



Minutes of Meeting

Meeting held on: 1 October, 2025

Time: 11:00 AM

Venue: Room C-303

Agenda 1: Planning of Career Awareness and Career Guidance Sessions

The committee deliberated on the importance of systematically orienting first-year and newly admitted students towards career prospects, higher education opportunities and professional pathways at an early stage of their academic journey. It was proposed to organize a structured series of career awareness and career guidance sessions for BCA, BBA and BA Economics (H) students during the first week of October 2025 with the objective of enhancing career clarity, motivation and informed decision-making.

It was resolved that Dr. Shivani Vats will conduct sessions on "Career Prospects" for BCA batches, Dr. Sachin Sabharwal will conduct a Career Awareness Session for BBA students, and Ms. Vaishali Jain, Dr. Vandana Raghava and Dr. Veena Panjwani will jointly conduct Career Awareness Sessions for BA Economics (H) students. In addition, a motivational and performance enhancement session titled "Flight from Potential to Performance" will be organized by Dr. Sunil Keswani for BBA, BCA and BA Economics (H) Batch 2023-25. The committee emphasized that these sessions should focus on aligning students' interests with industry requirements and future academic and professional goals.

Agenda 2: Planning of Student Engagement and Campus Activities

The committee discussed the need to strengthen student engagement through well-structured campus activities aimed at promoting holistic development, leadership qualities, team spirit, institutional bonding and a vibrant campus culture. It was proposed to organize a series of co-curricular and cultural activities during October 2025 to facilitate social integration, personality development and active student participation across all programmes.

It was decided to organize the *Sports Fiesta* in October 2025 to encourage physical fitness, teamwork and sportsmanship among students, followed by the *Freshers' Party* for newly admitted batches to facilitate interaction, cultural integration and a welcoming campus environment. The committee emphasized that these activities should be conducted in a disciplined, inclusive and well-coordinated manner to ensure maximum participation and positive learning experiences.

In addition, students will be encouraged to actively participate in institutional initiatives such as the *IIC Student Council Recruitment* scheduled on 29th October 2025, which will provide opportunities for leadership development, innovation-oriented activities and involvement in institutional governance.



The committee highlighted that student engagement activities should be aligned with institutional learning outcomes, foster a sense of belonging and responsibility, and contribute to the overall academic and co-curricular growth of students.

Agenda 3: Planning of International Exposure and Special Programmes

The committee discussed the significance of providing international exposure and global learning opportunities to students in order to broaden their academic horizons, cultural understanding and professional competence. It was proposed to organize the *Global Immersion Programme to Dubai* from 28th October 2025 to 1st November 2025 for BBA, BCA and BA Economics (H) Batch 2025-29.

The committee noted that the programme aims to enhance students' international outlook, exposure to global industry practices, cross-cultural interaction and experiential learning through industry visits and academic engagements. The committee recommended adequate pre-departure orientation and structured post-programme reflections to maximize learning outcomes.

Agenda 4: Planning of Placement Readiness Activities and Aptitude Training

The committee emphasized the need to further strengthen placement preparedness through systematic aptitude training, continuous assessment and targeted remedial support. It was proposed to conduct aptitude tests for BA Economics (H) and BBA 3rd year students, mock tests for MCA and BCA batches, and remedial aptitude classes for BCA students during October and early November 2025.

It was resolved that faculty members Dr. Deepti Khanna, Dr. Manjot Kaur, Dr. Deepti Sharma, Ms. Vaishali Jain, Mr. Harsh Vermani and Dr. Geeta Sharma will coordinate and conduct these activities as per the approved placement preparation schedule. The committee emphasized that these initiatives should focus on improving analytical ability, technical competence, time management and examination temperament to enhance students' employability and performance in competitive recruitment processes.

Agenda 5: Planning of Workshops, Training Sessions and Skill Development Activities

The committee proposed organizing a series of structured workshops and training sessions aimed at strengthening technical, analytical and professional skills among students. These activities will include aptitude building sessions, DSA training, group discussion skills development, LinkedIn usage for job search, digital branding and case study analysis for final-year students of BCA, BBA and BA Economics (H).

It was further decided to organize special skill development programmes such as GD Tips and Mock GD sessions with industry experts, student-led JavaScript sessions and hand-holding sessions for technical competency building during October-November 2025. The committee emphasized that these initiatives should be outcome-oriented and aligned with current industry expectations and placement requirements.



Agenda 6: Planning of Social Awareness and Outreach Activities

The committee discussed the importance of integrating social awareness and outreach programmes into the academic framework to promote ethical sensitivity, social responsibility and civic consciousness among students. It was resolved to organize a *Workshop on Menstrual Health and Hygiene* in October 2025 in collaboration with Kasturba Gandhi National Memorial Trust, Bakhtwarpur, with the objective of creating awareness on health, hygiene and gender sensitization. The committee further resolved to organize a social outreach and environmental initiative in the form of *Potli Bag Distribution* under the coordination of Dr. Ankur Tayal, with the objective of promoting environmental awareness, sustainable practices and community engagement among students.

The committee further agreed to undertake additional awareness initiatives related to community service, campus safety, environmental sustainability and social well-being during the month in collaboration with relevant organizations and institutional committees.

Review and Recommendations

After reviewing the above activities, the committee:

- Appreciated the systematic planning and timely execution of student engagement initiatives during October 2025.
- Recommended preparation of a consolidated annual activity calendar with clearly defined learning outcomes for each major engagement activity.
- Suggested greater inter-departmental collaboration to ensure optimal utilization of institutional resources and wider student participation.
- Emphasized the need for structured feedback collection from participants to further improve the quality and impact of future programmes.

The meeting ended with a vote of thanks by Dr. Bharti Rana to all members present.

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Prepared By

Mr. Pradeep Palei

Checked and verified By

Dr. Bharti Rana

IQAC Coordinator

Reviewed and Approved By

Dr. Pooja Jain

Director & IQAC Chairperson



Attendance Sheet of MOM dated 1st October, 2025

S. NO.	Faculty Name	Designation	Signature
1	Dr. Pooja Jain	Director and Chairperson	
2	Mr. Deepak Gupta,	Treasurer, Jagannath Gupta Memorial Educational Society (Regd.)	
3	Dr. Praveen Arora, Principal	Hod/Dean	
4	Dr. Pratima Daipuria	Dean, Professor	
5	Dr. Sonia Dhir	HOD IB Programme, Associate Professor	
6	Dr. Neelam Dhall	Dean Reserach	
7	Dr. Parminder Bajaj	Professor	
8	Dr. Deepshikha Aggarwal	Professor	
9	Dr. Manjot Kaur Bhatia	Professor	
10	Dr. Amisha Gupta	Associate Professor	
11	Mr. Akshay Kumar	CTO	
12	Ms. Anjali Madan	Programme Incharge	
13	Dr. Bharti Rana	Assistant Professor (IQAC Coordinator)	
14	Mr. P C Jain	Bawana Industrial Association	
15	Mr. Vivek Nanda	Nominee from Local Society	
16	Mr. Chhavi Takroo	Nominee from Student	
17	Mr. Aditi Jain	Nominee from Student	
18	Mr. Clifford Lawrence	Nominee from Alumni	
19	Ms. Vani Malhotra	Nominee from Alumni	