

**MINUTES OF THE 20<sup>TH</sup> MEETING OF “INTERNAL  
QUALITY ASSURANCE CELL” (IQAC) HELD ON  
AUGUST 28, 2021**

**INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT**

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

Date: 01.09.2021

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

Agenda for the Meeting is as follows:

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

**Agenda Item: 01:** To discuss Action Taken Report of 19<sup>th</sup> meeting of IQAC.

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

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

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

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

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

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

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

**Dr. Sandhya Maitra**  
**(Coordinator - IQAC)**

**MINUTES OF 20<sup>TH</sup> MEETING OF “INTERNAL QUALITY ASSURANCE CELL”  
(IQAC) HELD AT 11.30 AM ON AUGUST 28, 2021 (SATURDAY) AT INSTITUTE OF  
INFORMATION TECHNOLOGY & MANAGEMENT, D-29, INSTITUTIONAL  
AREA, JANAKPURI, NEW DELHI –110 058**

---

The 20<sup>TH</sup> Meeting of “Internal Quality Assurance Cell” (IQAC) was held on AUGUST 28, 2021 (Saturday) at 11.30 AM.

The Following members participated in IQAC meeting:

**S.No.      Name & Position**

1.      Shri. J.C.Sharma,      Hon’ble Chairman
2.      Prof.(Dr.)Sudhir Kr.Sharma, Director, IITM (Chairperson of IQAC)
3.      Shri. Shiva Sharma, Executive Director, IITM (Internal Member)
4.      Dr. Sandhya Maitra, Coordinator, IQAC (Internal Member)
5.      Dr. Deepika Arora, Program Director (BBA) (Internal Member)
6.      Mr. Ganesh Wadhwani-(Academic Coordinator) (Internal Member)
7.      Dr. Vikas Barara – Examination Incharge (Internal Member)
8.      Dr. Mandeep Singh, Training & Placement Officer (Internal Member)
9.      Dr. Dipti Gulati- Librarian (Internal Member)
10.     Dr. Ramandeep Kaur – Alumni Nominee (Internal Member)
11.     Ms. Chitra Nasa – Asst. Prof (Management) (Internal Member)
12.     Mr. Himanshu Matta – Asst. Prof (Management) (Internal Member)
13.     Ms. Babita, Internal Member

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

**Agenda Item: 01:** To discuss Action Taken Report of 19<sup>th</sup> meeting of IQAC.  
The actions taken report of the 19<sup>th</sup> meeting was presented by IQAC Coordinator.

**Agenda Item: 02:** A review of Institutional Grade Sheet provided by NAAC and qualitative analysis by NAAC Peer Team.

**Criterion 1: Curricular Aspects**

- The Coordinator presented a quantitative analysis of scores in Institutional grade sheet provided by NAAC.
- The analysis took into account various parameters such as weight age of different aspects within the criteria and the scores obtained thereof. Based on the NAAC grading criteria, minimum scores for A+ and A++ are also computed for all aspects in each criteria.
- The analysis identifies explicitly and quantitatively the specific aspects of each criteria which fall below A score and those which are above A+ score or A++ score. This gives the Institution the direction to address areas of concern, particular areas which require improvisation and areas in we just need to sustain quality.
- The members deliberated upon ways to implement a more comprehensive Outcome-Based Assessment mechanism across all programs. The members observed that Outcome Based Assessment is fully implemented only in postgraduate programs and needs to be extended to under graduate programs by incorporating quantitative mapping of CO - PO in question papers and assignments. In a similar vein, rubrics should be developed for outcome based assessment of projects, term papers etc in UG programs as well.

**Agenda Item: 03:** A review of Institutional Grade Sheet provided by NAAC and qualitative analysis by NAAC Peer Team.

**Criterion 2 : Teaching-learning and Evaluation**

- The Coordinator observed that the new format of AQAR necessitates that feedback of stakeholders should also include feedback analysis for all feedback forms and it should further deliberated upon in IQAC Meeting. It is observed by the members that some feedback forms such as course exit survey and program exit survey already include analysis. It is further stated that all forms of feedback need to incorporate analysis and acted upon by taking corrective measures. Feedback forms have to be redesigned to accommodate the same.

**Agenda Item : 04:** A review of Institutional Grade Sheet provided by NAAC and qualitative analysis by NAAC Peer Team.

**Criterion 3 : Research, Innovations and Extension**

- NAAC peer teams' qualitative comments regarding this criterion were also discussed in detail with for improvement.
- It is observed by Hon'ble Chairman that faculty publications should improve in quantity as well as quality. The director presented the list of publications of faculty members in past two years which was significantly low. In view of this a unanimous decision has been taken by the

members to make it compulsory for faculty members to publish at least 2 papers one each in a UGC Care listed journal and conference in each academic session as well as to link it to the annual increments as it shall form an integral part of faculty performance appraisal. The papers can be of single author or a maximum of two authors.

- The members decided that 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. Non-Ph.D. faculties should be encouraged to enroll in Ph.D. as early as possible.

**Agenda Item: 05:** A review of Institutional Grade Sheet provided by NAAC and qualitative analysis by NAAC Peer Team.

#### ***Criterion 4: Infrastructure and Learning Resources***

- It is observed by members that Library is not being adequately used as a Learning Resource. The members observed that faculty members and students should be motivated to visit library on a regular basis and refer to research resources from Library for writing research papers.
- In an endeavor to promote students to visit library it has been decided to assign research papers / articles for PG students and articles on current affairs and contemporary areas for UG students from the library resources for fortnightly presentations.
- Additionally it is also proposed to assign Book Review activity to students in groups. It is also proposed to introduce Best Library user Award for Students.
- It is suggested that a repository of E-Books should be maintained in the library in collaboration with various external libraries such as AIMA Library.
- Book suggestions should be elicited from students as well through a book recognition form.

**Agenda Item: 06:** A review of Institutional Grade Sheet provided by NAAC and qualitative analysis by NAAC Peer Team.

#### ***Criterion 5 : Student Support and Progression***

Members deliberated at length on ways to step up Student Support, Progression and Student Participation in various activities. The discussions resulted in several observations.

- It has been suggested to encourage National level sports and Cultural events.
- It is observed that organized efforts are required for apprising and sensitizing students about the broad spectrum of career avenues presented after graduation / post-graduation besides

providing them support with books and orientation for competitive exams such as Civil services, CAT, Bank PO, SSC, GRE etc.

- It is also observed that 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.
- Restructuring of Alumni committee is proposed. 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. We should make a conscientious effort to reach out to alumni. Alumni group should be connected through mail and/whatsapp. An alumni annual newsletter is proposed to be prepared and distributed to alumni and students. It is further observed that faculty members play a crucial role in improving the interactions between alumni and students.
- Emphasis was laid on Student Welfare Committee to be 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.

**Agenda Item: 07:** A review of Institutional Grade Sheet provided by NAAC and qualitative analysis by NAAC Peer Team.

**Criterion 6: Governance, Leadership and Management**

- Decision was taken to plan more FDPs and Workshops for teaching and non-teaching staff as well as. An induction programme must be organized for newly recruited non-teaching staff members. Short term courses like ARPIT Refresher Courses must be encouraged among faculty members. FDPs should include topics such as IPR. It was observed that although many initiatives are taken on ground nevertheless they are not presented or documented in the right manner. All 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.
- As per the direction of honorable chairman Group Insurance to be extended for the welfare of faculty in undergraduate programs as well as for non teaching staff members. The **IIR Policy** should be re-formulated by a panel of HR faculty members. **Quality Initiatives** must be planned, executed and documented by every department and committee of the college.

- It is suggested that the website of the college should be restructured with respect to the visibility of various important information. The coordinator made the following observations :
  - ✓ To include Governing Body / Board of Management in About us drop down menu.
  - ✓ IQAC tab should include a quality policy, vision statement, mission statement, objectives, functionalities of IQAC and best practices, 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.
- The members decided to designate a room for IQAC. 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.

**Agenda Item: 08:** A review of Institutional Grade Sheet provided by NAAC and qualitative analysis by NAAC Peer Team.

**Criterion 7: Institutional Values and Best Practices**

- Members focused on ways to improve Institutional Values and Social Responsibilities and Institutional Distinctiveness. It is observed that a lot of activities undertaken by institution are poorly being projected or go without a mention.
- Green initiatives to be promoted more rigorously. Green audit, paperless office to be implemented by Environment Committee and Community Service Committee. It is suggested to explore the possibility of conducting a green audit. In this regard it is also observed that we have to compile and file the green initiatives undertaken which fall under the purview of the audit along with documentary evidence and pursue whatever is lacking. In a similar vein we also need 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 writeup about each initiative.
- Vending machine for sanitary pads was proposed.
- Decisions were taken 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.

*Sandhya*

**Dr. Sandhya Maitra**  
(IQAC Coordinator)

- It is suggested that the website of the college should be restructured with respect to the visibility of various important information. The coordinator made the following observations :
  - ✓ To include Governing Body / Board of Management in About us drop down menu.
  - ✓ IQAC tab should include a quality policy, vision statement, mission statement, objectives, functionalities of IQAC and best practices, 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.
- The members decided to designate a room for IQAC. 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.

**Agenda Item: 08:** A review of Institutional Grade Sheet provided by NAAC and qualitative analysis by NAAC Peer Team.

**Criterion 7: Institutional Values and Best Practices**

- Members focused on ways to improve Institutional Values and Social Responsibilities and Institutional Distinctiveness. It is observed that a lot of activities undertaken by institution are poorly being projected or go without a mention.
- Green initiatives to be promoted more rigorously. Green audit, paperless office to be implemented by Environment Committee and Community Service Committee. It is suggested to explore the possibility of conducting a green audit. In this regard it is also observed that we have to compile and file the green initiatives undertaken which fall under the purview of the audit along with documentary evidence and pursue whatever is lacking. In a similar vein we also need 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 writeup about each initiative.
- Vending machine for sanitary pads was proposed.
- Decisions were taken 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.

*Sandhya*

Dr. Sandhya Maitra  
(IQAC Coordinator)

AC -  
committee  
stitution  
update

Quality  
initiat  
2019-2

ISO  
cert

17th  
M  
17/

16th IQA  
meet  
18/11/1

15th IQA  
meet  
23/8/1

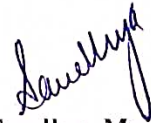


### The following decisions are taken:

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

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

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

  
 Dr. Sandhya Maitra  
 (IQAC Coordinator)