Lingaya's Lalita Devi Institute of Management & Sciences
(NAAC Accredited "A+" Grade Institute & Approved U/s 2(f) of UGC Act 1956)
Mandi Road, Mandi, New Delhi -110047
Ph: 011-26651112-3, Fax: 011-26651050
Website: www.lldims.edu.in, email: director.ldims@gmail.com iqac@lldims.org.in

Ref. No.: LLDIMS/IQAC/2024-25/002 Date: 08/07/2024

INTERNAL QUALITY ASSURNACE CELL (IQAC)
ODD SEMESTER
(A.Y. 2024-25)
MINUTES OF MEETING

Meeting Conductor : IQAC Coordinator
Venue : IQAC Room, G-12, LLDIMS
Date : 08.07.2024
Time : 11:00 A.M.
Attendees : Chairperson and all members of Executive, Academic and Core Committee Members, Administrative Members and Nominees

Chairperson (Head of the Institution)	Dr. Pranav Mishra, Director
IQAC Coordinator	Dr. Saleem Javed
Executive Committee	Mrs. Sunita Gadde (Secretary, GCET) Ms. Amita Kumar (Advisor, LLDIMS) Prof. Sanjeev Mittal (Professor, USMS GGSIPU) Dr. Durgesh Tripathi (Associate Professor, USMC, GGSIPU) Mr. Vikas Sachdeva (Executive Vice President & Business Head ZEE TV International Mr. Ajay Kumar (Managing Editor & Anchor – Bhatat 24)
Academic Board Members	Dr. Praveen Ranjan Srivastava (Associate Professor-IT System, IIM-Rohtak, Ph.D.-BITS Plani) Dr. Amit Kumar Srivastava (Associate Professor-Strategy and Entrepreneurship) Chairperson, Executive Education and Consultancy Member, Committee on CSR and Social/Rural Innovation Program, IIM-Bodh Gaya) Prof. H. K. Dangi (Professor, Department of Commerce and Business, Delhi School of Economics, Ph.D.-FMS, University of Delhi) Dr. Shiv Prakash Singh, Business Management Strategist

Core Committee	Dr. Jyoti Dahiya (HoD, B.Ed.) Dr. Ashish Kumar Dubey (HoD, BBA) Dr. Sachin Kumar (HoD, B.Com) Dr. Sheweta Gaur (Associate Professor, Dept. of Mass Comm.) Ms. Anjali Yadav (HoD, BCA) Mr. Nishant Jaiswal (HoD, Training & Placement)
Administrative Officer	Mr. Vijaypal Singh (Administration Officer) Mrs. Stuti Mala (HR Officer)
Nominees	Students: Ayush Dhall (BBA 3rd Year) Jessica (B.Ed. 2nd Year) Alumni: Sanchit Seth (HR Manager, Fortis Hospital) Local Society: Dr. R. K. Bhardwaj (Advocate)

AGENDA FOR THE MEETING

1. Academic and Non-Academic initiative to improve the staff and students' experience.
2. Curriculum formulation and evaluation
3. Enhancing research and innovation
4. Industry and community involvement
5. Planning for budgetary allocation and resources
6. Infrastructure and technology integration

POINTS DISCUSSED IN MEETING:

1. For departmental and office communication, notification each department and director office must use a reference/diary number in further communication.
2. All the committees and their members are advised to conduct at least one meeting every month. They must have notice, minutes of meeting, report as per the prescribed format with Geotag photographs, and a manual entry of the event in the register provided by the director's office. An action taken report should also be generated.
3. All the committees and cells are advised to adopt a uniform filing pattern for the smooth functioning of the process. Each notice my declare who it is copy to what action has been taken in after the notice.
4. All the HODs are advised to prepare the internal academic calendar and subsidiary documents as per the GGSIP University guidelines.
5. As per the abovementioned process, all the documents must be submitted to the Director's office for data centralization at the end of the month, which will help IQAC create the consolidated information.
6. All the faculty members are encouraged to publish at least two research papers in the UGC Care I list and also advise the departments to conduct workshops, seminars, symposiums, and guest lectures on topics like IPR, Research Methodology, Entrepreneurship, and other relevant topics for the betterment of academic standard of the institution. Faculty members are also

encouraged to apply for research grants (major and minor projects) from different government bodies and avail themselves of the institutional policy of incentives. All the faculty members are advised to keep the research committee in the loop while initiating such research-related activities.

7. Training sessions for both teaching and non-teaching staff members must be conducted to maintain a healthy academic and office environment on the campus.
8. Students must be encouraged to complete MOOCs and VAC courses across programs promptly.
9. The departments must communicate Scholarships, awards, and recognitions at the central level.
10. All the departments are instructed to have relevant, active MOUs with eminent institutes and companies for the betterment of the students.
11. To ensure transparency at the policy level, the HR department must hold sessions for updating and resolving grievances.
12. All the faculty members are encouraged to initiate online lectures in the institute of national and international eminence.
13. All the HODs are advised to tender departmental budget to the Directors' office.
14. Examination committee, LLDIMS is instructed to chalk out policy for internal practical bifurcation along with three sets of question following bloom taxonomy.
15. Upgrading the existing server hardware and software is also advised.
16. All the HODs are advised to conduct course exit survey and program exit survey and after the analysis of the survey with IQAC, present it to the academic board of the institution.

PLAN OF ACTION:

1. All the HODs and faculty and non-teaching members were informed about the matter discussed in the meeting. The points discussed in the meeting have also been communicated in printed form. All the members are advised to adhere to the rules and formats set in the meeting.
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, Youth Conclave, Blood Donation, Plantation Drive.

Note: For any kind of problems and clarity, you may contact the Director, LLDIMS and IQAC Coordinator at any time.

Please mail your query director.ldims@gmail.com iqac@lldims.org.in

Dr. Saleem Javed

Prof. (Dr.) Pranav Mishra

IQAC Coordinator Director