

NOTICE
AGENDA FOR THE ANNUAL GENERAL BODY MEETING OF
“MATA LEELAWATI SHIKSHAN SANSTHAN” (REGD.) PROPOSED TO BE
HELD
AT 11.00 AM ON NOVEMBER 05, 2021 (FRIDAY) AT
D-29, INSTITUTIONAL AREA, JANAKPURI, NEW DELHI –110 058

Date: 15.10.2021

TO: ALL THE MEMBERS

Dear Sir,

The Annual General Body meeting of “Mata Leelawati Shikshan Sansthan” (Regd), is proposed to be held at 11.00 am on November 5 2021, (Friday), at D-29, Institutional Area, Janakpuri, New Delhi –110 058.


Agenda for the Meeting shall be as follows:

1. Secretary’s Annual Report
 - A) Inspections
 - i. Inspection by Joint Assessment Committee.
 - B) Admissions in Academic Year 2021-22
 - C) Results and Placements
2. Online teaching–learning process during Pandemic COVID-19
3. Skill based Inputs to enhance Employability
4. Preparedness for NBA accreditation of MBA Programme.
5. Renovation of Existing Infrastructure and construction of New Floors
6. Introduction of New Programmes
7. Approval of audited Balance sheet for the FY 2020-21(Copy Enclosed).

Members are requested to forward any other point for discussion and its inclusion in the Agenda.

Kindly make it convenient to attend the meeting.


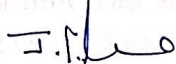

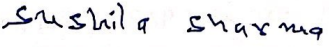
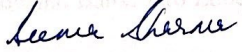
Thanking you,


J.C.Sharma
(Secretary)

**MINUTES OF THE ANNUAL GENERAL BODY MEETING OF
"MATALEELAWATI SHIKSHAN SANSTHAN" (REGD.) HELD
AT 11.00 AM ON NOVEMBER 5 (FRIDAY) AT
D-29, INSTITUTIONAL AREA, JANAKPURI, NEW DELHI -110 058**

The Annual General Body Meeting of "Mata Leelawati Shikshan Sansthan" (Regd) was held on November 06 (Friday) at 11.00 a.m.

Following members attended the meeting:

<u>S.No.</u>	<u>Name</u>	<u>Position</u>	<u>Signature</u>
1.	Shri Rakesh Sharma	President	
2.	Shri L.R.Sharma	Vice President	
3.	Shri J.C. Sharma	Secretary	
4.	Shri Manmohan Bhardwaj	Treasurer	
5.	Shri Ravi Sharma	Member	
6.	Shri Satya Prakash	Member	
7.	Shri Jai Parkash	Member	
8.	Smt.Sushila Sharma	Member	
9.	Smt. Rosie Sharma	Member	
10.	Smt. Seema Sharma	Member	
11.	Shri Sanjeev Gupta	Member	
12.	Shri Anand Kaushik	Member	



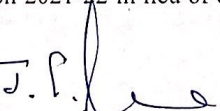
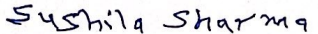
Shri Rakesh Sharma, President, presided over the meeting. Shri J.C. Sharma, Secretary, welcomed the members and briefed them on the following points:

1. Synopsis of Secretary's Annual Report

A. Inspections

I. Inspection by Joint Assessment Committee (JAC)

Due to Pandemic, Govt. of NCT of Delhi exempted all educational organizations from JAC's inspection in physical mode for the Academic Session 2021-22 and approval has been granted on the submission of documents as desired by GGS Indraprastha University and considering the same NOC for Academic Session 2021-22 as issued for Academic Session 2019-20 by DHE/DTTE. The Institute had applied for an increase in intake of BCA and BBA (First Shift) by 60 seats respectively from Academic session 2021-22 in lieu of closed

MCA Programme through its affiliation application and GGSIP university granted an increase of 30 seats in BCA (first Shift) and 60 seats in BBA (First Shift) on the basis of available built up area.

B. Admission in Academic Session 2021-22: The Secretary briefed the house that due to pandemic (Covid-19 Second wave) the admission process of the GGSIP University has got delayed. Admissions for various courses run by the Institute are going on and it is expected to be over by last week of December.

C. Results & Placements

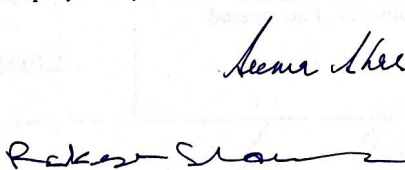
IITM continued its tradition to achieve highest accolades in University Term End Examination. Bhavdeep Kaur (MCA Batch 2018-21) secured Rank 2, Shrishti Bisht (B. Com (Hons.) Batch 2018-21) secured Rank 2 and Rashi Oberoi BBA (First Shift) also secured Rank 2 and Yashika Garg (B.Com.(Hons) Batch 2019-22 secured Rank 1 upto 4th sem. The pass percentage for MCA has been 98.30%, MBA 100%, BCA 95.05%, BBA 99.54% & B.Com (H) 98% in the first attempt (2021 passed out batch).

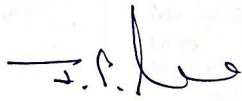
The Institute was able to place 96.82% MBA, 96.431% BCA, 97.406% BBA & 79% MCA students in various companies of repute such as Wipro, Infosys, SAP Labs, TCS, Toluna India, ICICI Bank, Cvent, HDFC Bank, Paytm, IndusInd Bank, Jaro Education, Capgemini, JLL India etc. to name a few.

2. Online teaching-learning process during Pandemic COVID-19-

Regarding Online, curriculum delivery was done using MS Teams. Additionally workshops, webinars, expert series, events such as virtual induction programmes, placements, MOOCS, internships, awareness programs, live events etc are being conducted in online mode meticulously to ensure minimal disruption to academic curricular, co-curricular and extracurricular activities during the pandemic and uphold the spirit of regular college on all fronts.

3. Skill based Inputs to enhance Employability: IITM conducted various webinars and winter training Programmes for students to have hands on sessions for skill development and to improve employability of the students. Following is the list of skill development activities


Rakesh Sharma


Sushila Sharma

IT workshop

S. No.	Date	Type of Activity	Resource Person (s)
1.	28.11-2.12.20	Workshop on Advance Excel	Ms. Harmeet Malhotra
2.	04.02.21	Webinar on my Blockchain My Future	Mr. Abhishek Arora, Senior Development Eng, FIS.
3.	14.02.21	Cloud Computing and Cloud Native Development using AWS	Mr. Rishab Ilwadi, Founder & CEO, Internity Foundation, Noida
4.	17.5.21	Hybrid App Development	Mr. Piyush Pandey, CEO, InternNexus, Delhi
5.	21.5.21	Webinar on Python Programming	Er. Rohit Kumar, Chief, Technical officer, Softpro Group
6.	28.08.21	Artificial Intelligence Techniques	Dr. Jayraj Singh, IIT Delhi

Management Workshop

S. No.	Date	Type of Activity	Resource Person (s)
1.	6.1-22.1.21	Subject Expert Lecture Series	Ms. Anshu Punshi, Dr. Sheela Bhargava, Mr. Nargish Gupta, Dr. Latika Malhotra, Mr. Sanjay Shukla
2.	27.1 – 17.2.21	Unplugged Inspirational Talk Series	Mr. Hitesh Tuteja, RajYoga Meditation Teacher at Brahma Kumaris, Prof. Suresh Malodia, Associate Professor, MICA, Ahmedabad, Mr. DK Bakshi, CEO Global Talent Company (India, Thailand & Canada), Mr. Kapil Tomar, Research Scholar IIT, Delhi, Dr. Kirti Mishra, Assistant Professor, IIM, Udaipur,
3.	24.03.21	Session on Psychometric Ability	Ms. Lavisha Jain, Talent Acquisition Specialist, Success Pact.

Seema Sharma
Rakesh Sharma
Sushila Sharma

4.	26.4-6.5.21	Adopting Life Skills for improving Employability	Ms. Samidha & Ms. Trushna, Trainer Soft Skills, Rubicon, Skill Development Pvt. Ltd.
5.	7.8.21	National Education Summit	Dr. S S Mantha, Dr. Manpreet Manna, Prof.(Dr.) Premendu P. Mathur, Dr. Nitin Malik & Dr. Lagvish Malhotra
6.	9.9.21	Expert Lecture on Corporate Entrepreneurship	Dr. Lokesh Jindal- Associate Professor, JNU
7.	24.9.21	Expert Lecture on "How Economy Works- Co-relation between RBI, Central Government & State Government"	Mr. Suresh Shankar Kadam, Assistant Professor, Future Education Entrepreneurship & Leadership
8.	28.10.21	Corporate Mentorship Programme on Job Market and Resume Writing	Mr. Das Harkishan, Founder and CEO Scout Bizz International

4. Preparedness for NBA Accreditation of MBA programme

The institute is planning to apply for NBA accreditation of its MBA programme. A core committee has already been constituted and work has been distributed to all the committee members. The Institute has submitted Self-Assessment Report and have given tentative dates for NBA Inspection in the month of October to December.

5. Renovation of Existing Infrastructure and construction of New Floors

The Institute is undergoing a complete renovation wherein strengthening of the existing building has been done so that it can bear the load of new construction. Further central air-conditioning of all the class rooms, library, and labs have taken place to create a better learning environment for the students. The perspective students are demanding courses in the area of Law and Journalism apart from existing courses. Keeping in view the growing demand from Students and scope for further expansion, three more floors are being constructed.

Sushila Sharma — *S. P. Sharma*

Sushila Sharma

Rakesh Sharma

6. **Submission of the Audited Balance Sheet for discussions & approval**

Thereafter, the balance sheet for FY 2020-21 duly audited & signed by the Society's approved CA was placed on the table of the house and the Secretary invited the members to scrutinize, discuss and approve the same.

After due deliberation, the House unanimously passed and adopted the following resolutions.

Resolution No. 1

The House unanimously approved and passed the duly audited balance sheet for FY 2019-20.

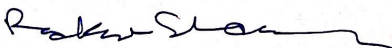
Resolution No. 2

Shri Manmohan Bhardwaj the Treasurer requested that since he is living away and may not be available all the time in Delhi, Shri Rakesh Sharma President elect should continue to handle bank a/c no. 60017513938, 60010778287 & 50100211345582, 50100211373211, 50200026423781 plus the Current Account No. 60212532846 as Vice Chairman of the Board of Management of the "Institute of Information Technology & Management" as earlier. Sh. Rakesh Sharma President elect shall operate the Society's Bank Accounts no. 60105440152 at Bank of Maharashtra & a/c no. 0270106082 at Canara Bank in his capacity as President. He will also continue to be the authorized signatory to sign all cheques (Both Bearer and account Payee), Bank Draft request/NEFT request, bills, hundies etc.

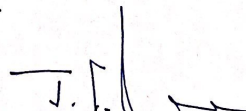
Resolution No. 3

Shri J.C.Sharma Secretary of the Society is hereby unanimously authorized to sign Affidavits, Indemnity Bonds, Application forms etc. & to make all types of correspondence with regulatory bodies including AICTE, Guru Gobind Singh Indraprastha University, Directorate of Higher Education, Directorate of Training & Technical Education, Govt. of NCT of Delhi etc.

The meeting concluded with the vote of thanks to the Chair



(Rakesh Sharma)
President



(J.C. Sharma)
Secretary

NOTICE
AGENDA FOR THE ANNUAL GENERAL BODY MEETING OF
“MATA LEELAWATI SHIKSHAN SANSTHAN” (REGD.) PROPOSED TO BE
HELD

AT 11.00 AM ON NOVEMBER 04, 2022 (FRIDAY) AT
D-29, INSTITUTIONAL AREA, JANAKPURI, NEW DELHI –110 058

Date: 21.10.2022

TO: ALL THE MEMBERS

Dear Sir,

The Annual General Body meeting of “Mata Leelawati Shikshan Sansthan” (Regd), is proposed to be held at 11.00 am on November 4 2022, (Friday), at D-29, Institutional Area, Janakpuri, New Delhi –110 058.

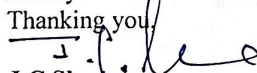
Agenda for the Meeting shall be as follows:

1. Secretary’s Annual Report
 - A) Inspections
 - i. Inspection by Joint Assessment Committee.
 - ii. Annual Academic Audit Committee.
 - B) Admissions in Academic Year 2022-23
 - C) Results and Placements
2. Skill based Inputs to enhance Employability
3. Preparedness for NBA accreditation of MBA Programme.
4. Renovation of Existing Infrastructure and construction of New Floors
5. Introduction of New Programmes
6. Approval of audited Balance sheet for the FY 2021-22(Copy Enclosed).
7. Election of the office bearers of Governing Body of the Society for two years term 2022-23.
8. The members desirous to be elected as office bearers are requested to file their nominations before the Returning Officer, Shri Manmohan Bhardwaj latest by October 28, 2022. The list of candidates, whose nomination papers are found valid, will be displayed on the Society’s notice board on October 31, 2022.

Members are requested to forward any other point for discussion and its inclusion in the Agenda.

Kindly make it convenient to attend the meeting.

Thanking you,


J.C.Sharma
(Secretary)

Sushila Sharma

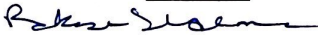


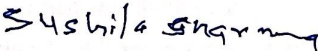





**MINUTES OF THE ANNUAL GENERAL BODY MEETING OF
"MATALEELAWATI SHIKSHAN SANSTHAN" (REGD.) HELD
AT 11.00 AM ON NOVEMBER 4 (FRIDAY) AT
D-29, INSTITUTIONAL AREA, JANAKPURI, NEW DELHI -110 058**

The Annual General Body Meeting of "Mata Leelawati Shikshan Sansthan" (Regd) was held on November 04 (Friday) at 11.00 a.m.

Following members attended the meeting:

<u>S.No.</u>	<u>Name</u>	<u>Position</u>	<u>Signature</u>
1.	Shri Rakesh Sharma	President	
2.	Shri L.R.Sharma	Vice President	
3.	Shri J.C. Sharma	Secretary	
4.	Shri Manmohan Bhardwaj	Treasurer	
5.	Shri Ravi Sharma	Member	
6.	Shri Satya Prakash	Member	
7.	Shri Jai Parkash	Member	
8.	Smt.Sushila Sharma	Member	
9.	Smt. Rosie Sharma	Member	
10.	Smt. Seema Sharma	Member	
11.	Shri Sanjeev Gupta	Member	
12.	Shri Anand Kaushik	Member	

Shri Rakesh Sharma, President, presided over the meeting. Shri J.C. Sharma, Secretary, welcomed the members and briefed them on the following points:

1. Synopsis of Secretary's Annual Report

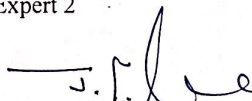
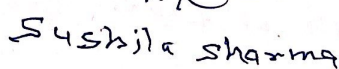
A. Inspections

I. Inspection by Joint Assessment Committee (JAC)

Joint Assessment Committee consisting of the following members, appointed by GGSIPU & GNCTD visited the Institute on 08.06.2022 to evaluate the overall performance and to approve the Commencement of BJMC Programme & increase in intake of BCA(2nd Shift) of the Institute according to the laid down parameters.

- (a) Sh.G.K.Marwah(I.A.S Retd.) - Chairman
(b) Prof. (Dr.) Hemant Joshi - Expert 1
(c) Prof. (Dr.) Hem Chand Jain - Expert 2



(d) Prof. (Dr.) Sushila Madan - Expert 3

(e) Sh. Rakesh Kumar Handa - Convenor

The Committee inspected the campus and was totally satisfied with the facilities provided to the students and existing Infrastructure. They appreciated the quality of education imparted to the students. After the inspection, JAC awarded 'A' grade to the Institute for the year 2022-23 and granted an increase in intake of 30 seats in 2nd shift as per Department of Higher Education guidelines.

Though the fourth floor construction was complete and the finishing work was going on at the time of Inspection but the committee members were not convinced and suggested that once the finishing work is over the Institute can apply for Commencement of BJMC Programme.

II. Academic Audit Committee

An academic audit report was asked by GGSIPU which has been submitted on October 10, 2022 in which various details are provided:-

- **Faculty:** Quality of faculty, their qualifications / experience, No. of Research Publications to their credit, FDPs, seminars attended, teacher - students ratio, cadre ratio and other teaching learning process, curricular and co-curricular activities etc.
- **Library:** No. of titles & volumes of books, National and International Journals, Magazines, Newspapers, book-bank & reprographic facilities, computerization of library, issue & receipt process etc.
- **Free Book Bank Facility:** Institute offers free book bank facility to all the students. In addition a library card is issued to get reference books from the library to have in-depth knowledge of the subject.
- **Computer Lab:** No. of computers available and their configuration, internet connectivity, availability of licensed software as per course curriculum, details of printers, scanners, servers and other computer peripherals etc.
- **Sports Facility:** Facility for indoor games like Table tennis, chess, carom, yoga etc is available on the campus. The institute hires play ground for outdoor team games like cricket, Volleyball, Basketball etc at the DDA sports complex Hari Nagar/Dwarka.

B. Admission in Academic Session 2022-23: The Secretary briefed the house that after the pandemic (Covid-19 Second wave) there is delay in admission process of the GGSIPU University. Admissions for various courses run by the Institute are going on. Special round of counseling in MBA and Spot rounds in Under Graduate programmes are still left. These rounds are expected to be over by second or third week of November.

Rakesh Kumar Handa

Sushila Sharma

C. Results & Placements

IITM continued its tradition to achieve highest accolades in University Term End Examination. Yashika Garg (B.Com. (Hons) Batch 2019-22 secured Rank 1. The pass percentage for MBA 100%, BCA 99.14%, BBA 99.5% & B.Com (H) 100% in the first attempt (2022 passed out batch).

The Institute was able to place 92% MBA, 96% BCA, 98% BBA and 94% B.Com(H) students in various companies of repute such as Wipro, Infosys, SAP Labs, TCS, Toluna India, ICICI Bank, Cvent, HDFC Bank, Paytm, IndusInd Bank, Jaro Education, Capgemini, JLL India etc. to name a few.

2. **Skill based Inputs to enhance Employability:** IITM conducted various webinars and training Programmes for students to have hands on sessions for skill development and to improve employability of the students. Following is the list of skill development activities

S. No.	Date	Type of Activity	Resource Person (s)
1	10.12.21	Public Speaking	Dr. Ramandeep Kaur & Dr. Malavika Srivastava
2	15.12.21	Robotics Automation – Skill A Thon	ICT Academy in association with UI Path
3	4.2.22	Personal Interview “Face it to Nail it”	Ms. Neha Sharma, Dr. Tripti Lamba & Dr. Malavika Srivastava
4	5.2.22	Scrambled Lies: Fastest Finger First X Truth & Lies	Internware Team
5	7.2.22	Workshop on Adopting Life Skills for Improving Employability: Phase III	Ms. Pooja, Trainer Soft Skills, Ms. Tushar, Trainer Soft Skill
6	19.3.22	Leadership Talk Series: Episode 7 – Decisiveness	Ms. Mansi Bedi, General Manager-HR, Wipro Ltd.
7	31.3.22	“Innovative Managerial Thinking Through Scripted Role Play Competition”	Dr. Harmeet Malhotra (Associate Professor, IITM) and Dr. Savita Waswani (Associate Professor, IITM)
8	29.4.22	Workshop on Career Guidance	Mr. Kartik Mathur, Co-Founder, Coding Blocks
9	4.7.22	Mock Group Discussion	Mr. Amit Poddar, Senior-Regional Head, T.I.M.E
10	04.07.2022-30.07.2022	Workshop on Python with Machine Learning	Faculty Members of IT Department
11	04.07.2022-30.07.2022	Workshop on MERN Stack	Mr. Piyush Pandey, Internexus

Sushila Sharma

Sushila Sharma

3. Preparedness for NBA Accreditation of MBA Programme

The institute has submitted SAR for NBA accreditation of its MBA programme and given 5 sets of date for the inspection. But NBA has not conducted the inspection on given dates and further asked to submit the fresh SAR incorporating data of AY 2021-22. The new SAR was submitted along with 5 dates for inspection. Later on NBA has conveyed us that they will conduct inspection only when students of both the batches/years are available in the campus during their regular teaching.

4. Renovation of Existing Infrastructure and construction of New Floors

The complete renovation of the existing building has been done so that it can bear the load of new construction. Central air-conditioning of all the class rooms, library, and labs has been done to create a better learning environment for the students. Finishing work is in progress on 4th, 5th and 6th floor to start the new programmes from AS 2023-24.

5. Introduction of New Programmes

The perspective students are demanding courses in the area of Law and Journalism apart from existing courses. Keeping in view the growing demand from Students, the Institute is planning to start Undergraduate program in Journalism and Legal studies.

6. Submission of the Audited Balance Sheet for discussions & approval

Thereafter, the balance sheet for FY 2021-22 duly audited & signed by the Society's approved CA was placed on the table of the house and the Secretary invited the members to scrutinize, discuss and approve the same.

After due deliberation, the House unanimously passed and adopted the following resolutions.

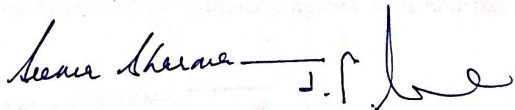
Resolution No. 1

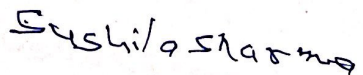
The House unanimously approved and passed the duly audited balance sheet for FY 2021-22.

Resolution No. 2

Morning Session of the meeting concluded with the vote of thanks to the Chair and disbursed for lunch, to reassemble at 2:30 PM for holding elections to constitute the new Governing body of the society.







Afternoon Session

Elections

The House reassembled at 2.30 PM to hold elections of the new office bearers of the Society. Shri Manmohan Bhardwaj, returning office presided.

Shri Manmohan Bhardwaj announced the names of members who had filed their nominations by October 28, 2022 for various positions of office bearers, which are as follows:-

Name	Position	Proposed by	Seconded by
Shri J.C.Sharma -	President	Shri Sanjeev Gupta	Shri Ravi Sharma
Shri. L.R.Sharma	- Vice President	Smt. Sushila Sharma	Smt. Anand Kaushik
Shri Rakesh Sharma	- Secretary	Shri. Jai Prakash	Smt. Sushila Sharma
Shri Manmohan Bhardwaj-	Treasurer	Smt. Seema Sharma	Shri. L.R. Sharma

The Returning Officer thereafter announced that no other nominations were received and all the above nominations on scrutiny were found in order and were displayed on the Notice Board of Society at IITM Campus on October 31, 2022. Since, there was no contest for any position; the members unanimously adopted the names of the above candidates for the respective positions for which they filed nominations.

With the unanimous consent of all members, the Returning Officer then declared the above stated members as elected.

The new Governing Body for the Society was accordingly constituted with the following members for a term of two years:-

Shri. J C Sharma	-	President
Shri. L.R.Sharma	-	Vice President
Shri Rakesh Sharma	-	Secretary
Shri Manmohan Bhardwaj-		Treasurer

Thereafter, new office bearers of the Governing Body took the oath and assumed their positions. At this point Shri Manmohan Bhardwaj newly elected Treasurer appealed that since he is not always available at the Institute and stays far Sh. Rakesh Sharma should continue to perform all day to day functional responsibilities of a Treasurer like signing of cheques, operating the Bank accounts and signing of all other financial documents under his single signatures. All the members present unanimously agreed to it and passed the following further resolutions:-

Seema Sharma — *J. P. Sharma*
Sushila Sharma

Resolution No. 3

Shri Manmohan Bhardwaj the Treasurer requested that since he is living away and may not be available all the time in Delhi, Shri Rakesh Sharma Secretary elect should continue to handle bank a/c no. 60017513938, 60010778287 & 50100211345582, 50100211373211, 50200026423781 plus the Current Account No. 60212532846 as Vice Chairman of the Board of Management of the "Institute of Information Technology & Management" as earlier. Sh. Rakesh Sharma Secretary elect shall operate the Society's Bank Accounts no. 60105440152 at Bank of Maharashtra & a/c no. 0270106082 at Canara Bank in his capacity as Secretary. He will also continue to be the authorized signatory to sign all cheques (Both Bearer and account Payee), Bank Draft request/NEFT request, bills, hundies etc.

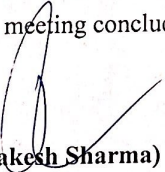
Resolution No. 4

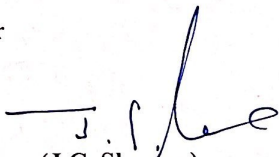
Shri J.C.Sharma President of the Society is hereby unanimously authorized to sign Affidavits, Indemnity Bonds, Application forms etc. & to make all types of correspondence with regulatory bodies including AICTE, Guru Gobind Singh Indraprastha University, Directorate of Higher Education, Directorate of Training & Technical Education, Govt. of NCT of Delhi etc.

Resolution No. 5

It is unanimously resolved by the society that a new programme namely "Master of Computer Applications (MCA) be started from Academic Session 2023-24 with annual intake of 60 students in the "Institute of Information Technology & Management" at D-29, Institutional Area, Janakpuri, New Delhi-110058. The society should approach GNCTD, GGSIPU, AICTE etc. for obtaining their approval.

The meeting concluded with the vote of thanks to the Chair


(Rakesh Sharma)
President


(J.C. Sharma)
Secretary

NOTICE
AGENDA FOR THE ANNUAL GENERAL BODY MEETING OF
“MATA LEELAWATI SHIKSHAN SANSTHAN” (REGD.) PROPOSED TO BE
HELD

AT 2:00 PM ON SEPTEMBER 29, 2023 (FRIDAY) AT
D-29, INSTITUTIONAL AREA, JANAKPURI, NEW DELHI –110 058

Date: 15.09.2023

TO: ALL THE MEMBERS

Dear Sir,

The Annual General Body meeting of “Mata Leelawati Shikshan Sansthan” (Regd), is proposed to be held at 2:00 P.M on September 29th 2023, (Friday), at D-29, Institutional Area, Janakpuri, New Delhi –110 058.

Agenda for the Meeting shall be as follows:

1. Secretary’s Annual Report
 - A) Inspections
 - i. Inspection by Joint Assessment Committee.
 - ii. Annual Academic Audit Committee.
 - B) Admissions in Academic Year 2023-24
 - C) Results and Placements
 - D) Grant of NSS units and NCC.
2. Skill based Inputs to enhance Employability
3. Renovation of Existing Infrastructure and construction of New Floors
4. Introduction of New Programmes
5. Approval of audited Balance sheet for the FY 2022-23(Copy Enclosed).

Members are requested to forward any other point for discussion and its inclusion in the Agenda.

Kindly make it convenient to attend the meeting.

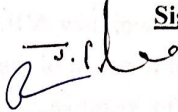

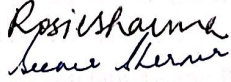
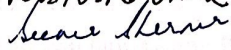
Thanking you,

Rakesh Sharma
(Secretary)

MINUTES OF THE ANNUAL GENERAL BODY MEETING OF
"MATALEELAWATI SHIKSHAN SANSTHAN" (REGD.) HELD
AT 2:00 P.M ON SEPTEMBER 29 2023 (FRIDAY) AT
D-29, INSTITUTIONAL AREA, JANAKPURI, NEW DELHI -110 058

The Annual General Body Meeting of "Mata Leelawati Shikshan Sansthan" (Regd) was held on September 29th 2023 (Friday) at 2:00 P.M.

Following members attended the meeting:

<u>S.No.</u>	<u>Name</u>	<u>Position</u>	<u>Signature</u>
1.	Shri J.C. Sharma	President	
2.	Shri Rakesh Sharma	Secretary	
3.	Shri Manmohan Bhardwaj	Treasurer	
4.	Shri Ravi Sharma	Member	
5.	Shri Satya Prakash	Member	
6.	Shri Jai Parkash	Member	
7.	Smt.Sushila Sharma	Member	
8.	Smt. Rosie Sharma	Member	
9.	Smt. Seema Sharma	Member	
10.	Shri Sanjeev Gupta	Member	
11.	Shri Anand Kaushik	Member	

Shri L.R.Sharma could not attend the meeting due to his ill health.

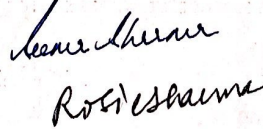
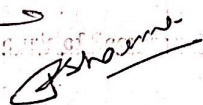
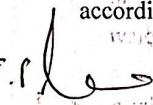
Shri J.C. Sharma, President, presided over the meeting. Shri Rakesh Sharma, Secretary, welcomed the members and briefed them on the following points:

1. Synopsis of Secretary's Annual Report

A. Inspections

I. Inspection by Joint Assessment Committee (JAC)

Joint Assessment Committee consisting of the following members, appointed by GGSIPU & GNCTD visited the Institute on 05.06.2023 to evaluate the overall performance and to approve the Commencement of MCA with intake of 60 & BA (JMC) with intake of 120 and increase in intake of 60 each in BCA (2nd Shift) & BBA (2nd Shift) of the Institute according to the laid down parameters.



- | | | |
|---------------------------------|---|----------|
| (a) Sh.P.N.Mishra (I.A.S Retd.) | - | Chairman |
| (b) Sh. Jagdish Kapur | - | Expert 1 |
| (c) Ms. Anubhuti Yadav | - | Expert 2 |
| (d) Mr. Rajiv Kumar | - | Expert 3 |
| (e) Sh.Rakesh Kumar Handa | - | Convener |

The Committee inspected the campus and was totally satisfied with the facilities provided to the students and existing Infrastructure. They appreciated the quality of education imparted to the students. After the inspection, JAC awarded 'A' grade to the Institute for the year 2023-24 and granted approval to commence MCA with intake of 60 & BA(JMC) with intake of 120. The committee also approved increase in intake of 60 each in BCA(2nd Shift) & BBA(2nd Shift), from AY 2023-24 as per Department of Higher Education guidelines.

II. Academic Audit Committee

A team of senior educationists Prof. (Dr.) Sanjay Dhingra and Dr. Sachin Bharti was constituted by GGSIPU to examine the Compliance of the recommendations of the previous Academic audit report (2020-21) and to ensure implementation of all SOPs relating to Infrastructural facilities, Teacher student ratio etc. for the AY 2021-22.

An academic audit report of AY 2021-22 was submitted on March 03, 2023 in which the following details were provided:-

- **Faculty:** Quality of faculty, their qualifications / experience, No. of Research Publications to their credit, FDPs, seminars attended, teacher - students ratio, cadre ratio and other teaching learning process, curricular and co-curricular activities etc.
- **Library:** No. of titles & volumes of books, National and International Journals, Magazines, Newspapers, book-bank & reprographic facilities, computerization of library, issue & receipt process etc.
- **Free Book Bank Facility:** Institute offers free book bank facility to all the students. In addition a library card is issued to get reference books from the library to have in-depth knowledge of the subject.
- **Computer Lab:** No. of computers available and their configuration, internet connectivity, availability of licensed software as per course curriculum, details of printers, scanners, servers and other computer peripherals etc.

Shama

[Signature]

Seena Khera
Rakesh Roshama

- **Sports Facility:** Facility for indoor games like Table tennis, chess, carom, yoga etc. is available on the campus. The institute hires playground for outdoor team games like cricket, Volleyball, Basketball etc. at the DDA sports complex Hari Nagar/Dwarka.

The committee members were fully satisfied as all the parameters were complied with.

B. Admission in Academic Session 2023-24: The Secretary briefed the house that there is delay in admission process of the GGSIP University. Admissions for various courses run by the Institute are going on. Special round of counseling in MBA and Spot rounds in Under Graduate programmes are still left. These rounds are expected to be over by first or second week of October.

C. Results & Placements

IITM continued its tradition to achieve highest accolades in University Term End Examination. The pass percentage for MBA 89%, BCA 97.24%, BBA 94.64 % & B.Com (H) 97.34% in the first attempt (2023 passed out batch).

The Institute was able to place 92.5% MBA, 82% BCA, 95.70% BBA and 90.5% B.Com(H) students in various companies of repute such as Wipro, Infosys, SAP Labs, TCS, Toluna India, ICICI Bank, Cvent, HDFC Bank, Paytm, IndusInd Bank, Jaro Education, Capgemini, JLL India, City Union Bank, IMGC, Upgrade, Byju's, HCL Technologies, Incedo Technologies, Federal Bank, Netwest etc. to name a few.

D. NSS and NCC

The Institute has been granted 7 units of NSS and application for NCC has been processed.

2. Skill based Inputs to enhance Employability: IITM conducted various webinars and training Programmes for students to have hands on sessions for skill development and to improve their employability. Following is the list of skill development activities

1	14.11.22	Barclays Life Skills Virtual Mentorship Program – Digital Skills for Enhanced Productivity	Barclay's
2	17.11.22	Workshop on Digital Detox & Success Mantras	BK Sisters
3	26.11.22	Workshop on Google Hacks To Code	Mr. Piyush Pandey
4	27-28.02.23	Corporate Mentorship Program- Corporate Behavioral Skills and Mentoring	Mr. Akash Grover, Ms. Sakshi Chopra
5	12.03.23	Corporate Training Session on	Mr. Akshat Singhal

(Signatures)

		Inter Personal Training	
6	09.05.23	Workshop on Tally International Certification	Ms. Deepa Negi-BFSI Trainer, CQS Trainings Pvt. Ltd.
7	26.05.23	Workshop on Financial Literacy	CA Nishant Kumar
8	29.05.23	Workshop on Financial Derivatives	Mr. Himanshu Arora
9	09.05.23	Workshop on Tally International Certification	Ms. Deepa Singh-BFSI Trainer
10	24.7-22-8.23	Summer Training on Advance Data Science Using Python	Mr. Prateek Gupta, ShapeMySkills
11	24.7-22-18.23	Summer Training on MERN STACK	Mr. Piyush Pandey, InternNexus
12	22.9.23	Workshop on "From Theory to Practice: Mutual Funds, Derivatives, and Risk Management"	Mr. Navneet Singh, ICICI Securities

3. Renovation of Existing Infrastructure and construction of New Floors

Central air-conditioning of all the class rooms, library, and labs has been done to create a better learning environment for the students. The construction and finishing work of new floors have also been completed. The state of art Video Studio, Video Control room, Audio Studio and Audio control room has also been built for BA (JMC) students for over all learning purposes.

4. Submission of the Audited Balance Sheet for discussions & approval

Thereafter, the balance sheet for FY 2022-23 duly audited & signed by the Society's approved CA was placed on the table of the house and the Secretary invited the members to scrutinize, discuss and approve the same.

After due deliberation, the House unanimously passed and adopted the following resolutions.

Resolution No. 1

The House unanimously approved and passed the duly audited balance sheet for FY 2022-23.

Resolution No. 2

Shri Manmohan Bhardwaj the Treasurer requested that since he is living away and may not be available all the time in Delhi, Shri Rakesh Sharma Secretary should continue to handle bank a/c. nos: 60017513938, 60010778287 & 50100211345582, 50100211373211, 50200026423781 plus the Current Account No: 60212532846 as Vice Chairman of the Board of Management of the "Institute of Information Technology & Management" as

[Signature]
The House unanimously approved

[Signature]
Rakesh Sharma

earlier. Sh. Rakesh Sharma Secretary shall also operate the Society's Bank Accounts no. 60105440152 at Bank of Maharashtra & a/c no. 0270106082 at Canara Bank in his capacity as Secretary. He will also continue to be the authorized signatory to sign all cheques (Both Bearer and account Payee), Bank Draft request/NEFT request, bills, hundies etc.

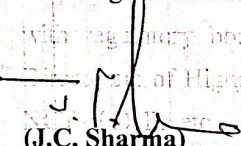
Resolution No. 3

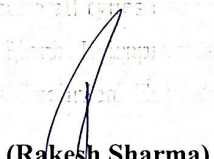
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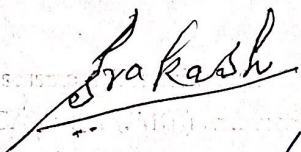
Resolution No. 4

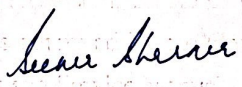
As per Joint Assessment Committee (JAC) recommendations for commencement of New Programme (MCA & BA (JMC)) and increase in intake of existing programmes (BCA & BBA), fresh appointments of faculty is approved by the Governing Body. The Governing body also approved the New HR Policy and Service Manual.

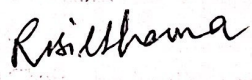
The meeting concluded with the vote of thanks to the Chair

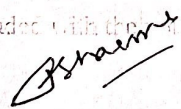

(J.C. Sharma)
President


(Rakesh Sharma)
Secretary


Prakash


Suresh Sharma


Rishi Sharma


Sharma