



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)

Date: 21st October 2023

Minutes of IQAC Meeting held on 13th October 2023

JIMS IQAC meeting was held on 13th October, 2023. 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, BBA	Mr. Ashwani Agarwal (Rep Local Society)
3	Dr. Preeti Singh IQAC Coordinator	Mr. Deepak Mehra (Head, T&D, Kenstar)
4	Mr. Kartik Dayal (Member)	Dr. (Cdr) Satish Seth (Former Director General, JIMS)
5	Dr. Shweta Khandelwal (Member) Dr. Shivani Sharma (Member)	

Signature
21/10/23

Sl. No.	Description/Agenda	Action/ Information	Action Taken Report
1	Review of Departmental files	<ul style="list-style-type: none"> All the department files to reviewed, committee to be formed to review departmental files. The list of files needs to be revised. The club committee heads to get the approval on their files from departmental file The file need to be given number accordingly Office to check the updation of files 	<ul style="list-style-type: none"> The audit committee devised by IQAC. The departmental files reviewed by the concerned HODs. The club committee heads presented their files to concerned HODs for approval. The file number revised by office. The old files were closed.
2	Preparation for NAAC peer team visit	<ul style="list-style-type: none"> IQAC to prepare checklist for NAAC Peer team work IQAC to constitute various committees for peer team visit preparation 	<ul style="list-style-type: none"> Checklist was prepared for the arrangements of NAAC Peer Team Visit Formation of Committee for preparation of peer team visit Following committees were formed : <ol style="list-style-type: none"> Overall coordination Display Committee BBA Department Committee B.Com Department Committee Cultural Committee Hospitality Documentation committee Infrastructure committee Faculty members were assigned the committee responsibility



3	Preparation of Documentation Room	<ul style="list-style-type: none"> Documentation room to be prepared before NAAC Team visit 	Responsibility of documentation team was fixed and team to ensure that <ol style="list-style-type: none"> Files checklist handy Check all the files are well placed in conference room. Files are in order as per the checklist Ensure availability of printout and availability of stationary Copy of IIQA, SSR, CLARIFICATION & REPLY.
4	MOCK NAAC Audit	<ul style="list-style-type: none"> Mock audit will be conducted by internal departmental committee for any further refinement. 	<ul style="list-style-type: none"> All the NAAC files and department files were Audited by internal audit team

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

