



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

Front Office

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.

Copy to:

PA to Director

Front Office

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

