



**JAIPURIA INSTITUTE  
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INDIRAPURAM, GHAZIABAD

(Approved by AICTE & Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow)

### Minutes of Meeting (IQAC)

The meeting of IQAC was held with the members on 31<sup>st</sup> March, 2022, in the Faculty development room at 11.00 AM.

#### Members Present:

1. Dr Daviender Narang(Head IQAC)
2. Dr Ashwani Varshney (Coordinator IQAC)
3. Dr Sadananda Prusty
4. Dr Anil Kumar Gupta
5. Dr Ajay Tripathi
6. Dr Nidhi Mathur
7. Dr Anubha
8. Ms Sanandi Sachdeva

Following Points were discussed in the meeting:

1. The Head IQAC asked the members to present the AQAR documents to be uploaded and revised as per the last meeting held. The documents were reviewed and approved
2. The discussion was done on the reconstitution of the IQAC, the head IQAC told that the new members will be added only when new faculty will join till that time we will maintain the same status quo.
3. The discussion was done on the development of the infrastructure and also reviewed the maintenance of the existing infrastructure facilities.
3. It was decided that the all the functional committees will coordinate and have regular meeting with proper circular to all members.
4. To ensure the academic rigour the IQAC members were asked to present the academic plan. The Head IQAC also reviewed the proposed Action plan for next academic year and suggested revision
5. The IQAC members discussed on the up gradation of the existing ERP system and also finalised the course of action for the same.

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Jaipuria Institute of Management  
Indrapuram, Ghaziabad

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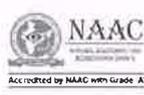
6. The audit report was presented before the members for suggestions. The members suggested for improvisation in the reports.
7. The head IQAC and the team members discussed on the strategies to improve IQAC initiatives.
8. It was decided that there should be regular meeting of the IQAC members for continuous improvement and review of academic and administrative activities.

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**Meeting Attendance:**

S.No	Name	Signature
1.	Dr Daviender Narang	
2.	Dr Sadananda Prusty	
3.	Dr. Ashwani Varshney	
4.	Dr. Ajay Tripathi	
5.	Dr Nidhi Mathur	
6.	Dr. Anil Gupta	
7.	Dr. Anubha	
8.	Ms Sanandi Sachdeva	

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## CIRCULAR

**Ref No - JIM/Academics/IQAC Meeting/2022/346**

**Dated: 29/3/2022**

**Subject: Internal Quality Assurance meeting (IQAC) meeting**

On behalf of the Chairman IQAC (Prof (Dr) Daviender Narang (Director-JIM-G)), I am convening the IQAC Committee(IQAC) meeting on 31<sup>th</sup> March 2022 (Thursday) at 11 am in the FDP room

The agenda of the meeting is as follows:

- Review and assessment of AQAR report (2020 -21) for quality assurance and submission by the IQAC
- Reconstitution of IQAC and Review of various functional committees of the institute.
- To note the operationalization of the various Circulars for various functional committee
- Review of Development of Infrastructural facilities for the students
- To discuss proposals to be made in current academic year (Action plan of academic year)
- Review of Library standards and practices for the current academic year
- IQAC new initiatives and implementations
- Automation of process through ERP implementation.
- Review of audit reports of financial budgets for improvisation

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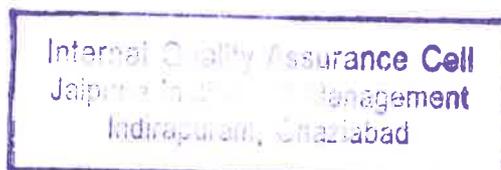
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The following members are requested to attend the meeting:

- Mr Vinod Malhotra (Management representative)
- Dr. Sadananda Prusty (Dean Academics)
- Dr. Ajay Tripathi (Associate Professor)
- Dr. Nidhi Mathur (Associate Professor & Program Chairperson 2<sup>nd</sup> Year Students)
- Dr. Anubha (Associate Professor & Program Chairperson 1<sup>st</sup> Year Students)
- Dr Sheetal (Assistant Professor)
- Dr Anil Gupta (Dy. Director (Admin))
- Dr I B Singh ( Local representative)
- Alumni Representatives

Dr Ashwani Kumar

Dean ( Students Welfare ) & Coordinator(IQAC)



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## IQAC meeting

1 message

**IQAC JIM** <jimiqac@jaipuria.edu.in>

To: Nidhi Mathur <nidhi.mathur@jaipuria.edu.in>, Sanandi Chopra <sanandi@jaipuria.edu.in>, "Dr. Sadananda Prusty" <sadananda@jaipuria.edu.in>, Guneet Kaur <guneet@jaipuria.edu.in>, ajayinvs <ajayinvs@gmail.com>, "Dr. Sheetal" <sheetal@jaipuria.edu.in>, "Dr. Anubha" <Anubha@jaipuria.edu.in>, devi@jaipuria.edu.in, Himanshu Sharma <himanshu@jaipuria.edu.in>, "Dr. Anil Kumar Gupta" <anilyashika@gmail.com>, nardav@gmail.com

Tue, Mar 29, 2022 at 4:16 PM

### CIRCULAR

**Ref No - JIM/Academics/IQAC Meeting/2022/345**

Dated: 29/3/2022

Subject: Internal Quality Assurance meeting (IQAC) meeting

On behalf of the Chairman IQAC (Prof (Dr) Daviender Narang (Director-JIM-G)), I am convening the IQAC Committee(IQAC) meeting on 31<sup>th</sup> March 2022 (Thursday) at 11 am in the FDP room

The agenda of the meeting is as follows:

- Review and assessment of AQAR report (2020 -21) for quality assurance and submission by the IQAC
- Review of various functional committees of the institute.
- To note the operationalization of the various Circulars for various functional committee
- Review of Development of Infrastructural facilities for the students
- To discuss proposals to be made in current academic year (Action plan of academic year)
- Review of Library standards and practices for the current academic year
- IQAC new initiatives and implementations
- Automation of process through ERP implementation.
- Review of audit reports of financial budgets for improvisation

**Internal Quality Assurance Cell**  
Jaipuria Institute of Management  
Indraprastha, Gurgaon

**Internal Quality Assurance Cell**

regards

**Dr. Ashwani  
Kumar Varshney**  
Dean (Students Welfare)



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 **IQAC 2022.docx**

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## CIRCULAR

**Ref No - JIM/Academics/IQAC Meeting/2022/345**

**Dated: 10/2/2022**

**Subject: Internal Quality Assurance meeting (IQAC) meeting**

On behalf of the Chairman IQAC (Prof (Dr) Daviender Narang (Director-JIM-G)), I am convening the IQAC Committee(IQAC) meeting on 12th February 2022 (Saturday) at 11 am in the Skill development centre.

The agenda of the meeting is as follows:

- Review and assessment of AQAR report (2020 -21) for quality assurance and submission by the IQAC
- Review of various documents to be uploaded.
- To note suggestions by various committee and incorporate in AQAR.
- Review of Development of Infrastructural facilities for the students
- To discuss and check the documents already uploaded and approve them
- Review of prepared reports for improvisation

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The following members are requested to attend the meeting:

- Mr Vinod Malhotra (Management representative)
- Dr. Sadananda Prusty (Dean Academics)
- Dr. Ajay Tripathi (Associate Professor)
- Dr. Nidhi Mathur (Associate Professor & Program Chairperson 2<sup>nd</sup> Year Students)
- Dr. Anubha (Associate Professor & Program Chairperson 1<sup>st</sup> Year Students)
- Dr Sheetal (Assistant Professor)
- Dr Anil Gupta (Dy. Director (Admin))
- Dr I B Singh ( Local representative)
- Alumni Representatives

Dr Ashwani Kumar

Dean ( Students Welfare ) & Coordinator(IQAC)

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### **Minutes of the Meeting (IQAC)**

The meeting of IQAC team members was held on February 12, 2022 in the FDP room at 1.00 PM.

The following members were present in the meeting.

1. Prof. Dr. Daviender Narang (Director)
2. Dr. Sadananda Prusty (Dean- Academics)
3. Dr. Ashwani Kumar (Dean – Student welfare)
4. Dr. Anil kumar Gupta (Deputy Director – Admin)
5. Dr. Nidhi Mathur (Associate Professor)
6. Dr. Anubha (Associate Professor)
7. Dr Sheetal (Associate Professor)
8. Mr. Sumesh Arora (Assistant Director -Exam)

The following points were discussed in the meeting.

1. The director reviewed the AQAR from point number 5 for final uploading. All the attachments were checked thoroughly
2. In the attachments referring to point 5.2.3 the director asked to incorporate five year data as it was mentioned in the template.
3. For point number 5.3.2 director asked to remove the admission policy and asked to attach the emails of the events. He also said we have many sports facilities and so more photographs can be added in 5.3.3 related to sport event.
4. Point number 5.4.1 is to be completely changed as discussed.
5. In the review of point number 6.1.1 the, director asked to mention the details of IQAC and how the committee meetings which are regularly conducted help in effective governance.
6. The circulars related to BOG, monthly review meeting, minutes and circular are to be attached. The action taken of the AAC is also to be incorporated.

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7. The director advised all the members to send circulars beforehand through mails. He told Dr Nidhi to prepare the circular number as per the committee meetings for 2022 onward and circulate them.
  
8. The director asked that all the policies of the institution are to be revisited yearly and then implemented.

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Attendees:

S.No	Name	Signature
1.	Prof. Dr.Daviender Narang	
2.	Dr. Sadananda Prusty	
3.	Dr. Ashwani	
4.	Dr. Anil kumar Gupta	
5.	Dr. Nidhi Mathur	
6.	Dr. Anubha	
7.	Dr Sheetal	
8.	Mr. Sumesh Arora	

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## CIRCULAR

**Ref No - JIM/Academics/IQAC Meeting/2021/344**

**Dated: 16/9/2021**

**Subject:** Internal Quality Assurance meeting (IQAC) meeting

On behalf of the Chairman IQAC (Prof (Dr) Daviender Narang (Director-JIM-G)), I am convening the IQAC Committee(IQAC) meeting on 18<sup>th</sup> September 2021 (Saturday) at 11 AM in the Skill Development room.

**The agenda of the meeting is as follows:**

- Completion and Submission of AQAR for Academic Session 20-21.
- Planning for the commencement of new academic session for MBA and MBA ( Business Analytics)
- Discussion on Induction Programme for the upcoming Academic session.
- Finalisation and organising of student development activities.
- Research and Development plan implementation.
- Allocation of subjects and course file preparation and approval of the same by IQAC.

The following members are requested to attend the meeting:

- Mr Vinod Malhotra ( Management representative)
- Dr. Sadanand Prusty (Dean Academics)
- Dr. Ajay Tripathi (Associate Professor)
- Dr. Nidhi Mathur (Associate Professor & Program Chairperson 2<sup>nd</sup> Year Students)

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- Dr. Anubha (Associate Professor & Program Chairperson 1<sup>st</sup> Year Students)
- Dr Sheetal (Assistant Professor)
- Dr Anil Gupta , Dy. Director (Admin)
- Dr I B Singh ( Local representative)
- Alumni Representatives

Dr Ashwani Varshney

Dean ( Students Welfare ) & Coordinator IQAC)

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### Minutes of Meeting

The meeting of IQAC was held with the members on 18<sup>th</sup> September, 2021, in the Skill Development Room.

#### Members Present:

1. Dr Daviender Narang(Head IQAC)
2. Dr Ashwani Varshney (Coordinator IQAC)
3. Dr Sadananda Prusty
4. Dr Anil Kumar Gupta
5. Dr Ajay Tripathi
6. Dr Nidhi Mathur
7. Dr Anubha
8. Ms Sanandi Sachdeva

The following points were discussed in the meeting

1. The head IQAC asked the members about the status of the AQAR to be submitted and asked the members to compile the information.
2. The HEAD IQAC informed about the commencement of the new academic session and discussed about the implementation of 15 days Induction program for MBA and MBA (Business Analytics) programs as per the latest AICTE guidelines.
3. The Head IQAC asked the dean academics to circulate the allocation of courses and also ask faculty to prepare the course fine and get it approved.

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4. It was decided that the AQAR to be submitted is to be prepared before the academic council meeting and should be presented before the council members. The newly reconstituted BoG was also to be presented for their information.
5. The members discussed on the student development through experiential learning and revamping of the student activities in the institute in the upcoming academic session. There should be a regular mentoring session to ensure overall personality development of the student.
6. The students should be assessed regularly for to assess the employability of the students and regular sessions for industry exposure.
7. The IQAC reviewed the inclusion of IIM/ Case centre case discussion in the academic delivery and decided to include the industry based assignments and projects.
7. It was decided that there should be a systematic implementation of personality development program, professional communication plan and Wordsworth Module.
8. The research targets for the faculty were discussed and communicated to the faculty members. The head IQAC asked the research head to prepare documents for research incentive.

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**List of the participants in the IQAC meeting held on 18<sup>th</sup> September, 2021**

S.No	Name	
1	Dr Daviender Narang(Head IQAC)	
2	Dr Ashwani Varshney (Coordinator IQAC)	
3	Dr Sadananda Prusty	
4	Dr Anil Kumar Gupta	
5	Dr Ajay Tripathi	
6	Dr Nidhi Mathur	
7	Dr Anubha	
8	Ms Sanandi Sachdeva	

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### Action Taken Report

The following actions are taken based on the IQAC meeting held on 18th September, 2021.

S.No	AGENDA	ACTIONABLE	ACTION TAKEN
1	Commencement of session and Induction Program	Student Induction Plan	The induction programme for the MBA and MBA (BA) was finalised after discussion and the deans were asked to ensure effective implementation.
2	Academic Planning	Course allocation and preparation of Course file	The courses were allocated to the faculty members and the faculty was asked to complete the course files of their respective subject.
3	Academic delivery	Case study discussion in MBA and MBA Analytics.	It was decided that the case studies from IIM/Case centre are to be included in classroom teaching for more exposure to students

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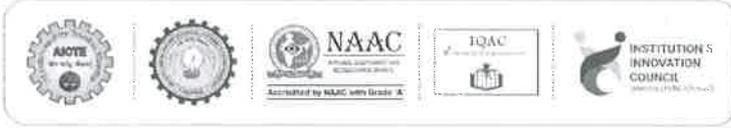
4	AQAR submission	Completion of Documents of AQAR	IT was decided to complete the AQAR and presenting it in the upcoming Academic advisory council
5.	Student Activities	Revamping of Student Development Activities as per the Institutional Development Plan	The event calendar was to be made and finalised for the current academic session and clubs were also finalised.
6.	Personality Development and communication Module	Communication Module for student development	Implementation of Personality Development Program, Professional Communication Plan and Wordsworth Module, Individual student training as per the ongoing placement.
7.	Research Policy	Communication of Research targets and research incentives	The research targets for the session were communicated to the faculty and the head IQAC also asked to complete the research incentive process.

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## CIRCULAR

**Ref No - JIM/Academics/IQAC Meeting/2021/340**

**Dated: 17/6/2021**

**Subject: Internal Quality Assurance meeting (IQAC) meeting**

On behalf of the Chairman IQAC (Prof (Dr) Daviender Narang (Director-JIM-G)), I am convening the IQAC Committee(IQAC) meeting on 19<sup>th</sup> June 2021 (Saturday) at 11 am in the Skill Development room.

The agenda of the meeting is as follows:

- To discuss proposals to be made in current academic year (Action plan of academic year)
- Quality consciousness and assessment of academic activities and student learning activities
- Commencement of Value addition programmes through MOOCs platform i.e. Udemy/coursera/NPTEL.
- Submission of proposal of FDP, conferences and summits to IQAC.
- Review of Placement activities and placement report of the current academic year.
- Review of feedback of different stakeholders i.e. Student Feedback, Alumni feedback, Parents Feedback, Recruiters Feedback for improvement.
- Reconstitution of Board of Governors for effective Institution Governance.

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Internal Quality Assurance Cell  
Jaipuria Institute of Management  
Indirapuram, Ghaziabad

In-charge  
Internal Quality Assurance Cell



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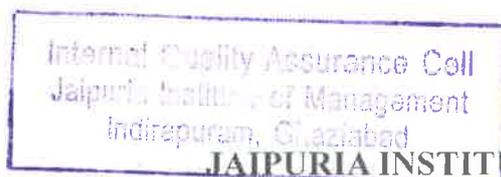
- Admission status and strategy for online admission.

The following members are requested to attend the meeting:

- Mr Vinod Malhotra ( Management representative)
- Dr. Sadanand Prusty (Dean Academics)
- Dr. Devesh Sharma (Professor)
- Dr. Ajay Tripathi (Associate Professor)
- Dr. Nidhi Mathur (Associate Professor & Program Chairperson 2<sup>nd</sup> Year Students)
- Dr. Anubha (Associate Professor & Program Chairperson 1<sup>st</sup> Year Students)
- Dr Sheetal (Assistant Professor)
- Dr Anil Gupta , Dy. Director (Admin)
- Dr I B Singh ( Local representative)
- Alumni Representatives

  
Dr Ashwani Kumar

Dean ( Students Welfare ) & Coordinator IQAC)



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## Minutes of Meeting

The meeting of IQAC was held with the members on 19<sup>th</sup> June, 2021, in the IQAC Cell.

### Members Present:

1. Dr Daviender Narang(Head IQAC)
2. Dr Ashwani Varshney (Coordinator IQAC)
3. Dr Sadananda Prusty
4. Dr Anil Kumar Gupta
5. Dr Ajay Tripathi
6. Dr Nidhi Mathur
7. Dr Anubha
8. Ms Sanandi Sachdeva

Following Points were discussed in the meeting:

1. The members reviewed the student internship and also decided that the student should do value added certification to enhance their employability. It was also decided to reach g out to the potential employers by establishing contacts with the HR Heads or Senior Officials.
2. The IQAC members discussed on the collection of feedback from the parents, alumni, student and recruiters for improvising the quality. It was also decided analyse feedback from all the stake holders for quality assessment and plan necessary measures.
3. The discussion was held on the admission status and conduction of online interviews looking into the COVID situation. To improve the intake enrolment of students from technical background i.e. BTECH, BSC, BCA is to be targeted and the team should work on Exhaustive and

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engaging Online campaign used through social media platforms like Facebook, YouTube, LinkedIn, Instagram and Twitter for MBA aspirants.

4. It was also discussed to reconstitute the Board of Governors to strengthen the institutional governance.

5. The team also reviewed the submission of proposal of FDP, conferences and summits to be organized in the current session and the resource person for the same were also finalised. Due to COVID it was decided that the FDP will be conducted in the online mode and will conduct webinars.

6. The members also finalised the MOOCs/ NPTEL certification for the students.

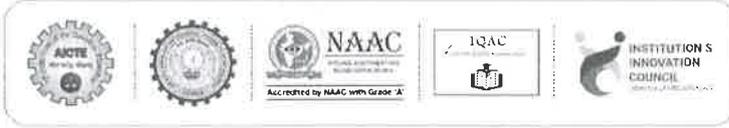
7. To ensure quality in academic delivery the IQAC head discussed about the classroom Observation by External Expert, Director and Dean and communicated to faculty for improvement.

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**List of the participants in the IQAC meeting held on 19<sup>th</sup> June, 2021**

S.No	Name	
1	Dr Daviender Narang(Head IQAC)	
2	Dr Ashwani Varshney (Coordinator IQAC)	
3	Dr Sadananda Prusty	
4	Dr Anil Kumar Gupta	
5	Dr Ajay Tripathi	
6	Dr Nidhi Mathur	
7	Dr Anubha	
8	Ms Sanandi Sachdeva	

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### Action Taken Report

The following actions are taken based on the IQAC meeting held on 19th June, 2021.

S.No	AGENDA	ACTIONABLE	ACTION TAKEN
1	Value addition programmes	Incorporation of Value addition programmes through MOOCs platform i.e. Udemy/coursera/NPTEL	To increase the employability of the students the course list was finalised and also decided to communicate to the students.
2	Reconstitution of Board of Governors	To reconstitute the Board of Governors of the institute	It was decided to include industry experts in the BOG and send letters for their confirmation and acceptance.
3	FDP/ Conference/ Summits	Review of the proposals for FDP and conferences	Due to COVID it was decided that the FDP will be conducted in the online mode and will conduct webinars.
4	Feedback Mechanism	Collection and Analysis of feedback.	It was decided collect and analyse feedback from all the stake holders for quality assessment and improvement

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5.	Admission Status	Planning for the admission activity and strategy	To improve the intake enrolment of students from technical background i.e. BTECH, BSC, BCA is to be targeted and the team should work on Exhaustive and engaging Online campaign used through social media platforms like Facebook, YouTube, LinkedIn, Instagram and Twitter for MBA aspirants.
6.	Academic Planning and Delivery	Classroom Observation	The IQAC head discussed about the classroom Observation by External Expert, Director and Dean and communicated to faculty for improvement

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