

**THE AGENDA FOR THE 24th MEETING
OF
INTERNAL QUALITY ASSURANCE CELL (IQAC)
(SCHEDULED ON MONDAY AUGUST 21 2023)**

Rachita

Prof. (Dr.) Rachita Rana
Director
Institute of Information Technology
& Management, New Delhi



INTERNAL QUALITY ASSURANCE CELL (IQAC)
MEETING-AGENDA

Dear Sir/Madam,

This is to inform you that the 24th Meeting of the Internal Quality Assurance Cell of Institute of Information Technology and Management is scheduled on **Monday, August 21, 2023 at 11:30am** in the Committee Room of the college. The agenda of the meeting is enclosed for ready reference. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 18-08-2023


Dr. Ramandeep Kaur
Coordinator (IQAC)

Copy to

1. PA to chairman (for kind information of Hon'ble Chairman, (IITM).
2. All Members (Internal) of IQAC, IITM for information and necessary action please.



Prof. (Dr.) Rachita Rana

INTERNAL QUALITY ASSURANCE CELL (IQAC)

The agenda for 24th Meeting of IQAC to be held at 11:30am on Monday, August 21, 2023 in the committee room of the college.

Agenda Item: 1: To discuss Action Taken Report of 23rd meeting of IQAC.

Agenda Item: 2: AQAR 2022-23 submission

- Submission of departmental data for AQAR.
- Policy for gathering Alumni data and final year regarding pursuance of Higher Education/ Placement in companies using technology/ digital tools

Agenda Item: 3: Deliberation and finalization on standardization of Institutional formats w.r.t New Education Policy (NEP) and OBE w.e.f. Academic Session 2023-24 onwards

- Review & Finalization of academic and non-academic formats
- Restructuring of Student Profiling and categorization to ensure inclusiveness of in Slow & Advanced Learners

Agenda Item: 4: Preparation of Departmental Calendar and Allocation of Targets with frequency of events

- To discuss the mandate and the conduct of events/ activities department-wise allocating targets and frequency ensuring the achievement of targets by HoDs of respective departments



Dr. Ramandeep Kaur
Coordinator (IQAC)



Prof. (Dr.) Rachita Rana
Chairperson (IQAC)



Prof. (Dr.) Rachita Rana

Minutes of Meeting

Name/Department: IQAC

Venue: Lab No 2

Meeting No: 24

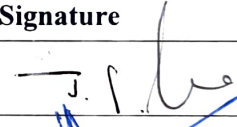


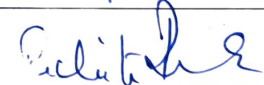

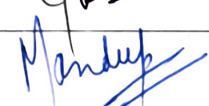
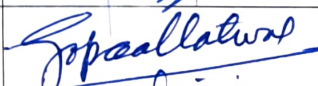
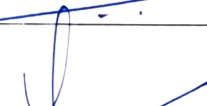
Meeting Date: 21/8/23


Meeting Time: 11:30 AM

Agenda:

- To discuss Action Taken Report of 23rd meeting of IQAC.
- AQAR 2022-23 submission
- Deliberation and finalization on standardization of Institutional formats w.r.t New Education Policy (NEP) and OBE w.e.f. Academic Session 2023-24 onwards
- Preparation of Departmental Calendar and Allocation of Targets with frequency of events

List of Attendees

S.No	Attendee Name	Signature
1.	Sh. J. C. Sharma	
2.	Mr. Shiva Sharma	
3.	Ms. Kirti Sharma	
4.	Prof. (Dr.) Rachita Rana	
5.	Dr. Garush K. Wadhvani	
6.	Dr. Mandeep Singh	
7.	Dr. Gopal S. Lotwal	
8.	Dr. Vikas Sharma	

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 & Management, New Delhi



9.	Dr. Vandana Kaghav	<u>Vag</u>
10.	Dr. Deepika Arora	<u>Deepika</u>
11.	Dr. Nivedita	<u>nivedita</u>
12.	Mr. Himanshu Matta	<u>Himanshu</u>
13.	Ms. Anjali Chauhan	<u>Anjali Chauhan</u>
14.	Dr. Harmit Malhotra	<u>Harmit</u>
15.	Rooja Arora	<u>Rooja</u>
16.	Saanviya Tanwar	<u>Saanviya Tanwar</u>
17.	Dr. Ramandeep Kaur	<u>Ramandeep</u>

Rohit

Prof. Dr. Partha Prava

Department of Information Technology
Management, New Delhi



INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT

Accredited 'A' Grade by NAAC & Recognised U/s 2(f) of UGC act

Rated Category 'A+' by SFRC & 'A' by JAC Govt. of NCT of Delhi

Approved by AICTE & Affiliated to GGS Indraprastha University, New Delhi

An IQAC meeting was held on August 21, 2023 in Lab 02. Following members were present in the meeting.

1. Shri J.C. Sharma Chairman-IITM & President-MLSS
2. Mr. Shiva Sharma Executive Director-IITM
3. Ms. Kriti Sharma Nominee, Governing Body
4. Prof.(Dr.) Rachita Rana Director-IITM & Chairperson-IQAC
5. Dr. Ramandeep Kaur Coordinator-IQAC
6. Dr. Ganesh K. Wadhvani Dy. Director & HoD(Computer Science)
7. Prof.(Dr.) Vandana Raghava HoD(Management-BBA), Internal Member
8. Dr. Deepika Arora HoD(Management-MBA), Internal Member
9. Dr. Vikas Bharara HoD(Management-B.Com(H)), Internal Member
10. Dr. Nivedita Sharma HoD(Management-BA.JMC), Internal Member
11. Dr. Harmeet Malhotra Internal Member
12. Ms. Anjaly Chauhan Internal Member
13. Mr. Himanshu Matta Internal Member
14. Dr. Mandeep Singh Training & Placement Officer, Internal Member
15. Dr. Gopal S. Latwal Incharge-Planning & HR, Internal Member
16. Ms. Pooja Arora Student Nominee(B.Com(H))
17. Ms. Saaniya Tanwar Student Nominee(MBA)

Following members could not attend due to prior commitments

1. Dr. Dipti Gulati Librarian & Internal Member
2. Mr. Harshit Narang Student Nominee(BCA)
3. Ms. Shalini Pandey Student Nominee(BBA)

1. Confirmation of Minutes of Meeting dated 22.02.2023 -Confirmed

ACTION TAKEN REPORT (Based on Previous Minutes of Meeting)

Action Taken	Date of Completion	Reason for deferred action (if any)	New Date for Task Completion
In view of incorporating NEP2020 in teaching learning pedagogy, an FDP was organized by IQAC from August 1-14, 2023.	August 14, 2023 (2 weeks)	-	-



Prof. (Dr.) Rachita Rana

Director

Institute of Information Technology

New Delhi



HoDs mandated students to pursue skill enhancement courses-MOOCs from swayam/ NPTEL portal	-	Initiated from March 01,2023, dept. wise compilation deferred due to examinations	September 08, 2023
HoDs included skill based department-wise workshops/trainings was suggested by Industry Experts	Workshops-12 Trainings-03 were conducted in even semester		
Students have been motivated to attend Human Values and Ethics based workshops in intra and inter colleges. HoD to organize dept.wise workshops	-	Due to examinations and paucity of time, workshops to be conducted in next Academic Session	Academic Session 2023-24

2. Minutes of Meeting-24th IQAC Meeting(21.08.2023)

S.No	Proposed Decision	Task Allocation	Target Date
1.	IQAC Chairperson Prof(Dr) Rachita Rana briefed about IQAC composition &introduced the new members of IQAC cell	The new IQAC team will comprise of Dr Ramandeep Kaur - IQAC coordinator and Dr Harmeet Malhotra, Ms. Anjali Chauhan and Mr Himanshu Matta as Team Members.Dept. wise student representatives-Saaniya Tanwar(MBA), Pooja Arora(B.Com(H)), Harshit Narang(BCA), Shalini Pandey(BBA) Other external members remaining the same	w.e.f Academic year 2023
2.	Prof (Dr) Rachita Rana explained the importance of transition required in teaching pedagogy as per NEP 2020.	Teaching pedagogy to strengthen from this semester onwards and preparations should be done for next NAAC visit. All faculty members and HODs to ensure that OBE pedagogy is being followed and implemented in their respected departments	w.e.f August 21, 2023
3.	All data for preparation of AQAR of AY 2022-23 to be sent to iqac	Previous HoDs to ensure data is shared timely. This has been issued by email vide dated August	August 31, 2023

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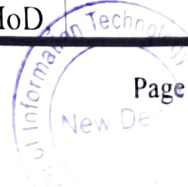


		12, 2023	
4.	Ms. Kirti Sharma, member MLSS, to be made collaborator in AC-1 and AC-3 online performas	AC-1 and AC-3 performas to be made and filled online by Prog. Coordinators and subject faculties and the same to be monitored. HoDs to ensure its compliance	w.e.f August 21, 2023
5.	Dr Sudhir Kumar Sharma to be faculty representative in IQAC	IQAC coordinator to include Prof. (Dr) Sudhir Kumar Sharma for IQAC with approval of Chairperson	w.e.f August 21, 2023
6.	Departmental Calendar with enlisted activities is to be shared with IQAC after approval from Director and should be and implemented during semester	HoDs to submit the departmental calendar	August 31, 2023
7.	IQAC coordinator discussed the importance of NEP 2020 and its impact on AQAR. Revised & Reviewed Academic and Non-academic formats based on OBE and changes in existing formats were proposed.	HoD to conduct departmental meeting, share and brief all the revised and reviewed formats HoDs must ensure that specified changes are being implemented both at PC and Mentor level. HoDs have to submit monthly compliance to Dr.Gopal S.Latwal, Incharge, HR Planning. Incharge-HR Planning shall be responsible for monitoring and briefing Director periodically w.r.t compliance	August 26, 2023 Periodically , throughout the semester
8.	Lesson Plan to be prepared as per OBE with detailed mapping of CO, POs and PEOs as per the format shared Subject Faculty to fill Lecture outcome on daily basis. Quantitative percentage of outcome to be maintained in case of Unit Tests/ Tutorials	HoD and PCs to ensure Lesson Plan compliance on periodic basis	Periodicity to be decided by HoDs
9.	Innovative Tools(ML/AI based) to be incorporated as a medium for assignments/ continuous assessments	HoDs to share department-wise list of innovative tools to be used by subject faculty	September 2, 2023
10.	MOOC courses to be added in all courses irrespective of whether it is the part of	HODs to ensure the meticulous record keeping with individual student credit attainments at HoD	w.e.f August 21, 2023

Prof. (Dr) Rachita Rana
Director

Rachita

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	university requirement or not. Its record and attainment by students to be documented	PC and Mentor Level	
11.	Director introduced and discussed the role of HR Planning Incharge, Dr Gopal Singh Latwal.	Dr Gopal Singh Latwal, HR Incharge must do continuous monitoring of implementation of Teaching pedagogy planned as per NEP 2022.	Position introduced in A.Y.2023-24
12.	Google Group email ID to be created for all batches, list to be maintained by PCs and HoDs. All official information, study material and assignments to be shared on student google groups.	HoDs and PCs to ensure its compliance	August 31, 2023 (for II & III year) Last week of September(for I year)-after the admissions as per GGSIPU
13.	Student Profiling to be done at two levels to monitor their progress. Level -1 Gathering of data in digital format through google form. Level-2 Categorization into Advanced & Slow Learners	HoD and PCs to monitor continuous progression & regular feedback from Mentor & Subject Faculty	w.e.f August 21, 2023
14.	Policy for Level-2 profiling of first year was shared. Plan of activities for Advanced & Slow Learners was proposed. Separate milestones in terms of assignments, presentations etc to be set for different learners	Subject Faculty must walk an mile to ensure "No one is Left Behind". HODs. must ensure that extra guidance should be given to slow learners in the form of remedial classes, audio-video lectures, assignments, etc.	Throughout the semester
15.	Class Representatives to be elected through formal election/ polling method.	Mentor to ensure unbiased polling for electing the Class Representative. IT tools can be used for polling. Two boys and two girls should be appointed as CR in each class.	Onset of semester (within 1 week of semester of session)
16.	Student database must be shared with all the subject faculty.	Mentor to mail Student database to all subject faculty to ensure smooth communication and tracking of students with regard to low attendance and	August 31, 2023(II & III year) I year(after admission process is over)
17.	Presentation Titles given to students should be based on contemporary topics, tools and technologies, based on Level-2	Mentor to seek presentation topics from Subject Faculty and allocate as per student profiling.	w.e.f August 21, 2023

Dr. Anita Rana
 Director
 Information Technology
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	Profiling		
18.	PTM to be held on every last Saturday of the month and the record should be maintained in the prescribed format.	HODs must circulate new formats of PTM. and calling record as well as online admission form was discussed.	Last Saturday of every Month
19.	Efficient usage of Language Lab and e-resources for skill enhancement of Slow Learners	Subject Faculty to ensure availability of software to improve communication skills of students	Periodic basis
20.	Revised format of Minutes of Meeting proposed with Confirmation and Action Taken Report of Previous Meeting to be included.	HODs to circulate in their departments. All committees to follow the same	August 26, 2023
21.	Research profile of faculty members needed to be updated by writing research papers as well as by motivating students to write research papers along with faculty members.	HOD must motivate their Faculty members and students to publish research papers in reputed journals. Departmental publication record to be maintained meticulously	Semester basis
22.	Stress and happiness index of students must be increased and taken care of through various workshops and sessions.	HODs must organize special workshops and sessions for students that would help them in coping up with stress and increase their happiness index. The record of the same has to be maintained in proper format.	Periodic Basis
23.	Departmental Budget	Departmental budget as proposed, was approved and Rs60,000/-for guest lectures per department was also approved & given to HoDs	

3. Any other point for deliberation to be presented to higher authorities:

i) Chairman, IITM was of the opinion to design a clear cut policy w.r.t Slow and Advanced Learners

Ram

Dr. Ramandeep Kaur
IQAC-Coordinator

Rachita Rana

Prof.(Dr) Rachita Rana
Director

- Cc: 1. Chairman
2. IQAC File
3. IQAC Members
4. Webadmin

Rachita Rana

Prof. (Dr.) Rachita Rana
Director

Institute of Information Technology
& Management, New Delhi



**INTERNAL QUALITY ASSURANCE CELL (IQAC)
Institute of Information Technology and Management**

**MEETING-AGENDA FOR THE 23rd MEETING
(SCHEDULED ON SATURDAY FEBRUARY 25, 2023)**

Dear Sir/Madam,

This is to inform you that the 23rd Meeting of the Internal Quality Assurance Cell of Institute of Information Technology and Management is scheduled on **Saturday, February 25, 2023 at 9:00 A.M.** in the Committee Room of the college. The agenda of the meeting is enclosed for ready reference. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 20-02-2023


**Prof. (Dr.) Vandana Raghava
Coordinator (IQAC)**

Copy to

- 1. PA to chairman (for kind information of Hon'ble Chairman, (IITM).*
- 2. All Members (External & Internal) of IQAC, IITM for information and necessary action please.*


Prof. (Dr.) Rachita Rana

**Institute of Information Technology
& Management, New Delhi**



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Institute of Information Technology and Management

The agenda for 23rd Meeting of IQAC to be held at 9:00 AM. on Saturday, February 25, 2023 in the committee room of the college.

Agenda Item: 01: To discuss Action Taken Report of 22nd meeting of IQAC

Agenda Item: 02: To discuss NEP and its alignment with Industry

Agenda Item: 03: Meeting with Industry Experts and take their feedback on NEP.



Prof. (Dr.) Vandana Raghava
Coordinator (IQAC)



Prof. (Dr.) Rachita Rana
Chairperson (IQAC)



Prof. (Dr.) Rachita Rana

Institute of Information Technology & Management, New Delhi



**MINUTES OF 23rd MEETING OF "INTERNAL QUALITY ASSURANCE CELL"
(IQAC) HELD AT 9.00 A.M ON FEBURARY 25, 2023 (SATURDAY) AT
INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT, D29.
INSTITUTIONAL AREA, JANAKPURI, NEW DELHI-110058**

The 23rd Meeting of "Internal Quality Assurance Cell" (IQAC) was held on FEBURARY 25, 2023
(Saturday) at 9:00 A.M.

The Following members participated in IQAC meeting:.

S.No. Name & Position

1. Shri J.C.Sharma, Hon'ble Chairman
2. Shri Shiva Sharma, Executive Director, IITM (Internal Member)
3. Prof. (Dr.) Rachita Rana, Director, IITM (Chairperson of IQAC)
4. Prof. (Dr.) Sudhir Kr. Sharma, HOD, Dept. of Comp. Sc (Internal Member)
5. Dr. Ganesh Wadhvani- Deputy Director, IITM (Internal Member)
6. Dr. Deepika Arora, HOD, Dept. of Management Studies (Internal Member)
7. Dr. Vikas Bharara - Examination In-charge (Internal Member)
8. Dr. Mandeep Singh, Manager-Training & Placements (Internal Member)
9. Dr. Dipti Gulati- Librarian (Internal Member)
10. Dr. Vandana Raghava, Coordinator, IQAC (Internal Member)
11. Dr. Ramandeep Kaur Alumni Nominee (External Member)
12. Ms. Chitra Nasa Asst. Prof (IT) (Internal Member)
13. Mr. Himanshu Matta-Asst. Prof (Management) (Internal Member).
14. Ms. Akрати Chauhan (MBA Student), Mr. Yash Mehra (BBA Student), Mr. Nikhil Goel
(BCA Student), Ms. Vanshika Dhawan (B. Com Student), Internal Member
15. Dr. Gopal Singh Latwal, Programme Director, MBA Department (Internal Member)
16. Mr Alok Tiwari, Country Head & Director, One.com India (Industry Expert)
17. Mr Ashok Sangwan. General Manager-IT. GMR Group
18. Mr Jasmeet Singh Sethi, Assistant Vice President, SHL India

19. Ms. Meenu Chopra, Talent Acquisition Director, Projects & Transitions, Business Services India, JLL
20. Mr. Nilanjan Mukherjee, General Manager-HR, Relaxo Group
21. Mr. Saurabh Gandhi, Assistant Vice President, BSES
22. Mr. Vinood Sharma, AVP-Human Resources, Vindhya Telelinks Limited

The meeting commenced with the IQAC Coordinator extending a warm welcome to all the members of the IQAC and reading out the Agenda.

Agenda Item: 01: The Action Taken Report of 22nd meeting of IQAC held on 13-02-23 was approved.

The actions taken report of the 22nd meeting was presented by IQAC Coordinator and following actions were taken.

- AQAR 2021-22 query received from NAAC resolved, resubmitted and accepted by NAAC.
- Course outcome, program outcome and mapping of COs and POs are aligned as per revised syllabus of GGSIP university.
- The choice based credit system with electives course adopted by BBA and MBA department.
- Every department has started organizing lecture on ethics, gender awareness, environment and sustainability, human values and maintained detail of the student with the department.
- Head of the departments have started maintaining the records of a courses done by the students under Swayam/MOOCs/NTPL and e-pathshala in-case of MBA students.
- Faculty members have started giving case study and assignments in BBA and 2 case studies mandatories in MBA department.
- Department Head have started maintaining the record of the student participation in extension activities such as Swach Bharat, gender issues, Social awareness program etc. and they need to submit the same to IQAC for AQAR 2022-2023.
- Major Project, Minor Project and Summer Training Report Guidelines reviewed by IQAC and resubmit to respective Department's Head.

Agenda Item:02: To discuss NEP and its alignment with Industry.

- IQAC in Collaboration with the Internware- The Internship cell of IITM, Janakpuri, organized a meeting with respect to curriculum alignment to NEP and Feedback on NEP.
- The Chairperson, Prof. (Dr.) Rachita Rana, Director, IIIM, Janakpuri discussed how the industry is responding to NEP and its successful implementation.

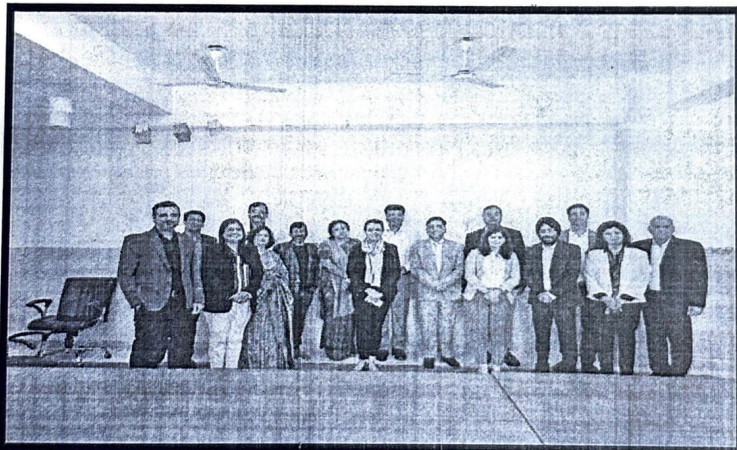


- Interplay of Technology & Education with emphasis on online courses, blended/ hybrid learning, virtual learning.

Agenda Item :03: Meeting with Employers (Industry Experts) and take their feedback on NEP.

Following are the feedbacks from the Employers (Industry Experts):

- Mr. Alok Tiwari who explained that any country drafting any education policy should focus on three aspects for it to scale wide: Max literate population, least no. of dropouts, and instilling enough skillset.
- Mr. Ashok Sangwan stated that industry is responding to the NEP but Institute should focus on their mental health and give skilling on basic conceptual intake and upskill beyond curriculum as per Industry requirements.
- Mr. Jasmeet Singh elucidated that the Internship and real time experience will help in skilling and positive feedback.
- Ms. Meenu Chopra emphasized the Institute should encourage certification courses.
- Mr. Nilanjan Mukherjee shared that the Institute should adopt Quality Framework and vocational training beyond curriculum in order to increase the scope of employability.
- Mr. Saurabh Gandhi expressed how the NEP aims to transform the entire education system with the learner in focus. It should adopt the philosophy Learn, Relearn and Unlearn.
- Mr. Vinood Sharma gave an excellent point that the Colleges are taking initiative to make students corporate-ready, the adoption of NEP should be accepted by students. Human values and Ethics should be instill in students through activities and workshop.



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**Prof. (Dr.) Vandana Raghava
Coordinator (IQAC)**


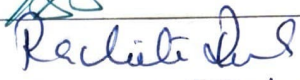


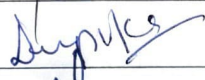

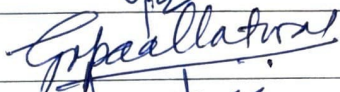
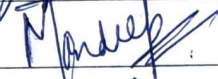

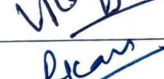
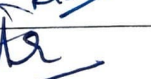
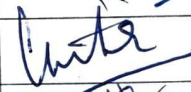

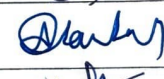
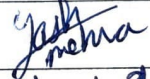
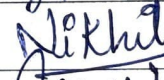
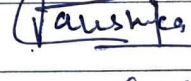

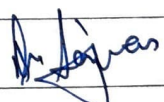
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**Prof. (Dr.) Rachita Rana
Director
Institute of Information Technology
& Management, New Delhi**



Institute of Information Technology & Management

ATTENDANCE OF IQAC MEETING ON FEBRUARY 25, 2023

Sr.No.	Name	Sign.
1.	Shri. J.C. Sharma	
2.	Shri. Shiva Sharma	
3.	Prof. (Dr.) Rachita Rana	
4.	Prof. (Dr.) Sudhir Kr. Sharma	
5.	Dr. Ganesh Wadhvani	
6.	Dr. Deepika Arora	
7.	Dr. Vikas Bharara	
8.	Dr. Gopal Singh Latwal	
9.	Dr. Mandeep Singh	
10.	Dr. Dipti Gulati	
11.	Dr. Vandana Raghava	
12.	Dr. Ramandeep Kaur	
13.	Ms. Chitra Nasa	
14.	Mr. Himanshu Matta	
15.	Ms. Aakriti Aakriti Chauhan (MBA Student)	
16.	Mr. Yash Mehra (BBA Student)	
17.	Mr. Nikhil Goyal (BCA Student)	
18.	Ms. Vanshika Dhawan (B. Com Student)	
19.	Mr. Alok Tiwari, Country Head & Director, One.com India (Industry Experts)	
20.	Mr. Ashok Sangwan, General Manager-IT, GMR Gro	
21.	Mr. Jasmeet Singh Sethi, Assistant Vice President, SHL India	


Prof. (Dr.) Rachita Rana

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22.	Ms. Meenu Chopra, Talent Acquisition Director, Projects & Transitions, Business Services India, JLL	<i>M Chopra</i>
23.	Mr. Nilanjan Mukherjee, General Manager-HR, Relaxo Group	
24.	Mr. Saurabh Gandhi, Assistant Vice President, BSES	<i>Saurabh</i>
25.	Mr. Vinood Sharma, AVP-Human Resources, Vindhya Telelinks Limited	

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INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT

ACTION TAKEN REPORT

OF THE 23rd MEETING OF "INTERNAL QUALITY ASSURANCE CELL" (IQAC)

HELD AT 9.00 A.M ON FEBRUARY 25, 2022 (SATURDAY) AT

D-29, INSTITUTIONAL AREA, JANAKPURI, NEW DELHI-110058

Date: 28.02.2023

The following decisions are taken:

- Teaching learning process revisited as per New Education Policy and the syllabus Corroborated by the University.
- It is advised to Head of Departments that they must accommodate Swayam/MOOCs/NTPL and e-pathshala online courses in the curriculum as per New Education Policy guidelines by GGSIP University.
- Chairperson of IQAC has taken feedback from Industry experts for implementation of NEP into the curriculum.
- Chairperson suggested to Training & Placement cell to take necessary actions to promote Industry Integrated and skill development-based internships.
- Chairperson suggested all the HOD's to conduct and promote Educational Training & Workshops in their respective departments for improving skillset of students as suggested by Industry experts.
- It is instructed by the chairperson of IQAC to all HoD's and Committee head's to incorporate Human values and Ethics related workshops/events.



Prof. (Dr.) Vandana Reghava
Coordinator (IQAC)



**THE AGENDA FOR THE 22nd MEETING
OF
INTERNAL QUALITY ASSURANCE CELL (IQAC)
(SCHEDULED ON MONDAY FEBURARY 13 2023)**

Rachita Rana

Prof. (Dr.) Rachita Rana

Director

Institute of Information Technology
& Management, New Delhi




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INTERNAL QUALITY ASSURANCE CELL (IQAC)
Institute of Information Technology and Management
MEETING-AGENDA

Shri J.C.Sharma Chairman, IITM	Hon'ble Member
Shri. Shiva Sharma Executive Director, IITM	Member from Management
Prof. (Dr.) Rachita Rana, Director, IITM	Chairperson (IQAC)
Shri. Satya Prakash Retd. IAS officer	Local Society Nominee
Prof. (Dr.) A.K. Saini Dean, University School of Mgmt. Studies, GGSIPU.	External Expert
Prof. (Dr.) P.S. Grover Dean/Director, Dept. of Comp. Sc., University of Delhi.	External Expert
Shri. Alok R. Tiwari Country Head & Director, One.Com	Employer Nominee
Prof. (Dr.) Sudhir Kr. Sharma HoD, Dept. of Comp.Sc.	Internal Member
Dr. Ganesh Wadhvani Deputy Director, IITM	Internal Member
Dr. Deepika Arora HoD, Dept. of Mgmt.Studies.	Internal Member
Dr. Vikas Bharara HoD, Dept. of Commerce.	Internal Member


Prof. (Dr.) Rachita Rana
Institute of Information Technology
& Management, New Delhi



Dr. Mandeep Singh
Manager, Training & Placement

Internal Member

Dr. Dipti Gulati
Librarian

Internal Member

Prof.(Dr) Vandana Raghava
Professor. (Dept. of Mgmt. Studies)

Coordinator(IQAC)

Dr. Ramandeep Kaur
Associate Prof. (Dept. of Comp. Sc.)

Alumni Nominee

Mr. Himanshu Matta
Assistant Prof. (Dept. of Mgmt. Studies)

Internal Member

Ms. Chitra Nasa
Assistant Prof. (Dept. of Comp. Sc.)

Internal Member

Ms. Akрати Chauhan
(MBA Student)

Mr. Yash Mehra
(BBA Student)

Mr. Nikhil Goel
(BCA Student)

Ms. Vanshika Dhawan
(B. Com Student)

Students nominee

Rekha

Prof. (Dr) Rekha Rana

Institute of Information Technology & Management, New Delhi

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**INTERNAL QUALITY ASSURANCE CELL (IQAC)
Institute of Information Technology and Management
MEETING-AGENDA**

Dear Sir/Madam,

This is to inform you that the 22nd Meeting of the Internal Quality Assurance Cell of Institute of Information Technology and Management is scheduled on **Monday, February 13, 2023 at 12:00. noon** in the Committee Room of the college. The agenda of the meeting is enclosed for ready reference. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 11-02-2023


Prof. (Dr.) Vandana Raghava
Coordinator (IQAC)

Copy to

1. PA to chairman (for kind information of Hon'ble Chairman, (ITM))
2. All Members (External & Internal) of IQAC HTM for information and necessary action please



Prof. (Dr.) Rachita Rana
Director

Institute of Information Technology
& Management, New Delhi



INTERNAL QUALITY ASSURANCE CELL (IQAC)
Institute of Information Technology and Management

The Agenda for 22nd Meeting of IQAC to be held at 12 noon on Monday, February 13, 2023 in the committee room of the college.

Agenda Item 01: The Action Taken Report of 21st meeting of IQAC held on 28-08-21 was approved

Agenda Item 02: AQAR 2021-22 submission query discussion

- AQAR 2021-22 submission query was received from the NAAC.
- Points in the review query discussion
- Revision and re-submission of the AQAR.

Agenda Item 03: Discussion implementation of New Education Policy (NEP) in even upcoming semester for Academic Session 2022-23

- Plan of action for implementation of the NEP in forthcoming semester.

Agenda Item 04: To discuss about issuing of guidelines to HODs in respect of project (Major/Minor/STR)

- Guidelines regarding Major, Minor and Summer Training Report.

Prof. (Dr.) Vandana Raghava
Coordinator (IQAC)

Prof. (Dr.) Rachita Rana
Chairperson (IQAC)

**MINUTES OF 22ND MEETING OF
“INTERNAL QUALITY ASSURANCE CELL”
(IQAC) HELD AT 12.00 NOON ON
FEBUARY 13 , 2023 (MONDAY)**



Prof. (Dr.) Rachita Rana
Director
Institute of Information Technology
& Management, New Delhi



**INTERNAL QUALITY ASSURANCE CELL (IQAC)
Institute of Information Technology and Management
MEETING-AGENDA**

Dear Sir/Madam,

This is to inform you that the 22nd Meeting of the Internal Quality Assurance Cell of Institute of Information Technology and Management is scheduled on **Monday, February 13, 2023 at 12:00. noon** in the Committee Room of the college. The agenda of the meeting is enclosed for ready reference. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 11-02-2023

**Prof. (Dr.) Vandana Raghava
Coordinator (IQAC)**

Copy to

- 1. PA to chairman (for kind information of Hon'ble Chairman, (IITM)*
- 2. All Members (External & Internal) of IQAC IITM for information and necessary action please.*

Rachita Rana
Dr. Rachita Rana
Director
Institute of Information Technology &
Management New Delhi



INTERNAL QUALITY ASSURANCE CELL (IQAC)
Institute of Information Technology and Management

The agenda for 22nd Meeting of IQAC to be held at 12 noon on Monday, February 13, 2023 in the committee room of the college.

Agenda Item 01: To discuss Action Taken Report of 20th meeting of IQAC.

Agenda Item 02: AQAR 2021-22 submission query discussion.

- AQAR 2021-22 submission query was received from the NAAC.
- Points in the review query discussion
- Revision and re-submission of the AQAR.

2.

Agenda Item 03: Discussion about New Education Policy and its implementation in upcoming semester

- Strategies for implementation of the NEP in forthcoming semester."

Agenda Item 04: To discuss about issuing of guidelines to HODs in respect of project (Major/Minor/STR)

- Guidelines regarding Major, Minor and Summer Training Report.

Prof. (Dr.) Vandana Raghava
Coordinator (IQAC)

Prof. (Dr.) Rachita Rana
Chairperson (IQAC)

Rachita Rana
Dr. Rachita Rana
Director
Institute of Information Technology &
Management, New Delhi




**MINUTES OF 22nd MEETING OF "INTERNAL QUALITY ASSURANCE CELL"
(IQAC) HELD AT 12.00 NOON ON FEBURARY 13, 2023 (MONDAY) AT INSTITUTE
OF INFORMATION TECHNOLOGY & MANAGEMENT, D29. INSTITUTIONAL
AREA, JANAHPURI, NEW DELHI-110058**

The 22nd Meeting of "Internal Quality Assurance Cell" (IQAC) was held on FEBURARY 13, 2023 (Monday) at 12 noon.

The Following members participated in IQAC meeting:.

S.No. Name & Position

1. Shri J.C.Sharma, Hon'ble Chairman
2. Shri Shiva Sharma, Executive Director, IITM (Internal Member)
3. Prof. (Dr.) Rachita Rana, Director, IITM (Chairperson of IQAC)
4. Prof. (Dr.) Sudhir Kr. Sharma, HOD, Dept. of Comp. Sc (Internal Member)
5. Dr. Ganesh Wadhvani- Deputy Director, IITM (Internal Member)
6. Dr. Deepika Arora, HOD, Dept. of Management Studies (Internal Member)
7. Dr.Vikas Bharara - Examination In-charge (Internal Member)
8. Dr. Mandeep Singh, Manager-Training & Placements (Internal Member)
9. Dr. Dipti Gulati- Librarian (Internal Member)
10. Dr. Vandana Raghava, Coordinator, IQAC (Internal Member)
11. Dr. Ramandeep Kaur Alumni Nominee (External Member)
12. Ms. Chitra Nasa Asst. Prof (IT) (Internal Member)
13. Mr. Himanshu Matta-Asst. Prof (Management) (Internal Member)
14. Ms. Akрати Chauhan (MBA Student), Mr. Yash Mehra (BBA Student), Mr. Nikhil Goel (BCA Student), Ms. Vanshika Dhawan (B. Com Student), Internal Member
15. Dr. Gopal Singh Latwal, Programme Director, MBA Department (Internal Member)


Prof. (Dr.) Rachita Rana
Director
Institute of Information Technology
& Management, New Delhi



The meeting commenced with the IQAC Coordinator extending a warm welcome to all the members of the IQAC and reading out the Agenda.

Agenda Item 01: The Action Taken Report of 21st meeting of IQAC held on 28-08-21 was approved.

The actions taken report of the 21st meeting was presented by IQAC Coordinator and following actions were taken.

- CO-PO mapped in question paper and assignment for UG Program and rubrics also developed for outcome-based assessment of projects and term papers.
- Student Satisfaction Survey designed and analyzed.
- 17 research paper published by 11 teachers in academic year 2021-22.
- Students encouraged to participate for national level sports and cultural events, one student won 2nd position at University Level and one participated at state level sports.
- Alumni committee restructured and 1 alumnus meet, overall 5 alumni talks organized.
- Alumni Newsletter named "Essence Vol. 1 & Vol. 2 was prepared and distributed to alumni and students. Vol. 3 is under progress.
- Total 93 workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year 2021-22.
- 2 FDPs organized for teachers, 37 Extra-curricular Events and 4 Industrial Visit organized for students.
- ICC organized one workshop on gender issues to sensitized girls & boys' students about gender equity.

Agenda Item 02: AQAR 2021-22 submission query discussion

- We discussed about the NAAC AQAR 2021-22 review details and its revision and re submission.
- Discussions were also made on the review comments of the NAAC mail received and strategies to rectify them within the time frame.

Agenda Item 03: Discussion about New Education Policy and its implementation in upcoming semester

- The Chairperson of IQAC suggested that course outcome, programme outcome and mapping of COs and POs should be aligned with the syllabus of GGSIP university under the lesson plan accordingly.
- It is observed that the choice-based credit system with electives course should be adopted.
- It is decided to revisited the teaching learning process as per New Education Policy and the syllabus Corroborated by the University.
- It is directed by Chairperson to all departments' head that they have to conduct lecture on ethics, gender awareness environment and sustainability, human values and maintain the detail of the student with the department.

Rachita Rana

Dr. Rachita Rana

Director

Institute of Information Technology & Management
New Delhi



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- It is also decided that every faculty member has to adhere to the revised performance appraisal where one research publication is mandatory for eligibility of annual increment.
- It is also directed by Chairperson to all departments head that they have to maintain the records of a courses done by the students under Swayam/MOOCs/NTPL and e-pathshala in-case of MBA students.
- As per NEP, to improve teaching- learning process it is decided to give one assignment to the students of BBA and BBA in the form of case study and all the faculties should maintain these case studies in their subject file. In case of MBA minimum 2 case studies should be given to the students.
- It is also decided to motivate students to participate in extension activities such as Swachh Bharat, gender issues, social awareness program etc. in order to imbibe ethical, cultural, moral values and spiritual values among the students and make them better individuals.
- To enhance active listening skills, social problem-solving skills and demonstration of emotional empathy it is decided to engage students in personality related programs such as role play so that it can contribute in their holistic development. Such activities must be done both at the inter department and intra department level. The further details and the record map should be submitted to IQAC before commencement of the upcoming session i.e., March 2, 2023
- Discussions were done to link research work of faculty members linked with the annual increments to meet the NEP and new academic audit requirements.
- Chairperson IQAC also suggested to all Head of Departments to maintain a record of Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year as it is required for academic audit purpose and submit the same to IQAC.

Agenda Item: 04: To discuss about issuing of guidelines to HODs in respect of project (Major/Minor/STR)

- The chairperson of IQAC suggested to review the guidelines of Major Project, Minor project and summer training reports of all the courses in respect to new education policy.

Vandana

**Prof. (Dr.) Vandana Raghava
Coordinator (IQAC)**

Rachita Rana
Prof. (Dr.) Rachita Rana

Institute of Information Technology
& Management New Delhi



Addendum to Minutes of 21st Meeting of “Internal Quality Assurance Cell- (IQAC)” held at 12:00 noon on February 13, 2023(Monday)

Agenda Item: 03: Discussion about New Education Policy and its implementation in upcoming semester

- CO-PO attainment formats have been created and will be followed in postgraduate programmes with effect from the upcoming semester, while Undergraduate programmes will follow from 2022-23
- Revision in academic formats such as Lesson Plan, project evaluation, result analysis, Minutes of Meetings, Student registration, feedbacks etc to be prepared and presented in 2022-23 Board Of Management for suggestions and approval.
- The Internal Quality Assurance Cell (IQAC) has established a minimum benchmark for student performance in internal assessments. It has been recommended that students must achieve a first-division score, i.e., a minimum of 60%.

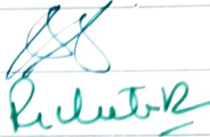
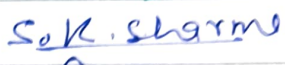










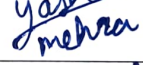



Benchmark	60%		
Level 1	Number of students scoring $\geq 60\%$	Points	1
Level 2	Number of students scoring between 60-79%	Points	2
Level 3	Number of students scoring $\geq 80\%$	Points	3

This recommendation has been approved by the Board of Management.

Rachita Rana
Dr. Rachita Rana
Institute of Information Management & Technology
New Delhi



ATTENDANCE OF IQAC MEETING ON FEBRUARY 13, 2023

Sr.No.	Name	Sign.
1.	Shri. J.C. Sharma	
2.	Shri. Shiva Sharma	
3.	Prof. (Dr.) Rachita Rana	
4.	Prof. (Dr.) Sudhir Kr. Sharma	
5.	Dr. Ganesh Wadhvani	
6.	Dr. Deepika Arora	
7.	Dr. Vikas Bharara	
8.	Dr. Mandeep Singh	
9.	Dr. Dipti Gulati	
10.	Dr. Vandana Raghava	
11.	Dr. Ramandeep Kaur	
12.	Ms. Chitra Nasa	
13.	Mr. Himanshu Matta	
14.	Ms. Akрати Chauhan (MBA Student)	
15.	Mr. Yash Mehra (BBA Student)	
16.	Mr. Nikhil Goel (BCA Student)	
17.	Ms. Vanshika Dhawan (B. Com Student)	
18.	Shri. Alok R. Tiwari	

Following members couldn't attend the meeting due to their prior commitments.

Prof. (Dr.) A.K. Saini, Prof. (Dr.) P.S. Grover


Prof. (Dr.) Rachita Rana
Director
Institute of Information Technology
& Management, New Delhi



ACTION TAKEN REPORT

**OF THE 22nd MEETING OF "INTERNAL QUALITY ASSURANCE CELL" (IQAC)
HELD AT 12.00 NOON ON FEBRUARY 13, 2022 (MONDAY) AT
D-29, INSTITUTIONAL AREA, JANAKPURI, NEW DELHI-110058**

Date: 17.12.2023

The following decisions are taken:

- AQAR 2021-22 queries received from NAAC resolved and decided to resubmit the AQAR within the time-frame and get accepted by NAAC on 17-2-23.
- Course outcome, program outcome and mapping of COs and POs are aligned as per revised syllabus of GGSIP university.
- The choice based credit system with electives course adopted by BBA and MBA department
- Every department has started organizing lecture on ethics, gender awareness, environment and sustainability, human values and maintained detail of the student with the department.
- Head of the departments have started maintaining the records of a courses done by the students under Swayam/MOOCs/NTPL and e-Pathshala in-case of MBA students.
- Faculty members have started giving case study and assignments in BBA and 2 case studies mandatory in MBA department.
- Department Head have started maintaining the record of the student participation in extension activities such as Swach Bharat, gender issues, Social awareness program etc. and they need to submit the same to IQAC for AQAR 2022-2023.
- Major Project, Minor Project and Summer Training Report Guidelines reviewed by IQAC and resubmit to respective Department's Head.
- Teaching learning process revisited as per New Education Policy and the syllabus Corroborated by the University.
- Every department has to conduct lecture on ethics, gender awareness, environment and sustainability, human values and maintain the detail of the student with the department.
- All personality related programs like role play shall be done inter department and intra department, the details and the record map should be submitted to IQAC before commencement of the upcoming session ie., March 2, 2023.
- One research paper was made compulsory for every faculty member to be eligible for the annual increment

Rachita Rana
Dr. Rachita Rana
Director
Institute of Information Technology &
Management New Delhi



Vandana
Prof. (Dr.) Vandana Raghava

Coordinator (IQAC)

INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT

**AGENDA OF THE 21ST MEETING OF “INTERNAL QUALITY ASSURANCE CELL”
(IQAC) HELD AT 10.30 AM ON SEPTEMBER 14,2022 (WEDNESDAY) AT
D-29 , INSTITUTIONAL AREA , JANAKPURI ,NEW DELHI-110058**

The Agenda of 21st Meeting of IQAC held at 10:30 AM on 14 september,2022 in the committee room of the college.

Agenda of the meeting is as follows:

Agenda Item 01: To discuss Action Taken Report of 20th Meeting of IQAC.

Agenda Item 02: Compilation of Data as per the requirement AQAR.

Agenda Item 03: Presentation on the Course Outcomes (CO) and Program Outcomes (PO) mapping format along with outcome calculations.

Agenda Item 04: Assignments on topics related to emerging technologies for elite students.

Dr. Sandhya Maitra

(Coordinator -IQAC)

Prof. (Dr.) Rachita Rana
Director
Institute of Information Technology
& Management, New Delhi



The 21st Meeting of "Internal Quality Assurance Cell" (IQAC) was held on SEPTEMBER 14, 2022 (Wednesday) at 10.30 AM.


The Following members participated in IQAC meeting:.

S.No. Name & Position

1. Shri J.C.Sharma, Hon'ble Chairman
2. Shri Shiva Sharma, Executive Director, IITM (Internal Member)
3. Prof. (Dr.) Sudhir Kr. Sharma, Director, IITM (Chairperson of IQAC)
4. Dr. Sandhya Maitra, Coordinator, IQAC (Internal Member)
5. Dr. Deepika Arora, HOD, Dept. of Management Studies (Internal Member)
6. Dr. Ganesh Wadhvani- Academic Coordinator, IITM (Internal Member)
7. Dr. Vikas Bharara - Examination In-charge (Internal Member)
8. Dr. Mandeep Singh, Manager-Training & Placements (Internal Member)
9. Dr. Dipti Gulati- Librarian (Internal Member)
10. Dr. Ramandeep Kaur - Alumni Nominee (External Member)
11. Ms. Chitra Nasa - Asst. Prof (IT) (Internal Member)
12. Mr. Himanshu Matta - Asst. Prof (Management) (Internal Member)
13. Ms. Babita - MBA Student (Internal Member)
14. Arleen Kaur - BBA Student (Internal Member)

The following decisions were taken:

- Rubrics was developed for outcome based assessment of class tests, unit test, assignments, etc and were mapped with the course outcome and programme outcome of each program.
- Demonstration of the template used for mapping Cos to POs and explanation of how each CO is linked with relevant POs was given. The weightage assigned to each CO-PO linkage and its importance in program assessment was discussed.
- Preparation and reviewing of data related to various criteria, such as academic performance, infrastructure, research, innovations and student support services that need to be compiled for the upcoming AQAR submission. All HODs and PCs will be


Prof. (Dr.) Rashita Pans
Director
Department of Management Studies
IITM



maintaining the data of their respective departments and will submit to the concerned authorities as and when required.

- HODs will ensure that all the information is aligned with the National Assessment and Accreditation Council (NAAC) guidelines, including documentation of activities conducted throughout the year highlighting the Institution's best practices, achievements, and innovations that can be featured in the AQAR.
- Presentations topics given to the students should be based on cutting-edge technologies such as Artificial Intelligence (AI), Machine Learning (ML), Blockchain, Internet of Things (IoT), Quantum Computing, Cybersecurity, and others.
- Special sessions on technologies that are most relevant to the current industry trends and academic relevance for the institution's programs should be organized for elite students. Expert faculty or industry partners should be invited and suggestions should be taken on potential topics and areas of focus for the assignments given to the students.

**Dr Sandhya Maitra
(IQAC Coordinator)**

Prof. (Dr.) Rachita Rana

Director

Institute of Information

& Management, New Delhi



Addendum to Minutes of 21st Meeting of “Internal Quality Assurance Cell- (IQAC)” held at 10:30a.m on September 14, 2022(Wednesday)

Agenda Item: 03:Presentation on the Course Outcome and Program Outcome mapping format

- **Presentation and discussion was done on MBA POs, PEOs, PSOs and COs.** The objective was to ensure that these outcomes resonate with the overall mission and vision of the institution. MBA program’s outcomes were aligned with the institutional goals for student learning, employability, and social impact.
- **Mapping PEOs to the Mission and Vision:** To ensure that the **Program Educational Objectives (PEOs)** and **Program Specific Outcomes (PSOs)** align effectively with the **mission** and **vision** of the MBA department, a structured approach was discussed. **Program Educational Objectives (PEOs)** were explained in terms of what graduates are expected to achieve within a few years of completing the program. Their alignment ensures that the program's broader goals contribute to fulfilling the department’s mission and vision. **Program Specific Outcomes (PSOs)** describe the abilities that students should possess upon graduation, focusing on specialized competencies.



Rachita Rana
Dr. Rachita Rana
Director
Institute of Information Technology & Management

ACTION TAKEN REPORT OF 20TH MEETING OF “INTERNAL QUALITY ASSURANCE CELL” (IQAC)

Pulkit

Prof. (Dr.) Poojila Rana
Institute of Information Technology
& Management, New Delhi

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**AGENDA OF THE 20TH MEETING OF "INTERNAL QUALITY ASSURANCE CELL"
(IQAC) HELD AT 11.30 AM ON AUGUST 28, 2021 (SATURDAY) AT
D-29, INSTITUTIONAL AREA, JANAKPURI, NEW DELHI -110058**

Date: 01.09.2021

The Agenda of 20th Meeting of IQAC held at 11:30 AM on 28-08-2021 in the Committee room of the college.

Agenda for the Meeting is as follows:

The Agenda for 20th Meeting of IQAC was held at 11:30 AM on Saturday, August 28 2021 in the committee room of the college.

Agenda Item: 01: To discuss Action Taken Report of 19th meeting of IQAC.

Agenda Item :02: A review of Institutional Grade Sheet provided by NAAC and qualitative analysis by NAAC Peer Team- **Criterion 1: Curricular Aspects**

Agenda Item : 03: A review of Institutional Grade Sheet provided by NAAC and qualitative analysis by NAAC Peer Team- **Criterion 2: Teaching-learning and Evaluation**

Agenda Item : 04: A review of Institutional Grade Sheet provided by NAAC and qualitative analysis by NAAC Peer Team - **Criterion 3: Research, Innovations and Extension**

Agenda Item : 05: A review of Institutional Grade Sheet provided by NAAC and qualitative analysis by NAAC Peer Team - **Criterion 4: Infrastructure and Learning Resources**

Agenda Item: 06: A review of Institutional Grade Sheet provided by NAAC and qualitative analysis by NAAC Peer Team - **Criterion 5: Student Support and Progression**

Agenda Item: 07: A review of Institutional Grade Sheet provided by NAAC and qualitative analysis by NAAC Peer Team - **Criterion 6: Governance, Leadership and Management**

Agenda Item: 08: A review of Institutional Grade Sheet provided by NAAC and qualitative analysis by NAAC Peer Team - **Criterion 7: Institutional Values and Best Practices**


Dr. Sandhya Maitra

(Coordinator - IQAC)



Prof. (Dr.) Rachita Rana

Institute of Information Technology
& Management, New Delhi




**MINUTES OF 20th MEETING OF "INTERNAL QUALITY ASSURANCE CELL"
(IQAC) HELD AT 11.30 AM ON AUGUST 28, 2021 (SATURDAY) AT INSTITUTE
OF INFORMATION TECHNOLOGY & MANAGEMENT, D29. INSTITUTIONAL
AREA, JANAKPURI, NEW DELHI-110058**

The 20th Meeting of "Internal Quality Assurance Cell" (IQAC) was held on AUGUST 28, 2021 (Saturday) at 11.30 AM.

The Following members participated in IQAC meeting:.

S.No. Name & Position


1. Shri J.C.Sharma, Hon'ble Chairman
2. Shri Shiva Sharma, Executive Director, IITM (Internal Member)
3. Prof. (Dr.) Sudhir Kr. Sharma, Director, IITM (Chairperson of IQAC)
4. Dr. Sandhya Maitra, Coordinator, IQAC (Internal Member)
5. Dr. Deepika Arora, HOD, Dept. of Management Studies (MBA) (Internal Member)
6. Dr. Ganesh Wadhvani- Academic Coordinator, IITM (Internal Member)
7. Dr.Vikas Bharara - Examination In-charge (Internal Member)
8. Dr. Mandeep Singh, Manager-Training & Placements (Internal Member)
9. Dr. Dipti Gulati- Librarian (Internal Member)
10. Dr. Ramandeep Kaur - Alumni Nominee (External Member)
11. Ms. Chitra Nasa - Asst. Prof (IT) (Internal Member)
12. Mr. Himanshu Matta - Asst. Prof (Management) (Internal Member)
13. Ms. Babita - MBA Student (Internal Member)
14. Arleen Kaur - BBA Student (Internal Member)


Prof. (Dr.) Rashita Rana
Director
Institute of Information
& Management, New Delhi



The following decisions are taken:

- To implement a more comprehensive Outcome-Based Assessment mechanism in undergraduate programs by incorporating quantitative mapping of CO - PO in question papers and assignments. Rubrics to be developed for outcome based assessment of projects, term papers etc in UG programs as well. HoDs will ensure compliance.
- All feedback forms will include feedback analysis. Every academic session Analysis of Student Satisfaction Survey besides all other forms of feedback will be deliberated upon in The last IQAC Meeting for corrective measures if any. Feedback forms will be redesigned to accommodate the same. IQAC Coordinator to ensure Compliance.
- It is compulsory for faculty members to publish minimum 2 papers one each in a UGC Care listed journal and conference in each academic session. This should be included as an important component of annual self appraisal form of faculty members. The papers can be written by maximum two authors.
- Two international conferences will be organized per academic session one each by Management and IT department respectively. Management conference is planned tentatively to be conducted in the month of February 2022 and IT Conference in the month of July 2022.
- HoDs to encourage Non-Ph.D. faculties to enroll in Ph.D. at the earliest.
- Faculty members should visit library on a regular basis and refer to research resources from Library for writing research papers. Librarian shall do the record keeping.
- To assign research papers / articles for PG students and articles on current affairs and contemporary areas for UG students from the library resources for fortnightly presentations. HoDs to ensure compliance.
- To assign Book Review activity to students in groups. HoDs to ensure compliance.
- To introduce Best Library user Award for Students. Librarian will initiate it.
- A repository of E-Books will be maintained in the library in collaboration with various external libraries such as AIMA Library. Librarian will initiate it.
- Book suggestions should be elicited from students as well through a book recognition form. Librarian will initiate it.
- Committee Conveners will encourage National level sports and Cultural events.
- Students will be apprised and sensitized about the broad spectrum of career avenues presented after graduation / post-graduation they will be supported with books and orientation for competitive exams such as Civil services, CAT, Bank PO, SSC, GRE etc. HoDs will initiate it.


Prof. (Dr.) Rachita Arora
Director

Institute of Information Technology
New Delhi



- Data on student progression to higher studies should be maintained along with a proof of the same. Additionally records of students who have passed any competitive examination along with certificate / proof of passing must be maintained. Mentors shall be responsible for maintaining the same.
- To restructure Alumni committee. Convener of Alumni Association to
- No of meetings with alumni should be increased and minutes should be meticulously maintained.
- Alumni should be involved in the institutional growth and more Alumni's talks should be invited. Alumni Association Convener to promote it.
- Alumni group should be connected through mail and/whatsapp. Alumni Association Convener will ensure compliance.
- An alumni annual newsletter is proposed to be prepared and distributed to alumni and students. Alumni Association Convener will ensure compliance.
- Faculty members should play a crucial role in improving the interactions between alumni and students.
- To have the Student Welfare Committee headed by a Dean who should also be a Proctor. The role of the dean of student welfare is to establish rapport with students and find out through informal methods regarding problems faced by them or elicit suggestions for improving the various aspects of the institution. The dean should be a senior and long term faculty member of the institution who is well acquainted with students and their background.
- FDPs and Workshops for teaching and non-teaching staff will be increased to a minimum of 3 per academic session for each category. FDPs should include topics such as IPR.
- An induction programme will be organized for newly recruited non-teaching staff members.
- Faculty members will enroll in at least one short term course like ARPIT Refresher Courses.
- Co-Curricular events such as conferences, seminars, workshops, skill enhancement initiatives and FDPs are initiated by IQAC and this should be reflected on their posters, brochures etc.
- All activities under community services and environment should reflect as an initiative of Unnat Bharat Abhiyan.
- Group Insurance to be extended for the welfare of faculty in undergraduate programs as well as for non teaching staff members.

P. K. Rana
 Prof. P. K. Rana
 Convener

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- **HR Policy** will be developed by a panel of HR faculty members.
- **Quality Initiatives** must be planned, executed and documented by every department and committee of the college and shared with IQAC. IQAC Coordinator to ensure compliance
- The website of the college should be restructured as follows:
 - ✓ To include Governing Body / Board of Management in About us drop down menu.
 - ✓ IQAC tab should include a quality policy, vision statement, mission statement, objectives, functionalities of IQAC and best practices, distinctiveness besides information already being maintained.
 - ✓ To include student welfare committees, human values and ethics, student achievement tabs in main page.
 - ✓ Short term courses related to human values and ethics to be organized.
- Web Administrator to ensure compliance in consultation with IQAC Coordinator.
- To designate a separate room for IQAC with Almirah. The room shall contain all administrative files related to IQAC and other statutory bodies. Records of quality initiatives, reports and presentations made to various regulating bodies such as JAC, NAAC, NBA etc. shall be maintained in the room. The reports shall be maintained both in hard copy as well as well organized softcopies under supervision of the Director, Deputy Director and IQAC Coordinator.
- Green initiatives to be promoted more rigorously. To explore the possibility of conducting a green audit. Environment committee to ensure compliance.
- Green audit, paperless office to be implemented by Environment Committee. To compile and file the green initiatives undertaken which fall under the purview of green audit along with documentary evidence and pursue whatever is lacking. To file and compile the digitization initiatives taken by the institution for digital office along with documentary proof. Both the files for green audit and digital office should contain a report or write up about each initiative.
- ICC should explore the possibility of having vending machine for sanitary pads.
- ICC to organize more gender equity programs for girl students as per the improvements suggested by NAAC Peer team.
- Special events for sensitizing boy students about gender equity to be organized by ICC.

Sandhya
Dr. Sandhya Maitra
(IQAC Coordinator)

Reelita
 Prof. (Dr.) Reelita Rana

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