

Minutes of IQAC Meeting held on 09th December, 2024

JIMS IQAC meeting was held on 09th December, 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. Review status of all Criteria
2. Submission of write ups for AQAR
3. Status of supporting documents
4. Status of website uploading
5. Final data templates

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

S.No.	Description/Agenda	Action/ Information	Action Taken Report
1	Review status of all Criterias of AQAR	Concerned criteria holders were asked to fill the completion percentage of assigned criteria including uploading the document on the website with remarks written against pending work.	<ul style="list-style-type: none"> ● A checklist of metric files, supporting documents and descriptive files was given to criteria owners. ● IQAC circulated the record sheet with the criteria owners to submit the percentage of tasks completed
2	Submission of write ups for AQAR	All metrics to have a corresponding description as proscribed in AQAR Manual. The write-up should be original and reflect the institutional practices and policies related to particular metric points.	<ul style="list-style-type: none"> ● All criteria owners write the description for their points within the given word limit. ● Dr. Preeti reviewed the write-ups and communicated the required rectifications.
3	Status of supporting documents	Status of completion for all supporting documents to be checked. All supporting documents should	<ul style="list-style-type: none"> ● All supporting documents were completed and minor observations were shared wherever required ● The website link for supporting documents were included in the required metric files in each criteria.

4	Status of website uploading	Dr. Prashant Kumar and Dr. Ruchi Srivastava to review the status of uploading metric as well as supporting documents on the website. All documents should be properly sequenced and numbered.	<ul style="list-style-type: none"> ● All files were uploaded on the website. ● All links were verified to ensure they were functional and direct to the correct uploaded files.
5.	Preparation for One week FDP	HODs to ensure the smooth conduct of the one week faculty development programme from 13-18 December 2024.	<ul style="list-style-type: none"> ● Duties were assigned to faculty members. ● Departmental meeting was conducted to communicate the duties and responsibilities. ● Convenors to confirm the availability of speakers once again. ● The IT department ensured the necessary arrangements were made in the lab and conference room.

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