# INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT
### Accredited 'A' Grade by NAAC &Recognised U/s 2(f) of UGC act
### Rated Category `A+' by SFRC & `A' by JAC Govt. of NCT of Delhi
### Approved by AICTE & Affiliated to GGS Indraprastha University, New Delhi

An IQAC meeting was held on August 21, 2023 in Lab 02. Following members were present in the meeting.

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| 1. | Shri J.C. Sharma | Chairman-IITM & President-MLSS |
| 2. | Mr.Shiva Sharma | Executive Director-IITM |
| 3. | Ms.Kriti Sharma | Nominee, Governing Body |
| 4. | Prof.(Dr.) Rachita Rana | Director-IITM & Chairperson-IQAC |
| 5. | Dr.Ramandeep Kaur | Coordinator-IQAC |
| 6. | Dr.Ganesh K.Wadhwani | Dy.Director & HoD(Computer Science) |
| 7. | Prof.(Dr.) Vandana Raghava | HoD(Management-BBA) , Internal Member |
| 8. | Dr. Deepika Arora | HoD(Management-MBA) , Internal Member |
| 9. | Dr.Vikas Bharara | HoD(Management-B.Com(H)) , Internal Member |
| 10. | Dr.Nivedita Sharma | HoD(BA.JMC) , Internal Member |
| 11. | Dr.Harmeet Malhotra | Internal Member |
| 12. | Ms.Anjaly Chauhan | Internal Member |
| 13. | Mr.Himanshu Matta | Internal Member |
| 14. | Dr.Mandeep Singh | Training & Placement Officer, Internal Member |
| 15. | Dr.Gopal S.Latwal | Incharge-Planning & HR, Internal Member |
| 16. | Ms.Pooja Arora | Student Nominee(B.Com(H)) |
| 17. | Ms.Saaniya Tanwar | Student Nominee(MBA) |

Following members could not attend due to prior commitments

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| 1. | Dr.Dipti Gulati | Librarian & Internal Member |
| 2. | Mr.Harshit Narang | Student Nominee(BCA) |
| 3. | Ms.Shalini Pandey | Student Nominee(BBA) |

1. **Confirmation of Minutes of Meeting dated_____22.02.2023_____-Confirmed**

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

| Action Taken | Date of Completion | Reason for deferred action (if any) | New Date for Task Completion |
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| In view of incorporating NEP2020 in teaching learning pedagogy, an FDP was organized by IQAC from August 1-14, 2023. | August 14, 2023 (2 weeks) | - | - |

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| HoDs mandated students to pursue skill enhancement courses-MOOCs from swayam/ NPTEL portal | - | Initiated from March 01,2023, dept. wise compilation deferred due to examinations | September 08, 2023 |
| HoDs included skill based department-wise workshops/trainings was suggested by Industry Experts | Workshops-12 Trainings-03 were conducted in even semester | | |
| Students have been motivated to attend Human Values and Ethics based workshops in intra and inter colleges. HoD to organize dept. wise workshops | - | Due to examinations and paucity of time, workshops to be conducted in next Academic Session | Academic Session 2023-24 |

### 2. Minutes of Meeting-23rd IQAC Meeting(21.08.2023)

| S.No | Proposed Decision | Task Allocation | Target Date |
|---|---|---|---|
| 1. | IQAC Chairperson Prof(Dr) Rachita Rana briefed about IQAC composition & introduced the new members of IQAC cell | The new IQAC team will comprise of Dr Ramandeep Kaur - IQAC coordinator and Dr Harmeet Malhotra, Ms. Anjali Chauhan and Mr Himanshu Matta as Team Members.Dept. wise student representatives-Saaniya Tanwar(MBA), Pooja Arora(B.Com(H)), Harshit Narang(BCA), Shalini Pandey(BBA)<br><br>Other external members remaining the same | w.e.f Academic year 2023 |
| 2. | Prof (Dr) Rachita Rana explained the importance of transition required in teaching pedagogy as per NEP 2020. | Teaching pedagogy to strengthen from this semester onwards and preparations should be done for next NAAC visit.<br><br>All faculty members and HODs to ensure that OBE pedagogy is being followed and implemented in their respected departments | w.e.f August 21, 2023 |
| 3. | All data for preparation of AQAR of AY 2022-23 to be sent to iqac | Previous HoDs to ensure data is shared timely. This has been issued by email vide dated August | August 31, 2023 |

| | | | 12, 2023 |
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| 4. | Ms. Kirti Sharma, member MLSS, to be made collaborator in AC-1 and AC-3 online performas | AC-1 and AC-3 performas to be made and filled online by Prog. Coordinators and subject faculties and the same to be monitored. HoDs to ensure its compliance | w.e.f August 21, 2023 |
| 5. | Dr Sudhir Kumar Sharma to be faculty representative in IQAC | IQAC coordinator to include Prof. (Dr) Sudhir Kumar Sharma for IQAC with approval of Chairperson | w.e.f August 21, 2023 |
| 6. | Departmental Calendar with enlisted activities is to be shared with IQAC after approval from Director and should be and implemented during semester | HoDs to submit the departmental calendar | August 31, 2023 |
| 7. | IQAC coordinator discussed the importance of NEP 2020 and its impact on AQAR. Revised & Reviewed Academic and Non-academic formats based on OBE and changes in existing formats were proposed. | HoD to conduct departmental meeting, share and brief all the revised and reviewed formats<br><br>HoDs must ensure that specified changes are being implemented both at PC and Mentor level.<br><br>HoDs have to submit monthly compliance to Dr.Gopal S.Latwal, Incharge, HR Planning. Incharge-HR Planning shall be responsible for monitoring and briefing Director periodically w.r.t compliance | August 26, 2023<br><br><br>Periodically, throughout the semester |
| 8. | Lesson Plan to be prepared as per OBE with detailed mapping of CO, POs and PEOs as per the format shared Subject Faculty to fill Lecture outcome on daily basis. Quantitative percentage of outcome to be maintained in case of Unit Tests/ Tutorials | HoD and PCs to ensure Lesson Plan compliance on periodic basis | Periodicity to be decided by HoDs |
| 9. | Innovative Tools(ML/AI based) to be incorporated as a medium for assignments/ continuous assessments | HoDs to share department-wise list of innovative tools to be used by subject faculty | September 2, 2023 |
| 10. | MOOC courses to be added in all courses irrespective of whether it is the part of | HODs to ensure the meticulous record keeping with individual student credit attainments at HoD, | w.e.f August 21, 2023 |

| | | university requirement or not. Its record and attainment by students to be documented | PC and Mentor Level | |
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| 11. | Director introduced and discussed the role of HR Planning Incharge, Dr Gopal Singh Latwal. | Dr Gopal Singh Latwal, HR Incharge must do continuous monitoring of implementation of Teaching pedagogy planned as per NEP 2022. | Position introduced in A.Y.2023-24 |
| 12. | Google Group email ID to be created for all batches, list to be maintained by PCs and HoDs. All official information, study material and assignments to be shared on student google groups. | HoDs and PCs to ensure its compliance | August 31, 2023 (for II & III year) Last week of September(for I year)-after the admissions as per GGSIPU |
| 13. | Student Profiling to be done at two levels to monitor their progress. Level -1 Gathering of data in digital format through google form. Level-2 Categorization into Advanced & Slow Learners | HoD and PCs to monitor continuous progression & regular feedback from Mentor & Subject Faculty | w.e.f August 21, 2023 |
| 14. | Policy for Level-2 profiling of first year was shared. Plan of activities for Advanced & Slow Learners was proposed. Separate milestones in terms of assignments, presentations etc to be set for different learners | Subject Faculty must walk an mile to ensure"No one is Left Behind". HODs. must ensure that extra guidance should be given to slow learners in the form of remedial classes, audio-video lectures, assignments, etc. | Throughout the semester |
| 15. | Class Representatives to be elected through formal election/ polling method. | Mentor to ensure unbiased polling for electing the Class Representative. IT tools can be used for polling. Two boys and two girls should be appointed as CR in each class. | Onset of semester (within 1 week of semester of session) |
| 16. | Student database must be shared with all the subject faculty. | Mentor to mail Student database to all subject faculty to ensure smooth communication and tracking of students with regard to low attendance and | August 31, 2023(II & III year) I year(after admission process is over) |
| 17. | Presentation Titles given to students should be based on contemporary topics, tools and technologies, based on Level-2 | Mentor to seek presentation topics from Subject Faculty and allocate as per student profiling. | w.e.f August 21, 2023 |

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| | Profiling | | |
| 18. | PTM to be held on every last Saturday of the month and the record should be maintained in the prescribed format. | HODs must circulate new formats of PTM. and calling record as well as online admission form was discussed. | Last Saturday of every Month |
| 19. | Efficient usage of Language Lab and e-resources for skill enhancement of Slow Learners | Subject Faculty to ensure availability of software to improve communication skills of students | Periodic basis |
| 20. | Revised format of Minutes of Meeting proposed with Confirmation and Action Taken Report of Previous Meeting to be included. | HODs to circulate in their departments. All committees to follow the same | August 26, 2023 |
| 21. | Research profile of faculty members needed to be updated by writing research papers as well as by motivating students to write research papers along with faculty members. | HOD must motivate their Faculty members and students to publish research papers in reputed journals. Departmental publication record to be maintained meticulously | Semester basis |
| 22. | Stress and happiness index of students must be increased and taken care of through various workshops and sessions. | 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. | Periodic Basis |
| 23. | Departmental Budget | Departmental budget as proposed, was approved and Rs60,000/-for guest lectures per department was also approved & given to HoDs | |

**3. Any other point for deliberation to be presented to higher authorities:**
i) Chairman, IITM was of the opinion to design a clear cut policy w.r.t Slow and Advanced Learners


Dr.Ramandeep Kaur
IQAC-Coordinator

Prof(Dr) Rachita Rana
Director

Cc: 1. Chairman
   2. IQAC File
   3. IQAC Members
   4. Webadmin