And was instructed to all the 3 departments to take prior appointment from the Director sir and get it checked for the month of Aug-Sept, 2019.</p>
Point no 6	<p>The timings for IQAC room have been changed and now it's 3.30p.m. to 4.30p.m.</p>
Point no 7	<p>It was also suggested by Dr. Arun Gupta that Para-Legal Volunteers Training which was held for the students could be included in the Skill Development which is a part of Criterion 5 and PLV Activities for which students are going outside the Institute can be included in the Extension Activity</p>

Point no 8	which is a part of Criterion 3. <ul style="list-style-type: none">➤ It was suggested by Ms. Shailja Khosla that every Criterion Incharge should keep all the incoming Documents in the 'designated file' as discussed. Every Saturday, the Criterion Incharges shall with due care put all the documents in their designated folders to expedite the structuring of data.➤ Note: In case of Second Saturday, work to be completed preemptively on Friday in the presence of Mr. Mahesh Sharma, Ms. Shailja Khosla and Mr. Satpal Arora.➤ Ms. Amarjit Kaur also stated that there are incorrect entries in the register.
Point no 9	It was also suggested by Chairman IQAC to keep the Placement on the topmost priority and keep the information of the Alumni updated.

Meeting ended on a very happy note.



Ms. Perna Gulati
Meeting Incharge



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

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Minutes of the 2nd Internal Quality Assurance Cell Meeting held on 15th November 2019 at 3:00 pm in IQAC room [Room No. 410], Ideal Institute Of Management and Technology, Delhi

The following members attended the meeting, chaired by Prof (Dr.) Anil Parkash Sharma - Chairman, IQAC

Executive Members

1) Prof. (Dr.) T.P.S.Rathore	-	Director, IQAC
2) Mr. Mahesh Sharma	-	Coordinator, IQAC
3) Dr. Anun Gupta	-	Executive Member, IQAC
4) Ms. Seema Nath Jain	-	Executive Member, IQAC
5) Ms. Shailja Khosla	-	Executive Member, IQAC
6) Mr. Satpal Anra	-	Executive Member, IQAC
7) Mr. Mayank Gupta	-	Executive Member, IQAC
8) Ms. Jasmandeep Kaur	-	Executive Member, IQAC
9) Ms. Prieta Gulati	-	Executive Member, IQAC
10) Mr. Amit Mittal	-	Administrative Officer, IQAC

NAAC Incharges

- 1) Dr. Hemlata Sharma *Hemlata*
- 2) Mr Sumit K. Debnath *Sumit*
- 3) Ms Renu Yadav *Renu*
- 4) Dr Seema Gupta *Seema*
- 5) Ms Rakhi Gangal *Rakhi*
- 6) Ms Sonal Goel
- 7) Ms Amarjit Kaur *Amarjit Kaur*
- 8) Ms Gagneet K. Bhatia
- 9) Ms Chandrika Sharma *Chandrika*
- 10) Ms Deepa Jain
- 11) Ms Harsh Manchanda
- 12) Mr Sumit Debnath
- 13) Mr Jasdeep Ahuja *Jasdeep*

And Dr Vineeta Sharma Principal BBA 1st Shift, Ms Anshika Rajvanshi, Ms Sonal Goel and Mr Atul Sharma

Dr Parminder Kaur and Mr Atul Gupta could not attend the meeting

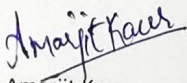
At the Outset, Prof. (Dr) Anil Parkash Sharma welcomed all the faculty members to the 2nd Meeting of Internal Quality Assurance Cell

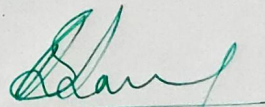
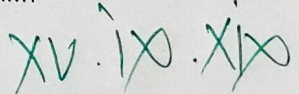
Thereafter the following agenda was taken up for the discussion

<p>Point no 1</p>	<p>Action Taken on the Minutes</p> <ul style="list-style-type: none"> ❖ Chairman IQAC questioned all the members and NAAC incharges about their not visiting to IQAC room every Saturday and why they did not come and check their respective criterion files
<p>Point no 2</p>	<p>Updation Taken from each Criterion Incharges based on the points made by the documentation incharges Ms Seema Nath Jain, Ms Shailja Khosia, Ms Amarjit Kaur and Mr Jasdeep Singh</p> <ul style="list-style-type: none"> • Criterion I – only planners of BBA First Shift were added till date and planners of second shift and law will be added to criterion I by 18th November 2019 • Criterion II- Practical home assignment first and second shift were submitted timely in the criterion and Law department is supposed to submit the same by 18th November 2019 • Criterion III- all the papers were checked and found to be in order as per the documentation sheet, also it was advised to all the NAAC Incharges that whenever they submit any research paper in Criterion III it should be self attested with date • Criterion IV – Criterion IV incharges were asked to arrange their data datewise and authenticate the data of Brandwidth by Mr Atul Gupta • Criterion V- Criterion V incharges were asked to get few of the documents attested by the faculty with date who has submitted that particular performa namely: <ul style="list-style-type: none"> ➤ Training and Placement Cell DATA ➤ Dussehra Notice

<p>Point no 3</p>	<p style="text-align: right;">➤ Vocational Training data</p> <p>Suggestions given by Chairman IQAC</p> <ul style="list-style-type: none"> • It was instructed to all the criterion heads that they will sign with date in their respective criteria register while categorizing their documents of Miscellaneous file • All the faculty members were instructed to submit their letter of proof in criterion II , if they go out on any External practical viva • All the NAAC Incharges were strictly instructed to self attest the documents while keeping it in IQAC room • Ms Shailja Khosla was given the responsibility to make 7 new registers for VII criterions as per the suggestion of Ms Seema Nath Jain • As per the suggestion of Ms Chandrika Sharma it was advised to all the faculty members present that, if they are keeping any document in Criterion III related to LED Bulbs, Green Practices and Gender Sensitization, give 1 Photostat of the same to criterion VII • All the faculty members present were advised not to make any new files apart from the NAAC files as per the suggestion of Documentation incharge Ms Amarjit Kaur
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Meeting ended on a happy note with a vote of thanks to the chair By Ms Shailja Khosla


 Ms Amarjit Kaur
 Meeting Incharge


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




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Minutes of the Meeting

The 3rd Internal Quality Assurance Cell Meeting was held on 6th February, 2020 at 3 p.m. in the Main Auditorium, Ideal Institute of Management and Technology, Delhi. Chaired by Prof. (Dr.) Anil Parkash Sharma, Chairman, IQAC, the following members attended the meeting:-

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|------------------------------|---|---------------------------------------|
| 1) Prof. (Dr.) T.P.S.Rathore | - | Director, IQAC |
| 2) Mr. Mahesh Sharma | - | Coordinator, IQAC <i>Dr</i> |
| 3) Ms. Neetu Aggarwal | - | Member Management |
| 4) Mr. Rajesj 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 <i>Arun</i> |
| 9) Ms. Seema Nath Jain | - | Executive Member, IQAC <i>Seema</i> |
| 10) Ms. Shailja Khosla | - | Executive Member, IQAC <i>Shailja</i> |
| 11) Mr. Satpal Arora | - | Executive Member, IQAC <i>Satpal</i> |
| 12) Mr. Mayank Gupta | - | Executive Member, IQAC <i>Mayank</i> |
| 13) Ms. Jasmandeep Kaur | - | Executive Member, IQAC |
| 14) Ms. Perna Gulati | - | Executive Member, IQAC <i>Perna</i> |
| 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. Vaishanavi | - | 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 <i>Sumit</i> |
| 2) Dr. Parminder Kaur | - | Criterion No. 4 <i>Parminder</i> |

3) Ms. Renu Yadav	-	Criterion No. 1	<i>Renu Yadav</i>
4) Dr. Seema Gupta	-	Criterion No. 3	<i>Seema Gupta</i>
5) Ms. Rakhi Gangal	-	Criterion No. 3	<i>Rakhi Gangal</i>
6) Ms. Amarjit Kaur	-	Criterion No. 6	<i>Amarjit Kaur</i>
7) Ms. Gagneet K. Bhatia	-	Criterion No. 6	
8) Ms. Chandrika Sharma	-	Criterion No. 7	<i>Chandrika Sharma</i>
9) Mr. Jasdeep Singh	-	Criterion No. 7	<i>Jasdeep Singh</i>
10) Dr. Hemlata Sharma	-	Criterion No. 5	<i>Hemlata Sharma</i>
11) Ms. Deepa Jain	-	Criterion No. 5	
12) Ms. Harsh Kalra Manchanda	-	Criterion No. 5	

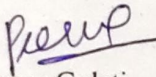
At the Outset, Prof. (Dr) Anil Parkash Sharma welcomed all the faculty members to the 3rd Meeting of Internal Quality Assurance Cell.

Thereafter the following agenda was taken up for the discussion:

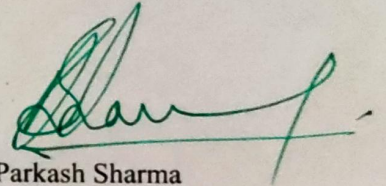
Point no 1	IQAC, Chairman asked for the updates from all the Criterion Incharges which have been given by them accordingly.
Point no 2	<p>Mr. Mahesh Sharma, Coordinator started with the meeting with following points:-</p> <ul style="list-style-type: none"> ➤ Preparation needs to be done on the upcoming events relating to NAAC. ➤ Annual Day which is scheduled on 26th February, 2020 is supposed to fulfill all the points relating to:- <ul style="list-style-type: none"> • Student scholarships and awards which is also a part of Criterion 5. • Best Teacher Award and Excellence Award for the teachers as well as students. • Awards for the students of Ideal Student Council • Awards for best Athlete boy and girl both. • Best Classroom decoration and best Staffroom Decoration Awards.
Point no 3	<p>Few points were suggested by Chairman, IQAC:</p> <ul style="list-style-type: none"> ➤ All the entries in the register will be done in front of Mr. Satpal Arora along with Mr. Atul Sharma in IQAC Room. ➤ The files will be checked Criterion

	wise.
Point no 4	Mr. Mahesh Sharma, IQAC Coordinator also apprised the IQAC members about the Rain Water Harvesting on which cleaning is also been done on a regular basis and also asked the Eco Club Incharges to organize an Activity on the same.
Point no. 5	The next meeting will be scheduled and informed through mail in which completed task will be discussed accordingly.

Meeting ended on a very happy note.



Ms. Perna Gulati
Meeting Incharge



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

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Minutes of the Meeting

The 4th Internal Quality Assurance Cell Meeting was held online on 12th June 2020 at 3 PM via cisco webex platform. It was Chaired by Prof. (Dr.) Anil Parkash Sharma - Chairman, IQAC, the following members attended the meeting:-

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|------------------------------|---|------------------------------|
| 1) Prof. (Dr.) T.P.S.Rathore | - | Director, IQAC |
| 2) Mr. Mahesh Sharma | - | Coordinator, IQAC |
| 3) Dr. Arun Gupta | - | Executive Member, IQAC |
| 4) Ms. Seema Nath Jain | - | Executive Member, IQAC |
| 5) Ms. Shailja Khosla | - | Executive Member, IQAC |
| 6) Mr. Satpal Arora | - | Executive Member, IQAC |
| 7) Mr. Mayank Gupta | - | Executive Member, IQAC |
| 8) Ms. Jasmandeep Kaur | - | Executive Member, IQAC |
| 9) Ms. Prerna Gulati | - | Executive Member, IQAC |
| 10) Mr. Amit Mittal | - | Administrative Officer, IQAC |

NAAC Criterion Incharges:

- | | | |
|-------------------------------|---|-----------------|
| 1) Mr. Sumit K. Debnath | - | Criterion No. 4 |
| 2) Dr. Parminder Kaur | - | Criterion No. 4 |
| 3) Ms. 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. Gagneet K. Bhatia | - | Criterion No. 6 |
| 8) Ms. Chandrika Sharma | - | Criterion No. 7 |
| 9) Ms. Deepa Jain | - | Criterion No. 5 |
| 10) Ms. Harsh Kalra Manchanda | - | Criterion No. 5 |

And Ms. Kanika Arora, Ms. Anukriti Gupta, Ms. Saina Jain, Ms. Astha Sharma, Ms. Shivani Gupta, Ms. Ruchi Kalia, Mr. Devansh, Mr. Gagandeep, Ms. Shilpa Khurana, Ms. Ayushi, Ms. Anshika Rajvanshi also attended the meeting.

Mr. Jasdeep Ahuja could not attend the meeting.

At the Outset, Prof. (Dr) Anil Parkash Sharma welcomed all the faculty members to the 4th Meeting of Internal Quality Assurance Cell.

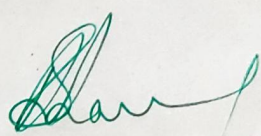
Thereafter the following agenda was taken up for the discussion:

<p>Point no 1</p>	<p>Mr. Mahesh Sharma, Coordinator IQAC started with the meeting with following points:-</p> <ul style="list-style-type: none"> ➤ The website of the Institute is updated on regular basis regarding the information of various upcoming events. ➤ IQAC room details are needed to be added in the infrastructure. ➤ Information regarding Placement of the students is regularly updated on the website. ➤ Information regarding the industrial visits is also to be uploaded. ➤ The institute conducting the skill development programmes should be included in the Campus Diary. ➤ The notices have to be made regarding the extra-curricular activities and should be uploaded on the website. ➤ The data regarding the students who have exemplary performance in exams should be uploaded. ➤ Institutes collaborations should be updated. ➤ The data of students related to economically weaker section of the society need to be uploaded for University updation. ➤ Part A of the AQAR will be taken care of by Mr. Mahesh Sharma and Ms. Shailja Khosla.
<p>Point no 2</p>	<p>Few points were suggested by Chairman, IQAC:</p> <ul style="list-style-type: none"> ➤ All the criterion incharges were advised to submit the details and the documents in their or other's criterion only in the presence of the document incharges. ➤ No faculty member is allowed to submit

	<p>any document apart from the IQAC timings</p> <ul style="list-style-type: none"> ➤ All the incharges were again advised to put the page numbers on their documents while submitting and write the same in the register. ➤ All the document incharges were advised to take care of the incorrect entries in the register.
Point no 3	It is also strictly instructed to the Planner and feedback form incharges to submit the same at the earliest for the period of Jan-May, 2020.
Point no 4	It was again reminded to all the faculty members that the Part B of the AQAR will be taken care by all the Criterion Incharges and they are desired to read and meet all the requirements

Meeting ended on a very happy note.

Amarjit Kaur
Ms. Amarjit Kaur
Meeting Incharge


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

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