



Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019

(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)

Accredited by National Assessment and Accreditation Council (NAAC)

Date: 11.03.2025

Minutes of IQAC Meeting held on 04th March, 2025

JIMS IQAC meeting was held on 04th March, 2025. The meeting was attended by the following:

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| 1. Dr. Anuj Verma,
(Director, JIMS Kalkaji) | 6. Mr. Ashwani Agarwal
(Rep Local Society) |
| 2. Dr. Prashant Kumar
(HOD, B.COM. (H), JIMS Kalkaji) | 7. Mr. Deepak Mehra
(Head, T&D, Kenstar) |
| 3. Dr. Ruchi Srivastava,
(HOD, BBA, JIMS Kalkaji) | 8. Rohil Arora, Alumni |
| 4. Dr. Preeti Singh
IQAC Coordinator | 9. Aryan Gaur, Student (BCOM(H)) |
| 5. Dr. Surbhi Gosain
Assistant Professor, JIMS Kalkaji | 10. Maham Khan, Student (BBA) |

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 SQAR Format
2. Uploading of Document in drive link
3. Status of documents pertaining to allocated criteria for August-December 2024.
4. Discussion on timeline of submission for SQAR

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 SQAR Format	To discuss the process and format of preparation of semester quality assurance report for the period of August – December 2024 according to the NAAC manual. Dr. Preeti Singh to ensure that data is structured as per revised data templates given on NAAC portal.	- Guidelines were circulated to create the metric documents. - Departmental meeting was conducted to have discussion with criteria owners regarding their allocated points.
2	Uploading of Document in drive link	Dr. Preeti Singh to ensure that a Google drive is shared with criteria owners for collecting the data in a systematic manner. All the criteria owners are required to upload their metric documents on shared drive link.	- A goggle drive has been shared with the respective criteria owners. - Faculty members were briefed on uploading documents.
3	Status documents of	- Dr. Surbhi Gosain to ensure the status of all the files required for preparing SQAR. - A status sheet to be shared with the criteria owners for updating the status of documents required for SQAR.	- Criteria owners updated the status of the documents and metric files. - All criteria owners were given a deadline for completing the required metric files.
4	Discussion on timeline for SQAR submission	Dr. Preeti Singh to prepare a timeline for submission of documents for SQAR.	The submission timeline has been communicated to all the criteria owners and they have been instructed to submit the documents as per given timeline.

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

Dr. Anurag Verma
Director

