



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

Minutes of Meeting

Meeting held on: 10th July, 2024

Time: 10 AM

Venue: Room C-303

Agenda 1:

Review of Academic Preparedness and Quality Assurance Measures

- It was informed that semester start meeting is to be conducted and the course curriculum related issues will be discussed. It was further emphasized in the meeting that a timely submission of semester end report is to be done.
- Academic Audit for Session 2023-24 which was held recently, was discussed. The previous feedbacks from MCA, BBA, BCA and BA ECO students were discussed and it was decided that feedbacks are constant source of maintaining quality education, thus feedbacks will be an integral part for audits. The message of completing the course syllabus on time is to be floated to all the faculties.

Agenda 2:

Review of New Features and Updates on Learning Management System (LMS)

- Dr. Sachin Sabharwal, Associate Professor JIMS, updated the members about the newly added Personality Test feature on the LMS, which aims to enhance student self-assessment and personal development.
- He informed that the Digital Library will now be accessible directly through the LMS portal, providing easier and centralized access to learning resources for students and faculty.

Agenda 3:

To discuss the progress and future requirements of guest lectures conducted for faculty and students.

- It was noted that a guest session was successfully conducted on enhancing soft skills & Connect with Work by Mr. Varun Khanna, GTT Trainer, for bridging the gap between



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academic learning and industry expectations, aimed at improving student employability and workplace adaptability for MCA students.

- It was further decided that an upcoming session will outline the structured engagement of trained faculty and student Innovation Ambassadors (IAs) under the IIC framework by Mr. Dipan Kumar Sahu, Assistant Director, MOE, along with recognition and reward mechanisms to foster a culture of innovation.
- An ongoing training program on MERN Stack Development is being conducted by Mr. Shashank Tripathi from Ainwick Infotech. The program aims to provide MCA students with hands-on experience in MongoDB, Express.js, React, and Node.js, enabling them to build full-stack web applications and strengthen their industry-relevant development skills.

Agenda 4:

Update on library resources and accessibility of digital academic content.

- Members were informed that a detailed list of all new arrivals in the library has been shared for reference and circulation.
- Information regarding the URLs and access credentials for subscribed e-journals, e-cases, and e-books was also shared to facilitate usage of digital academic content.

Agenda 5:

Review of IT infrastructure enhancement and planning for future upgrades.

- It was decided that new computer systems will be installed to enhance the functionality of existing labs and support academic activities.
- Further requirements for IT infrastructure, including IOT and other specialized labs, will be identified based on a detailed needs analysis.

Agenda 6:

Review of mentor-mentee system

- Members were asked to complete updates in the mentor-mentee list and assigned duties within the month to ensure smooth execution of upcoming session.
- It was agreed that mentor-mentee sessions of MCA, BBA, BCA and BA ECO students will be conducted regularly and without interruption to support student development.



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Agenda 7:

Discussion on development and implementation of a faculty and staff incentive policy.

- The requirement of New Incentive Policy was emphasized as it is a powerful tool for ensuring that faculty and staff remain motivated, engaged, and aligned with the institution's strategic goals. The policy should be transparent, fair, and aligned with the overall mission of the institution, creating a positive environment where faculty and staff feel valued for their contributions.

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

Prepared By

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Checked and verified By

Dr. Suman Madan

IQAC Coordinator

Reviewed and Approved By

Dr. Pooja Jain

Director & IQAC Chairperson



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Attendance Sheet of MOM dated 10th July, 2024

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. Neelam Dhall	Dean Reserach	
6	Dr. Parminder Bajaj	HOD/ Professor	
7	Dr. Deepshikha Aggarwal	Professor	
8	Dr. Manjot Kaur Bhatia	Professor	
9	Dr. Amisha Gupta	Associate Professor	
10	Dr. Yukti Ahuja	Associate Professor	
11	Mr. Akshay Kumar	CTO	
12	Mr. Neha Tewari	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. Mayank Kalra	Nominee from Student	
17	Mr. Avni Sharma	Nominee from Student	
18	Mr. Clifford Lawrence	Nominee from Alumni	
19	Ms. Vani Malhotra	Nominee from Alumni	