

**Affiliated to IKG-PTU (Kapurthala) & Approved by AICTE (New Delhi)**

**Formation of IQAC**

The Internal Quality Assurance Cell (IQAC) of CT Institute of Management and IT, Maqsudan Jalandhar for 2023-2024 is notified hereby as follows:

S.No.	Category	Designation	Name of the Member
1	Chairperson	Head of the Institution	Dr. Yogesh Chhabra, Director
2	Member of Management	Managing Director	Dr. Manbir Singh
3	IQAC Coordinator	Coordinator	Dr. Ramandeep Gautam
4	Administrative Officers	Secretary	Dr. Rohit Sharma
		Deputy Registrar	Mr. Kawaljeet Singh
		NSS Coordinator	Mr. Gagandeep Singh
		PRO	Ms. Decksha
		Librarian	Ms. Jyoti Mahant
		Exam Cell Coordinator	Mr. Divoy Chhabra
5	Senior Teachers	Assistant Professor /Media Studies	Ms. Anisha Kundra
		Assistant Professor/Computer Application	Mr. Tarun Sharma
		Assistant Professor/Management	Ms. Neeti
		Assistant Professor/ Hotel Management	Mr. Kunal Sharma
		Assistant Professor/ Travel & Tourism	Ms. Meenu
6	Alumni Members	B.Sc. MM- Batch 2020-2023	Mr. Ramandeep singh
7	Member of Industry	Founder Member, MCGBS	Ms. Manisha
8	Nominees from Local Society	Associate Director - Academics Gulzar Group of Institutes, Punjab	Dr. Sangram Singh
9	Student Member	MBA-IIInd year	Mr. Prabhjot Kaur

This notification shall take effect from 3rd July, 2023. The IQAC shall conduct its business as per the NAAC IQAC guidelines applicable for 2023-2024.

**AUTHORIZED SIGNATORY**

Affiliated to IKG-PTU (Kapurthala) & Approved by AICTE (New Delhi)

Ref No: CTIMIT/IQAC/2023/11

Date: 04/07/2023

**Circular**

The first Internal Quality Assurance Cell Meeting for the academic year 2023-2024 is planned to be held on July 08, 2023, at 10:00 AM in the Conference Hall, CTIMIT. All IQAC members are requested to participate in this meeting. The agenda of the meeting is as follows:

**Agenda:**

1. Welcome address
2. Introducing the coordinator
3. IQAC Functions
4. Formation of NAAC criteria in-charges
5. Placement and Training
6. Co-curricular and Extracurricular activities
7. Value Added Courses
8. Stakeholders feedback
9. Induction program for 2022-23 session

**IQAC Coordinator**

cc to

1. IQAC Cell
2. Chairman office
3. Dr. Yogesh Chhabra, Director (Chairperson)
4. Dr. Manbir Singh, Managing Director (Member of Management)
5. Dr. Ramandeep Gautam, Dean Academics (IQAC Coordinator)
6. Dr. Rohit Sharma (Secretary)
7. Mr. Kawaljeet Singh, (Deputy Registrar)
8. Mr. Gagandeep Singh (NSS Coordinator)
9. Ms. Decksha (PRO)
10. Ms. Jyoti Mahant (Librarian)
11. Mr. Divoy Chhabra (Exam Cell Coordinator)
12. Ms. Anisha Kundra, Assistant Professor, MS (Member)
13. Mr. Tarun Sharma, Assistant Professor, CA (Member)
14. Ms. Neeti, Assistant Professor, MGT (Member)
15. Mr. Kunal Sharma, Assistant Professor, HM (Member)
16. Ms. Meenu, Assistant Professor, TTM (Member)
17. Mr. Ramandeep Singh (Alumni Member)
18. Ms. Manisha (Member of Industry)
19. Dr. Sangram Singh (Nominee from Local Society)
20. Ms. Prabhjot Kaur, student MBA-IIInd year (Student Member)



**Director**



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Ref No: CTIMIT/IQAC/2023/12

Date: 08/07/2023

### MINUTES OF MEETING

#### Agenda:

1. Welcome address
2. Introducing the coordinator
3. IQAC Functions
4. Formation of NAAC criteria in-charges
5. Placement and Training
6. Co-curricular and Extracurricular activities
7. Value Added Courses
8. Stakeholder's feedback
9. Induction program for 2022-23 session

Date & Time: 09-07-2022 10:00 AM	Venue: Conference Hall
<p>Following Members attended the meeting:</p> <ol style="list-style-type: none"> <li>1. Dr. Yogesh Chhabra, Director (Chairperson)</li> <li>2. Dr. Manbir Singh, Managing Director (Member of Management)</li> <li>3. Dr. Ramandeep Gautam, Dean Academics (IQAC Coordinator)</li> <li>4. Dr. Rohit Sharma (Secretary)</li> <li>5. Mr. Kawaljeet Singh, (Deputy Registrar)</li> <li>6. Mr. Gagandeep Singh (NSS Coordinator)</li> <li>7. Ms. Deeksha (PRO)</li> <li>8. Ms. Ekta (Librarian)</li> <li>9. Mr. Divoy Chhabra (Exam Cell Coordinator)</li> <li>10. Ms. Anisha Kundra, Assistant Professor, MS (Member)</li> <li>11. Mr. Tarun Sharma, Assistant Professor, CA (Member)</li> <li>12. Ms. Neeti, Assistant Professor, MGT (Member)</li> <li>13. Mr. Kunal Sharma, Assistant Professor, HM (Member)</li> <li>14. Ms. Meenu, Assistant Professor, TTM (Member)</li> <li>15. Mr. Ramandeep Singh (Alumni Member)</li> <li>16. Ms. Manisha (Member of Industry)</li> <li>17. Dr. Sangram Singh (Nominee from Local Society)</li> <li>18. Ms. Prabhjot Kaur, student MBA-IIInd year (Student Member)</li> </ol>	<p>Following members couldn't attend the meeting:</p>

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The following agenda points were discussed:

S. No	Agenda point	Resolution	Responsibility
1	Welcome Address	The Chairperson gave the welcome address and introduced the members of the committee.	_____
2	Introducing the Coordinator and IQAC Functions	The coordinator discussed the significance of creating IQAC. Additionally, he stated that the fundamental goal of the IQAC is to maintain high standards in teaching, learning, and evaluation because doing so helps to elevate academics and administration.	
3	Preparation for NAAC DVV	It has been planned to maintain the documentation and files for NAAC.	IQAC Coordinator
4	Placements and Training	The committee reviewed the placement report for 2023-24 and suggested improving the placements in the upcoming sessions and also suggested adding some skill-enhancing courses for Final year students	CCPC cell coordinator
5	Co-curricular and Extracurricular activities	IQAC insisted all the departments conduct a minimum of 2 co-curricular events in each semester such as seminars, workshops, conferences, e-conclave, etc.	All HODs



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6	Value Added Courses	The Chairperson reviewed the value Added courses suggested by HODs and gave inputs for the improvement of the courses.	All HODs
7	Stakeholder's feedback	The committee instructed the HODs for collecting feedback from various stakeholders in online mode and submit the action taken report.	All HODs
8	Induction program for 2023-24 session	HODs of all the departments were instructed to plan the induction program for the first-year students as per the AICTE and IKG-PTU guidelines.	All HODs

  
**IQAC Coordinator**

  
**Director**

cc to

1. IQAC Cell
2. Chairman office
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8. Mr. Gagandeep Singh (NSS Coordinator)
9. Ms. Deeksha (PRO)
10. Ms. Jyoti Mahant (Librarian)
11. Mr. Divoy Chhabra (Exam Cell Coordinator)
12. Ms. Anisha Kundra, Assistant Professor, MS (Member)
13. Mr. Tarun Sharma, Assistant Professor, CA (Member)
14. Ms. Neeti, Assistant Professor, MGT (Member)
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20. Ms. Prabhjot Kaur, student MBA-IIInd year (Student Member)

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### Internal Quality Assurance Cell

#### Action Taken Report

Following is the action taken report of the IQAC meeting held on 08-07-2023.

Agenda Number	Agenda Notes	Action taken
1	Formation of NAAC Criteria in-charges	Different departmental heads and coordinators have assigned one criterion each along with team members who will work with them. The criteria-wise head will be responsible for collecting all the data of the particular criteria.
2	Placement and Training	The suggestions submitted by the Training and Placement Officer were approved and implemented
3	Co-curricular and Extracurricular activities	All Heads have submitted an event calendar of the semester in which they have mentioned Co-Curricular and Extracurricular activities.
4	Value added Courses	Hod's have made the necessary changes in the value-added courses and are approved by the IQAC Director.
5	Stakeholder's feedback	The stakeholder feedback were collected in online modes and the HODs submitted the action-taken report
6	Induction program for 2023-24 session	Induction was successfully conducted for the 2023-24 batch

IQAC Coordinator

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2. Chairman office
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9. Ms. Deeksha (PRO)
10. Ms. Jyoti Mahant (Librarian)





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11. Mr. Divoy Chhabra (Exam Cell Coordinator)
12. Ms. Anisha Kundra, Assistant Professor, MS (Member)
13. Mr. Tarun Sharma, Assistant Professor, CA (Member)
14. Ms. Necti, Assistant Professor, MGT (Member)
15. Mr. Kunal Sharma, Assistant Professor, HM (Member)
16. Ms. Mecnu, Assistant Professor, TTM (Member)
17. Mr. Ramandeep Singh (Alumni Member)
18. Ms. Manisha (Member of Industry)
19. Dr. Sangram Singh (Nominee from Local Society)
20. Ms. Prabhjot Kaur, student MBA-IIInd year (Student Member)

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Ref No: CTIMIT/IQAC/2023/13

Date: 28/12/2023

**Circular**

The second Internal Quality Assurance Cell Meeting for the academic year 2023-2024 is planned to be held on January 04, 2024 at 11:00 AM in the Conference Hall, CTIMIT. All IQAC members are requested to participate in this meeting. The agenda of the meeting is as follows:

**Agenda:**

1. Review of the previous meeting held on July 08, 2023
2. Convocation
3. Completion status of criteria records.
4. Skill-based classes
5. Discussion on previous semester results
6. Faculty and infrastructure requirements for the upcoming semester
7. Conducting Faculty Development Programme
8. Library books, journals and e-resources
9. Quality initiative through ICT

**IQAC Coordinator**

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2. Chairman office
3. Dr. Yogesh Chhabra, Director (Chairperson)
4. Dr. Manbir Singh, Managing Director (Member of Management)
5. Dr. Ramandeep Gautam, Dean Academics (IQAC Coordinator)
6. Dr. Rohit Sharma (Secretary)
7. Mr. Kawaljeet Singh, (Deputy Registrar)
8. Mr. Gagandeep Singh (NSS Coordinator)
9. Ms. Deeksha (PRO)
10. Ms. Jyoti Mahant (Librarian)
11. Mr. Divoy Chhabra (Exam Cell Coordinator)
12. Ms. Anisha Kundra, Assistant Professor, MS (Member)
13. Mr. Tarun Sharma, Assistant Professor, CA (Member)
14. Ms. Neeti, Assistant Professor, MGT (Member)
15. Mr. Kunal Sharma, Assistant Professor, HM (Member)
16. Ms. Meenu, Assistant Professor, TTM (Member)
17. Mr. Ramandeep Singh (Alumni Member)
18. Ms. Manisha (Member of Industry)
19. Dr. Sangram Singh (Nominee from Local Society)
20. Ms. Prabhjot Kaur, student MBA-IIInd year (Student Member)



**Director**



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Ref No: CTIMIT/IQAC/2023/14

Date: 05/01/2024

### MINUTES OF MEETING

#### Agenda:

1. Review of the previous meeting held on July 08, 2023
2. Convocation
3. Completion status of criteria records.
4. Training and Placements
5. Discussion on previous semester results
6. Faculty and infrastructure requirements for the upcoming semester
7. Conducting Faculty Development Programme
8. Library books, journals and e-resources
9. Quality initiative through ICT

Date & Time: 04-01-2023 11:00 AM	Venue: Conference Hall
<p>Following Members attended the meeting:</p> <ol style="list-style-type: none"> <li>1. Dr. Yogesh Chhabra, Director (Chairperson)</li> <li>2. Dr. Manbir Singh, Managing Director (Member of Management)</li> <li>3. Dr. Ramandeep Gautam, Dean Academics (IQAC Coordinator)</li> <li>4. Dr. Rohit Sharma (Secretary)</li> <li>5. Mr. Kawaljeet Singh, (Deputy Registrar)</li> <li>6. Mr. Gagandeep Singh (NSS Coordinator)</li> <li>7. Ms. Deeksha (PRO)</li> <li>8. Ms. Jyoti Mahant (Librarian)</li> <li>9. Mr. Divoy Chhabra (Exam Cell Coordinator)</li> <li>10. Ms. Anisha Kundra, Assistant Professor, MS (Member)</li> <li>11. Mr. Tarun Sharma, Assistant Professor, CA (Member)</li> <li>12. Mr. Kunal Sharma, Assistant Professor, HM (Member)</li> <li>13. Ms. Meenu, Assistant Professor, TTM (Member)</li> <li>14. Mr. Ramandeep Singh (Alumni Member)</li> <li>15. Ms. Manisha (Member of Industry)</li> <li>16. Dr. Sangram Singh (Nominee from Local Society)</li> <li>17. Ms. Prabhjot Kaur, student MBA-IIInd year (Student Member)</li> </ol>	<p>Following members couldn't attend the meeting:</p> <ol style="list-style-type: none"> <li>1. Ms. Neeti, Assistant Professor, MGT (Member)</li> </ol>

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The following agenda points were discussed:

S. No	Agenda point	Resolution	Responsibility
1	Review of the previous meeting	The Chairperson gave the welcome address and reviewed the Action Taken Report for the previous meeting.	_____
2	Convocation	The committee decided to conduct the convocation in the month of February 2023 at CT Shahpur Campus.	
3	Completion status of filling DVV	The coordinator discussed the status of criteria-wise work that is being carried out in all departments with all criteria heads. It is planned to conduct a criteria-wise review with respective criteria members by IQAC Coordinator. And also filled the DVV.	IQAC Coordinator, and All NAAC Criteria-wise heads
4	Training and Placement	The committee instructed the Training and Placement Officer to submit the details of the confirmation letters of the students of the final and pre-final year.	Training and Placement Officer
5	Discussion on previous semester results	The committee reviewed the performance of the students in previous semester results and recommended actions to improve them.	All HODs
6	Faculty and infrastructure requirements for the upcoming semester	The committee reviewed the faculty and infrastructure requirements for the upcoming semester and submitted its report to Management to meet the shortcomings	Management
7	Conducting Faculty Development Programme	It is discussed conducting more number of Faculty Development Programmes to	IQAC



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		strengthen subject knowledge in the domain.	
8	Library books, journals, and e-resources	IQAC recommended to the librarian to add the collection of journals, books, and e-resources to the library.	Librarian
9	Quality initiative through ICT	All HODs ensure that effective teaching-learning methodologies and advanced technology are followed by the faculty members in the classroom.	All HODs

**IQAC Coordinator**

**Director**

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### Internal Quality Assurance Cell

#### Action Taken Report

Following is the action taken report of the IQAC meeting held on 04-01-2024.

Agenda Number	Agenda Notes	Action taken
1	Convocation	The preparations for Convocation to be held in February 2024 were reviewed
2	Completion status of criteria records	The criteria-wise heads submitted the status of preparation and documentation for the NAAC Cycle 1 application.
3	Skill-based classes	The report of students of final and pre-final years was submitted by the Training and Placement Office.
4	Discussion on previous semester results	Previous semester results were discussed and the reports were submitted.
5	Faculty and infrastructure requirements for the upcoming semester	The resolution of Management was implemented to ensure the implementation of infrastructure and requirements for the semester.
6	Conducting Faculty Development Programme	Faculty of CTIMIT attended 5 days FDP organized by CT University on the topic 'Pedagogy for Bridging the Gap of Industry & Academia in Hospitality and Tourism Industry' from 08-01-2024 to 12-01-2024.
7	Library books, journals and e-resources	New Collections of books, journals, and e-resources were added to the library.
8	Quality initiatives through ICT	Departments organized Innovative Teaching Week from 31-01-2024 to 04-02-2024 to promote ICT learning methods.

  
IQAC Coordinator

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6. Dr. Rohit Sharma (Secretary)





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