



# Jagannath International Management School



MOR, Pocket-105, Kalkaji, New Delhi-110019  
(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)  
Accredited by National Assessment and Accreditation Council (NAAC)

## Minutes of IQAC Meeting held on 6<sup>th</sup> May, 2024

JIMS IQAC meeting was held on 6<sup>th</sup> May, 2024. The meeting was attended by the following:

1	Dr. Anuj Verma ,Director	Prof.R.K Mittal (Vice Chancellor,Ch.Bansilal University,Bhiwani)
2	Dr. Prashant Kumar, HoD, B.com Dr.Ruchi Shrivastava, HOD, BBA	Mr. Ashwani Agarwal ( Rep Local Society)
3	Dr .Preeti Singh IQAC Coordinator	Mr. Deepak Mehra (Head, T&D, Kenstar)
4	Mr .Kartik Dayal Member	Dr. (Cdr) Satish Seth Advisor to chairman
5	Dr.Shweta Khandelwal Dr.Shivani Sharma ( Member)	
6	M .Likhita , Student	
7	Mr .Rohil Arora ,Alumni	





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Sl. No.	Description/Agenda	Action/ Information
1	<b>SQAR Format</b>	<ul style="list-style-type: none"><li>• IQAC coordinator discussed the SQAR format in detail with faculty members considering NAAC 7 criteria.</li><li>• The format was discussed and each criteria was explained to the faculty members in detail.</li></ul>
2	<b>Guidelines for preparation of SQAR Format</b>	<ul style="list-style-type: none"><li>• IQAC coordinator discussed the NAAC guidelines for the preparation of SQAR to achieve quality standards.</li><li>• Guidelines were explained to prepare the metrics of all criteria and how to maintain the quality of work.</li></ul>
3	<b>Structuring of drive with related documents</b>	<ul style="list-style-type: none"><li>• IQAC coordinator to explain the structuring of drive to upload and maintain the related documents efficiently.</li><li>• Guidelines to maintain the drive was explained thoroughly so that proper alignment can be achieved and mapping can be done</li></ul>





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4	<b>Filling of Datasheets corresponding to allocated metrics.</b>  It was being advised to fill the datasheets properly for allocated metrics.	<ul style="list-style-type: none"><li>• Instructions to fill the data templates were given and time line was decided.</li></ul>
5	<b>Faculty allocation for SQAR points</b>	<ul style="list-style-type: none"><li>• IQAC coordinator to discuss the faculty allocation for various metrics</li><li>• Faculty was informed for the same.</li></ul>
6	<b>Deadline for Submission of SQAR</b>	<ul style="list-style-type: none"><li>• All the concerned metric holder to submit the document by 15.05.2024</li></ul>

The meeting was attended by all the faculty members , HODs and Director. The Meeting ended with a vote of thanks to the Chair.

**Dr. Anuj Verma**  
Director

