

**Minutes of Meeting**

**Name/Department: HOD meeting with subject faculty and mentors of MBA program.**

**Venue: Third floor faculty room**

**Meeting No: 20**

**Meeting Date: 29/1/24**

**Meeting Time: 11:30am-12:30 pm**

**Agenda:**

- Vision, Mission, PEO's, PO's, PSO's discussion
- Commencement of semester
- Road map discussion.
- Upcoming placement drives & placed students
- Outcome Based Education (Mapping CO-PO in Lesson plan, Assignment, UT & CT)
- Subject file checklist
- Presentation by HOD-MBA with respect to teaching and learning in MBA



**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
Report on Non-Academic aspects checked.	24/11/24		
Reports on old semester checked.			

**2.Minutes of Meeting(Date: )**

S.No	Proposed Decision	Task Allocation	Target Date
1	Check list of subject file discussed	Subject Faculty	End Semester to be submitted
2	Strategies for Slow and Advanced learners Discussion	Subject Faculty as it differs subject wise	-
3	OBE to be followed strictly.	Subject Faculty	-
4	Three units to be completed before 25/3/24.		25/3/24
5	Academic Calendar dates discussed.		-
6	A I Tools to be used in teaching pedagogy		-
7	Planned lectures must be as per the syllabus	Subject faculty to arrange extra lectures whenever required so that it should not be burden at the end	End Semester
8	CO-PO-PSO Mapping significance	Subject faculty should understand and regularly discuss with the students	-

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

Name and Signature of Coordinator/HOD

*[Handwritten Signature]*

*[Handwritten Signature]*  
Director

Minutes of Meeting (Action Taken Report)

Name/Department: MBA

Academic Year 2023-2024

Odd semester

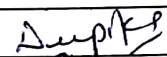


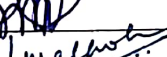
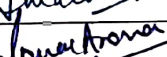
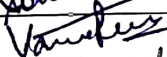
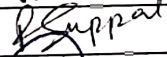
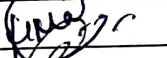


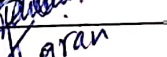


Venue: Classroom

Meeting Date: 1<sup>st</sup> September 2023

Meeting Time: 09:30 am

- Agenda:**
1. Discussion on Curriculum Gap of semester 1 and 3<sup>rd</sup> (2022-23)
  2. Assessment of Gaps in PO and PSO Attainment.
  3. Analysis of Contributing Factors.
  4. Development of an Action Plan to Address or Improve PO and PSO Attainment.

**List of Attendees**

S.No	Attendee Name	Signature
1	Dr. Deepika Arora	
2	Dr. Gopal Singh Latwal	
3	Dr. Mandeep Singh (Manager- Training and Placements)	
4	Dr. Sunitha Ravi	
5	Dr. Latika Malhotra	
6	Dr. Sonam Arora	
7	Dr. Vandana Raghava	
8	Mr. R.S. Uppal	
9	Mr. Himanshu Matta	
10	Ms. Shalini Girdhar	
11	Ms. Shilpi Taneja	
12	Mr. Sarthak (Alumni)	
13	Mr. Karan Dogra(Alumni)	

Following members could not attend due to prior commitments

S.No	Name	Designation
1	Ms. Shuchi Chawla	Subject Teacher
2	Mr. Deepak Aggarwala	Subject Teacher

**Minutes of Meeting**

S.No	Proposed Decision	Task Allocation	Remarks
1.	Comparing Curriculum to identify Curriculum gaps.	HOD/PC was responsible to identify gaps.	Comparison was made considering GGSIPU syllabus, AICTE Module and other Universities Curriculum.
2.	PO-CO attainment was reviewed, and specific gaps requiring immediate attention were identified.	The HOD/PC identified gaps in the attainment of POs and PSOs.	Gap was identified with help of expected and actual attainment.
3.	Analysis of contributing factors was conducted.	The HOD/PC, along with subject teachers, analyzed the contributing factors impacting the attainment of POs, PSOs, and COs.	
4.	An action plan was formulated to address these gaps effectively.	The PC, in collaboration with subject teachers, developed a comprehensive action plan to address these gaps which was to be submitted to IQAC Department.	Action Plan to be implemented in next Odd Semester.(Action Plan Attached semester wise)

*Rachita Rana*  
Dr. Rachita Rana  
Director

Institute 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



## Minutes of Meeting (Action Taken Report)

Name/Department: MBA

Academic Year 2023-2024

Even semester

Venue: Classroom  
Meeting Time: 10:30 am

Meeting Date: 17<sup>th</sup> January 2024

- Agenda:**
1. Discussion on Curriculum Gap of semester 2<sup>nd</sup> and 4<sup>th</sup> (2022-23)
  2. Analysis of Gaps in PO-CO Achievement.
  - 3 Examination of Underlying Factors Contributing to the Gaps.
  - 4 Development of an Action Plan to Improve or Strengthen PO-CO Attainment.

### List of Attendees

S.No	Attendee Name	Signature
1	Dr. Deepika Arora	
2	Dr. Gopal Singh Latwal	
3	Dr. Mandeep Singh (Manager- Training and Placements)	
4	Dr. Sunitha Ravi	
5	Dr. Latika Malhotra	
6	Dr. Sonam Arora	
7	Dr. Vandana Raghava	
8	Mr. Pankaj	
9	Mr. Himanshu Matta	
10	Ms. Shalini Girdhar	
11	Mr. Aayush (Alumni)	
12	Mr. Mridul (Alumni)	

Following members could not attend due to prior commitments

S.No	Name	Designation
1	Ms. Shuchi Chawla	Subject Teacher
2	Mr. Soumitro Mukherjee	Subject Teacher
3	Ms. Shilpi Taneja	Subject Teacher
4	Mr. Deepak Aggarwala	Subject Teacher
5	Ms. Shalini Girdhar	Subject Teacher

#### Minutes of Meeting

S.No	Proposed Decision	Task Allocation	Remarks
1.	Comparing Curriculum to identify Curriculum gaps.	HOD/PC was responsible to identify gaps.	Comparison was made considering GGSIPU syllabus, AICTE Module and other Universities Curriculum.
2..	PO-CO attainment was thoroughly analyzed, and specific gaps were identified that required immediate attention.	Head of Department and Program Coordinator (PC) identified gaps in the attainment of POs, PSOs, and COs.	Gap was identified with help of expected and actual attainment.
3..	Discussion of Contributing Factors	The PC in collaboration with subject teachers, identified the factors contributing to the shortfalls in achieving the POs, PSOs, and COs.	Contributing Factors will help to formulate Action Plan
4.	Formulation of Action Plan	PC along with Subject Teachers will Formulate Action Plan that needs to be submitted to IQAC department	Action Plan formulated to be implemented next Even semester.

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

1.None

*Rachita Rana*  
 Dr. Rachita Rana  
 Director  
 Institute 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

## Minutes of Meeting

Name/Department: HOD meeting with elite group CR (along with subject faculty).

Venue: Room No. 204

Meeting No: 1

Meeting Date: 23/4/22

Meeting Time: 2:30pm

### Agenda:

- Commencement of session
- Subject File Management: Faculties were made aware of department Vision, Mission, PEOs, PSOs and their alignment with POs
- CO –PO alignment were discussed.
- Outcome based education (Lesson Plan, Assignment, UT and CT)
- Discussion regarding slow learners and advanced learners



**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
Report on non-academic aspect were checked and syllabus coverage			

**2.Minutes of Meeting(Date: 23/04/2022 )**

S.No	Proposed Decision	Task Allocation	Target Date
1	Check list of subject file discussed	Subject Faculty	End Semester to be submitted
2	Strategies for slow and advanced learners	Subject faculties to ensure	
3	OBE to be followed strictly	Subject Faculty	
4	AI Tools to be followed in teaching pedagogy	Subject Faculty	
5	Lectures must be planned as per the syllabus	Subject Faculty	
6	CO-PO-POS mapping significance discussed	Subject faculty should understand and discussed with students	

**Any other point for deliberation to be presented to higher authorities:**

- 1.
- 2.

Name and Signature of Coordinator/HOD

*[Handwritten Signature]*

*[Handwritten Signature]*  
Director



Following members could not attend due to prior commitments

S.No	Name	Designation
1	Ms. Shuchi Chawla	Subject Teacher

**Minutes of Meeting**

S.No	Proposed Decision	Task Allocation	Remarks
1.	Comparing Curriculum to identify Curriculum gaps.	HOD/PC was responsible to identify gaps.	The comparison was conducted by reviewing the GGSIPU syllabus, the AICTE module, and curricula from other universities.
2.	PO-CO attainment was thoroughly analyzed, and specific gaps were identified that required immediate attention. On the basis of analysis and identification of gaps Action taken was formulated	A thorough analysis of PO-CO attainment was conducted, revealing specific gaps that required immediate action. Based on this analysis, an action plan was developed. The Head of Department (HOD) and Program Coordinator (PC) identified key areas of concern in the achievement of POs, PSOs, and COs. The PC, in collaboration with subject teachers will formulate a detailed action plan aimed at addressing these gaps and improving attainment levels that will be submitted to IQAC Department.	A comprehensive action plan was developed, including revisions to the departmental calendar and teaching methodologies.

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

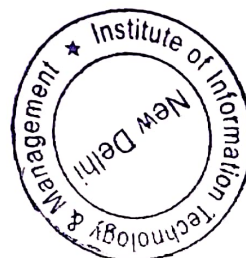
1.None

*Rachita Rana*

Dr. Rachita Rana

Director

Institute of Information Technology & Management New Delhi





Following members could not attend due to prior commitments

S.No	Name	Designation
1	Ms. Shuchi Chawla	Subject Teacher
2	Dr. Rachita Rana	Subject Teacher
3	Mr. Soumitro Mukherjee	Subject Teacher
4	Mr. Deepak Aggarwala	Subject Teacher
5	Ms. Neha Sharma	Subject Teacher

### Minutes of Meeting

S.No	Proposed Decision	Task Allocation	Remarks
1.	Comparing Curriculum to identify Curriculum gaps.	HOD/PC was responsible to identify gaps.	The comparison was conducted by reviewing the GGSIPU syllabus, the AICTE module, and curricula from other universities.
2..	PO-CO attainment was thoroughly analyzed, and specific gaps were identified that required immediate attention.	The Program Coordinator (PC) pinpointed areas of concern in the achievement of POs, PSOs, and COs.	Expected and Outcome Attainment sheet was prepared.
3.	Creation of Action Plan	The PC, in collaboration with subject teachers, devised a comprehensive action plan to address the identified gaps and enhance attainment levels. The Devised Action Plan to Submitted to IQAC Department	Comprehensive Action Plan was devised Departmental Calendar and Teaching Methodologies to be revised.

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

1.None

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





**Minutes of Meeting**

Name/Department: HOD meeting with elite group CR (along with subject faculty).

Venue: Room No. Faculty Room

Meeting No: 4

Meeting Date: 23/10/21

Meeting Time: 10:30am

**Agenda:**

- **Subject File Management: Faculties were made aware of department Vision, Mission, PEOs, PSOs and their alignment with POs**
- **CO –PO alignment were discussed.**
- **Outcome based education (Lesson Plan, Assignment, UT and CT)**
- **Discussion regarding slow learners and advanced learners**
- **Semester end report to be furnished**



**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
Report on non-academic aspect were checked and syllabus coverage			

**2.Minutes of Meeting(Date: 23/10/2021)**

S.No	Proposed Decision	Task Allocation	Target Date
1	Strategies for slow and advanced learners.	Subject faculties to ensure	End Semester to be submitted
2	OBE to be followed strictly	Subject Faculty	
3	AI Tools to be followed in teaching pedagogy	Subject Faculty	
4	AC-3 and AC-1 should be duly filled	Subject faculty	
5	CO-PO-POS mapping checked	Subject faculty	
6	Men tor and subject faculty to submit their files	Subject faculty	

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

- 1.
- 2.

Name and Signature of Coordinator/HOD

*Deepika*

*Ferny*  
Director



Following members could not attend due to prior commitments

S.No	Name	Designation
1.	Mr. R.S. Uppal	Subject Teacher
12.	Ms. Shuchi Chawla	Subject Teacher
3.	Dr. Geeta Mahajan	Subject Teacher

**Minutes of Meeting**

S.No	Proposed Decision	Task Allocation	Remarks
1.	Comparing Curriculum to identify Curriculum gaps.	HOD/PC was responsible to identify gaps.	The comparison was conducted by reviewing the GGSIPU syllabus, the AICTE module, and curricula from other universities.
2.	PO-CO attainment was thoroughly analyzed, and specific gaps were identified that required immediate attention. On the basis of analysis and identification of gaps Action taken was formulated	A thorough analysis of PO-CO attainment was conducted, revealing specific gaps that required immediate action. Based on this analysis, an action plan was developed. The Head of Department (HOD) and Program Coordinator (PC) identified key areas of concern in the achievement of POs, PSOs, and COs. The PC, in collaboration with subject teachers, formulated a detailed action plan aimed at addressing these gaps and improving attainment levels which had to be submitted to IQAC department.	A comprehensive action plan was developed, including revisions to the departmental calendar and teaching methodologies.

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

1. None

*Rachita Rana*  
Dr Rachita Rana  
Director

INS<sup>+</sup> ... Information Technology &

