



Jagan Institute of Management Studies
3, Institutional Area, Sector-5, Rohini, Delhi-110085

Minutes of Meeting

Meeting held on: 10th April, 2024

Time: 10 AM

Venue: Room C-303

Agenda 1:

To review and discuss the academic audit findings:

- The Internal Academic Audit for the institution was successfully conducted from March 20 to 22, 2024, covering all academic departments and support units.
- All required documentation and compliance measures were thoroughly reviewed and verified during the audit, with positive feedback received from the audit panel regarding the academic processes and quality standards.

Agenda 2:

To review Staff Training on Academic Tools:

- Dr. Sachin Sabharwal, Associate Professor JIMS, conducted a training session for new faculty members on effectively using the Learning Management System (LMS).
- The training focused on preparing faculty for the upcoming session by familiarizing them with the LMS tools and features.

Agenda 3:

To review Library Management and Faculty Concerns:

- Ms. Priya, Librarian JIMS, raised a concern regarding some faculty members not returning newspapers issued to them back to the library.
- It was decided that a circular addressing this issue will be circulated soon to ensure proper return of library materials.



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Agenda 4:

To review Sports Club Update and Student Achievements:

- Mr. Sunny Seth, Assistant Professor JIMS, presented the Sports Club semester report, highlighting the accolades earned by JIMS students in various inter-college sports tournaments.
- It was decided that students' sports achievements will be displayed on campus to encourage and motivate more participation.
- Faculty members shared various new sports formats planned for the upcoming semester.

Agenda 5:

Discussion on issues faced by various committees:

Hostel Committee:

- Surprise visits by the Hostel Committee have led to improved maintenance and availability of clean drinking water in the hostel premises.
- Water dispensers and storage facilities are now regularly checked to ensure hygiene and continuous supply to students.

Canteen Committee:

- Due to surprise inspections by the Canteen Committee, the quality of food served to students has significantly improved.
- Vendors have been reminded to maintain hygiene standards and timely availability of menu items to ensure student satisfaction.

Student's Grievance Committee:

- The institute received a letter from the Directorate of Higher Education regarding a grievance by three BCA students about fee demands during degree collection. The Principal responded that the complaint is false and misleading, as the students concealed relevant court orders. The fee charged were as per the Fee Regulatory Committee's recommendations and Delhi High Court orders.

Agenda 6:

To Address Students' Requirement for Design and Development

- Based on student feedback, a clear requirement has emerged for deeper understanding and hands-on experience in the areas of prototype and process design. MCA Students

have expressed the need for practical exposure to real-world design and development processes, highlighting the importance of supplementing academic learning with experiential insights.

- In response to this, DevOps Training Session for MCA students by Mr. Jatin Bhalla, Certified Trainer. The session is planned to provide students with practical exposure to DevOps concepts, tools, and processes such as Continuous Integration and Continuous Deployment (CI/CD). The objective is to bridge the gap between academic learning and industry practices, thereby enhancing students' technical proficiency and employability skills.
- It was also decided to conduct a session by Dr. Suman Madan (Professor), Dr. Navneet Joshi (Professor), and Dr. Sachin Sabharwal (Associate Professor), who bring a strong background in design and development. Their expertise and experience make them well-suited to guide students through the concepts, tools, and practices essential for effective prototype and process design.

Agenda 7:

Discussion on Future Conduction of Workshops like Self-Defence Training

- Based on highly positive student feedback from the recently conducted Self-Defence Workshop led by SI Om Sheela (Team Parivartan Cell, Delhi Police), it was observed that such sessions significantly contribute to students' confidence, safety awareness, and overall well-being. The workshop held last week received an enthusiastic response, with students appreciating both the content and delivery.
- In light of its success, it is proposed that similar workshops be conducted periodically in the future, in collaboration with Delhi Police and other relevant agencies. These initiatives not only equip students with essential self-defence techniques but also foster a greater sense of empowerment and preparedness on campus.

The meeting was ended with a vote of Thanks by Dr. Suman Madan to all members' present

Prepared By

Checked and verified By

Reviewed and Approved By

Mr. Pradeep Palei

Dr. Suman Madan

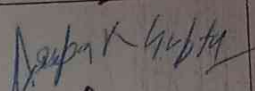
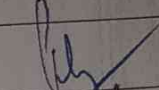
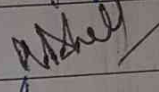
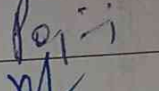
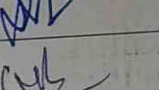
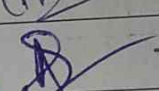
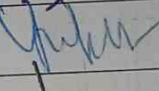
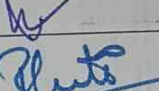
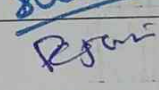
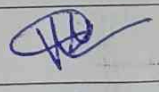
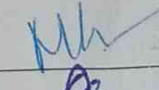
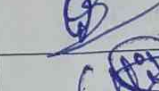
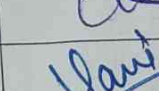
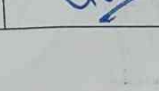
Dr. Praveen Arora

IQAC Coordinator

Principal & IQAC Chairperson

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Attendance Sheet of MOM dated 10th April, 2024

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