



GIANJYOTI
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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

Copy to:

PA to Director

Front Office

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.

Neha Singh
Coordinator - IQAC

Ajeet
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

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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

