

(NAAC Accredited 'A' Grade Institute & Approved U/s 2(f) of UGC Act 1956)  
**LINGAYA'S LALITA DEVI INSTITUTE OF MANAGEMENT  
& SCIENCES**

(Affiliated to GGSIP University, Delhi, Govt. of Delhi & NCTE)  
Mandi Road, Mandi, New Delhi- 110047

**IQAC**

**MINUTES OF THE MEETING**

<b>MEETING CONDUCTOR</b>	:	IQAC Coordinators
<b>Venue</b>	:	Board Room (LLDIMS)
<b>Date</b>	:	19.02.21
<b>Time</b>	:	10:30 PM
<b>Attendees</b>	:	ALL HODs/ coordinators/HR/ Admin/ Accounts/Marketing/Professors/ Associate Professors

**POINTS DISCUSSED IN MEETING:**

1. Discussion on registration and organization of Alumni Meet: Dr. Ankita Nagpal, pointed out that in addition to the academics feedbacks taken from students, parents and employers, alumni interaction is equally important. The teams suggested with the permission of chair to collect the alumni feedback and organize alumni meet every year.
2. Framing of Research policies for promoting research culture and organization of Conferences/Workshop/STTP etc.: Dr. Jyoti Dahiya suggested that research culture should inculcate in academics and Industry-Institute interaction is to be strengthened. Dr. Ashish Dubey was of the opinion that academic policies are need to be revised and related activities definitely promoting research culture.
3. Planning of Transport facility for non-residential students: Mr. Vijay Pal informed to Chairperson, IQAC and all head of departments that many students have a problem about traveling to reach campus on time due to poor public transport service. The suggestion of Bus transport facility to be provided to all students and agreed by all the members.
4. Planning of NSS activities: The Chairperson had decided that institute should register in NSS cell in the university and should also participate in activities namely Tree Plantation, Blood Donation Camp and Road Safety program on the basis of suggestions from all the Committee members.
5. Admission team: The chairperson had decided to form a Admission team under the supervision of Mr. Nishant Jaiwal with his 3 junior for coming session 2022-2023.

The conclusions of the meeting and proposed action plan :

1. It is planned to conduct 'Alumni Meet' yearly and decided to register Alumni Association.
2. It is decided to conduct various National Conference/PDF/Seminars on topics which include research methodology, teaching, business to promote research culture.
3. It is decided to arrange Bus facility for all students as well as faculties and staff.
4. It is planned to register and conduct NSS activities such as Tree Plantation, Blood Donation Camp and Road Safety program under NSS activities.
5. Admission cell organized a pre-admission counseling for potential UG students.

**Note: For any kind of problems and clarity, you can contact the Additional Director and Director at any time.**

Please mail your query [mishrpranav@gmail.com](mailto:mishrpranav@gmail.com).



**Dr. Pranav Mishra**  
**Addl. Director**





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<b>MEETING CONDUCTOR</b>	:	IQAC Coordinators
<b>Venue</b>	:	Board Room (LLDIMS)
<b>Date</b>	:	21.06.21
<b>Time</b>	:	10:30 PM
<b>Attendees</b>	:	ALL HODs/ coordinators/HR/ Admin/ Accounts/Marketing/Professors/ Associate Professors

**POINTS DISCUSSED IN MEETING:**

1. Discussion on Increase in Intake of BCA Departments: It is suggested that we increase our intake of emerging and demanding course. The labs in these departments are operational and updated. According to recent trends in student choices, the intake for these branches could be expanded from 30 to 60.
2. To make regular follow up of E-Governance in administration for Administrative reforms: ERP is implemented in all the departments and Administration for Faculty Profile, Student data, Lesson Plan and administrative activities etc. All the Head of Departments also emphasized on digitization to improve the student's database such as attendance, marks statements, achievements, Training & Placements and higher education records. IQAC Committee members supported the views of above members regarding the need of digitization required for integrating all academic and administrative activities
3. To focus on Improving Teaching learning skills of the faculties: Mr. Ashok Kalgate raised the point about improving teaching learning enhancement activities. All the HOD's are decided to conduct various Faculty Development Programs to be conducted: The various activities are decided to be plan to generate awareness among the staff about eco-friendly measures. The review and audits on status of eco-friendly measure are taken in campus in order to reduce consumption of electrical energy, where Incandescent light bulbs and fluorescent tube-lights are to be replaced by cost

effective, high efficient LEDs.

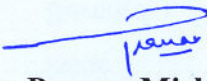
4. To review the status and audits on Eco-friendly measures include steps to reduce consumptions of electrical energy:
5. To take regular follow up of activity conducted under Incubation Center: Dr. Jyoti Dahiya raised the point towards the research activities to be initiated under Incubation center. It is decided to conduct various activities under Incubation center to enhance Multidisciplinary activities.
6. Activity of Benchmarking of all the departments: It is proposed to conduct one national seminar in each department.

The conclusions of the meeting and proposed action plan :

1. It is decided to rigorously implement upgraded ERP software for academic and administrative reforms
2. It is decided to conduct various activities to generate awareness among the staff/students about Eco-friendly measures.
3. It is decided to conduct various activities under Incubation center to enhance Multidisciplinary activities

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<b>MEETING CONDUCTOR</b>	:	IQAC Coordinators
<b>Venue</b>	:	Board Room (LLDIMS)
<b>Date</b>	:	23.08.21
<b>Time</b>	:	12:30 PM
<b>Attendees</b>	:	ALL HODs/ coordinators/HR/ Admin/ Accounts/Marketing/Professors/ Associate Professors

**POINTS DISCUSSED IN MEETING:**

6. Submission of AQAR 2018-19 - The annual Quality Assurance report for the year 2018-19 was due for submission by the University during October 2019 to 25<sup>th</sup> January 2020. It is a revised online format from the Year 2018-19 in line with the NAAC SSR format.
7. It was Suggested to Organize a workshop on outcome based education (OBE) to cover –how to prepare Course, program and program Educational outcomes (Cos, Pos and PEOs) and measuring their Attainment for faculty members so as to develop a uniform and standard framework in preparing these outcomes.
8. The IQAC plans to organize webinars in the current semester on Education 4.0, Moodle LMS- Installation , Management and assessment , NBA Accreditation and Outcome based Education, Art of Writing Quality papers and Research Proposals for Projects, etc.
9. All the members were requested to suggest contemporary themes for holding useful events/activities to prepare the faculty, staff and students for the future time and come out of the depression phase due to lockdown of institutions.
10. Upgrading the existing server hardware and software
11. Online classes and meeting software licenses to enable interaction among students, faculty and other stakeholders. This should enable conduct of online seminars, workshops, FDPs and their live streaming on social media platforms for wider dissemination and participation. This should also have built-in tools for assessment tools apart from recording of lectures for future references.
12. Every department must develop facility for conducting online classes from the campus. This may require smart digital facilities to be made ready with all state of the art teaching aids. The members deliberated that employee welfare is an important task for every organization. All institutions to discharge their social responsibility raise the employee's morale use the work force more effectively and productively besides removing dissatisfaction to develop loyalty in workers towards the

organization. The recent Covid-19 pandemic has caused lot of disruption in the normal life of the people and so is true with the staff and faculty of the University.


13. The members were apprised of the admission status in various program of the University. It was informed that admission schedule had to be extended. The delayed admission process beyond the control of the university has resulted in vacancy in many programmes as by this time majority of the students have already got admitted in other institutions.
14. It was informed that scheme of various programmes of study specifies the various courses. It was felt that schools based on the needs of the students have been organizing number of programmes to supplement the employability skills and other technical skillsets among students for the last few years. These programmes have been quite useful for the students. These can be optionally offered to all students and cannot be made mandatory.
15. Standing Committee Meeting New IPU 2022 schemes & syllabus
16. Semester wise exam for all departments, Date sheet, Evaluation of answer sheet, and Display of result
17. **Student Support and Progression** - Profile of 1<sup>st</sup> Year Students, Library, and Placement, Activities through Online Portal, Placement Record, and Internship Coordinator has been recruited.
18. **Research , Innovations and Extension** - Sponsored Research Projects, Online research Seminars, IPR cell Activities, PSG Center for Industrial Research and Development-Consultancy works undertaken, ARIIA ranking Activity, Formulation of Innovation and Startup policy of the Institution

#### **PLAN OF ACTION:-**

1. All the HODs are instructed to organize webinars as per schedule.
2. The IT team was instructed to upgrade the existing server hardware and software.
3. All the department heads along with their faculty members were instructed to hold useful events/activities to prepare the faculty, staff and students for the future time and come out of the depression phase due to lockdown of institutions.
4. All the faculty members were advised to conduct online classes from the campus only.
5. The status of admission was discussed with every department and all were instructed to take the necessary actions for achieving the desired result.
6. The librarian of the LLDIMS has been instructed to update books as per the list raised by all the departments.
7. All the departments have been instructed to work towards conducting the mid-term exams as per scheme.
8. All the faculty members are advise to increase their research activities and at least submit two research papers on an annual basis.

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<b>MEETING CONDUCTOR</b>	: IQAC Coordinators
<b>Venue</b>	: Board Room (LLDIMS)
<b>Date</b>	: 27.12.21
<b>Time</b>	: 12:30 PM
<b>Attendees</b>	: ALL HODs/ coordinators/HR/ Admin/ Accounts/Marketing/Professors/ Associate Professors

**POINTS DISCUSSED IN MEETING:**

1. To raise awareness among students and employees regarding the significance of Covid-19 vaccination. Promoting public health and safety necessitates cultivating knowledge regarding the importance of Covid-19 vaccination among students and staff. The following are several efficacious strategies and communication methods that were utilized: Information campaigns, workshops and webinars, Interactive sessions, partnership with healthcare providers, utilized social media for awareness, incentives, peer advocacy and created a centralized information hub.
2. In order to successfully integrate the Schoofi software and provide comprehensive staff training on various Schoofi modules. The successful integration of Schoofi software and providing thorough staff training necessitates meticulous planning, efficient communication, and continuous support. Comprehensive, sequential instruction designed to assist individuals in the task mentioned is as follows: need assessment, creation of an integrated plan, technical infrastructure, customization, data migration, training strategy, training content, train-the-trainer sessions, interactive workshops, feedback mechanism, ongoing support, feedback mechanism etc. By adhering to the prescribed procedures, one may guarantee a seamless integration of Schoofi software and deliver complete training to staff members, thereby optimizing the advantages of the platform for the organization.
3. Establish an academic calendar and schedule all activities for the year 2021-2022.
4. In order to enhance worker engagement in sport and health awareness, it is imperative to implement strategies that effectively promote these initiatives. To promote teaching and non-teaching participation in sports and health awareness, it is imperative to have a comprehensive

and inclusive strategy. The following are ways that can be employed to effectively promote these projects inside the workplace: leadership support, customized programs, flexible schedule, wellness workshops, create a health-conducive environment, technological integration, health screening, support mental health, feedback mechanism, partnership with fitness providers, measure and celebrate success.

5. Regarding the recruiting of new faculty members for all the departments.
6. It was informed that scheme of various programmes of study specifies the various courses. It was felt that schools based on the needs of the students have been organizing number of programmes to supplement the employability skills and other technical skillets among students for the last few years. These programmes have been quite useful for the students. These can be optionally offered to all students and cannot be made mandatory.
7. Standing Committee Meeting New IPU 2022 schemes & syllabus
8. Semester wise exam for all departments, Date sheet, Evaluation of answer sheet, and Display of result
9. **Student Support and Progression** - Profile of 1<sup>st</sup> Year Students, Library, and Placement, Activities through Online Portal, Placement Record, and Internship Coordinator has been recruited.
10. **Research, Innovations and Extension** - Sponsored Research Projects, Online research Seminars, IPR cell Activities, PSG Center for Industrial Research and Development- Consultancy works undertaken, ARIIA ranking Activity, Formulation of Innovation and Startup policy of the Institution.

#### **PLAN OF ACTION:-**

1. The members were informed that based on the Interaction meeting of the NAAC Committee regarding ending of 2<sup>nd</sup> cycle of NAAC Accreditation, certain Action Points were identified for compliance by the various departments. These Action points were circulated to all the HoDs in printed circular. This was followed by two reminders to submit compliance status. It was recommended that a final reminder may be sent to all to submit the compliance followed by a letter from the office of the director.
2. Academic & Administrative Audit - Audit by External Peer Team for Academic Departments and Administrative Units
3. Internationalization of Education - MoUs with university
4. Inculcate Social Responsibility among the students through Extension Activities - Cleanliness Drive through Swatch Bharat Abhiyan, , Awareness on Gender Issues in coordination with NSS, WDC, Eco Club & Enactus, Health Camps, Youth Conclave, Blood Donation, Plantation Drive
5. Coordination with Departments in the College - Coordinated with Teacher in Charges for preparation of academic calendar, academic audit through Periodic Meetings /Emails

#### **Note:**

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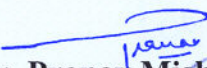
<b>MEETING CONDUCTOR</b>	:	IQAC Coordinators
<b>Venue</b>	:	Board Room (LLDIMS)
<b>Date</b>	:	19.12.22
<b>Time</b>	:	10:30 PM
<b>Attendees</b>	:	ALL HODs/ coordinators/HR/ Admin/ Accounts/Marketing/Professors/ Associate Professors

**POINTS DISCUSSED IN MEETING:**

1. To take review of existing ERP system: After taking rigorous review of existing ERP Module, all HOD's expressed need to go for Institute level designed ERP Module as all institute requirements are not met with existing ERP. So, it is proposed selfdesigned ERP Module for integrating all academic and administrative activities. IQAC Committee members supported for the same.
2. To continue the Industry-Institute Interaction through Membership & MOUs: Mr. Nishant Jaiwal raised the point towards enhancement of the Industry-Institute Interactions by increasing memberships and MOUs. This will be useful for students as well as for Institutional overall growth. It is decided to plan activities to be initiated for Industry Interaction.
3. To focus on Improving Teaching learning skills of the faculties: The Coordinator of IQAC, Dr. Pranav Mishra raised the point about strengthen the activities related to teaching learning enhancement. All the HODs agreed to conduct various Faculty and Staff Development Programs.

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<b>Venue</b>	:	Board Room (LLDIMS)
<b>Date</b>	:	24.08.22
<b>Time</b>	:	10:30 PM
<b>Attendees</b>	:	ALL HODs/ coordinators/HR/ Admin/ Accounts/Marketing/Professors/ Associate Professors

**POINTS DISCUSSED IN MEETING:**

7. Proposal for Induction program for 2022 batch students
8. Review of activities Carried out in A.Y.2021-22 semester I and planning for semester II: the various activities carried out by the departments were summarized and put before the committee members. The activities included - Workshops/Seminars, Number of extension and outreach programmes conducted through, Innovative teaching-Learning Techniques, Professional development programmes attended by faculties and participation in cultural activities / competitions. In view of shifting of the teaching methodology to full-fledged offline from AY 2021-22 semester II, it is discussed to give more focus on offline activities such as - organizing technical events, annual social.
9. Status of Resources and Infrastructure requirement for all departments: In view of upgradation of various labs the fulfillment of requirement for successive academic years is in process. Also, in the existing departments, upgradation in the infrastructure in classroom and labs such as purchase of Higher configuration PCs, Furniture, books, Multifunction PCs, LCD Projectors, screens, etc is under process. Also, the repainting of the institute building is to be done.
10. Any visible efforts being made to publish papers in reputed journal: All HODs informed that most Faculty members of their respective departments have published in reputed journals. Other faculty

members who have not done may be requested to publish at the earliest.


11. To enhance the research potential of the teachers and motivate them to get major and minor research projects from government and other funding agencies: Various activities such as arranging workshops on Management, Media, IPR, writing research Proposals are planned. It is also decided to focus on various funding agencies for Minor Research Projects. All faculties and final year students will be promoted to apply for granting patents, writing the research work and publish in reputed journals.
12. To start Center of Excellence: A center of excellence is a team, a shared facility or an entity that provides leadership, best practices, research, support and/or training for a focus area for the students as well as for the faculties. This is suggested to establish the Center of Excellence at institute level.
13. To provide special efforts for improving On-Campus Placement: Various activities such as Personal and Mock interview practice session, Group discussion practice, Essay writing session , sessions opportunities abroad for higher studies, sessions for higher studies like CAT, MAT, CUET PG etc are Proposed to conduct for our students. Arranging Job fair is also suggested in a meeting.

The conclusions of the meeting and proposed action plan :

4. It is decided to organized Induction program in next month
5. It is decided to review current year syllabus completion and for next semester.
6. It is decided to update labs and repaint the institute building

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