



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: 04.06.2025

Minutes of IQAC Meeting held on 28th May, 2025

JIMS IQAC meeting was held on 28th May 2025. The meeting was attended by the following:

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| 1. Dr. Anuj Verma,
(Director, JIMS Kalkaji) | 6. Prof. R.K Mittal
(Vice Chancellor, Ch. Bansilal University,
Bhiwani) |
| 2. Dr. Prashant Kumar
(HOD, B.COM(H), JIMS Kalkaji) | 7. Mr. Ashwani Agarwal
(Rep Local Society) |
| 3. Dr. Ruchi Srivastava,
(HOD, BBA, JIMS Kalkaji) | 8. Dr. (Cdr) Satish Seth
(Former Director General, JIMS) |
| 4. Dr. Preeti Singh
IQAC Coordinator | 9. Rohil Arora, Alumni |
| 5. Dr. Surbhi Gosain
(Member) | |

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. Department File Updation and submission
2. Internal Academic Audit (1 June-30 June 2025)
3. Annual Department Report
4. IQAC AQAR Roadmap and Planner
5. Activity Planning as per Event Category.

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

Sl. No.	Description/Agenda	Action/ Information	Action Taken Report
1	Department File and Update submission	- All departmental files should be updated for the academic year 2024-25. - The updated departmental files to be submitted to academic assistant latest by 10.06.2025.	Faculty members were communicated regarding the updation and submission of departmental files allocated to them for academic year 2024-25.
2	Internal Academic Audit and submission of CAR	- Dr. Preeti Singh and Dr. Surbhi Gosain to ensure internal academic audit (IAA) is conducted for the academic year 2024-25 and prepare a list of auditors for the same. - Corrective Action Report (CAR) format to be prepared. - All files are to be completed and submitted with academic assistants.	- List of auditors is prepared and shared with the faculty members and staff. - The audit will be conducted from 01.06.2025 to 30.06.2025. - Auditors are required to audit the files and submit corrective action report for each file which will be further evaluated by Dr. Prashant Kumar and Dr. Ruchi Srivastava. - Academic assistants to keep a record of submitted and audited files.
3	Annual Department Report	- Dr. Prashant Kumar and Dr. Ruchi Srivastava to prepare the annual departmental report 2024-25 for BCOM and BBA departments respectively by 31.05.2025. - Dr. Preeti Singh to finalize the annual departmental report for both departments.	- Process owners have submitted the data required for preparing annual departmental report 2024-25 for the department of BBA and BCOM. - Annual department report for BBA and BCOM has been prepared.

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4	IQAC Planner	Timeline for preparation, submission and evaluation of documents required for AQAR 2024-25 to be prepared and shared with faculty members.	A timeline has been prepared and shared with faculty members.
5.	Activity Planner	Activity planner to be aligned with the norms required under NAAC. Different activities organized by clubs and committees to be in line with the activities required as per NAAC.	- A list of categories under which the activities are to be organized in academic year 2025-26. The same is shared with the faculty. - All club and committee coordinators to ensure any activity conducted should fall under these categories

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

