

Date: 29th July 2024

Minutes of IQAC Meeting held on 25th July 2024

JIMS IQAC meeting was held on 25th July 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)	

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29/07/24



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	AQAR Format	The department to start preparation of AQAR for the academic year 2023-24.	1. NAAC AQAR format and data templates shared with faculty members.
2	Guidelines for preparation of AQAR Format	IQAC Coordinator to share AQAR Guidelines with faculty members.	1. Guidelines were shared with the faculty members. 2. Operating guidelines for AQAR explained by IQAC Coordinator to faculty members.
3	Submission of Data templates	NAAC AQAR Data templates to be shared by IQAC with faculty members.	1. Data templates shared with faculty members. 2. Guidelines to fill data templates discussed with faculty members. 3. Deadlines to submit the data templates given to faculty members.
4	Submission of extended profile metrics	Extended profile templates to be submitted by allocated faculty members	1. Deadlines given to faculty members to submit extended profile templates.
5	Faculty allocation for AQAR points	1. Allocation of criteria to be done by IQAC Coordinator.	1. Criteria were allocated to faculty members.
6	Deadline for Submission of AQAR	1. Submission of AQAR Documents to be finalized.	1. IQAC coordinator kept track of the progress of AQAR completion.

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

