



## 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 : 14.05.2024

### Minutes of IQAC Meeting held on 6<sup>th</sup> May, 2024

JIMS IQAC meeting was held on 6<sup>th</sup> May, 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	Mr .Kartik Dayal (Member)	Dr. (Cdr) Satish Seth (Former Director General, JIMS)
5	Dr.Shweta Khandelwal ( Member)	
6	Dr.Shivani Sharma (Member)	


*Dr. Anuj Verma*  
14/05/24



The following points were discussed in the meeting and the action taken is as follows:

Sl. No.	Description/Agenda	Action/ Information	Action Taken Report
1	SQAR Format	To monitor the process of preparation of semester quality assurance reports according to the format of NAAC AQAR format.	<ul style="list-style-type: none"> <li>• SQAR format in detail was discussed with faculty members.</li> <li>• The criteria in SQAR allocated to faculty members.</li> <li>• The documents required in each criteria be attached in drive link by faculty members.</li> </ul>
2	Guidelines for preparation of SQAR Format	The detail guidelines for preparation of SQAR to be prepared and shared with faculty members.	<ul style="list-style-type: none"> <li>• The format was shared with faculty members.</li> </ul>
3	Structuring of drive with related documents	Documents to be kept centralized for easy handling and structured recordkeeping.	<ul style="list-style-type: none"> <li>• Faculty members were briefed , uploading documents and structuring folders as per metric number.</li> </ul>
4	Filling of Data Templates corresponding to allocated metrics.	Data templates to be structured as per the NAAC Format.	<ul style="list-style-type: none"> <li>• Instructions to fill the data templates were given to faculty members and deadlines submit were also given to faculty members.</li> </ul>
5	Faculty allocation for SQAR points	Allotment of SQAR criteria to faculty members is needed.	<ul style="list-style-type: none"> <li>• IQAC coordinator discussed the faculty allocation for various metrics.</li> </ul>
6	Deadline for Submission of SQAR	The deadline to submit the documents to be decided.	<ul style="list-style-type: none"> <li>• All the concerned metric holder to submit the document by 15.05.2024.</li> </ul>

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

