Date: 04.12.2024

Minutes of IQAC Meeting held on 27th November, 2024

JIMS IQAC meeting was held on 27th November, 2024. The meeting was attended by the following:

1	Dr. Anuj Verma, Director	Prof. R.K Mittal (Vice Chancellor, Ch.Bansilal University,Bhiwani)
2	Dr. Prashant Kumar, HOD, B.COM / Dr.Ruchi Shrivastava, HOD, BBA	Mr. Ashwani Agarwal (Rep Local Society)
3	Dr .Preeti Singh / IQAC Coordinator	Mr. Deepak Mehra (Head,T&D,Kenstar)
4	Dr. Surbhi Gosain (Member)	Dr. (Cdr) Satish Seth (Former Director General, JIMS)

At the outset all board members were thanked for taking time out from their busy schedules to attend the meeting.

The following were the agenda points for the IQAC meeting:

1. Discussion on AQAR Checklist

2. Supporting documents along with metric files

3. Revised data templates (NAAC Portal)

4. Qualitative description required with metric files

5. Format of supporting documents

The actions proposed and the action taken on various agenda points are as follows:

Sl. No.	Description/Agenda	Action/ Information	Action Taken Report
1	**Discussion on AQAR Checklist**	To monitor the process of preparation of annual quality assurance files according to the NAAC AQAR format.	• Guidelines were circulated to create the metric documents. • Departmental meeting was conducted to have discussion with criteria owners regarding their allocated points.
2	**Revision in data templates as per NAAC Portal**	Dr. Preeti Singh to ensure that data is structured as per revised data templates given on NAAC portal.	• Old data templates were revised as per NAAC format.
3	**Supporting documents along with metric files**	• All faculties have been advised to check the list of supporting documents and ensure that all the relevant documents are prepared.as per the list. • Documents to be kept centralized for easy handling and structured recordkeeping.	• Faculty members were briefed on uploading documents on institutional websites. • IQAC ensured that no drive links are mentioned in the metric file.

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4	Format of supporting documents	Dr. Prashant Kumar and Dr. Ruchi Srivastava to review that all the supporting documents to be in proper format and to be duly signed by the concerned authorities.	• Faculty coordinators were advised that reports have geo-tagged images with proper captions. • All documents were checked for proper signatures by concerned authorities.
5.	Qualitative description required with metric files	All criteria holders are required to submit the qualitative descriptions	Guidelines were shared with the criteria owners Criteria owners to write relevant descriptions within the given word limit
6	Deadline for Submission of AQAR	The deadline to submit the documents has been decided.	• All the concerned criteria owners to submit the metric as well as supporting documents by 05.12.2024

The meeting was attended by all the faculty members , HODs and Director. The Meeting ended with a vote of thanks to the Chair.

Dr. Anuj Verma
Director