


**MINUTES OF 21ST MEETING OF
“INTERNAL QUALITY ASSURANCE CELL”
(IQAC) HELD AT 12.00 NOON ON
FEBRUARY 13, 2023 (MONDAY)**

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

Dear Sir/Madam,

This is to inform you that the **21st Meeting** of the Internal Quality Assurance Cell of Institute of Information Technology and Management is scheduled on **Monday, February 13, 2023 at 12:00. noon** in the Committee Room of the college. The agenda of the meeting is enclosed for ready reference. You are therefore requested to kindly make it convenient to attend the meeting.

Dated: 11-02-2023


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

Copy to

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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Institute of Information Technology and Management

The Agenda for 21st Meeting of IQAC to be held at 12 noon on Monday, February 13, 2023 in the committee room of the college.

Agenda Item: 01: The Action Taken Report of 20th meeting of IQAC held on 28-08-21 was approved

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

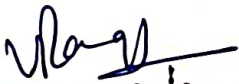
- AQAR 2021-22 submission query was received from the NAAC.
- Points in the review query discussion
- Revision and re-submission of the AQAR.

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

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

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

- Guidelines regarding Major, Minor and Summer Training Report.


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


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

**MINUTES OF 21ST MEETING OF “INTERNAL QUALITY ASSURANCE CELL”
(IQAC) HELD AT 12.00 NOON ON FEBURARY 13, 2023 (MONDAY) AT INSTITUTE
OF INFORMATION TECHNOLOGY & MANAGEMENT, D-29, INSTITUTIONAL
AREA, JANAKPURI, NEW DELHI –110058**

The 21ST Meeting of “Internal Quality Assurance Cell” (IQAC) was held on FEBURARY 13, 2023 (Monday) at 12 noon.

The Following members participated in IQAC meeting:.

S.No. Name & Position

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

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

Agenda Item: 01: The Action Taken Report of 20th meeting of IQAC held on 28-08-21 was approved.

The actions taken report of the 20th meeting was presented by IQAC Coordinator and following actions were taken.

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

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

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

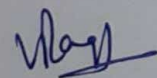
Agenda Item: 03: Discussion about New Education Policy and its implementation in upcoming semester

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

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

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

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



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