



6.5.2.1 Regular Meetings of Internal Quality Assurance cell (IQAC); Quality Improvement initiatives identified and implemented

Sr. No	Description
1. 2023-2024	1. IQAC Composition 2. Minutes of Meeting 3. Action Taken Report
2. 2022-2023	
3. 2021-2022	
4. 2020-2021	
5. 2019-2020	



Ref No: - GJ/IQAC/2020/01.

Date: 05/01/2020

Notice


All Teaching and Non-Teaching Staff Members are hereby informed that a general meeting is scheduled to take place in the Syndicate Room of Gian Jyoti Institute of Management and Technology on 6th January 2020 at 2:00 p.m. The agenda for the meeting is as follows:

Agenda:

1. **Opening Remarks by the Chairman**
2. **Address by the Director, GJIMT**
3. **Self-Introductions by Members**
4. **Introduction by the IQAC Coordinator**
5. **Formation of the IQAC Committee**
6. **Discussion on Setting Goals and Objectives for IQAC**
7. **Discussion on Defining the Functions of IQAC**
8. **Discussion on Roles and Responsibilities of IQAC Members**
9. **Discussion on IQAC Monitoring Mechanisms**
10. **Other Issues with the Permission of the Chairman**

Your presence and participation are highly valued.

Copy to:


Coordinator, IQAC

PA to Director

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Heads of Department

Minutes of the First IQAC Meeting on 06/01/2020

Agenda 1: Opening Remarks by the Chairman

Resolution: The Chairman, Mr. J.S. Bedi, provided an overview of the formation of the Internal Quality Assurance Cell (IQAC) and outlined its overall responsibilities, emphasizing the importance of its role in maintaining and enhancing institutional quality.

Agenda 2: Address by the Director, GJIMT

Resolution: Dr. Aneet Bedi, Director of GJIMT, addressed the faculty and staff, highlighting the critical role of IQAC in the institution's success. She encouraged all members to commit wholeheartedly to the IQAC's mission, in alignment with NAAC guidelines.

Agenda 3: Self-Introductions by Members

Resolution: Each member of the IQAC introduced themselves, providing a brief overview of their roles and responsibilities within the institution.

Agenda 4: Introduction by the IQAC Coordinator

Resolution: The IQAC Coordinator introduced the members to the goals, objectives, functioning, and monitoring mechanisms of the IQAC, as outlined by NAAC guidelines. This provided a foundation for the discussions that followed.

Agenda 5: Formation of the IQAC

Resolution: The IQAC was formally established with the approval of top management, and its structure was defined to ensure effective operation.

Agenda 6: Setting the Goals and Objectives of the IQAC

Resolution: After thorough discussion, the following goals and objectives for the IQAC were established:

- Goal 1: Develop a quality system for consistent, programmed actions to enhance the academic and administrative performance of the college.
- Goal 2: Promote measures for institutional functioning toward quality enhancement by fostering a culture of quality and institutionalizing best practices.

Agenda 7: Defining the Functions of the IQAC

Resolution: The functions of the IQAC were determined after detailed deliberation, ensuring they align with the institution's quality assurance objectives.

Agenda 8: Assigning Roles and Responsibilities to IQAC Members

Resolution: Specific roles and responsibilities were allocated to IQAC members to ensure clear accountability and effective operation. These include defining leadership, administrative, faculty, student, and external roles, all aimed at supporting the institution's quality assurance goals.

Agenda 9: Establishing the IQAC Monitoring Mechanism

Resolution: It was decided that the IQAC would regularly review its activities and work towards application for NAAC, as this is a minimum institutional requirement for subsequent cycles of accreditation. The IQAC will meet as needed to review progress and suggest corrective actions to maintain a strong quality culture within the institution.

Agenda 10: Other Issues with the Permission of the Chair

Resolution: No additional issues were raised.

Adjournment: The meeting concluded with a vote of thanks to all present.

Internal Quality Assurance Cell (IQAC)

“GJIMT – IQAC” is meant for planning, guiding and monitoring Quality Assurance and Quality Enhancement activities of the Institute.

GJIMT-IQAC has the potential to effectively direct and organize its efforts and strategies to achieve Academic Excellence.

IQAC – Vision

To foster a culture of quality as the core focus of Gian Jyoti Institute of Management and Technology (GJIMT) by institutionalizing and internalizing all quality-enhancing and sustaining initiatives with both internal and external support.

Objective

The primary aim of the IQAC at GJIMT is:

- To establish a mechanism that promotes deliberate, consistent, and catalytic action plans aimed at improving the academic and administrative performance of the institution.
- To drive institutional quality enhancement and sustainability through the internalization of a quality culture and the institutionalization of best practices.

Strategies

The IQAC at Gian Jyoti Institute of Management and Technology (GJIMT) will evolve mechanisms and procedures for:

- a) Ensuring timely, efficient, and progressive performance across academic, administrative, and financial units.
- b) Adopting relevant and high-quality academic and research programs.
- c) Ensuring equitable access to and affordability of academic programs for all sections of society.
- d) Optimizing and integrating modern methods of teaching and learning.

- e) Maintaining credible and transparent assessment and evaluation processes.
- f) Ensuring proper allocation, adequacy, and maintenance of support structures and services.
- g) Facilitating the sharing of research findings and networking with other institutions both within India and internationally.

Functions

The IQAC at GJIMT will:

1. Develop and apply quality benchmarks.
2. Set parameters for various academic and administrative activities within the institution.
3. Facilitate the creation of a learner-centric environment conducive to quality education and faculty development, enabling the adoption of the necessary knowledge and technology for a participatory teaching and learning process.
4. Collect and analyze feedback from all stakeholders on quality-related institutional processes.
5. Disseminate information on various quality parameters to all stakeholders.
6. Organize intra- and inter-institutional workshops and seminars on quality-related themes and promote the formation of quality circles.
7. Document various programs and activities that lead to quality improvement.
8. Act as a nodal agency within the institution, coordinating quality-related activities, including the adoption and dissemination of best practices.
9. Develop and maintain an institutional database through MIS to support and enhance institutional quality.
10. Periodically conduct Academic and Administrative Audits, along with follow-up activities.
11. Prepare and submit the Annual Quality Assurance Report (AQAR) in accordance with NAAC guidelines and parameters.

3. ROLES AND RESPONSIBILITIES

A. CHAIRMAN – IQAC / DIRECTOR IQAC

- Overseeing all activities of the IQAC.
- Convening and approving minutes of IQAC meetings/events.



- Developing and implementing short-term and long-term quality assurance strategic plans.
- Communicating decisions made during IQAC meetings to the management.
- Approving SOPs. - Ensuring the proper execution of mid-semester, internal, and external academic and administrative audits.

B. COORDINATOR - IQAC

- To drive active engagement of all members in meetings and deliberations,
- To ensure strict adherence to IQAC as per SOPs when necessary, and effectively coordinate the activities of IQAC.

C. EVENT COORDINATORS-IQAC

- Organize co-curricular activities and student engagement initiatives to maintain high quality standards.
- Ensure the successful execution of various Hackathons and corporate events to support student selection and achievement.
- Collaborate with the student welfare department and Institutional Social Responsibility cell to gather data, prepare reports, and complete documentation in accordance with the specified guidelines.
- Coordinate with the Coordinator - IQAC to plan events, meetings, and special projects effectively.
- Prepare documentation and reports for other events as directed by the coordinator - IQAC promptly and accurately

D. MEMBERS OF IQAC

- Regularly attend IQAC meetings.
- Actively participate in the preparation of AQAR.
- Contribute actively to academic audit.
- Take an active part in all other IQAC activities.


E. QUORUM:

Need 80% of the contributed members to conduct IQAC meeting



Action Taken Report on Resolutions of the First IQAC Meeting Held on 06/01/2020

Sr. No.	Resolution in the Meeting	Action Taken for Implementation and Outcomes
1	Formation of IQAC	The IQAC was successfully formed with top management approval. The structure of the IQAC was defined to ensure effective operation and support for quality assurance within the institution.
2	Deciding Goals and Objectives of IQAC	The goals and objectives of the IQAC were thoroughly discussed and established. These are now serving as the guiding principles for the cell's initiatives and activities.
3	Deciding Functions of IQAC	The primary functions of the IQAC were determined after detailed discussions. These functions are now integrated into the IQAC's operational framework.
4	Deciding Roles and Responsibilities of IQAC Members	Specific roles and responsibilities were assigned to each member of the IQAC. This has ensured clear accountability and facilitated the effective functioning of the cell.
5	Deciding IQAC Monitoring Mechanism	A monitoring mechanism was discussed and established to oversee the IQAC's progress. Regular meetings will be held to review activities and suggest corrective actions if needed.


Coordinator - IQAC





Ref No: - *GS/IQAC/2020/02*

Date: 17/03/2020

Notice

All IQAC members are hereby informed that the second IQAC meeting is scheduled to be held on **18th March 2020 at 2:00 p.m.** in the Syndicate Room. Your presence is highly valued as we will be discussing important matters to further our institution's quality enhancement efforts.

Agenda:

1. **Confirmation and Review of the Minutes:** Review and confirmation of the minutes from the first IQAC meeting held on 06/01/2020.
2. **Action Taken Report:** Presentation and discussion of the action taken report based on the resolutions of the first meeting.
3. **Discussion on the Situation Arising Due to COVID-19:** Addressing the challenges and implications for academic and administrative functions due to the COVID-19 pandemic.
4. **Planning and Conduct of Conferences/Seminars/Workshops:** Discussion on organizing upcoming conferences, seminars, and workshops in alignment with the institution's goals.
5. **Planning and Implementation of Alma Reconnect Webinar Series:** Discussion on the organization of the Alma Reconnect Webinar Series, which will feature expert sessions and talks from eminent alumni to provide career guidance for students.
6. **Planning and Implementation of Discover Webinar-a-thon Series:** Discussion on the Discover Webinar-a-thon Series, where faculty members will deliver talks on their areas of expertise with an emphasis on practical knowledge to enhance student employability.
7. **Any Other Business with the Permission of the Chair:** Open floor for any additional issues or concerns to be raised with the approval of the Chair.

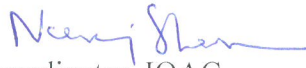
Your punctuality and participation will be greatly appreciated.

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PA to Director

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Heads of Department


Coordinator, IQAC

Minutes of the Second IQAC Meeting held on 18/03/2020

The Chairperson of IQAC, Dr. Annet Bedi, occupied the Chair and welcomed all the members to the second meeting of IQAC.

The following points were discussed in the meeting:

Agenda 1: Confirmation and Review of Minutes of Meeting held on 06/01/2020

Resolution: After a thorough discussion and review of the agenda points from the previous meeting, the minutes were approved.

Agenda 2: Action Taken Report of the First Meeting held on 06/01/2020

Resolution:

Action Taken Report of the First Meeting held on 06/01/2020

Sr. No	Resolution in the Meeting	Action Taken for Implementation and Outcomes
1.	Formation of IQAC	IQAC was formed by securing top management approval and defining its structure.
2.	Deciding Goal and Objectives of IQAC	After a thorough discussion, Goals and Objectives were decided.
3.	Deciding Functions of IQAC	All the major functions to be carried out were established.
4.	Deciding Roles and Responsibilities of IQAC Members	Members were made In-charge for each criterion, and roles and responsibilities were clearly defined for effective functioning and accountability.
5.	Deciding IQAC Monitoring Mechanism	A monitoring mechanism was discussed to ensure the overall progress and functioning of IQAC, with corrective actions suggested as needed.

Agenda 3: Discussion about the Situation Arising Due to COVID-19

Resolution: The reports of the COVID-19 epidemic affecting various regions were noted with concern. It was decided that if in-person instruction could not be provided, online classes would be offered. Due to the emergency situation of COVID-19, this meeting was called in to discuss the transition to online teaching. The following actions were resolved:

- A subscription to the Zoom and MS Teams online platforms shall be purchased.
- Classes will be held in online mode using these platforms.
- An in-house Faculty Development Program (FDP) on "Online Teaching using Online Platforms" shall be conducted for all faculty members to facilitate the transition.

Agenda 4: Bridging the Gap Between Industry and Academia

Resolution: As per feedback received from the industry, it was noted that there is a need to bridge the gap between industry and academia. To address this, IQAC has tasked the Career Guidance and Development Cell (CGDC) with the following:

- **Alma Reconnect Webinar Series:** This series will include expert sessions and talks from eminent alumni on career guidance for our students.
- **Discover Webinar-a-thon Series:** Faculty members will deliver talks for students on areas of their expertise, with an emphasis on practical knowledge, to enhance student employability and ensure they fit into the job market.

Agenda 5: Conduct of Conference/Seminar/Workshops/FDPs

Resolution 1: The 14th International Conference, *14th GJ-IntConMITE 2020: Gearing up for the Black Swan: The New Normal in Management and Technology* was planned.

Resolution 2: An FDP on "From Theory to Practice: Comprehensive ERP System Training" was conducted.

Resolution 3: Multiple webinars and workshops were conducted during the lockdown period.

Agenda 6: Financial Support to Staff to Attend Conferences/Workshops and Towards Membership Fee of Professional Bodies

Resolution: IQAC recommended the provision of financial support for staff attending conferences/workshops and towards membership fees for professional bodies and associations.

Agenda 7: Other Issues with the Permission of the Chair

Resolution: No further issues were raised.

Adjournment: The meeting was concluded with a vote of thanks.




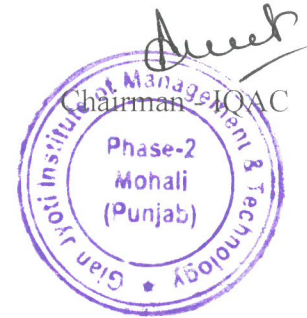
Action Taken Report on Resolutions of the Second IQAC Meeting Held on 18/03/2020

S. No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1	A subscription to the Zoom and MS Teams online platforms shall be purchased.	Subscriptions for Zoom and MS Teams were successfully purchased. Online classes commenced on these platforms without interruptions, enabling a smooth transition to virtual teaching.
2	Classes will be held in online mode using these platforms.	All scheduled classes were conducted online using Zoom and MS Teams. Student attendance and engagement remained consistent throughout the virtual sessions.
3	An in-house Faculty Development Program (FDP) on "Online Teaching using Online Platforms" shall be conducted for all faculty members to facilitate the transition.	The FDP was conducted successfully. Faculty members were trained on online teaching techniques, resulting in increased confidence and proficiency in delivering online courses.
4	IQAC tasked the Career Guidance and Development Cell with conducting the Alma Reconnect Webinar Series, including expert sessions and talks from eminent alumni on career guidance for students.	The Alma Reconnect Webinar Series was initiated, with several alumni delivering expert talks. Students provided positive feedback, and the sessions were well-attended, enhancing career awareness among participants.
5	IQAC tasked the Career Guidance and Development Cell with organizing the Discover Webinar-a-thon Series, where faculty would deliver talks on areas of their expertise with emphasis on practical knowledge.	The Discover Webinar-a-thon Series was launched. Faculty members delivered sessions focused on practical knowledge and industry relevance, leading to better student understanding of job market demands and improved employability skills.
6	The 14th International Conference, <i>14th GJ-IntConMITE 2020: Gearing up for the Black Swan: The New Normal in Management and Technology</i> , was planned.	The conference was successfully organized with participation from various international scholars and industry experts. The event provided valuable insights into adapting to the new normal in management and technology.
7	An FDP on "From Theory to Practice: Comprehensive ERP System Training" was conducted.	The FDP was completed, providing faculty with hands-on experience in using ERP systems. This training enhanced their ability to integrate theoretical knowledge with practical ERP applications in their teaching.



8	Multiple webinars and workshops were conducted during the lockdown period.	A series of webinars and workshops were successfully organized during the lockdown, covering a wide range of topics. These sessions helped maintain academic continuity and kept students and faculty engaged.
9	IQAC recommended the provision of financial support for staff attending conferences/workshops and towards membership fees for professional bodies and associations.	Financial support was allocated to staff members attending conferences/workshops and for membership fees. This support encouraged professional development and increased participation in academic and professional bodies.


Coordinator - IQAC





Ref No: - *GJ/IQAC/2020/03*

Date: 22/10/2020

Notice

The third meeting of the Internal Quality Assurance Cell (IQAC) is scheduled to be held on **23rd October 2020 at 2:00 p.m.** in the Syndicate Room, GJIMT. The agenda for the meeting is as follows:

Agenda:

1. **Confirmation and Review of the Minutes of the Meeting held on 25th February 2020.**
2. **Presentation of the Action Taken Report from the Meeting held on 25th February 2020.**
3. **Introduction Speech by the IQAC Coordinator.**
4. **Discussion on Contingency Planning for Conducting Classes in the Event of Another Lockdown.**
5. **Planning of Institutional Activities for the Upcoming Session.**
6. **Deliberation on the Organization of Conferences, Seminars, Webinars, Workshops, and Faculty Development Programs (FDPs).**
7. **Discussion on the Conduct of Online Classes and Examinations.**
8. **Finalization of the Academic Calendar for the Upcoming Semester.**
9. **Any Other Matters with the Permission of the Chair.**

All members are requested to make it convenient to attend the meeting.

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PA to Director

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Heads of Department


Coordinator, IQAC

Minutes of the Third IQAC Meeting held on 23/10/2020

The Chairperson of IQAC, Dr. Aneet Bedi, occupied the Chair and welcomed all the members to the third meeting of IQAC.

The following points were discussed in the meeting:

Agenda 1: Confirmation and Review of the Meeting held on 17/03/2020

Resolution: The minutes of the previous meeting were thoroughly reviewed and confirmed.

Agenda 2: Action Taken Report of the Meeting on 17/03/2020

Resolution: The action taken on the resolutions from the previous meeting was discussed and documented. The table below summarizes the resolutions and corresponding actions taken:

S. No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	Discussion about the Situation arising Due to COVID-19	Zoom and MS Teams platforms subscription were purchased, and classes transitioned to online mode. An in-house FDP on "Online Teaching using Online Platforms" was conducted for all faculty members to ensure effective online teaching.
2.	Conduct of Conference/Seminar/Workshops/FDPs	The 14th GJ-IntConMITE 2020 conference, focusing on "Gearing up for the Black Swan: The New Normal in Management and Technology," was planned. Additionally, an FDP on ERP system training was conducted, along with multiple webinars and workshops during the lockdown period.
3.	Financial Support to Staff to Attend Conferences/Workshops and Towards Membership Fee of Professional Bodies	Financial support provisions were recommended and implemented for staff to attend conferences/workshops and towards their membership fees for professional bodies and associations, fostering professional development.

Agenda 3: Introduction Speech by Coordinator – IQAC

Resolution: The IQAC Coordinator provided an overview of the IQAC's goals, objectives, functioning, and monitoring mechanisms as per NAAC guidelines

Agenda 4: Discussion on the Conduct of Classes in Case of Another Lockdown

Resolution: The members expressed concern about the potential for another lockdown due to the rising number of COVID-19 cases. It was agreed that online classes should resume if a lockdown is imposed, following the SOP announced by the Education Department of the Govt of Punjab.



Agenda 5: Discussion on Conduct of Other Institutional Activities for the Upcoming Session

Resolution: The coordinator suggested that activities should be planned in phases, adhering to COVID-19 protocols. If physical events are not feasible, virtual events should be considered.

Agenda 6: Discussion on Conduct of Online Classes and Examination

Resolution: The continuation of online teaching was discussed due to ongoing restrictions on physical classes. The challenges of online teaching were acknowledged, and it was agreed to follow the SOP for online classes. Relevant information will be communicated to students via the college portal and class-wise WhatsApp groups.

Agenda 7: Discussion on Conduct of Conference/Seminar/Workshop/FDP

Resolutions:

1. **17th GJ-NatConMITE 2020:** The conference on "Rediscover Practices in the Epoch of COVID-19" was scheduled for December 16, 2020. The conference committee was formed, and tasks were delegated.
2. **Conference on Leadership in the Digital Age:** Plans were made to organize a conference titled "Leadership in the Digital Age: Navigating Change and Transformation."
3. **Multiple Webinars/Workshops:** Various webinars and workshops were conducted during the lockdown period.

Agenda 8: Finalizing the Academic Calendar for the Next Semester

Resolution: The Academic Affairs Committee prepared the academic calendar in synchronization with the affiliating university's calendar.

Agenda 9: Discussion on Addressing Depression, Anxiety, and Stress Among Faculty Members Due to COVID-19

Resolution: Faculty members presented concerns about the rising levels of depression, anxiety, and stress during the ongoing COVID-19 pandemic. After a thorough discussion, it was resolved that a virtual coffee session would be organized to provide emotional support and a platform for open dialogue among the faculty members.

Agenda 10: Other Issues with the Permission of the Chair

Resolution: No other issues were raised.

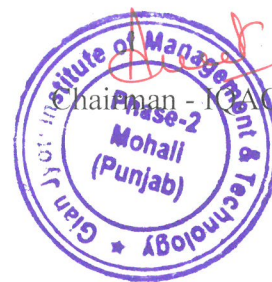
Adjournment: The meeting concluded with a vote of thanks.



Action Taken Report on Resolutions of the Third IQAC meeting held on 23/10/2020

S. No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1	Discussion on the Conduct of Classes in Case of Another Lockdown	Online classes were resumed following the SOP announced by the Education Department of the Govt of Punjab in response to the lockdown. All faculty members were instructed to conduct classes online.
2	Discussion on Conduct of Other Institutional Activities for the Upcoming Session	Institutional activities were planned in phases, adhering to COVID-19 protocols. Virtual events were organized where physical gatherings were not feasible.
3	Discussion on Conduct of Online Classes and Examination	Online teaching continued, with challenges acknowledged and addressed. SOPs for online classes were followed, and relevant information was communicated to students via the college portal and WhatsApp groups.
4	15th GJ-IntConMITE 2021: Survive, Revive, Thrive: Key to Resilient Organizations	The conference was scheduled for May 14, 2021. A conference committee was formed, and tasks were delegated accordingly.
5	Conference on Leadership in the Digital Age: Navigating Change and Transformation	Plans were made to organize the conference, and the event was successfully scheduled and prepared.
6	Multiple Webinars/Workshops Conducted During the Lockdown Period	Several webinars and workshops were successfully conducted during the lockdown, contributing to continuous learning and professional development.
7	Finalizing the Academic Calendar for the Next Semester	The Academic Affairs Committee finalized the academic calendar, ensuring synchronization with the affiliating university's calendar.
8	Discussion on Addressing Depression, Anxiety, and Stress Among Faculty Members Due to COVID-19	A virtual coffee session was organized on October 28, 2020, to provide emotional support and a platform for open dialogue among faculty members. The session was well-received and beneficial.


Coordinator - IQAC



Ref No: -GJ/1QAC/2021/01

Date: 07/02/2021

Notice

The fourth meeting of the Internal Quality Assurance Cell (IQAC) is scheduled to be held on 8th February 2021 at 2:00 p.m. in the Syndicate Room, GJIMT. The agenda for the meeting is as follows:

Agenda:


1. **Confirmation of Minutes:** Confirmation and review of the minutes from the previous meeting held on 23/10/2020.
2. **Action Taken Report:** Review of the action taken on decisions made during the third IQAC meeting held on 23/10/2020.
3. **Institutional Activities:** Discussion on planning and conducting other institutional activities.
4. **Conference Conduct:** Discussion on the organization and management of upcoming conferences.
5. **IKGPTU University Process:** Overview and discussion on the processes related to IKGPTU University.
6. **Academic Calendar:** Review and approval of the academic calendar for the upcoming session.
7. **Other Business:** Discussion of any other issues with the permission of the Chair.

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Heads of Department


Coordinator, IQAC

Minutes of the Fourth IQAC Meeting

Date: 08/02/2021

Time: 2:00 p.m.

Venue: Syndicate Room, GJIMT

Attendees: All IQAC members

Chairperson: Dr. Anheet Bedi

The following points were discussed:

1. Confirmation and Review of the Previous Meeting (23/10/2020)

Resolution: The action taken report from the previous meeting held on 23/10/2020 was reviewed and accepted after discussion.

2. Action Taken Report of the Third IQAC Meeting (23/10/2020)

Resolution:

S. No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1	Discussion on the Conduct of Classes in Case of Another Lockdown	Online classes were resumed following the SOP announced by the Education Department of the Govt of Punjab in response to the lockdown. All faculty members were instructed to conduct classes online.
2	Discussion on Conduct of Other Institutional Activities for the Upcoming Session	Institutional activities were planned in phases, adhering to COVID-19 protocols. Virtual events were organized where physical gatherings were not feasible.
3	Discussion on Conduct of Online Classes and Examination	Online teaching continued, with challenges acknowledged and addressed. SOPs for online classes were followed, and relevant information was communicated to students via the college portal and WhatsApp groups.
4	15th GJ-IntConMITE 2021: Survive, Revive, Thrive: Key to Resilient Organizations	The conference was scheduled for May 14, 2021. A conference committee was formed, and tasks were delegated accordingly.
5	Conference on Leadership in the Digital Age: Navigating Change and Transformation	Plans were made to organize the conference, and the event was successfully scheduled and prepared.
6	Multiple Webinars/Workshops Conducted During the Lockdown Period	Several webinars and workshops were successfully conducted during the lockdown, contributing to continuous learning and professional development.

7	Finalizing the Academic Calendar for the Next Semester	The Academic Affairs Committee finalized the academic calendar, ensuring synchronization with the affiliating university's calendar.
8	Discussion on Addressing Depression, Anxiety, and Stress Among Faculty Members Due to COVID-19	A virtual coffee session was organized on October 28, 2020, to provide emotional support and a platform for open dialogue among faculty members. The session was well-received and beneficial.

3. Discussion on Plan and Conduct of Institutional Activities

Resolution: Given the pandemic's impact on club activities, it was agreed to increase activities as conditions improve. The health of students and staff will remain a priority, with all activities conducted under COVID-19 protocols. Club Coordinators and NCC/NSS Coordinators were requested to submit a list of planned events and activities to IQAC. Upcoming events include:

1. Career Readiness Program
2. Declamation Contest
3. Power Capsule - Webinar organized by GJIMT
4. World Environment Day
5. Health and Happiness
6. COVID-19 Vaccination Camp
7. Fit India Freedom Run

4. Discussion on Conduct of International Conference

Resolution: The 18th National Conference, GJ-NatConMITE 2021, focused on 'Navigating the New Normal: Rethinking Business in a Changing World.'

5. IKGPTU University Process

Resolution: HODs were instructed to make necessary arrangements for the inspection by the affiliating university.

6. Other Issues with the Permission of the Chair

Resolution: There were no additional issues. The meeting was concluded with a vote of thanks.

Meeting Adjourned.

Action Taken Report of the Fourth IQAC meeting held on 08/02/2021

S. No.	Resolution in the meeting	Action Taken for Implementation & Outcomes
1	Plan and conduct of other Institutional activities	The Club Coordinators submitted the schedule of activities to be conducted for the current semester.
2	Conduct of International Conference	International Conference – 15 th GJ IntConMITE – 2021 was organised successfully on May15, 2021 on the theme ‘Survive, Revive, Thrive – Key to Resilient organizations. National Conference: 18th GJ-NatConMITE 2021: Navigating the New Normal: Rethinking Business in a Changing World
2	Preparation for Affiliating University Inspection	HODs were asked to ensure that all the documents are in order for the smooth conduct of inspection by the affiliating university.
3	Academic Calendar for the next semester	HODs were asked to prepare the academic calendar in alignment with the affiliating university calendar. In addition, the dates for conduct of MSTs, FDPs, Workshops and Club Activities were earmarked.

Schedule of Events organised and conducted (March 2021 – August 2021)

- Career Readiness Program:** The program has been designed in collaboration with Bulls Eye, a leading name in institutions imparting training for competitive exams.
Date: March 4,2021
- Declamation Contest:** NCC unit, GJIMT Mohali organized Declamation Competition on the Theme “The Second Wave Impact of Coronavirus in India”. This event was done under the able leadership of Col. Siddharth Chaudhary, Commanding Officer 3 PB (Indp.) Coy NCC Ropar, Punjab.
Date: May20, 2021
- Power Capsule- Webinar organized by GJIMT:** The key note speaker of the webinar was Ms. Monica Sodhi, International Certified NLP Trainer (NFNLP USA). Prof. A.K. Vashisht, Professor at University Business School, Punjab University discuss about major components of International Financial Market International Financial System, Foreign exchange market, Euro currency market, Euro bond market and international stock market.
Date: May 27,2021



1. **World Environment Day:** Virtual session was organised to discuss about the environment related concerns and how to save planet and initiatives to be taken to create a sustainable environment.
Date: June 5,2021
2. **Health and Happiness:** Virtual workshop on the Health & Happiness for students and staff was organised.
Date: June 12,2021
3. **COVID-19 Vaccination Camp:** Free Camp organized for students, Faculty and people of Community in and around.
Date: July 10 & July 17,2021
4. **Fit India Freedom Run:** Organized by NCC Unit, Red Ribbons Club and Rotary Club
Date: August13,2021


Coordinator - IQAC




Chairman - IQAC



GIANJYOTI
Aspire. Achieve. Ascend

Institute of Management
and Technology

Ref No: - GJ/IQAC/2021/02

Date: 14/09/2021

Notice

The fifth meeting of IQAC is scheduled on 15/09/2021, at 2:00 p.m. in the Syndicate Room, GJIMT. The agenda of the meeting is as follows:

Agenda:

1. Confirmation and Review of the Meeting held on 08/02/2021
2. Action taken Report of the fourth IQAC meeting held on 08/02/2021
3. Green initiatives and waste management
4. Reformation of feedback system from the stakeholders
5. Discussion on Institutional activities and events for coming months
6. Infrastructure requirements
7. Finalising the Academic calendar for the next semester
8. Other Issues with the permission of the Chair

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Heads of Department


Coordinator, IQAC

Minutes of the Fifth IQAC Meeting held on 15/09/21

The Chairperson - IQAC – Dr. Aneet Bedi occupied the Chair and welcomed all the members for the fifth meeting of IQAC.

Agenda 1: Confirmation and Review of the Meeting held on 08/02/2021

Resolution: After discussing the minutes of the meeting held on 08/02/2021 were accepted. Action taken report of the previous meeting was accepted after discussion

Agenda 2: Action taken Report of the fourth IQAC meeting held on 08/02/2021

Resolution:

S. No.	Resolution in the meeting	Action Taken for Implementation & Outcomes
1	Plan and conduct of other Institutional activities	The Club Coordinators submitted the schedule of activities to be conducted for the current semester.
2	Conduct of Conference	International Conference – 15 th GJ IntConMITE – 2021 was organised successfully on May15, 2021 on the theme ‘Survive, Revive, Thrive – Key to Resilient organizations. National Conference: 18th GJ-NatConMITE 2021: Navigating the New Normal: Rethinking Business in a Changing World
2	Preparation for Affiliating University Inspection	HODs were asked to ensure that all the documents are in order for the smooth conduct of inspection by the affiliating university.
3	Academic Calendar for the next semester	HODs were asked to prepare the academic calendar in alignment with the affiliating university calendar. In addition, the dates for conduct of MSTs, FDPs, Workshops and Club Activities were earmarked.

Agenda 3: Green initiatives and waste management

Resolution: It was brought to the notice of all IQAC members that, green initiative like Tree Plantation is carried out annually in the campus. As well separate manpower is given for maintenance of these initiatives. IQAC Chairman briefed about solid and liquid waste management strategies in the institute and highlighted need of waste management

Agenda 4: Reformation of feedback system from the stakeholders

Resolution: With the aim of improving the academic standards in the Institute, it was decided that the feedback system needs to be made more inclusive with feedback from all the stakeholders like Students, Faculty, Alumni, Parents and Employers.

Agenda 5: Activities to be undertaken in the next session.

Resolution: Club activities and other events were discussed in the meetings and were planned for upcoming months.

Following events were scheduled for the coming months:

1. Constitution Day
2. Orientation Programme
3. GJIMT Alma Reconnect
4. HR workshop
5. Step towards Professionalism - Business Acumen Series

Agenda 6: Infrastructure requirements

Resolution: To ensure that the academic delivery is up to pace, the HODs were requested to compile a list of supplies needed for the labs and classrooms.

Agenda 7: Finalising the Academic calendar for the next semester

Resolution: The academic calendar for the upcoming even semester was finalized in alignment with the affiliating university calendar.

Agenda 8: Other Issues with the permission of the Chair

As there was no other issue to be discussed, so the meeting was concluded with a vote of thanks.




Schedule of Activities and Events organised and conducted (September 2021 –
December 2021)

1. **Constitution Day:** Joint effort of NSS and Red Ribbon Club of GJIMT.
2. **Orientation Programme:** It was organised where students from all the courses joined.
3. **GJIMT Alma Reconnect:** On the Topic -"Manage You Stress Your Way". Mr. Vikrant Nagpal, National Relationship Manager, Bancassurance Sales, SBI card was the key note speaker.
4. **HR workshop:** One-week online workshop on the theme " Managing HR in 21st Century"
5. **Step towards Professionalism - Business Acumen Series:** Noted personality CA Mastan Singh Chambyal was the keynote speaker



Action taken Report of the Fifth IQAC meeting held on 15/09/2021

S. No.	Resolution in the meeting	Action Taken for Implementation & Outcomes
1	Reformation of the Feedback system	New Formats for the Feedback were provided to the HODs. The feedback is to be conducted online from the Students, Faculty, Alumni, Parents and the Employers
2.	Conduct of planned institutional activities and events.	All the members were informed about the schedule of activities for the coming months and hence preparation to be done accordingly.
3.	Infrastructure Requirement and upgradation of Systems	HODs with the help of lab Instructors need to make sure that the facilities are in proper conditions. Upgradation of IT Infrastructure was carried out as per needs and requirements. (Including latest and advanced software instalment was done)
4.	Academic Calendar for the next semester	HODs were asked to prepare the list of FDP and Workshops and submit to the IQAC.


Coordinator - IQAC


Chairman - IQAC





Ref No: - GJ/IQAC/2022/01

Date: 16/02/2022

Notice

The Sixth meeting of IQAC is scheduled on 17/02/2022, at 2:00 p.m.in the Syndicate Room, GJIMT. The agenda of the meeting:

Agenda:

1. Confirmation and Review of the Meeting held on 15/09/2021
2. Action taken Report of the fifth IQAC meeting held on 15/09/2021.
3. Reformation of IQAC Committee
4. Conduction of Academic Audit
5. Discussion on conduct of Workshops/Seminars/Conference
6. Discussion on conduct of Institutional Activities
7. Review of the Feedback from Stakeholders
8. Other Issues with the permission of the Chair

Copy to:

PA to Director

Front Office

Heads of Department

Coordinator, IQAC



Minutes of the Sixth IQAC Meeting held on 17/02/2022

The Chairperson - IQAC – Dr. Aneet Bedi occupied the Chair and welcomed all the members for the sixth meeting of IQAC.

Agenda 1: Confirmation and Review of the Meeting held on 15/09/2021

Resolution: After discussing the agenda points of the last meeting, the minutes of the meeting held on 15/09/2021 were accepted. Action taken report of the previous meeting was accepted after discussion

Agenda 2: Action taken Report of the fifth IQAC meeting held on 14/09/2021

Resolution:

S. No.	Resolution in the meeting	Action Taken for Implementation & Outcomes
1	Reformation of the Feedback system	New Formats for the Feedback were provided to the HODs. The feedback is to be conducted online from the Students, Faculty, Alumni, Parents and the Employers
2.	Conduct of planned institutional activities and events.	All the members were informed about the schedule of activities for the coming months and hence preparation to be done accordingly.
2	Infrastructure Requirement and upgradation of Systems	HODs with the help of lab Instructors need to make sure that the facilities are in proper conditions. Upgradation of IT Infrastructure was carried out as per needs and requirements. (Including latest and advanced software instalment was done)
3.	Academic Calendar for the next semester	HODs were asked to prepare the list of FDP and Workshops and submit to the IQAC.

Agenda 3: Reconstitution of IQAC Committee

Resolution: The new members were added to the IQAC with the consent of the IQAC Chairman - IQAC and the present IQAC Committee

Agenda 4: To conduct the Academic Audit

Resolution: HODs were asked to conduct the Academic Audit of the Departments to identify any shortcomings and suggest corrective actions.

Agenda 5: Discussion on conduct of 16th GJ-IntConMITE International Conference

Resolution: 16th edition of the GJ-IntConMITE International Conference was organised on “Challenges of Changing Patterns in a Borderless World,” scheduled to take place on July 29, 2022, at GJIMT.

Agenda 6: Discussion on conduct of Institutional Activities

Resolution: Decision taken on organizing Seminars and Workshop in the institute

Agenda 5: Review of the Action taken on Stakeholder’s Feedback.

Resolution: Thorough discussion was made and the suggestions of the stakeholders were implemented with some suggestions.

Agenda 6: Other Issues with the permission of the Chair

As there was no other issue to be discussed, so the meeting was concluded with a vote of thanks.


List of Webinar/Workshops/FDPs

<u>Webinar/Workshop</u>	<u>Mode</u>
IPR: Emerging Issues and Challenges- February 18, 2022	Seminar
Seminar on Indian Securities Market for Budding Entrepreneurs - March 29, 2022	Seminar
IT Summit: Spinning out the third web 3.0- May 6, 2022	Seminar
Excel in Action: Data Analysis & Visualization Techniques- August 31 2022	Workshop



Action taken Report of the Sixth IQAC meeting held on 17/02/2022

S No.	Resolution in the meeting	Action Taken for Implementation & Outcomes
1	Addition of new members in IQAC committee.	New members were added in IQAC to ensure smooth and efficient conduct of Institute Quality assurance process.
2.	GJ-IntConMITE International Conference – 16 th Edition	16th edition of the GJ-IntConMITE International Conference was organised on “Challenges of Changing Patterns in a Borderless Word,” scheduled to take place on July 29, 2022, at GJIMT. Multiple Seminars and Workshop were organized during this period.
3.	IT Summit: Spinning out the third web 3.0- May 6, 2022	IT Summit was organized by the Department of Computer Applications.
4	Infrastructure Requirement	HODs with the help of lab supervisors ensured that all facilities were in proper condition.
5.	Review of Academic Audit	HODs were asked to conduct the Academic Audit in their respective departments and submit it to the IQAC


Coordinator - IQAC





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Ref No: - GJ/IQAC/2022/02

Date: 15/09/2022

Notice

The seventh meeting of IQAC is scheduled on 16/09/2022, at 2:00 p.m.in the Syndicate Room, GJIMT. The agenda of the meeting:

Agenda:

1. Confirmation and Review of the Meeting held on 17/02/2022
2. Action taken Report of the sixth IQAC meeting held on 17/02/2022
3. Review of Academic Audit
4. Plan for Industrial visits and field trips
5. Review of the Research Work
6. Other Issues with the permission of the Chair

Copy to:


Coordinator, IQAC

PA to Director

Front Office

Heads of Department

Minutes of the Seventh IQAC Meeting held on 16/09/2022

The Chairperson - IQAC – Dr. Aneet Bedi occupied the Chair and welcomed all the members for the seventh meeting of IQAC.

Agenda 1: Confirmation and Review of the Meeting held on 17/02/2022

Resolution: After discussion the minutes of the meeting held on 17/02/2022 were accepted. Action taken report of the previous meeting was accepted after discussion

S No.	Resolution in the meeting	Action Taken for Implementation & Outcomes
1	Addition of new members in IQAC committee.	New members were added in IQAC to ensure smooth and efficient conduct of Institute Quality assurance process.
2.	GJ-IntConMITE International Conference – 16 th Edition	16th edition of the GJ-IntConMITE International Conference was organised on “Challenges of Changing Patterns in a Borderless Word,” scheduled to take place on July 29, 2022, at GJIMT. Multiple Seminars and Workshop were organized during this period.
3.	IT Summit: Spinning out the third web 3.0- May 6, 2022	IT Summit was organized by the Department of Computer Applications.
4	Infrastructure Requirement	HODs with the help of lab supervisors ensured that all facilities were in proper condition.
5.	Review of Academic Audit	HODs were asked to conduct the Academic Audit in their respective departments and submit it to the IQAC

Agenda 3: Review of the Academic Audit

Resolution: Thorough discussion was made and it was advised that to maintain the quality of teaching through the use of ICT Tools. It was advised to conduct regular FDP, workshops, seminars to improve the teaching learning environment in the Institute.

Agenda 4: Review the Research Work

Resolution: Thorough discussion was made and it was advised that all the faculty members shall publish their research articles and book chapters in UGC care listed journals and ISBN books respectively.

Agenda 5: Plan for Industrial Visits and Field trips


Resolution: Industrial trips were organised in IIM Amritsar and IIT Ropar

Agenda 6: Other Issues with the permission of the Chair

Resolution: As recommended by the female staff members and girl students, the IQAC decided to install a sanitary napkin vending machine in the girls' washroom for improved hygiene and convenience.

Action taken Report of the seventh IQAC meeting held on 16/09/2022

S No.	Resolution in the meeting	Action Taken for Implementation & Outcomes
1	Review of Academic Audit	Proposals for FDP, workshop, seminars were sought from respective HODs for current and upcoming semester.
2.	Industrial visits and field trips	Students were taken for a 3- days Industrial trips to IIM Amritsar.
3.	Review of Research Work	Faculty members shall publish their research articles and book chapters in UGC care listed journals and ISBN books respectively
4..	Installation of Sanitary Napkins Vending Machine in Girls Washroom	Sanitary Napkins Vending Machine was installed in the Girls Washroom


Coordinator - IQAC





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List of Conference/Webinar/Workshops/FDPs

<u>Name of event</u>	<u>Category</u>
SEO and Beyond: Mastering Digital Marketing Techniques September 21 2022	Workshop
Workshop on Emerging Technologies in Business-October 7 2022	Workshop



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Ref No: - GJ/IQAC/2023/01

Date: 06/02/2023


Notice

The Eighth meeting of IQAC is scheduled on 07/02/2023, at 2:00 p.m. in the Syndicate Room, GJIMT. The agenda of the meeting:

Agenda:

1. Confirmation and Review of the Meeting held on 16/09/2022
2. Action taken Report of the seventh IQAC meeting held on 16/09/2022
3. NAAC Preparedness
4. Initiation of NAAC work
5. Formation of NAAC Committee
6. Discussion about the NAAC Accreditation and Assessment Process
7. Conduct of National Conference
8. Review of Alumni Registration
9. Other Issues with the permission of the Chair

Copy to:


Coordinator, IQAC

PA to Director

Front Office

Heads of Department

Minutes of the Eighth IQAC Meeting held on 07/02/2023

The Chairperson - IQAC – Dr. Aneet Bedi occupied the Chair and welcomed all the members for the eighth meeting of IQAC.

Agenda 1: Confirmation and Review of the Meeting held on 16/09/2022

Resolution: Action taken report of the previous meeting held on 16/09/2022 was accepted after discussion

Agenda 2: Action taken Report of the seventh IQAC meeting held on 16/09/2022

Resolution:

S No.	Resolution in the meeting	Action Taken for Implementation & Outcomes
1	Review of Academic Audit	Proposals for FDP, workshop, seminars were sought from respective HODs for current and upcoming semester.
2.	Industrial visits and field trips	Students were taken for a 2- days Industrial trips to IIM Amritsar.
3.	Review of Research Work	Faculty members shall publish their research articles and book chapters in UGC care listed journals and ISBN books respectively

Agenda 3: About Initiating the NAAC Work

Resolution: Discussion was carried out regarding the NAAC requirements and processes through the presentation. The NAAC Manual was distributed for thorough understanding.

Agenda 4: NAAC Preparedness

Resolution: The criterion In-charges presented a progress report of the NAAC work done so far to the Chairman – IQAC for assessment of NAAC preparedness.

Agenda 5: Discussion about the NAAC Accreditation and Assessment Process

Resolution: Keeping in mind the vision for NAAC Accreditation in coming year, discussion was made on process and framework of NAAC which constitute the following three stages.

The new NAAC process has three stages:

1. Institutional Information for Quality Assessment (IIQA) Submission

2. Self-Study Report (SSR) Submission
3. Data Validation & Verification (DVV) and Student Satisfaction Survey (SSS)
4. Peer Team Visit (PTV)

Agenda 6: Formation of NAAC Committee

Resolution: It was unanimously discussed that a NAAC committee has to be constituted which will prepare the IIQA and SSR for the Institute.

The Committee was formed under the supervision and Guidance of IQAC Chairperson – Dr. Aneet Bedi and will be headed by Dr. Neeraj Sharma, Dean – Academics.

Agenda 7: Conduct of National Conference/Seminar

Resolution: 19th GJ-NatConMITE 2023: Embracing Change and Transformation,

Resolution: Seminar on Quality Assurance

Agenda 8: Conduct of other Institutional activities

Resolution: Sodashi: A Women's Day event, Shoe donation drive, Awareness on Traffic rules,

Agenda 9: Registration of GJIMT Alumni Association

Resolution: After thorough discussion, it was decided to register the Alumni Association under Society Registration Act.

Agenda 10: Installation of a water harvesting system for rainwater conservation and to address ground marshiness caused by water accumulation during the rainy season.

Resolution: The IQAC recommended the installation of a water harvesting system to conserve rainwater and prevent the ground from becoming marshy due to water accumulation during the rainy season.

Agenda 11: Other Issues with the permission of the Chair

As there was no other issue to be discussed, so the meeting was concluded with a vote of thanks.



NAAC COMMITTEE

S No.	Name	Designation	Role
1.	Dr. Neeraj Sharma	Dean Academics	Coordinator- IQAC
2.	Dr. Tarandeep Singh	HOD, Department of Computer Applications	Criteria In-charge-1 Criteria In-charge-2
3.	Dr. Rakhee	HOD, Department of Management and Commerce	Criteria In-charge-5 Criteria In-charge-6
4.	Ms. Archan	Assistant Professor	Criteria In-charge-7
5.	Dr. Nibha	Assistant Professor	Criteria In-charge-5
6.	Dr. Shiv	Associate Professor	Criteria In-charge-2
7.	Dr. Bushra S.P. Singh	Assistant Professor	Criteria In-charge-3 Criteria In-charge-4
8.	Mr. Shammi Bhatia	Training and Placement officer	Criteria In-charge-5
9.	Dr. Iram Khan	Assistant Professor	Criteria In-charge-3
10.	Mrs. Neelam Sharma	Assistant Professor	Criteria In-charge-1
11.	Ms. Simrat	Assistant Professor	Criteria In-charge-1
12..	Mr. Vivek Sharma	Associate Professor	Criteria In-charge-7
13	Mr. Aditya	Assistant Professor	Criteria In-charge-6
14.	Dr. Zeba	Assistant Professor	Criteria In-charge-4
15.	Dr. Dipneet Saini	Assistant Professor	Criteria In-charge-3
16.	Mrs. Neha	Assistant Professor	Criteria In-charge-2 Criteria In-charge-4
17.	Ms. Sunita	Assistant Professor	Criteria In-charge-6




S. No	Criterion	In-Charge
1.	CURRICULAR ASPECTS <ul style="list-style-type: none">❖ Strategic planning of curriculum delivery.❖ Ensuring high-quality assessment tools and evaluation processes.❖ Maintaining the quality of student projects by identifying relevant projects and monitoring team performance.❖ Industry involvement in course delivery❖ Analysis of Industry-academia interaction.❖ Value-added courses/certification.❖ Skill-oriented training❖ Process for Post training assessment. Analysis of training.❖ Student Feedback and analysis.	1. Dr. Tarandeep Singh 2. Mrs. Neelam Sharma 3. Ms. Simrat
2.	TEACHING LEARNING AND EVALUATION <ul style="list-style-type: none">❖ Honours and recognition received by the faculty❖ Faculty participation in training, STTP, and FDP❖ Innovations in teaching and learning by the faculty❖ Evaluation process, including continuous internal evaluation❖ Students' performance and learning outcomes,❖ Success rate of students with and without backlogs❖ Academic performance in each year	1. Dr. Tarandeep Singh 2. Dr. Shiv 3. Mrs. Neha
3.	RESEARCH INNOVATION AND EXTENSION <ul style="list-style-type: none">❖ Academic research❖ Sponsored Research from industry/ organization.❖ Workshops/seminars/Conference/Symposium	1. Dr. Bushra S.P Singh 2. Dr. Iram Khan 3. Dr. Dipneet Saini





	participation.	
4.	INFRASTRUCTURE AND LEARNING RESOURCE <ul style="list-style-type: none">❖ Infrastructure facilities – (CD, Wi-Fi/LAN, Labs, seminar halls classrooms)❖ Library - Books, Journal, Digital Data, CD and Video,❖ IT — Bandwidth.	1.Dr. Bushra S.P. Singh 2.Dr. Zeba 3.Mrs. Neha
5.	STUDENT SUPPORT AND PROGRESSION <ul style="list-style-type: none">❖ Scholarship❖ Students' participation and activities.❖ Anti-ragging and student's grievance redressal.❖ Guidance for competitive examinations❖ Higher education❖ Sports and cultural participation❖ Alumni Engagement❖ Soft skill development, remedial coaching,❖ Language lab, Bridge courses, Personal Counselling and Mentoring, etc.,	1.Dr. Rakhee 2.Dr. Nibha 3.Mr. Shammi Bhatia
6.	GOVERNANCE AND LEADERSHIP <ul style="list-style-type: none">❖ Institutional Vision and Leadership❖ Financial management and resource mobilization.❖ Plan for the Next Semester	1.Dr. Rakhee 2.Mr. Aditya 3.Ms. Sunita
7.	INNOVATION AND BEST PRACTICES <ul style="list-style-type: none">❖ Environment Consciousness❖ Innovation and Best Practices	1.Ms. Archan 2. Mr. Vivek Sharma

Action taken Report of the Eighth IQAC meeting held on 07/02/2023

S No.	Resolution in the meeting	Action Taken for Implementation & Outcomes
1,	Initiation of NAAC work	The latest Manual was provided to all the faculty members to study and understand the requirements.
2.	NAAC preparedness	NAAC work was started with a vision for next year submission of first cycle SSR
3.	Discussion about the NAAC Accreditation and Assessment Process	All the Committee members discussed on process and framework for NAAC Accreditation and Assessment
4.	Formation of NAAC Committee	Under the Supervision of IQAC –Chairperson, NAAC Committee was constituted
5.	Conduct of National Conference/Seminar	19th GJ-NatConMITE 2023: Embracing Change and Transformation Seminar on Quality Assurance
6.	Conduct of other Institutional activities	Industrial Visit at CDAC- IT Research Centre (12 th April 2023) Excursion Trip to Kurukshetra- (3 rd May 2023) Workshop on AI and Python by HDFC Bank “Parivartan” (5 th April-5 th May 2023) Decathlon- Health and Fitness Day- (27 th April 2023)
7.	Review of Alumni Registration	Registration of Alumni members and review was done.
8.	Installation of Water Harvesting System	Water Harvesting System was installed


Coordinator - IQAC


Chairman IQAC Mohali (Punjab)





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Ref No: - GJ/IQAC/2023/02.

Date: 10/09/2023

Notice

The Ninth meeting of IQAC is scheduled on 11/09/2023, at 2:00 p.m.in the Syndicate Room, GJIMT. The agenda of the meeting:

Agenda:

1. Confirmation and Review of the Meeting held on 07/02/2023
2. Action taken Report of the eighth IQAC meeting held on 07/02/2023
3. Status of NAAC work and Completion.
4. To Submit IIQA
5. Conduct of International Conference
6. Signed MOUs with other organization
7. Other Issues with the permission of the Chair

Copy to:


Coordinator, IQAC

PA to Director

Front Office

Heads of Department

Minutes of the Ninth IQAC Meeting held on 11/09/2023

The Chairperson - IQAC – Dr. Annet Bedi occupied the Chair and welcomed all the members for the ninth meeting of IQAC.

Agenda 1: Confirmation and Review of the Meeting held on 07/02/2023

Resolution: Action taken report of the previous meeting held on 07/02/2023 was accepted after discussion.

Agenda 2: Action taken Report of the Eighth IQAC meeting held on 07/02/2023

Resolution:

S No.	Resolution in the meeting	Action Taken for Implementation & Outcomes
1,	Initiation of NAAC work	The latest Manual was provided to all the faculty members to study and understand the requirements.
2.	NAAC preparedness	NAAC work was started with a vision for next year submission of first cycle SSR
3.	Discussion about the NAAC Accreditation and Assessment Process	All the Committee members discussed on process and framework for NAAC Accreditation and Assessment
4.	Formation of NAAC Committee	Under the Supervision of IQAC –Chairperson, NAAC Committee was constituted
5.	Conduct of National Conference/Seminar	19th GJ-NatConMITE 2023: Embracing Change and Transformation Seminar on Quality Assurance
6.	Conduct of other Institutional activities	Industrial Visit at CDAC- IT Research Centre (12 th April 2023) Excursion Trip to Kurukshetra- (3 rd May 2023) Workshop on AI and Python by HDFC Bank “Parivartan” (5 th April-5 th May 2023) Decathlon- Health and Fitness Day- (27 th April 2023)
7.	Review of Alumni Registration	Registration of Alumni members and review was done.
8.	Installation of Water Harvesting System	Water Harvesting System was installed

Agenda 3: Status of NAAC work and Completion

Resolution 1: The criterion In-charges presented a progress report of the NAAC work done so far to the Chairperson – IQAC for assessment of NAAC preparedness.

Resolution 2: Review of NAAC qualitative and quantitative work is taken criteria wise and IQAC recommended to apply for the initial log in for NAAC.

Agenda 4: To submit Institutional Information for Quality Assessment (IIQA)

Resolution: Thorough discussion was made and it was decided that by looking at the preparation, it was decided to submit IIQA in the last week of June, 2024.

Agenda 5: Conduct of International Conference

Resolution: 17th GJ-IntConMITE 2023: Innovation for Smart, Inclusive and Sustainable Growth

Agenda 6: Signed MOUs with other Institutions

Resolution: MOUs were signed between Asian Business School and GJIMT, SAGE Spectrum and Gyan Management Journal (ISSN: 0974-7621), and Hola India, Spain and GJIMT.

Agenda 7: Conduct of Institutional activities

Resolution: Various workshops, seminars and FDPs were organised

Agenda 8: Other Issues with the permission of the Chair

As there was no other issue to be discussed, so the meeting was concluded with a vote of thanks.



Attendees:


Sr. No	Name	Designation	Signature
1	Dr. Aneet Bedi	Chairman-IQAC	
2	Dr. Neeraj Sharma	Coordinator- IQAC	
3	Prof. Gurdeepak Singh	Member	
4	Dr. Rakhee Dewan	Member	
5	Dr. Tarandeep Singh	Member	
6	Ms. Gian Jyot	Member	
7	Dr. Bushra S.P Singh	Member	
8	Ms. Archan Upadhyay	Member	
9	Mr. B.L Arora	Member	
10	Mr. Ajay Tiwari	Member	
11	Ms. Kajal Soni	Student Member	
12	Mr. Nitin Shrikoti	Student Member	
13	Mr. Rakesh Prashar	Member	

11/9/2023




Action taken Report of the Ninth IQAC meeting held on 11/09/2023

S No.	Resolution in the meeting	Action Taken for Implementation & Outcomes
1.	Submission of IIQA for NAAC in June 2024.	IIQA preparation was assigned to members of the NAAC committee
2.	Conduct of Conference	17th GJ-IntConMITE 2023: Innovation for Smart, Inclusive and Sustainable Growth
3.	MOUs Signed	MOUs were signed between Asian Business School and GJIMT, SAGE Spectrum and Gyan Management Journal (ISSN: 0974-7621), and Hola India, Spain and GJIMT.
4.	Conduct of Institutional activities.	Industry Visit to Antier Solutions Mohali (13 th Sept 2023) Mohali Eco Warriors Spearhead Indian Swachhata League 2.0 Flash Mob (17 th - 27 th Sept 2023) Annual Sports Fest (22nd Sept 2023)


Coordinator - IQAC




Chairman - IQAC



LIST OF SEMINARS/WORKSHOPS/FDPs

TITLE	CATEGORY
Seminar on International Financial Markets-September 29, 2023	Seminar
United Against AIDS: Knowledge for Prevention and Care-October 3 2023	Seminar
Mastering ERP: Tools and Techniques for Business Success-October 9 - 13 2023	FDP
Bridging the Gap between Industry and Academia: Through IPR Excellence-November 1 2023	Seminar
National Seminar on Quality Management and Accreditation in Higher Education-January 10 2024	Seminar



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Ref No - GJ/ISAC/2024/01

Date: 24/02/2024

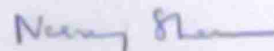
Notice

The tenth meeting of IQAC is scheduled on 26/02/2024, at 2:00 p.m. in the Syndicate Room, GJMT. The agenda of the meeting:

Agenda:

1. Confirmation and Review of the Meeting held on 11/09/2023
2. Action taken Report of the Ninth IQAC meeting held on 11/09/2023
3. Status of NAAC work and Completion
4. Review of Academic Audit
5. Conduct of Seminar/workshop/FDP
6. Review of Research work
7. Other Issues with the permission of the Chair

Copy to:


Coordinator, IQAC

PA to Director

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Heads of Department

Minutes of the Tenth IQAC Meeting Held on 26/02/2024

Chairperson: Dr. Aneet Bedi

1. Confirmation and Review of the Previous Meeting Held on 11/09/2023

- **Resolution:** The action taken report from the previous meeting was reviewed and approved after discussion.

2. Action Taken Report from the Ninth IQAC Meeting Held on 11/09/2023

- **Resolution:**

S No.	Resolution from the Meeting	Action Taken and Outcomes
1.	Submission of IIQA for NAAC in June 2024	IIQA preparation was assigned to members of the NAAC Committee.
2.	Conduct of Conference	The 17th GJ-IntConMITE 2023: Innovation for Smart, Inclusive, and Sustainable Growth was conducted.
3.	MOUs Signed	MOUs were signed between Asian Business School and GJIMT, SAGE Spectrum and Gyan Management Journal (ISSN: 0974-7621), and Hola India, Spain and GJIMT.
4.	Conduct of Institutional Activities	Industry Visit to Antier Solutions Mohali (13 th Sept 2023) Mohali Eco Warriors Spearhead Indian Swachhata League 2.0 Flash Mob (17 th - 27 th Sept 2023) Annual Sports Fest (22nd Sept 2023).

3. Status of NAAC Work and Completion

- **Resolution:** The NAAC Committee has been tasked with preparing the Institutional Information for Quality Assessment (IIQA), with the submission scheduled for June 2024.

4. Review of Academic Audit

- **Resolution:** It was suggested that the Academic Audit should be conducted periodically, as per the Coordinator of IQAC.

5. Conduct of Conferences/Seminars/Workshops

- **Resolution:** Seminars and workshops for students have been successfully organized.

6. Other Issues with the Permission of the Chair

- **Resolution 1:** Feedback was obtained from the editorial board of Gyan Management Journal regarding the poor quality of submissions. To address this issue, the IQAC decided to collaborate with SAGE Spectrum for a five-year period. An MOU will be signed to formalize this collaboration.
- **Resolution 2:** The IQAC recommended making the campus a more barrier-free environment through the construction of ramps for the physically disabled.

7. Action Points

- **Resolution 1:** The IQAC received feedback from the faculty expressing a desire to attend a 5-day FDP titled "Raise Your Financial Quotient: Gaining Insights on Financial Wellness." The IQAC granted permission for this, and certificates of participation will serve as proof of attendance.
- **Resolution 2:** The IQAC was informed about the need to create a differently-abled friendly environment. In response, the GJIMT Library was tasked with the installation of a Braille Keyboard and Non-Visual Desktop Assistance (NVDA) Software for student access.
- **Resolution 3:** The IQAC decided to prepare for the 18th International Conference, GJ-IntConMITE 2024, to be held on December 20, 2024. The theme was set as "Leadership Development in the Age of Disruption," aligning with AICTE's thrust area. A Conference Committee was formed, tasks were delegated, and a duty chart was prepared.
- **Resolution 4:** It was decided to purchase approximately 100 Indian Knowledge System books and 100 Competition Preparatory books. The library was instructed to proceed with the purchase.

Adjournment: The meeting concluded with a vote of thanks.



Attendees:

Sr. No	Name	Designation	Signature
1.	Dr. Anect Bedi	Chair - IQAC	Anect
2.	Dr. Neeraj Sharma	Coordinator	Neeraj Sharma
3.	Prof. Gurdeepak Singh	Member	Gurdeep
4.	Dr. Rakhee Dewan	Member	Rakhee Dewan
5.	Dr. Tarandeep Singh	Member	Tarandeep Singh
6.	Ms. Guran Jyot	Member	Guran Jyot
7.	Dr. Bushra S.P. Singh	Member	Bushra
8.	Ms. Archan Upadhyay	Member	Archan
9.	Mr. B.L. Arora	Member	B.L. Arora
10.	Mr. Ajay Tiwari	Member	A. Tiwari
11.	Ms. Karriya Parveen	Member	Parveen
12.	Mr. Abhishek Thangra	Member	Abhishek
13.	Mr. Rakesh Prashar	Member	IN ABSENTIA

Date : 26/02/2024



Action taken Report of the tenth IQAC meeting held on 26/02/2024

S No.	Resolution in the meeting	Action Taken for Implementation & Outcomes
1	Review of NAAC work	Decision was sought for IIQA to be submitted in the last week of June.
2	IKS and Competitive Exams Preparatory Books	Order for the books has been placed by the Library.

Naveen Kumar

Coordinator - IQAC

Anees

Chairman - IQAC





LIST OF SEMINARS/WORKSHOPS/FDPs

TITLE	CATEGORY
Next-Gen Library: E-Resource Management for the Digital Age-Feb 19-24 2024	Seminar
Skills for Success: Thriving in Today's World-March 26 2024	Workshop
Raise your financial Quotient: Gaining Insights on Financial wellness-	5- Day FDP in collaboration with Asian Business School
Change Makers Unite: Harnessing the Power of Social Entrepreneurship-April 3 2024	Seminar
Entrepreneurship & Innovation-May 24, 2024	Seminar