

**INSTITUTE OF INFORMATION TECHNOLOGY AND  
MANAGEMENT (IITM)**

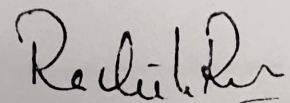
**BOARD OF MANAGEMENT MEETING (16<sup>th</sup> May, 2024)**

Dated: 07-05-2024

NOTICE OF THE MEETING

A meeting of the Board of Management of INSTITUTE OF INFORMATION TECHNOLOGY AND MANAGEMENT (IITM) will be held on Thursday, the 16<sup>th</sup> of May 2024 at 11:30 am in IITM Board Room at D-29, Janakpuri Institutional, and New Delhi. Members are requested kindly to attend the meeting. The Agenda of the meeting will be as under:-

SNO.	Agenda
1	Confirmation of the Minutes of the Meeting of the BOM held on September 17, 2023
2	Matter arising out of the Minutes, if any.
3	Action Taken Report on the Minutes of the Meeting held on September 17, 2023
4	To report about the receipt of NOC and Joint Inspection Team compliance of observations for the Academic session: 2024-25 and report status of the same.
5	To inform about the ranking, achievements, certificates (AISHE. survey of Times of India & India Today, 2023/24)
6	Intimation about adoption of 7 <sup>th</sup> CPC Salary of staff (Teaching and Non-teaching) w.e.f. Jan 2024
7	To report about the status of NBA Preparedness of MBA programme and NAAC preparedness for all programme.
8	To report about the status of Research and Academic Growth (Personality Traits, Skills and In-depth knowledge) of faculty. Summary of events conducted both through online/ offline mode. (Include all New initiatives, infrastructure developments and hardware software purchased, CSI Summer/Winter School, etc., HODS to provide inputs for their respective departments)
9	To put up the result analysis of faculty members for the Academic Semester: August- December, 2023 in various programmes of IITM.
10	To report about Placement and Summer Internship status for the period from August 2023 to Till Date.
11	Any other matter, with the permission of Chair.



(Prof. Rachita Rana)  
Director

The Chairman & All Members

Minutes of Meeting

**BOARD OF MANAGEMENT MEETING**

**Venue:** IITM Board Room

**Meeting No:** /2023-24

**Meeting Date:** 16.05.2024

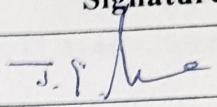
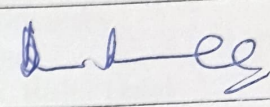
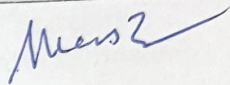
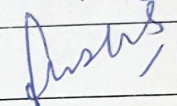
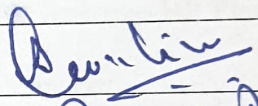
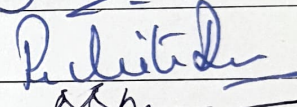
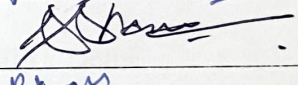
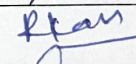
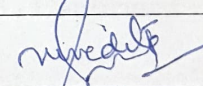
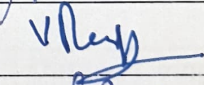
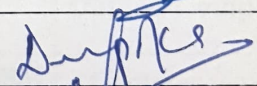
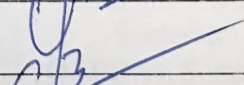
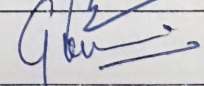
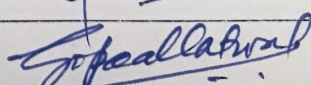
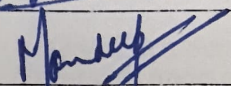
**Meeting Time:** 11:30 am

**Agenda:**

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7. To report about the status of NBA Preparedness of MBA programme and NAAC preparedness for all programmes.
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11. Any other matter, with the permission of Chair.

**INSTITUTE OF INFORMATION TECHNOLOGY AND  
MANAGEMENT (IITM)  
BOARD OF MANAGEMENT MEETING (16<sup>th</sup> May, 2024)**

LIST OF ATTENDEES

S. No.	Name	Signature
1.	Shri. J. C. Sharma (President — MLSS)	
2.	Shri. Rakesh Sharma (Secretary — MLSS)	—
3	Prof. (Dr.) Devi Singh (Former Vice-Chancellor, FLAME University & Director IIM Lucknow)	
4.	Prof. (Dr.) Saroj Kaushik (Former HoD, Computer Science, IIT- Delhi)	
5.	Prof. (Dr.) Madhu Vij (Professor, Delhi University)	ONLINE
6.	Prof. (Dr.) Sushila Madan (Professor, LSR, Delhi University)	
7.	Prof. (Dr.) M N Hoda (Director, BVICAM, GGSIPU, Delhi)	—
8.	Mr. Alok Tiwari (Vice-President, Group One)	
9.	Prof. (Dr.) Rachita Rana (Director—IITM & Member Secretary)	
10	Mr. Shira Sharma (Executive Director—IITM)	
11	Dr. Ramandeep Kaur	
12	Dr. Nivedita Sharma	
13	Dr. Mandana Raghava	
14	Dr. Deepika Asora	
15	Dr. Vikas Bharara	
16	Dr. Ganesh Wadhvani	
17	Dr. Gopal S. Latwal	
18	Dr. Mandeep Singh.	
19	Ms. Saurabh Gandhi.	ONLINE

A meeting of the Board of Management of Institute of Information Technology & Management (IITM) was held on Thursday, the 16<sup>th</sup> of May 2024 at 11:30 am in IITM Board Room at D-29, Janakpuri Institutional, and New Delhi. Following members were present in the meeting.

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6	Prof. (Dr.) Sushila Madan	Professor, LSR, Delhi University
8	Mr. Alok Tiwari	Vice President, Group.One
9	Mr. Saurabh Gandhi	Assistant Vice President, BSES Delhi
10	Prof. (Dr.) Rachita Rana	Director—IITM & Member Secretary
11	Shri Shiva Sharma	Executive Director, IITM (Special Invitee)
12	Dr. Ganesh Wadhvani	Deputy Director & HOD-IT
13	Dr. Vikas Bharara	HOD-Dept. of Commerce
14	Dr. Deepika Arora	HOD-MBA
15	Prof. (Dr.) Vandana Raghava	HOD-BBA
16	Dr. Nivedita Sharma	HOD-BA (JMC)
17	Dr. Ramandeep Kaur	IQAC-Coordinator
18	Dr. Gopal Singh Latwal	Academic Coordinator & Incharge-HR Planning (Special Invitee)
19	Dr. Mandeep Singh	Training & Placement Manager

Following members could not attend due to prior commitments.

S.No.	Name	Designation
1	Prof. (Dr.) M N Hoda	Director, BVICAM, GGSIPU, Delhi

### 1. Confirmation of Minutes of Meeting dated September 17, 2023 - Confirmed

#### ACTION TAKEN REPORT (Based on Previous Minutes of Meeting)

Action Taken	Date of Completion
<i>Item: 03:</i> CO-PO mapping have been done by the faculty and it is part of their subject file, and students are briefed about the objectives of the course and outcomes.	Commencement of Semester Odd/Even Semester AY 2023-24
<i>Item: 04:</i> Slow learners and Advanced learners were identified. Remedial classes have been scheduled for slow learners to improve their results. Advanced learners have been motivated to participate in co-curricular activities like Techno-sapiens, Management Sapiens, etc.	Odd/Even Semester AY 2023-24

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13	Prof. (Dr.) Vandana Raghava	HOD-BBA
14	Dr. Nivedita Sharma	HOD-BA (JMC)
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Following members could not attend due to prior commitments.

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2.	Shri. Rakesh Sharma	Secretary — MLSS

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<p><b>Item: 05:</b> All the study materials, Lesson plans for odd semester are disseminated through various digital platform including IITM knowledge portal. The same is under process for even semester of this academic session.</p>	<p>Odd Semester December 30, 2023 Even Semester April 30, 2024</p>
<p><b>Item: 06:</b> Students were encouraged to write research papers. Some have written and presented/ published their papers in conferences.</p>	<p>Odd/Even Semester AY 2023-24</p>
<p><b>Item: 07:</b> All students have registered for NAD and details are sent to the university on March 27, 2024. All MBA students have registered on AICTE PARAKH Portal.</p>	<p>March 27, 2024</p>
<p><b>Item: 08:</b> Goal management, time management workshops have been conducted. Guest lectures and leadership talks have been organized. Lanquill software have been procured and utilized specially by students of MBA/BBA programmes.</p>	<p>Commencement of Session 2023-24 ----- As per departmental calendar ----- Lanquill renewed April 18, 2024</p>
<p><b>Item: 09:</b> New formats have been shared and now are being utilized</p>	<p>Odd/ Even Semester AY 2023-24</p>
<p><b>Item: 10:</b> Every subject faculty have initiated AI-ML based assignment through AI tools such as Chatgpt, edapp, etc.</p>	<p>Odd/ Even Semester AY 2023-24</p>
<p><b>Item: 11:</b> All UG &amp; PG students have registered for MOOC through SWAYAM/NPTEL, etc.</p>	<p>As per the schedule of SWAYAM/NPTEL</p>
<p><b>Item: 12:</b> NSS — for records</p>	<p>_____</p>
<p><b>Item: 13:</b> For records</p>	<p>_____</p>
<p><b>Item: 14:</b> A team of UG/PG students is formed under IIPC (Industry Institute Partnership Centre) to represent the college and connect with industry.</p>	<p>Matter of Record</p>
<p><b>Item: 15:</b> Students were given contemporary topics of presentation such as G-20 Presidency, Viksit Bharat, etc.</p>	<p>Fortnightly presentation Odd/ Even semester AY 2023-24</p>
<p><b>Item: 16:</b> To cope up with the stress and to increase their happiness index regular yoga, meditation class, workshop on stress management and wellbeing are organized.</p>	<p>Fortnightly Yoga &amp; Meditation sessions Odd/Even semester AY 2023-24</p>

**Item: 17:** In BCA IoT as a subject is introduced from academic session 2023-24 in the final year. 15 IoT Kits have been procured to carry out different experiments in the area of internet of things. Guest lecture/ workshop have been organized on Cyber security/ cyber awareness.

February 03 2024  
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As per departmental calendar

**2. Minutes of Meeting (Date: 16.05.2024)**

S.No.	Proposed Decision	Task Allocation	Target Date
1.	Management has approved the procurement of Apple iMacs and GPUs, which will significantly enhance the capabilities for innovative projects and image processing tasks, as required by the Department of Computer Science and BA (JMC) programme.	Purchasing committee	30.06.2024
2.	The institute made its debut in the Overall Ranking of India's Best B-Schools Survey 2023 and also received rankings from India Today and Times. The panel recommended that the institute should aim for an NIRF ranking, setting a benchmark to be at least within the top 100.	_____	As per schedule of Rating Agency
3.	HODs from various departments expressed concern that the frequent notices and delays in GGSIPU's admission process cause students to seek admission in other institutions instead of waiting. The board recommended that the institute should discuss with the university the possibility of allowing the institute to fill some seats independently.	_____	Matter of Record
4.	The board advised the institute to offer additional certification courses for student's skill enhancement. These courses could require an extra fee from students.	HODs	This summer vacation plan 30 Hrs, additional workshop/training program/certification
5.	The board recommended that upon admission, students' course requirements should be mapped to their current position. This would help identify their interests and areas requiring improvement, enabling the institute to address these effectively. Such an approach would assist in understanding students' needs and aligning them with industry requirements.	Manager — T&P and TPOs of each departments	Within one week of admission
6.	The board recommended that students give one-on-one presentations with a minimal number of slides to achieve maximum output.	HODs	Odd Sem AY2024-25


7.	The board commended our institute's ongoing alumni mentorship programmes, which include corporate training programmes and alumni talks, and emphasized their significance in bridging the gap between academics and industry.	Alumni Association	AY 2024-25
8.	The board recommended that the institute conduct activities that specifically address the importance of professional ethics and social responsibility to enhance students' understanding and awareness of ethical practices and their role in society.	HODs and Dr. Sonam Arora	AY 2024-25
9.	The panel suggested including more insurance-related papers in the B.Com (H) programme in addition to Actuarial Science. They also advised that these additional papers might not be as relevant for MBA students.	HOD-MBA HOD-B.Com (H)	Plan during this summer vacation for AY 2024-25
10.	The board recommended not basing student grading solely on their 12th-grade marks to avoid prejudgment. Instead, they suggested evaluating students' progress throughout the semester before assigning grades. They advised implementing a targeted strategy to address students' needs. Upon admission, students should not be immediately graded to prevent demotivation. Instead, they should be counseled and supported in their weaker areas, without labeling them as slow or advanced learners. NAAC and NBA evaluations inquire about the institute's approach to dealing with different types of learners. One approach is to engage students in joint projects outside of class. The board emphasized the importance of unlearning old concepts before learning new ones and suggested redefining the notion of slow and advanced learners.	IQAC and HODs	Meeting to be conducted 15 <sup>th</sup> July 2024 for compilation w.e.f. odd semester AY 2024-25
11.	The board noted that the average placement package is low and recommended that companies offering low salary packages should not be allowed on campus.	Manager— T & P	AY 2024-25
12.	The Director stated that the target for the next year is to have research and industry-based live projects for at least 50% of the students. The Board suggested increasing efforts to encourage more students to participate in such projects.	Manager— T & P and HODs	AY 2024-25
13.	The Board suggested that in addition to presenting papers at conferences, students should also be encouraged to publish their work in academic journals.	HODs and Dean— Research	AY 2024-25
14.	With regard to NAAC preparedness, the IQAC coordinator raised a concern regarding the lack of activities conducted during COVID-19 pandemic. The Board reassured that this situation was understandable, as it is a challenge encountered by other institutions as well.	IQAC	As per NAAC compliance to be done

15.	The board has advised that, in the absence of specific guidelines for assessing the attainment of Course Outcomes (COs) in the end-term question paper, concerned departments should take the initiative to align the questions with the COs. The external question paper should be mapped based on the overall marks. Before finalizing and submitting the data, it is recommended to have an external to evaluate & review progress.	IQAC	To meet Prof. Madhu Vij for review July 15, 2024
16.	The board recommended closing the CO-PO mapping loop for continuous improvement. It has been advised to conduct a gap analysis to identify discrepancies and outline how these gaps will be addressed, noting that the approach will differ for each paper.	HODs	Odd Semester AY 2024-25
17.	The board recommended developing a template or handbook for CO-PO mapping as a good practice. Prof. (Dr.) Madhu Vij, Professor, Delhi University will review this and provide suggestions.	IQAC	To meet Prof. Madhu Vij for review July 15, 2024
18.	The board recommended making it mandatory for faculty to register for a PhD. Additionally, each faculty member must attend & contribute a paper every year in atleast two reputable conferences, such as those organized by FMS, IIMs, IITs, NITs, etc.	Dean — Research and all faculty for compliance	Within 3 years of service at IITM
19.	The board suggested promoting faculty engagement in one-week Faculty Development Programs (FDPs) focused on knowledge related to the Research Methodology domain. Faculty must be encouraged to attend such FDPs. organized by reputed institutions.	HR Planning and Academic Coordinator	July 2024
20.	The board recommended inviting external experts to conduct Faculty Development Programs (FDPs) at the institute and exploring the possibility of securing funding from the AICTE Training And Learning (ATAL) Academy.	HR Planning and Academic Coordinator	July 2024

 01.06.2024

Ms. Shikha Dabral

Meeting Coordinator

  
Prof. (Dr.) Rachita Rana

(Director)

CC -1. Chairman BOM.

2. BOM File.

**ACTION TAKEN REPORT OF  
'BOARD OF MANAGEMENT'  
MEETING HELD ON  
SEPTEMBER 17, 2023**

ACTION TAKEN REPORT OF "BOARD OF MANAGEMENT" MEETING  
HELD ON SEPTEMBER 17, 2023 AT INSTITUTE OF INFORMATION  
TECHNOLOGY & MANAGEMENT, D-29, INSTITUTIONAL AREA,  
JANAKPURI, NEW DELHI-110058

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Meeting of "Board of Management" was held on September 17, 2023 (Friday) 11:30 AM

The following actions are initiated:

**Item: 03:** CO-PO mapping have been done by the faculty and it is part of their subject file, and students are briefed about the objectives of the course and outcomes.

**Item: 04:** Slow learners and Advanced learners were identified (*Annexure-1*).

Remedial classes have been scheduled for slow learners to improve their results. Advanced learners have been motivated to participate in co-curricular activities like Techno-Spiens, Management Sapiens, etc.

**Item: 05:** All the study materials, Lesson plans for odd semester are disseminated through various digital platform including IITM knowledge portal. The same is under process for even semester of this academic session.

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**Item: 07:** All students have registered for NAD and details are sent to the university on March 27, 2023. All MBA students have registered on AICTE PARAKH Portal

**Item: 08:** Goal management, time management workshops have been conducted. Guest lectures and leadership talks have been organized, Lanquill software have been procured and utilized specially by students of MBA/BBA programmes

**Item: 09:** New formats have been shared and now are being utilized

**Item: 10:** Every subject faculty have initiated AI-ML based assignment through AI tools such as Chatgpt, edapp, etc.

*Item: 11:* All UG & PG students have registered for MOOC through SWAYAM/NPTEL, etc.

*Item: 12:* NSS — *for records*

*Item: 13:* Business Simulation — *for records*

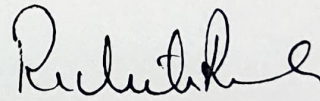
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*Item: 15:* Students were given contemporary topics of presentation such as G-20 Presidency, Vikshit Bharat, etc.

*Item: 16:* To cope up with the stress and to increase their happiness index regular yoga, meditation class, workshop on stress management and wellbeing are organized

*Item: 17:* In BCA IoT as a subject is introduced from academic session 2023-24 in the final year. 15 IoT Kits have been procured to carry out different experiments in the area of internet of things.

Guest lecture/ workshop have been organized on Cyber security/ cyber awareness.



Prof. (Dr.) Rachita Rana

Director and Member Secretary


**INSTITUTE OF INFORMATION TECHNOLOGY &  
MANAGEMENT (IITM)**

**BOARD OF MANAGEMENT MEETING (SEPTEMBER 17, 2023)**

Dated: 08-09-2023

**NOTICE OF THE MEETING**

S.No.	Agenda
1	Confirmation of the Minutes of the Meeting of the BOM held on September 17, 2022.
2	Matter arising out of the Minutes, if any.
3	Action Taken Report on the Minutes of the Meeting held on September 17, 2022.
4	To review the completion of CO-PO mapping by faculty and the inclusion of course objectives and outcomes in subject files and to ensure students are briefed about these objectives.
5	To review the performance of slow and advanced learners.
6	To Review the Academic Audit.
7	Presentation of JAC & Academic Report.
8	Presentation of Annual Report & Budget of Institute.
9	To confirm the registration of all students for NAD and MBA students on the AICTE PARAKH Portal.
10	To evaluate the procurement and utilization of Lanquill software for MBA/BBA students.
11	To review the sharing and implementation of new formats across departments.
12	To confirm the registration of UG & PG students for MOOCs through SWAYAM/NPTEL.
13	To review NSS activities and related records.

  
Prof. (Dr.) Rachita Rana  
**(Director)**

**CC -1. The Chairman.**

**2. All Members.**

## 1. Confirmation of Minutes of Meeting dated September 17, 2022 - Confirmed

### ACTION TAKEN REPORT (Based on Previous Minutes of Meeting)

#### Action Taken

**Item: 01:** Institute has created an IPR cell & has registered with AICTE. This has led to patents being published.

**Item: 02:** Matter of record

**Item: 03:** Matter of record

**Item: 04:** The institute has transitioned to Outcome-Based Education (OBE) to adopt a student-centric approach, focusing on learning outcomes and individual progress rather than a traditional teacher-centric system.

**Item: 05:** Students are encouraged for MOOCs and online learning to enhance their knowledge and skills.

**Item: 06:** Matter of record

**Item: 07:** In order to increase employability, pre-placement activities like mock GD, mock PI, etc. have been introduced to better prepare students for the job market.

**Item: 8:** Matter of Record

**Item: 9:** Guest lectures on IPR have been conducted to raise awareness and enhance understanding of intellectual property rights among students.

**Item: 10:** The establishment of an IOT lab and the integration of AI/ML-based teaching and learning have been successfully implemented.

**Item: 11:** All classrooms are now ICT-enabled with access to e-content, ensuring alignment with the latest educational technologies.

**Item: 12:** The institute has adopted the University's examination system, incorporating continuous and comprehensive evaluation to assess student performance effectively.

**Item: 13:** Matter of Record

**Item: 14:** Matter of Record

**Item: 15:** HODs submitted the requirement of funds for clubs and departmental activities to support their respective initiatives.

**Item 16:** Quality assurance and curriculum enhancement measures have been implemented, incorporating the latest initiatives to ensure continuous improvement.

**Item 17:** The institutional development plan has been aligned with the vision and mission of the society to ensure cohesive growth and progress.

# Institute of Information Technology & Management

Minutes of the meeting of Board of Management was held at Institute of Information Technology & Management, D-29 Institutional Area, Janakpuri, New Delhi at 11:30a.m on ~~Sunday~~, September 17, 2023 at the Institute. The following members of the Board of Management were present in the meeting:

S.No	Members	Designation
1.	Shri J.C.Sharma (President, MLSS)	Ex-Officio, Chairman IITM
2.	Shri Shiva Sharma (Executive Director, IITM)	Nomine- MLSS
3.	Ms. Kriti Arora (Deputy Director)	Nomine- MLSS
4.	Shri Satya Prakash (Retd. IAS Officer, Member MLSS)	Nomine- MLSS
5.	Prof.(Dr.)Rachita Rana (Director, IITM)	Member Secretary(Ex-Officio)
6.	Shri. AlokR.Tiwari (Country Head & Director)	Industrialist(External)
7.	Prof.(Dr.).A.K.Saini (Dean, University School of Mass Communication and Director- Development, GGSIPIU)	Educationist (External)
8.	Prof.(Dr.) M.N.Hoda (Director, Bharti Vidyapeeth Institute of Computer Applications & Management, GGSIPIU)	Educationist (External)
9.	Prof.(Dr.) Sushila Madan Professor, Dept. of Computer Science, LSR College for Women, University of Delhi	Educationist & Technologist (External)
10.	Prof(Dr). Ganesh Wadhvani Professor, Dept. of Computer Science	Faculty Representative
11.	Dr.Ramandeep Kaur Associate Professor, Dept. of Computer Science	Faculty Representative

Dr. Rachita Rana, Direct IITM and Member Secretary welcomed the Hon'ble members of the Governing Body and expressed gratitude to the member for making it convenient to attend the meeting.

1. Previous minutes of meeting of the Board of Management held on September 17, 2022 were read and confirmed.

2. Action Taken Report:
  - a. Many MOUs were signed with different organizations and focus was placed on collaborative research through student exchange programme.
  - b. Focus was placed on MOOC and value added courses as the same have been included in the university curriculum also
  - c. All activities and departmental calendars have been planned according to the new syllabus of the university aligned with NEP2020.
  - d. Under KARMA, training & skill enhancement activities have been planned.
  - e. Special activities related to environment and community services, gender sensitization, inculcating human ethics and values, etc have been included.
  - f. The placement status was reported to members. The members were satisfied and appreciated the placement status.
3. The emphasis has changed from teaching-learning to outcome-based learning. The students should have a clear understanding of COs & POs as mentioned in the curriculum.
4. The members of Board of Management suggested that the students must be identified as slow and advanced learners. Special monitoring should be done and special assignments, remedial classes, research papers, etc should be included in order to support these students in best possible manner.
5. For all disciplines, the relevant study material including study notes, assignments, case studies, etc. shall be uploaded on knowledge portal well in advance so that students can prepare for their exams.
6. Faculty members must encourage students in doing research work. Collaborative research should be promoted. Faculty members should guide students in doing their research work and help them in writing good research papers.
7. The students must get themselves registered for NAD (National Academic Depository) at the links available at the University website. In addition, the students must register on PARAKH portal.
8. The emphasis should be on self-assessment, soft skills, and simulation exercises to ensure advanced learning among students. Subject teachers must encourage students to utilize the Institute resources for their skill enhancement specially the Library and Language Lab. Assignments can be designed in such a form that student will require these resources to complete the tasks.

9. The new formats with respect to file checklist, Lesson Plan, AC Performa, Minutes of Meeting, Syllabus Coverage Report, PTM call record, and Student registration form (UG & PG courses) which have been revised and approved by IQAC have been shared with all the members
10. To include innovative teaching learning mechanism AI and ML based assignments are to be framed and included in each class by subject faculties.
11. Every student is required to earn 3 credits by completing quality – assured MOOC programme offered on the SWAYAM portal or any other online educational platform approved by the UGC/regulatory body from time to time at UG & PG level. Successful Completion certificate should be submitted to respective institute for earning the course credit.
12. The students will be awarded two credits on successful completion of NSS activities of 240 hours. In addition, the institute has applied for NCC.
13. The institute has a 6-month license to access the business simulation software that is available in the lab. The business simulation classes for UG students can be scheduled during Saturdays.
14. A team of self-driven students who can represent the college in placement and connect with industry for UG and PG programs separately shall be formed.
15. Subject Faculty must give latest topics of presentations to the students to keep them updated to the latest happenings such as G-20 Presidency, Amritkal, Atmanirbhar Bharat, Viksit Bharat, etc.
16. 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 as per target set to be achieved.
17. In BCA course, assignments based on emerging technologies such as IoT, Robotics, Cyber security, etc should be given to students to upgrade their skills.

The meeting ended with vote of thanks to the chair.



**Dr Ramandeep Kaur**  
(IQAC Coordinator)



**Prof. (Dr.) Rachita Rana**  
(Director & Member Secretary)

INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT

**AGENDA OF “BOARD OF MANAGEMENT” MEETING FOR THE ACADEMIC  
SESSION 2020-2021, HELD AT 2.30 PM ON AUGUST 28, 2021 (SATURDAY) AT  
D-29, INSTITUTIONAL AREA, JANAKPURI, NEW DELHI –110058**

Date: 02.09.2021

The Agenda of “Board of Management” meeting for the academic session 2020-2021 held at 2:30 PM, August 28, 2021 in Committee room of the college is as follows:

**Agenda Item: 01:** Presentation of AQAR of Academic Session 2020-2021 by Director.

**Agenda Item : 02:** A review of Institutional Grade Sheet provided by NAAC - **Criterion 1: Curricular Aspects**

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


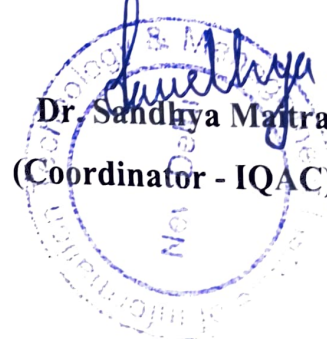
**Agenda Item : 04:** A review of Institutional Grade Sheet provided by NAAC - **Criterion 3: Research, Innovations and Extension**

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

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

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

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

  
Dr. Sandhya Maatra  
(Coordinator - IQAC)  


**ACTION TAKEN REPORT OF “BOARD OF MANAGEMENT” MEETING FOR THE  
ACADEMIC SESSION 2020-2021 HELD ON AUGUST 28, 2021 (SATURDAY) AT  
INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT, D-29,  
INSTITUTIONAL AREA, JANAKPURI, NEW DELHI –110 058**

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Meeting of “Board of Management” for the academic session 2020-2021 was held on AUGUST 28, 2021 (Saturday) at 2.30 PM.

The Following members participated in the meeting:

**S.No.      Name & Position**

1. Shri. J.C.Sharma,              Hon’ble Chairman
2. Prof.(Dr.) Prerna Mahajan, Director, IITM
3. Shri. Satya Prakash, IAS (Retd.), (External Member)
4. Shri. Rakesh Sharma, Managing Director, Ideal Infra Private Limited (External Member)
5. Prof. (Dr.) C.P.Chawla, Director General, Institute of Innovation In Technology And Management, GGSIPU.(External Member)
6. Shri. Satish Sharma, Chief, India Operation, Apollo Tyres, (External Member)
7. Dr. Sandhya Maitra, Coordinator, IQAC & Associate Professor (IT), (Internal Member),
8. Dr. Deepika Arora, HoD (Management) (Internal Member)

The following actions are initiated:

***Agenda Item: 01:*** Presentation of AQAR of Academic Session 2020-2021 by Director.  
The Director presented the AQAR.

***Agenda Item: 02:*** A review of Institutional Grade Sheet provided by NAAC - ***Criterion 1: Curricular Aspects***

- 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.

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

- All feedback forms will be restructured to 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 of the session for corrective measures if any. Feedback forms will be redesigned to accommodate the same. IQAC Coordinator to ensure Compliance.

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

- 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. Self Appraisal form to be revised to include the same. 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.

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

- 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 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.

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

- 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.
- 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 ensure compliance.
- 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.

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

- 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.
- **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 tab.
- 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. Director to facilitate.

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

- 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.
- Community Service Committee 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.



*Prerna*  
Prof. (Dr.) Prerna Mahajan  
Director  
Institute of Information Technology  
& Management, New Delhi  
Prof. (Dr.) Prerna Mahajan  
Director & Member Secretary