

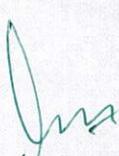


Affiliated to IKG-PTU (Kapurthala) & Approved by AICTE (New Delhi)

**6.5.2.1 Regular meeting of Internal Quality Assurance Cell (IQAC)**

**INDEX**

Sr. No.	Academic Year	Description
1	2022-2023	
2	2021-2022	1. IQAC Composition 2. Minutes of Meeting 3. Action Taken Report
3	2020-2021	
4	2019-2020	
5	2018-2019	

  
Director  
CT Institute of Mgt. & IT  
Jalandhar



**CT** INSTITUTE OF MANAGEMENT & IT

GREATER KAILASH, G.T. ROAD, MAQSUDAN, JALANDHAR, 144-008  
TEL: 5009595, 605 | +91-98146-46225  
EMAIL: director.maqsudan@ctgroup.in | WEB: www.ctimit.com

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

**Academic Year- 2022-2023**

Director  
CT Institute of Mgt. & IT  
Jalandhar



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 2022-2023 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. Deeksha
		Librarian	Ms. Ekta
		Exam Cell Coordinator	Mr. Divoy Chhabra
5	Senior Teachers	Assistant Professor /Media Studies	Ms. Anisha Kundra
		Assistant Professor/Computer Application	Mr. Kunal Verma
		Assistant Professor/Management	Ms. Rohini
		Assistant Professor/ Hotel Management	Mr. Sahil
		Assistant Professor/ Travel & Tourism	Ms. Meenu
6	Alumni Members	BAJMC- Batch 2019-2022	Ms. Briksha
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. Mukul Bhatia

This notification shall take effect from 5th July, 2022. The IQAC shall conduct its business as per the NAAC IQAC guidelines applicable for 2022-2023.

**AUTHORIZED SIGNATORY**

  
**Director**  
**CT Institute of Mgt. & IT**  
**Jalandhar**



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

Ref No: CTIMIT/IQAC/2022/01

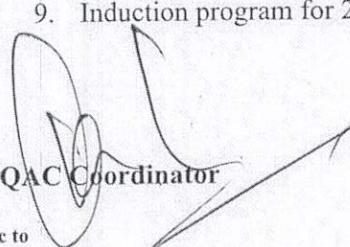
Date: 06/07/2022

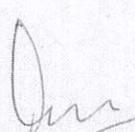
### Circular

The first Internal Quality Assurance Cell Meeting for the academic year 2022-2023 is planned to be held on July 09, 2022, 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

  
**Director**

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. Deeksha (PRO)
10. Ms. Ekta (Librarian)
11. Mr. Divoy Chhabra (Exam Cell Coordinator)
12. Ms. Anisha Kundra, Assistant Professor, MS (Member)
13. Mr. Kunal Verma, Assistant Professor, CA (Member)
14. Ms. Rohini, Assistant Professor, MGT (Member)
15. Mr. Sahil, Assistant Professor, HM (Member)
16. Ms. Meenu, Assistant Professor, TTM (Member)
17. Ms. Briksha (Alumni Member)
18. Ms. Manisha (Member of Industry)
19. Dr. Sangram Singh (Nominee from Local Society)
20. Mr. Mukul Bhatia, student MBA-IIInd year (Student Member)

  
**Director**  
**CT Institute of Mgt. & IT**  
**Jalandhar**



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

Ref No: CTIMIT/IQAC/2022/02

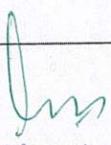
Date: 09-07-2022

### 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> <ul 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. Kunal Verma, Assistant Professor, CA (Member)</li><li>12. Ms. Rohini, Assistant Professor, MGT (Member)</li><li>13. Mr. Sahil, Assistant Professor, HM (Member)</li><li>14. Ms. Meenu, Assistant Professor, TTM (Member)</li><li>15. Ms. Manisha (Member of Industry)</li><li>16. Mr. Mukul Bhatia, student MBA-IIInd year (Student Member)</li></ul>	<p>Following members couldn't attend the meeting:</p> <ul style="list-style-type: none"><li>1. Dr. Sangram Singh, Associate Director - Academics Gulzar Group of Institutes, Punjab (Nominee from local Society)</li><li>2. Ms. Briksha, (Alumni Member)</li></ul>

  
Director  
CT Institute of Mgt. & IT  
Jalandhar



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

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 application	It has been planned, to maintain the documentation and files for NAAC 2022-2023, criteria-wise in-charges are to be formed.	IQAC Coordinator
4	Placements and Training	The committee reviewed the placement report for 2021-22 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

Director  
CT Institute of Mgt. & IT  
Jalandhar



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

6	Value Added Courses	The Chairperson reviewed the value A 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 2022-23 session	HODs of Media Studies, Computer Applications, Hotel Management, and Management Studies were instructed to plan the induction program for the first-year students as per the AICTE and IKG-PTU guidelines.	HODs of Media Studies, Computer Applications, Hotel Management, and Management Studies.

IQAC Coordinator

Director

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. Deeksha (PRO)
10. Ms. Ekta (Librarian)
11. Mr. Divoy Chhabra (Exam Cell Coordinator)
12. Ms. Anisha Kundra, Assistant Professor, MS (Member)
13. Mr. Kunal Verma, Assistant Professor, CA (Member)
14. Ms. Rohini, Assistant Professor, MGT (Member)
15. Mr. Sahil, Assistant Professor, HM (Member)
16. Ms. Meenu, Assistant Professor, TTM (Member)
17. Ms. Briksha (Alumni Member)
18. Ms. Manisha (Member of Industry)
19. Dr. Sangram Singh (Nominee from Local Society)
20. Mr. Mukul Bhatia, student MBA-IIInd year (Student Member)

Director  
CT Institute of Mgt. & IT  
Jalandhar



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

### Internal Quality Assurance Cell

#### Action Taken Report

Following is the action taken report of the IQAC meeting held on 09-07-2022.

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 2022-23 session	Induction was successfully conducted for the 2022-23 batch

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. Deeksha (PRO)
10. Ms. Ekta (Librarian)
11. Mr. Divoy Chhabra (Exam Cell Coordinator)
12. Ms. Anisha Kundra, Assistant Professor, MS (Member)
13. Mr. Kunal Verma, Assistant Professor, CA (Member)

*[Handwritten signature]*  
**Director**  
**CT Institute of Mgt. & IT**  
**Jalandhar**



INSTITUTE OF MANAGEMENT & IT

GREATER KAILASH, G.T. ROAD, MAQSUDAN, JALANDHAR, 144-008  
TEL: 5009595, 605 | +91-98146-46225  
EMAIL: director.maqsudan@ctgroup.in | WEB: www.ctimit.com

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

14. Ms. Rohini, Assistant Professor, MGT (Member)
15. Mr. Sahil, Assistant Professor, HM (Member)
16. Ms. Meenu, Assistant Professor, TTM (Member)
17. Ms. Briksha (Alumni Member)
18. Ms. Manisha (Member of Industry)
19. Dr. Sangram Singh (Nominee from Local Society)
20. Mr. Mukul Bhatia, student MBA-IIInd year (Student Member)

Director  
CT Institute of Mgt. & IT  
Jalandhar



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

Ref No:

CTIMIT/IQAC/2022/03

Date: 28/12/2022

### Circular

The second Internal Quality Assurance Cell Meeting for the academic year 2022-2023 is planned to be held on January 04, 2023 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 09, 2022
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

cc to

Director

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. Deeksha (PRO)
10. Ms. Ekta (Librarian)
11. Mr. Divoy Chhabra (Exam Cell Coordinator)
12. Ms. Anisha Kundra, Assistant Professor, MS (Member)
13. Mr. Kunal Verma, Assistant Professor, CA (Member)
14. Ms. Rohini, Assistant Professor, MGT (Member)
15. Mr. Sahil, Assistant Professor, HM (Member)
16. Ms. Meenu, Assistant Professor, TTM (Member)
17. Ms. Briksha (Alumni Member)
18. Ms. Manisha (Member of Industry)
19. Dr. Sangram Singh (Nominee from Local Society)
20. Mr. Mukul Bhatia, student MBA-IIInd year (Student Member)

Director  
CT Institute of Mgt. & IT  
Jalandhar



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

Ref No: CTIMIT | IQAC | 2022 | 04

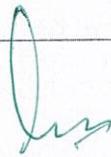
Date: 6/1/2023

**MINUTES OF MEETING**

**Agenda:**

1. Review of the previous meeting held on July 09, 2022
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> <ul 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. Kunal Verma, Assistant Professor, CA (Member)</li><li>12. Ms. Rohini, Assistant Professor, MGT (Member)</li><li>13. Mr. Sahil, Assistant Professor, HM (Member)</li><li>14. Ms. Briksha (Alumni Member)</li><li>15. Ms. Manisha (Member of Industry)</li><li>16. Dr. Sangram Singh, Associate Director - Academics Gulzar Group of Institutes, Punjab (Nominee from local Society)</li><li>17. Mr. Mukul Bhatia, student MBA-IIInd year (Student Member)</li></ul>	<p>Following members couldn't attend the meeting:</p> <ul style="list-style-type: none"><li>1. Ms. Meenu, Assistant Professor, TTM (Member)</li></ul>

  
**Director**  
**CT Institute of Mgt. & IT**  
**Jalandhar**



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

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 criteria records.	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	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

*[Signature]*  
Director  
CT Institute of Mgt. & IT  
Jalandhar



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

		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

cc to IQAC Coordinator

Director

1. QAC 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. Deeksha (PRO)
10. Ms. Ekta (Librarian)
11. Mr. Divoy Chhabra (Exam Cell Coordinator)
12. Ms. Anisha Kundra, Assistant Professor, MS (Member)
13. Mr. Kunal Verma, Assistant Professor, CA (Member)
14. Ms. Rohini, Assistant Professor, MGT (Member)
15. Mr. Sahil, Assistant Professor, HM (Member)
16. Ms. Meenu, Assistant Professor, TTM (Member)
17. Ms. Briksha (Alumni Member)
18. Ms. Manisha (Member of Industry)
19. Dr. Sangram Singh (Nominee from Local Society)
20. Mr. Mukul Bhatia, student MBA-IIInd year (Student Member)

Director  
CT Institute of Mgt. & IT  
Jalandhar



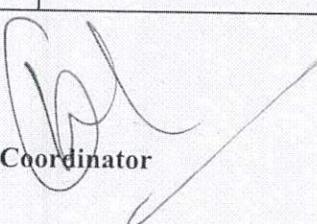
Affiliated to IKG-PTU (Kapurthala) & Approved by AICTE (New Delhi)

### Internal Quality Assurance Cell

#### Action Taken Report

Following is the action taken report of the IQAC meeting held on 04-01-2023.

Agenda Number	Agenda Notes	Action taken
1	Convocation	The preparations for Convocation to be held in February 2023 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 16-01-2023 to 20-01-2023.
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 31-01-2023 to 04-02-2023 to promote ICT learning methods.

  
**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)

  
**Director**  
**CT Institute of Mgt. & IT**  
**Jalandhar**



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

7. Mr. Kawaljeet Singh, (Deputy Registrar)
8. Mr. Gagandeep Singh (NSS Coordinator)
9. Ms. Deeksha (PRO)
10. Ms. Ekta (Librarian)
11. Mr. Divoy Chhabra (Exam Cell Coordinator)
12. Ms. Anisha Kundra, Assistant Professor, MS (Member)
13. Mr. Kunal Verma, Assistant Professor, CA (Member)
14. Ms. Rohini, Assistant Professor, MGT (Member)
15. Mr. Sahil, Assistant Professor, HM (Member)
16. Ms. Meenu, Assistant Professor, TTM (Member)
17. Ms. Briksha (Alumni Member)
18. Ms. Manisha (Member of Industry)
19. Dr. Sangram Singh (Nominee from Local Society)
20. Mr. Mukul Bhatia, student MBA-IIInd year (Student Member)

  
**Director**  
**CT Institute of Mgt. & IT**  
**Jalandhar**



**CT INSTITUTE OF MANAGEMENT & IT**

GREATER KAILASH, G.T. ROAD, MAQSUDAN, JALANDHAR, 144-008  
TEL: 5009595, 605 | +91-98146-46225  
EMAIL: director.maqsudan@ctgroup.in | WEB: www.ctimit.com

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

**Academic Year- 2021-2022**

  
**Director**  
CT Institute of Mgt. & IT  
Jalandhar



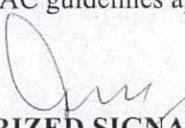
Affiliated to IKG-PTU (Kapurthala) & Approved by AICTE (New Delhi)

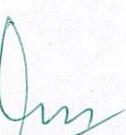
### Formation of IQAC

The Internal Quality Assurance Cell (IQAC) of CT Institute of Management and IT, Maqsudan Jalandhar for 2021-2022 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	Mr. Manbir Singh
3	IQAC Coordinator	Coordinator	Mr. Ramandeep Gautam
4	Administrative Officers	Secretary	Mr. Rohit Sharma
		Deputy Registrar	Mr. Kawaljeet Singh
		NSS Coordinator	Mr. Gagandeep Singh
		PRO	Ms. Deeksha
		Librarian	Mr. Ravi
		Exam Cell Coordinator	Mr. Divoy Chhabra
5	Senior Teachers	Assistant Professor /Media Studies	Ms. Anisha Kundra
		Assistant Professor/Computer Application	Mr. Kunal Verma
		Assistant Professor/Management	Ms. Rohini
		Assistant Professor/ Hotel Management	Mr. Sahil
		Assistant Professor/ Travel & Tourism	Ms. Meenu
		MBA Batch 2018-2020	Ms. Tanisha Gupta
6	Alumni Members	MD, 07 Services	Mr. Anup
7	Member of Industry	Assoc Prof, GNA University, Phagwara	Dr. Anurag Sharma
8	Nominees from Local Society	BJMC-IIlrd year	Ms. Riya Suri,
9	Student Member		

This notification shall take effect from August 9, 2021. The IQAC shall conduct its business as per the NAAC IQAC guidelines applicable for 2021-2022.

  
**AUTHORIZED SIGNATORY**

  
**Director**  
**CT Institute of Mgt. & IT**  
**Jalandhar**



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

Ref No: CTIMIT/IQAC/2021/01

Date: 10/08/2021

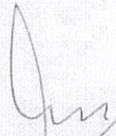
### Circular

The first Internal Quality Assurance Cell Meeting for the academic year 2021-2022 is planned to be held on August 12, 2021, 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. Review of the previous meeting
2. Convocation
3. Precautions regarding COVID-19
4. Stakeholder's feedback
5. Prepare the AQAR for academic year 2021-22
6. Online Induction program for 2021-22 session

IQAC Coordinator  
cc to

  
Director

1. IQAC Cell
2. Chairman office
3. Dr. Yogesh Chhabra, Director (Chairperson)
4. Mr. Manbir Singh, Managing Director (Member of Management)
5. Mr. Ramandeep Gautam, Dean Academics (IQAC Coordinator)
6. Mr. Rohit Sharma (Secretary)
7. Mr. Kawaljeet Singh, (Deputy Registrar)
8. Mr. Gagandeep Singh (NSS Coordinator)
9. Ms. Deeksha (PRO)
10. Mr. Ravi (Librarian)
11. Mr. Divoy Chhabra (Exam Cell Coordinator)
12. Ms. Anisha Kundra, Assistant Professor, MS (Member)
13. Mr. Kunal Verma, Assistant Professor, CA (Member)
14. Ms. Rohini, Assistant Professor, MGT (Member)
15. Mr. Sahil, Assistant Professor, HM (Member)
16. Ms. Meenu, Assistant Professor, TTM (Member)
17. Ms. Tanisha (Alumni Member)
18. Mr. Anup (Member of Industry)
19. Dr. Anurag Sharma (Nominee from Local Society)
20. Ms. Riya Suri Student BAJMC-II Ird year (Student Member)

  
Director  
CT Institute of Mgt. & IT  
Jalandhar



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

Ref No: CTIMIT / IQAC / 2021 / 02

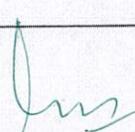
Date: 13/08/2021

**MINUTES OF MEETING**

**Agenda:**

1. Review of the previous meeting
2. Convocation
3. Precautions regarding COVID-19
4. Stakeholder's feedback
5. Prepare the AQAR for academic year 2021-22
6. Online Induction program for 2021-22 session

Date & Time: 12-08-2021 10:00 AM	Venue: Conference Hall
<p>Following Members attended the meeting:</p> <ul style="list-style-type: none"><li>1. Dr. Yogesh Chhabra, Director (Chairperson)</li><li>2. Mr. Manbir Singh, Managing Director (Member of Management)</li><li>3. Mr. Ramandeep Gautam, Dean Academics (IQAC Coordinator)</li><li>4. Mr. 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. Mr. Ravi (Librarian)</li><li>9. Ms. Anisha Kundra, Assistant Professor, MS (Member)</li><li>10. Mr. Kunal Verma, Assistant Professor, CA (Member)</li><li>11. Ms. Rohini, Assistant Professor, MGT (Member)</li><li>12. Mr. Sahil, Assistant Professor, HM (Member)</li><li>13. Ms. Meenu, Assistant Professor, TTM (Member)</li><li>14. Ms. Tanisha (Alumni Member)</li><li>15. Mr. Anup (Member of Industry)</li><li>16. Dr. Anurag Sharma (Nominee from Local Society)</li><li>17. Ms. Riya Suri, student MBA-IIInd year (Student Member)</li></ul>	<p>Following members couldn't attend the meeting:</p> <ul style="list-style-type: none"><li>1. Mr. Divoy Chhabra (Exam Cell Coordinator)</li></ul>

  
Director  
CT Institute of Mgt. & IT  
Jalandhar



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

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 December 2021	Director
3	Precautions Regarding COVID19	The committee was instructed to adhere to the guidelines issued by Punjab Government mainly focusing on use of sanitizer, following 6 feet distance, wearing masks and measuring temperature at the institute entrance. The institute should arrange vaccination camps for staff, students and residents of nearby villages.	Administrative Officer
4	Stakeholders feedback	The committee instructed the HODs for collecting feedback from various stakeholders in online mode and submit the action taken report.	All HODs
5	Prepare the AQAR for academic year 2021-22	The Chairperson advised the committee to collect the data from all concerned departments and prepare the AQAR for the academic year 2021-22. The report to be submitted to the committee within 30 days.	All members

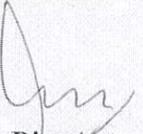
**Director**  
**CT Institute of Mgt. & IT**  
**Jalandhar**



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

6	Online Induction program for 2021-22 session	HODs of Applied Science, Computer Applications and Management were instructed to plan the online induction program for the first year students as per the AICTE guidelines	HODs of Applied Science, Computer Applications and Management
---	--	--	---

cc to  
IQAC Coordinator

  
Director

1. IQAC Cell
2. Chairman office
3. Dr. Yogesh Chhabra, Director (Chairperson)
4. Mr. Manbir Singh, Managing Director (Member of Management)
5. Mr. Ramandeep Gautam, Dean Academics (IQAC Coordinator)
6. Mr. Rohit Sharma (Secretary)
7. Mr. Kawaljeet Singh, (Deputy Registrar)
8. Mr. Gagandeep Singh (NSS Coordinator)
9. Ms. Deeksha (PRO)
10. Mr. Ravi (Librarian)
11. Mr. Divoy Chhabra (Exam Cell Coordinator)
12. Ms. Anisha Kundra, Assistant Professor, MS (Member)
13. Mr. Kunal Verma, Assistant Professor, CA (Member)
14. Ms. Rohini, Assistant Professor, MGT (Member)
15. Mr. Sahil, Assistant Professor, HM (Member)
16. Ms. Meenu, Assistant Professor, TTM (Member)
17. Ms. Tanisha (Alumni Member)
18. Mr. Anup (Member of Industry)
19. Dr. Anurag Sharma (Nominee from Local Society)
20. Ms. Riya Suri Student BAJMC-IIIrd year (Student Member)

  
Director  
CT Institute of Mgt. & IT  
Jalandhar



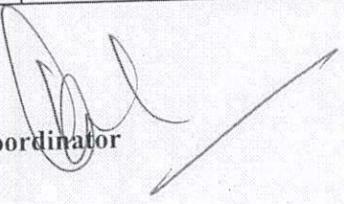
Affiliated to IKG-PTU (Kapurthala) & Approved by AICTE (New Delhi)

### Internal Quality Assurance Cell

#### Action Taken Report

Following is the action taken report of the IQAC meeting held on 12-08-2021.

Agenda Number	Agenda Notes	Action taken
2	Convocation	Institutes Convocation was conducted in December 2021
3	Precautions regarding COVID19	The guidelines of Punjab Government were strictly implemented in the campus
4	Stakeholders feedback	The stakeholder feedback was collected in both offline and online mode and the action taken report was submitted by the HODs
5	Prepare the AQAR for academic year 2021-22	The chairperson approved the AQAR prepared by the committee members
6	Online Induction program for 2021-22 session	Online Induction was successfully conducted for the 2021-22 batch

  
IQAC Coordinator

cc to

1. IQAC Cell
2. Chairman office
3. Dr. Yogesh Chhabra, Director (Chairperson)
4. Mr. Manbir Singh, Managing Director (Member of Management)
5. Mr. Ramandeep Gautam, Dean Academics (IQAC Coordinator)
6. Mr. Rohit Sharma (Secretary)
7. Mr. Kawaljeet Singh, (Deputy Registrar)
8. Mr. Gagandeep Singh (NSS Coordinator)
9. Ms. Deeksha (PRO)
10. Mr. Ravi (Librarian)
11. Mr. Divoy Chhabra (Exam Cell Coordinator)
12. Ms. Anisha Kundra, Assistant Professor, MS (Member)
13. Mr. Kunal Verma, Assistant Professor, CA (Member)
14. Ms. Rohini, Assistant Professor, MGT (Member)
15. Mr. Sahil, Assistant Professor, HM (Member)
16. Ms. Meenu, Assistant Professor, TTM (Member)
17. Ms. Tanisha (Alumni Member)
18. Mr. Anup (Member of Industry)
19. Dr. Anurag Sharma (Nominee from Local Society)
20. Ms. Riya Suri Student BAJMC-IIIrd year (Student Member)

  
Director  
CT Institute of Mgt. & IT  
Jalandhar



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

Ref No: CTIMIT/IQAC/2021/02

Date: 07/01/2022

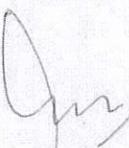
**Circular**

The second Internal Quality Assurance Cell Meeting for the academic year 2021-2022 is planned to be held on January 11, 2022 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:

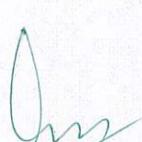
**Agenda:**

1. Review of the previous meeting held on August 12, 2021
2. Review of COVID19 guidelines and precautions
3. Preparation for NAAC application
4. Training and Placement
5. Discussion on previous semester results
6. National Education Policy (NEP)

cc to  
IQAC Coordinator

  
Director

1. IQAC Cell
2. Chairman office
3. Dr. Yogesh Chhabra, Director (Chairperson)
4. Mr. Manbir Singh, Managing Director (Member of Management)
5. Mr. Ramandeep Gautam, Dean Academics (IQAC Coordinator)
6. Mr. Rohit Sharma (Secretary)
7. Mr. Kawaljeet Singh, (Deputy Registrar)
8. Mr. Gagandeep Singh (NSS Coordinator)
9. Ms. Deeksha (PRO)
10. Mr. Ravi (Librarian)
11. Mr. Divoy Chhabra (Exam Cell Coordinator)
12. Ms. Anisha Kundra, Assistant Professor, MS (Member)
13. Mr. Kunal Verma, Assistant Professor, CA (Member)
14. Ms. Rohini, Assistant Professor, MGT (Member)
15. Mr. Sahil, Assistant Professor, HM (Member)
16. Ms. Meenu, Assistant Professor, TTM (Member)
17. Ms. Tanisha (Alumni Member)
18. Mr. Anup (Member of Industry)
19. Dr. Anurag Sharma (Nominee from Local Society)
20. Ms. Riya Suri Student BAJMC-II<sup>th</sup> year (Student Member)

  
Director  
CT Institute of Mgt. & IT  
Jalandhar



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

Ref No: CTIMIT(IQAC)2021/04

Date: 12/01/2022

**MINUTES OF MEETING**

**Agenda:**

1. Review of the previous meeting held on August 12, 2021
2. Review of COVID19 guidelines and precautions
3. Preparation for NAAC application
4. Training and Placement
5. Discussion on previous semester results
6. National Education Policy (NEP)

Date & Time: 11-01-2022 11:00 AM	Venue: Conference Hall
<p>Following Members attended the meeting:</p> <ul style="list-style-type: none"><li>1. Dr. Yogesh Chhabra, Director (Chairperson)</li><li>2. Mr. Manbir Singh, Managing Director (Member of Management)</li><li>3. Mr. Ramandeep Gautam, Dean Academics (IQAC Coordinator)</li><li>4. Mr. 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. Mr. Ravi (Librarian)</li><li>9. Mr. Divoy Chhabra (Exam Cell Coordinator)</li><li>10. Ms. Anisha Kundra, Assistant Professor, MS (Member)</li><li>11. Mr. Kunal Verma, Assistant Professor, CA (Member)</li><li>12. Ms. Rohini, Assistant Professor, MGT (Member)</li><li>13. Mr. Sahil, Assistant Professor, HM (Member)</li><li>14. Ms. Meenu, Assistant Professor, TTM (Member)</li><li>15. Ms. Tanisha (Alumni Member)</li><li>16. Mr. Anup (Member of Industry)</li><li>17. Dr. Anurag Sharma (Nominee from Local Society)</li><li>18. Ms. Riya Suri, student MBA-IIInd year (Student Member)</li></ul>	<p>Following members couldn't attend the meeting:</p> <ul style="list-style-type: none"><li>1. None</li></ul>



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

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	Review of COVID19 guidelines and precautions	The committee reviewed the guidelines and precautionary measures issued by the Government and instructed to follow them from time to time	Administrative Officer
3	Preparation for NAAC application	The Chairperson instructed the committee members to go through the NAAC portal and start preparing for NAAC Cycle 1 application	IQAC Coordinator
4	Training and Placement	The committee instructed the Training and Placement Officer to submit the details of the confirmation letters of the students of 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	National Education Policy (NEP)	The committee advised to arrange seminar/ workshop for creating awareness among faculty about NEP	Coordinator IQAC

IQAC Coordinator

Director

Director  
CT Institute of Mgt. & IT  
Jalandhar



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

**cc to**

1. IQAC Cell
2. Chairman office
3. Dr. Yogesh Chhabra, Director (Chairperson)
4. Mr. Manbir Singh, Managing Director (Member of Management)
5. Mr. Ramandeep Gautam, Dean Academics (IQAC Coordinator)
6. Mr. Rohit Sharma (Secretary)
7. Mr. Kawaljeet Singh, (Deputy Registrar)
8. Mr. Gagandeep Singh (NSS Coordinator)
9. Ms. Deeksha (PRO)
10. Mr. Ravi (Librarian)
11. Mr. Divoy Chhabra (Exam Cell Coordinator)
12. Ms. Anisha Kundra, Assistant Professor, MS (Member)
13. Mr. Kunal Verma, Assistant Professor, CA (Member)
14. Ms. Rohini, Assistant Professor, MGT (Member)
15. Mr. Sahil, Assistant Professor, HM (Member)
16. Ms. Meenu, Assistant Professor, TTM (Member)
17. Ms. Tanisha (Alumni Member)
18. Mr. Anup (Member of Industry)
19. Dr. Anurag Sharma (Nominee from Local Society)
20. Ms. Riya Suri Student BAJMC-II 3rd year (Student Member)

  
**Director**  
**CT Institute of Mgt. & IT**  
**Jalandhar**



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

### Internal Quality Assurance Cell

#### Action Taken Report

Following is the action taken report of the IQAC meeting held on 11-01-2022.

Agenda Number	Agenda Notes	Action taken
2	Review of COVID19 guidelines and precautions	The COVID19 precautionary guidelines issued by the Government were regularly monitored and implemented in the campus
3	Preparation for NAAC application	The committee members started preparation and documentation for NAAC Cycle 1 application
4	Training and Placement	The report of students of final and pre final years was submitted by the Training and Placement Office
5	Discussion on previous semester results	Previous semester results were discussed and the reports were submitted
6	National Education Policy (NEP)	A seminar for creating awareness among faculty about NEP was organized in the institute

IQAC Coordinator

cc to

1. IQAC Cell
2. Chairman office
3. Dr. Yogesh Chhabra, Director (Chairperson)
4. Mr. Manbir Singh, Managing Director (Member of Management)
5. Mr. Ramandeep Gautam, Dean Academics (IQAC Coordinator)
6. Mr. Rohit Sharma (Secretary)
7. Mr. Kawaljeet Singh, (Deputy Registrar)
8. Mr. Gagandeep Singh (NSS Coordinator)
9. Ms. Deeksha (PRO)
10. Mr. Ravi (Librarian)
11. Mr. Divoy Chhabra (Exam Cell Coordinator)
12. Ms. Anisha Kundra, Assistant Professor, MS (Member)
13. Mr. Kunal Verma, Assistant Professor, CA (Member)
14. Ms. Rohini, Assistant Professor, MGT (Member)
15. Mr. Sahil, Assistant Professor, HM (Member)
16. Ms. Meenu, Assistant Professor, TTM (Member)
17. Ms. Tanisha (Alumni Member)
18. Mr. Anup (Member of Industry)
19. Dr. Anurag Sharma (Nominee from Local Society)
20. Ms. Riya Suri Student BAJMC-IIIrd year (Student Member)

Director  
CT Institute of Mgt. & IT  
Jalandhar



**CT INSTITUTE OF MANAGEMENT & IT**

GREATER KAILASH, G.T. ROAD, MAQSUDAN, JALANDHAR, 144-008  
TEL: 5009595, 605 | +91-98146-46225  
EMAIL: director.maqsudan@ctgroup.in | WEB: www.ctimit.com

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

## Academic Year- 2020-2021

Director  
CT Institute of Mgt. & IT  
Jalandhar



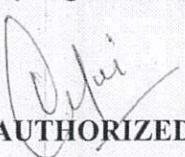
Affiliated to IKG-PTU (Kapurthala) & Approved by AICTE (New Delhi)

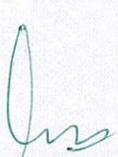
**Formation of IQAC**

The Internal Quality Assurance Cell (IQAC) of CT Institute of Management and IT, Maqsudan Jalandhar for 2020-2021 is notified hereby as follows:

S.No.	Category	Designation	Name of the Member
1	Chairperson	Head of the Institution	Dr. Jasdeep Kaur Dhami, Director
2	Member of Management	Managing Director	Mr. Manbir Singh
3	IQAC Coordinator	Coordinator	Mr. Ramandeep Gautam
4	Administrative Officers	Secretary	Mr. Rohit Sharma
		Deputy Registrar	Mr. Kawaljeet Singh
		NSS Coordinator	Mr. Rimmy Yadav
		PRO	Mr. Birinder
		Librarian	Mr. Ravi
		Exam Cell Coordinator	Mr. Sarpreet
5	Senior Teachers	Assistant Professor /Media Studies	Ms. Anisha Kundra
		Assistant Professor/Computer Application	Mr. Kunal Verma
		Assistant Professor/Management	Ms. Rohini
		Assistant Professor/ Hotel Management	Mr. Sahil
		Assistant Professor/ Travel & Tourism	Ms. Sanchi
6	Alumni Members	BCA-2016-2019 Batch	Mr. Ravi Pal Singh
7	Member of Industry	Founder, Solitaire Infosys	Mr. Gagandeep
8	Nominees from Local Society	Assoc Prof, LKCE, Jalandhar	Mr. Vikas Rattan
9	Student Member	B.Sc Multimedia, IIIrd year	Mr. Saurav Sharma

This notification shall take effect from July 6, 2020. The IQAC shall conduct its business as per the NAAC IQAC guidelines applicable for 2020-2021.

  
**AUTHORIZED SIGNATORY**

  
**Director**  
**CT Institute of Mgt. & IT**  
**Jalandhar**



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

Ref No: CTIMIT/IQAC/2020/01

Date: 07/07/2020

### Circular

The first Internal Quality Assurance Cell Meeting for the academic year 2020-2021 is planned to be held on July 11, 2020 at 10:00 AM via Google Meet. 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
2. NIRF ranking
3. Monitoring and quality assurance of E Learning
4. Online Examinations
5. Stakeholders feedback
6. Participation and performance of faculty in MOOCs
7. Prepare the AQAR for academic year 2020-21
8. Implementation and requirements for the new syllabus introduced by IKG PTU
9. Online Induction program for 2020-21 session

cc to  
IQAC Coordinator

Director

1. IQAC Cell
2. Chairman office
3. Dr. Jasdeep Kaur Dhami, Director (Chairperson)
4. Mr. Manbir Singh, Managing Director (Member of Management)
5. Mr. Ramandeep Gautam, Dean Academics (IQAC Coordinator)
6. Mr. Rohit Sharma (Secretary)
7. Mr. Kawaljeet Singh, (Deputy Registrar)
8. Mr. Rimmy Yadav (NSS Coordinator)
9. Mr. Birinder (PRO)
10. Mr. Ravi (Librarian)
11. Mr. Sarpreet (Exam Cell Coordinator)
12. Ms. Anisha Kundra, Assistant Professor, MS (Member)
13. Mr. Kunal Verma, Assistant Professor, CA (Member)
14. Ms. Rohini, Assistant Professor, MGT (Member)
15. Mr. Sahil, Assistant Professor, HM (Member)
16. Ms. Sanchi, Assistant Professor, TTM (Member)
17. Ms. Ravi Pal Singh (Alumni Member)
18. Mr. Gagandeep (Member of Industry)
19. Mr. Vikas Rattan (Nominee from Local Society)
20. Mr. Saurav Sharma Student B.Sc Multimedia-IIIrd year (Student Member)

Director

CT Institute of Mgt. & IT  
Jalandhar



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

Ref No: CTIMIT/IQAC/2020/02

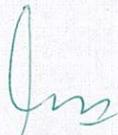
Date: 11/07/2020

**MINUTES OF MEETING**

**Agenda:**

1. Review of the previous meeting
2. NIRF ranking
3. Monitoring and quality assurance of E Learning
4. Online Examinations
5. Stakeholders feedback
6. Participation and performance of faculty in MOOCs
7. Prepare the AQAR for academic year 2020-21
8. Implementation and requirements for the new syllabus introduced by IKG PTU
9. Online Induction program for 2020-21 session

Date & Time: 11-07-2020 10:00 AM	Venue: Google Meet
<p>Following Members attended the meeting:</p> <ul style="list-style-type: none"><li>1. Dr. Jasdeep Kaur Dhami, Director (Chairperson)</li><li>2. Mr. Manbir Singh, Managing Director (Member of Management)</li><li>3. Mr. Ramandeep Gautam, Dean Academics (IQAC Coordinator)</li><li>4. Mr. Rohit Sharma (Secretary)</li><li>5. Mr. Kawaljeet Singh, (Deputy Registrar)</li><li>6. Mr. Birinder (PRO)</li><li>7. Mr. Ravi (Librarian)</li><li>8. Mr. Sarpreet (Exam Cell Coordinator)</li><li>9. Ms. Anisha Kundra, Assistant Professor, MS (Member)</li><li>10. Mr. Kunal Verma, Assistant Professor, CA (Member)</li><li>11. Ms. Rohini, Assistant Professor, MGT (Member)</li><li>12. Mr. Sahil, Assistant Professor, HM (Member)</li><li>13. Ms. Sanchi, Assistant Professor, TTM (Member)</li><li>14. Ms. Ravi Pal Singh (Alumni Member)</li><li>15. Mr. Gagandeep (Member of Industry)</li><li>16. Mr. Vikas Rattan (Nominee from Local Society)</li><li>17. Mr. Saurav Sharma Student B.Sc Multimedia-IIrd year (Student Member)</li></ul>	<p>Following members couldn't attend the meeting:</p> <ul style="list-style-type: none"><li>1. Mr. Rimmy Yadav (NSS Coordinator)</li></ul>

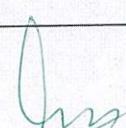
  
**Director**  
**CT Institute of Mgt. & IT**  
**Jalandhar**



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

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	NIRF ranking	The committee proposed to regularly apply for NIRF ranking	IQAC Coordinator
3	Monitoring and quality assurance of E Learning	The committee instructed the HODs to monitor the lecture contents being delivered by the faculty to ensure the quality	All HODs
4	Online Examinations	The Committee advised the faculty members to motivate and guide the students about attempting online examinations	All faculty members
5	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
6	Participation and performance of faculty in MOOCs	The committee instructed all the faculty members to enrol for MOOCs related to their subjects	All faculty members
7	Prepare the AQAR for academic year 2020-21	The Chairperson advised the committee to collect the data from all concerned departments and prepare the AQAR for the academic year 2020-21. The report to be submitted to the committee within 30 days.	All members
8	Implementation and requirements for the new syllabus introduced by IKG PTU	The Chairperson instructed that the implementation of new syllabus introduced by IKG PTU must be ensured	All HODs and faculty

  
**Director**  
**CT Institute of Mgt. & IT**  
**Jalandhar**



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

9	Online Induction program for 2020-21 session	HODs of Applied Science, Computer Applications and Management were instructed to plan the online induction program for the first-year students as per the AICTE guidelines	HODs of Applied Science, Computer Applications and Management
---	--	--	---

IQAC Coordinator  
cc to

Director

1. IQAC Cell
2. Chairman office
3. Dr. Jasdeep Kaur Dhami, Director (Chairperson)
4. Mr. Manbir Singh, Managing Director (Member of Management)
5. Mr. Ramandeep Gautam, Dean Academics (IQAC Coordinator)
6. Mr. Rohit Sharma (Secretary)
7. Mr. Kawaljeet Singh, (Deputy Registrar)
8. Mr. Rimmy Yadav (NSS Coordinator)
9. Mr. Birinder (PRO)
10. Mr. Ravi (Librarian)
11. Mr. Sarpreet (Exam Cell Coordinator)
12. Ms. Anisha Kundra, Assistant Professor, MS (Member)
13. Mr. Kunal Verma, Assistant Professor, CA (Member)
14. Ms. Rohini, Assistant Professor, MGT (Member)
15. Mr. Sahil, Assistant Professor, HM (Member)
16. Ms. Sanchi, Assistant Professor, TTM (Member)
17. Ms. Ravi Pal Singh (Alumni Member)
18. Mr. Gagandeep (Member of Industry)
19. Mr. Vikas Rattan (Nominee from Local Society)
20. Mr. Saurav Sharma Student B.Sc Multimedia-IIIrd year (Student Member)

Director  
CT Institute of Mgt. & IT  
Jalandhar



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

### Internal Quality Assurance Cell

#### Action Taken Report

Following is the action taken report of the IQAC meeting held on 11-07-2020.

Agenda Number	Agenda Notes	Action taken
2	NIRF ranking	The institute's application on the NIRF portal was submitted
3	Monitoring and quality assurance of E Learning	All HODs inspected the online learning contents to assure its quality
4	Online Examinations	The students were apprised of the instruction related to final online examinations
5	Stakeholders feedback	All the HODs submitted the action taken report based on the stakeholders feedback
6	Participation and performance of faculty in MOOCs	All the faculty members participated in MOOCs on various platforms
7	Prepare the AQAR for academic year 2020-21	The chairperson approved the AQAR prepared by the committee members
8	Implementation and requirements for the new syllabus introduced by IKG PTU	All the HODs and faculty members abided by the new syllabus floated by IKG PTU
9	Online Induction program for 2020-21 session	HODs of Applied Science, Computer Applications and Management conducted the online induction program for the 2020-21 session

IQAC Coordinator

cc to

1. IQAC Cell
2. Chairman office
3. Dr. Jasdeep Kaur Dhami, Director (Chairperson)
4. Mr. Manbir Singh, Managing Director (Member of Management)
5. Mr. Ramandeep Gautam, Dean Academics (IQAC Coordinator)
6. Mr. Rohit Sharma (Secretary)
7. Mr. Kawaljeet Singh, (Deputy Registrar)
8. Mr. Rimmy Yadav (NSS Coordinator)
9. Mr. Birinder (PRO)
10. Mr. Ravi (Librarian)
11. Mr. Sarpreet (Exam Cell Coordinator)

**Director**  
**CT Institute of Mgt. & IT**  
**Jalandhar**



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

12. Ms. Anisha Kundra, Assistant Professor, MS (Member)
13. Mr. Kunal Verma, Assistant Professor, CA (Member)
14. Ms. Rohini, Assistant Professor, MGT (Member)
15. Mr. Sahil, Assistant Professor, HM (Member)
16. Ms. Sanchi, Assistant Professor, TTM (Member)
17. Ms. Ravi Pal Singh (Alumni Member)
18. Mr. Gagandeep (Member of Industry)
19. Mr. Vikas Rattan (Nominee from Local Society)
20. Mr. Saurav Sharma Student B.Sc Multimedia-IIIrd year (Student Member)

  
**Director**  
**CT Institute of Mgt. & IT**  
**Jalandhar**



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

Ref No: CTIMIT/IQAC/2020/03

Date: 1/01/2021

**Circular**

The second Internal Quality Assurance Cell Meeting for the academic year 2021-2022 is planned to be held on January 06, 2021 at 11:00 AM via Google Meet. 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
2. Review of the existing intake
3. Adoption of Dual Mode Teaching
4. Training and Placement
5. Discussion on previous semester results
6. Research and Development

**IQAC Coordinator**  
**cc to**

1. IQAC Cell
2. Chairman office
3. Dr. Jasdeep Kaur Dhami, Director (Chairperson)
4. Mr. Manbir Singh, Managing Director (Member of Management)
5. Mr. Ramandeep Gautam, Dean Academics (IQAC Coordinator)
6. Mr. Rohit Sharma (Secretary)
7. Mr. Kawaljeet Singh, (Deputy Registrar)
8. Mr. Rimmy Yadav (NSS Coordinator)
9. Mr. Birinder (PRO)
10. Mr. Ravi (Librarian)
11. Mr. Sarpreet (Exam Cell Coordinator)
12. Ms. Anisha Kundra, Assistant Professor, MS (Member)
13. Mr. Kunal Verma, Assistant Professor, CA (Member)
14. Ms. Rohini, Assistant Professor, MGT (Member)
15. Mr. Sahil, Assistant Professor, HM (Member)
16. Ms. Sanchi, Assistant Professor, TTM (Member)
17. Ms. Ravi Pal Singh (Alumni Member)
18. Mr. Gagandeep (Member of Industry)
19. Mr. Vikas Rattan (Nominee from Local Society)
20. Mr. Saurav Sharma Student B.Sc Multimedia-II<sup>nd</sup> year (Student Member)

  
**Director**

  
**Director**  
**CT Institute of Mgt. & IT**  
**Jalandhar**



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

Ref No: CTIMIT/IQAC/2020/04

Date: 6/1/2021

**MINUTES OF MEETING**

**Agenda:**

1. Review of the previous meeting
2. Review of the existing intake
3. Adoption of Dual Mode Teaching
4. Training and Placement
5. Discussion on previous semester results
6. Research and Development

Date & Time: 06-01-2021 11:00 AM	Venue: Google Meet
Following Members attended the meeting:  1. Dr. Jasdeep Kaur Dhami, Director (Chairperson) 2. Mr. Manbir Singh, Managing Director (Member of Management) 3. Mr. Ramandeep Gautam, Dean Academics (IQAC Coordinator) 4. Mr. Rohit Sharma (Secretary) 5. Mr. Kawaljeet Singh, (Deputy Registrar) 6. Mr. Rimmy Yadav (NSS Coordinator) 7. Mr. Birinder (PRO) 8. Mr. Ravi (Librarian) 9. Mr. Sarpreet (Exam Cell Coordinator) 10. Ms. Anisha Kundra, Assistant Professor, MS (Member) 11. Mr. Kunal Verma, Assistant Professor, CA (Member) 12. Ms. Rohini, Assistant Professor, MGT (Member) 13. Mr. Sahil, Assistant Professor, HM (Member) 14. Ms. Sanchi, Assistant Professor, TTM (Member) 15. Ms. Ravi Pal Singh (Alumni Member) 16. Mr. Gagandeep (Member of Industry) 17. Mr. Vikas Rattan (Nominee from Local Society)	Following members couldn't attend the meeting:  1. Mr. Saurav Sharma Student B.Sc Multimedia-IIIrd year (Student Member)

Director  
CT Institute of Mgt. & IT



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

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	Review of the existing intake	Keeping in view the admissions of the last 2 years, the committee suggested making the changes accordingly for the upcoming session.	Management
3	Adoption of Dual Mode Teaching	Considering the ongoing COVID19 situation and the directions of Punjab Government shared by IKG PTU, the IQAC directed all the HODs to ensure the same for Dual Mode of Teaching	All HODs
4	Training and Placement	The committee instructed the Training and Placement Officer to submit the details of the confirmation letters of the students of 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	Research and Development	The committee advised the faculty members to participate in National and International Conferences	All HODs and faculty members

IQAC Coordinator

Director

Director  
CT Institute of Mgt. & IT  
Jalandhar



**CT** INSTITUTE OF MANAGEMENT & IT

GREATER KAILASH, G.T. ROAD, MAQSUDAN, JALANDHAR, 144-008  
TEL: 5009595, 605 | +91-98146-46225  
EMAIL: director.maqsudan@ctgroup.in | WEB: www.ctimit.com

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

**cc to**

1. IQAC Cell
2. Chairman office
3. Dr. Jasdeep Kaur Dhami, Director (Chairperson)
4. Mr. Manbir Singh, Managing Director (Member of Management)
5. Mr. Ramandeep Gautam, Dean Academics (IQAC Coordinator)
6. Mr. Rohit Sharma (Secretary)
7. Mr. Kawaljeet Singh, (Deputy Registrar)
8. Mr. Rimmy Yadav (NSS Coordinator)
9. Mr. Birinder (PRO)
10. Mr. Ravi (Librarian)
11. Mr. Sarpreet (Exam Cell Coordinator)
12. Ms. Anisha Kundra, Assistant Professor, MS (Member)
13. Mr. Kunal Verma, Assistant Professor, CA (Member)
14. Ms. Rohini, Assistant Professor, MGT (Member)
15. Mr. Sahil, Assistant Professor, HM (Member)
16. Ms. Sanchi, Assistant Professor, TTM (Member)
17. Ms. Ravi Pal Singh (Alumni Member)
18. Mr. Gagandeep (Member of Industry)
19. Mr. Vikas Rattan (Nominee from Local Society)
20. Mr. Saurav Sharma Student B.Sc Multimedia-IIIrd year (Student Member)

*[Handwritten signature]*  
**Director**  
**CT Institute of Mgt. & IT**  
**Jalandhar**



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

### Internal Quality Assurance Cell

#### Action Taken Report

Following is the action taken report of the IQAC meeting held on 06-01-2021.

Agenda Number	Agenda Notes	Action taken
2	Review of the existing intake	The Chairman reflected the suggestions of IQAC regarding changes in intake for the upcoming session.
3	Adoption of Dual Mode Teaching	The HODs submitted the report of the conduct of Dual Mode Teaching
4	Training and Placement	The report of students of final and pre final years was submitted by the Training and Placement Office
5	Discussion on previous semester results	Previous semester results were discussed and the reports were submitted
6	Research and Development	The faculty members started participating in National and International Conferences and submitted the proofs of the same

IQAC Coordinator

cc to

1. IQAC Cell
2. Chairman office
3. Dr. Jasdeep Kaur Dhami, Director (Chairperson)
4. Mr. Manbir Singh, Managing Director (Member of Management)
5. Mr. Ramandeep Gautam, Dean Academics (IQAC Coordinator)
6. Mr. Rohit Sharma (Secretary)
7. Mr. Kawaljeet Singh, (Deputy Registrar)
8. Mr. Rimmy Yadav (NSS Coordinator)
9. Mr. Birinder (PRO)
10. Mr. Ravi (Librarian)
11. Mr. Sarpreet (Exam Cell Coordinator)
12. Ms. Anisha Kundra, Assistant Professor, MS (Member)
13. Mr. Kunal Verma, Assistant Professor, CA (Member)
14. Ms. Rohini, Assistant Professor, MGT (Member)
15. Mr. Sahil, Assistant Professor, HM (Member)
16. Ms. Sanchi, Assistant Professor, TTM (Member)
17. Ms. Ravi Pal Singh (Alumni Member)
18. Mr. Gagandeep (Member of Industry)
19. Mr. Vikas Rattan (Nominee from Local Society)
20. Mr. Saurav Sharma Student B.Sc Multimedia-IIIrd year (Student Member)

Director  
CT Institute of Mgt. & IT  
Jalandhar



**CT** INSTITUTE OF MANAGEMENT & IT

GREATER KAILASH, G.T. ROAD, MAQSUDAN, JALANDHAR, 144-008  
TEL: 5009595, 605 | +91-98146-46225  
EMAIL: director.maqsudan@ctgroup.in | WEB: www.ctimit.com

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

Academic Year- 2019-2020

  
**Director**  
CT Institute of Mgt. & IT  
Jalandhar



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 2018-2019 is notified hereby as follows:

S.No.	Category	Designation	Name of the Member
1	Chairperson	Head of the Institution	Dr. Jasdeep Kaur Dhami, Director
2	Member of Management	Managing Director	Mr. Manbir Singh
3	IQAC Coordinator	Coordinator	Mr. Tarun Sharma
4	Administrative Officers	Secretary	Mr. Rohit Sharma
		Deputy Registrar	Mr. Kawaljeet Singh
		NSS Coordinator	Mr. Sarpreet Singh
		PRO	Ms. Birinder
		Librarian	Mr. Ravi
		Exam Cell Coordinator	Mr. Nittan Arora
5	Senior Teachers	Assistant Professor/ Computer Application	Mr. Ajit singh
		Assistant Professor/ Computer Application	Mr. Virat Rehani
		Assistant Professor/Management	Ms. Sapna Sharma
		Assistant Professor/ Hotel Management	Mr. Sahil
		Assistant Professor/ Management	Mr. Pankaj
6	Alumni Members	B.COM Batch 2014-2017	Mr. Jaspal Singh
7	Member of Industry	Founder Member, Elite Web Technologies	Mr. Raman Saroya
8	Nominees from Local Society	Assoc Prof, LKCE, Jalandhar	Mr. Vikas Rattan
9	Student Member	Student BBA-IIIrd year	Mr. Harpreet Singh Virdi,

This notification shall take effect from 4th June, 2018. The IQAC shall conduct its business as per the NAAC IQAC guidelines applicable for 2018-2019.

**AUTHORIZED SIGNATORY**

  
**Director**  
**CT Institute of Mgt. & IT**  
**Jalandhar**



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

Ref No: CTIMIT/IQAC/2019/01

Date: 03/07/2019

### Circular

The first Internal Quality Assurance Cell Meeting for the academic year 2019-2020 is planned to be held on July 06, 2019, 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. Review of the previous meeting
2. Guidelines for designing Question Papers and evaluation of MSTs
3. Feedback from the Stakeholders
4. Teaching load distribution
5. Guidelines for Minor/Major project
6. Add On Course performance
7. Prepare the AQAR for academic year 2019-20

Tarun  
IQAC Coordinator

Director

#### cc to

1. IQAC Cell
2. Chairman office
3. Dr. Jasdeep Kaur Dhami, Director (Chairperson)
4. Mr. Manbir Singh, Managing Director (Member of Management)
5. Mr. Tarun Sharma, (IQAC Coordinator)
6. Mr. Rohit Sharma (Secretary)
7. Mr. Kawaljeet Singh, (Deputy Registrar)
8. Mr. Rajnish Kumar (NSS Coordinator)
9. Mr. Birinder (PRO)
10. Mr. Ravi (Librarian)
11. Mr. Sarpreet (Exam Cell Coordinator)
12. Ms. Anisha Kundra, Assistant Professor, MS (Member)
13. Mr. Kunal Verma, Assistant Professor, CA (Member)
14. Ms. Sapna Sharma, Assistant Professor, MGT (Member)
15. Mr. Sahil, Assistant Professor, HM (Member)
16. Ms. Pankaj, Assistant Professor, MGT (Member)
17. Ms. Harjot (Alumni Member)
18. Mr. Raman Saroya (Member of Industry)
19. Mr. Vikas Rattan (Nominee from Local Society)
20. Mr. Jaskaranpreet Singh Student BCA-II<sup>nd</sup> year (Student Member)

Director  
CT Institute of Mgt. & IT  
Jalandhar



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

Ref No: CTIMIT/IQAC/2019/02

Date: 06/07/2019

**MINUTES OF MEETING**

**Agenda:**

1. Review of the previous meeting
2. Guidelines for designing Question Papers and evaluation of MSTs
3. Feedback from the Stakeholders
4. Teaching load distribution
5. Guidelines for Minor/Major project
6. Add On Course performance
7. Prepare the AQAR for academic year 2019-20

Date & Time: 6-07-2019 10:00 AM	Venue: Conference Hall
Following Members attended the meeting:  1. Dr. Jasdeep Kaur Dhami, Director (Chairperson) 2. Mr. Manbir Singh, Managing Director (Member of Management) 3. Mr. Tarun Sharma, (IQAC Coordinator) 4. Mr. Rohit Sharma (Secretary) 5. Mr. Kawaljeet Singh, (Deputy Registrar) 6. Mr. Rajnish Kumar (NSS Coordinator) 7. Mr. Birinder (PRO) 8. Mr. Ravi (Librarian) 9. Mr. Sarpreet (Exam Cell Coordinator) 10. Ms. Anisha Kundra, Assistant Professor, MS (Member) 11. Mr. Kunal Verma, Assistant Professor, CA (Member) 12. Ms. Sapna Sharma, Assistant Professor, MGT (Member) 13. Mr. Sahil, Assistant Professor, HM (Member) 14. Ms. Pankaj, Assistant Professor, MGT (Member) 15. Ms. Harjot (Alumni Member) 16. Mr. Raman Saroya (Member of Industry) 17. Mr. Vikas Rattan (Nominee from Local Society) 18. Mr. Jaskaranpreet Singh Student BCA-II <sup>rd</sup> year (Student Member)	Following members couldn't attend the meeting:  1. None

**Director**  
**CT Institute of Mgt. & IT**  
**Jalandhar**



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

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	Guidelines for designing Question Papers and evaluation of MSTs	All the HODs were advised to review the SOPs for conducting MSTs and were asked to propose improvements in the same.	Dean Academics
3	Feedback from the Stakeholders	The committee reviewed the action taken on the stakeholder feedback and approved the contents.	_____
4	Teaching load distribution	The committee issued the guidelines to the HODs for teaching load distribution among the faculty members for the upcoming semester. Guidelines are attached in Annexure I	All HODs
5	Guidelines for Minor/Major project	The committee issued the guidelines to the HODs as attached in Annexure I	All HODs
6	Add On Course performance	The committee reviewed the performance of students in Add On Courses and advised the students to consider these courses at par with their regular courses	All HODs
7	Prepare the AQAR for academic year 2019-20	The Chairperson advised the committee to collect the data from all concerned departments and prepare the AQAR for the academic year 2019-20. The report to be submitted to the committee within 30 days.	All members

*Tarun*  
IQAC Coordinator

*Dilip*  
Director  
Director  
CT Institute of Mgt. & IT  
Jalandhar



INSTITUTE OF MANAGEMENT & IT

GREATER KAILASH, C.T. ROAD, MAQSUDAN, JALANDHAR, 144-008  
TEL: 5009595, 605 | +91-98146-46225  
EMAIL: director.maqsudan@ctgroup.in | WEB: www.ctimit.com

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

cc to

1. IQAC Cell
2. Chairman office
3. Dr. Jasdeep Kaur Dhami, Director (Chairperson)
4. Mr. Manbir Singh, Managing Director (Member of Management)
5. Mr. Tarun Sharma, (IQAC Coordinator)
6. Mr. Rohit Sharma (Secretary)
7. Mr. Kawaljeet Singh, (Deputy Registrar)
8. Mr. Rajnish Kumar (NSS Coordinator)
9. Mr. Birinder (PRO)
10. Mr. Ravi (Librarian)
11. Mr. Sarpreet (Exam Cell Coordinator)
12. Ms. Anisha Kundra, Assistant Professor, MS (Member)
13. Mr. Kunal Verma, Assistant Professor, CA (Member)
14. Ms. Sapna Sharma, Assistant Professor, MGT (Member)
15. Mr. Sahil, Assistant Professor, HM (Member)
16. Ms. Pankaj, Assistant Professor, MGT (Member)
17. Ms. Harjot (Alumni Member)
18. Mr. Raman Saroya (Member of Industry)
19. Mr. Vikas Rattan (Nominee from Local Society)
20. Mr. Jaskaranpreet Singh Student BCA-IIId year (Student Member)

Director  
CT Institute of Mgt. & IT  
Jalandhar

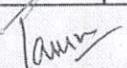


Affiliated to IKG-PTU (Kapurthala) & Approved by AICTE (New Delhi)

**Internal Quality Assurance Cell****Action Taken Report**

Following is the action taken report of the IQAC meeting held on 06-07-2019.

Agenda Number	Agenda Notes	Action taken
2	Guidelines for designing Question Papers and evaluation of MSTs	The HODs reviewed the SOPs for the conduct of MSTs and proposed the changes as per the affiliating university question paper instructions/ format.
3	Feedback from the Stakeholders	The feedback from the stakeholders was documented for due consideration in upcoming meetings
4	Teaching load distribution	The teaching load was prepared as per the norms
5	Guidelines for Minor/Major project	The guidelines for Major/Minor projects were shared with the faculty and students
6	Add On Courses performance	The HODs counseled the students about the importance of Add On Courses
7	Finalize the AQAR for academic year 2019-20	The chairperson approved the AQAR prepared by the committee members

  
**IQAC Coordinator**

**cc to**

1. IQAC Cell
2. Chairman office
3. Dr. Jasdeep Kaur Dhami, Director (Chairperson)
4. Mr. Manbir Singh, Managing Director (Member of Management)
5. Mr. Tarun Sharma, (IQAC Coordinator)
6. Mr. Rohit Sharma (Secretary)
7. Mr. Kawaljeet Singh, (Deputy Registrar)
8. Mr. Rajnish Kumar (NSS Coordinator)
9. Mr. Birinder (PRO)
10. Mr. Ravi (Librarian)
11. Mr. Sarpreet (Exam Cell Coordinator)
12. Ms. Anisha Kundra, Assistant Professor, MS (Member)
13. Mr. Kunal Verma, Assistant Professor, CA (Member)
14. Ms. Sapna Sharma, Assistant Professor, MGT (Member)
15. Mr. Sahil, Assistant Professor, HM (Member)
16. Ms. Pankaj, Assistant Professor, MGT (Member)
17. Ms. Harjot (Alumni Member)
18. Mr. Raman Saroya (Member of Industry)
19. Mr. Vikas Rattan (Nominee from Local Society)
20. Mr. Jaskaranpreet Singh Student BCA-IIIrd year (Student Member)

  
**Director**  
**CT Institute of Mgt. & IT**  
**Jalandhar**



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

Ref No: CTIMIT/IQAC/2019/03

Date: 27/12/2019

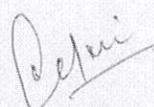
### Circular

The first Internal Quality Assurance Cell Meeting for the academic year 2019-2020 is planned to be held on January 02, 2020, 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
2. Review of the existing intake
3. Evaluation of Internships and projects
4. Training and Placement
5. Competitive examinations
6. Discussion on previous semester results

Tarun  
**IQAC Coordinator**

  
**Director**

#### cc to

1. IQAC Cell
2. Chairman office
3. Dr. Jasdeep Kaur Dhami, Director (Chairperson)
4. Mr. Manbir Singh, Managing Director (Member of Management)
5. Mr. Tarun Sharma, (IQAC Coordinator)
6. Mr. Rohit Sharma (Secretary)
7. Mr. Kawaljeet Singh, (Deputy Registrar)
8. Mr. Rajnish Kumar (NSS Coordinator)
9. Mr. Birinder (PRO)
10. Mr. Ravi (Librarian)
11. Mr. Sarpreet (Exam Cell Coordinator)
12. Ms. Anisha Kundra, Assistant Professor, MS (Member)
13. Mr. Kunal Verma, Assistant Professor, CA (Member)
14. Ms. Sapna Sharma, Assistant Professor, MGT (Member)
15. Mr. Sahil, Assistant Professor, HM (Member)
16. Ms. Pankaj, Assistant Professor, MGT (Member)
17. Ms. Harjot (Alumni Member)
18. Mr. Raman Saroya (Member of Industry)
19. Mr. Vikas Rattan (Nominee from Local Society)
20. Mr. Jaskaranpreet Singh Student BCA-II<sup>nd</sup> year (Student Member)

  
**Director**  
**CT Institute of Mgt. & IT**  
**Jalandhar**



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

Ref No:

CTIAZT/IQAC/2019/04

Date: 3-1-2020

**MINUTES OF MEETING**

**Agenda:**

1. Review of the previous meeting
2. Review of the existing intake
3. Evaluation of Internships and projects
4. Training and Placement
5. Competitive examinations
6. Discussion on previous semester results

<b>Date &amp; Time: 02-01-2020 11:00 AM</b>	<b>Venue: Conference Hall</b>
<p>Following Members attended the meeting:</p> <ul style="list-style-type: none"><li>1. Dr. Jasdeep Kaur Dhami, Director (Chairperson)</li><li>2. Mr. Manbir Singh, Managing Director (Member of Management)</li><li>3. Mr. Tarun Sharma, (IQAC Coordinator)</li><li>4. Mr. Rohit Sharma (Secretary)</li><li>5. Mr. Kawaljeet Singh, (Deputy Registrar)</li><li>6. Mr. Rajnish Kumar (NSS Coordinator)</li><li>7. Mr. Birinder (PRO)</li><li>8. Mr. Ravi (Librarian)</li><li>9. Mr. Sarpreet (Exam Cell Coordinator)</li><li>10. Ms. Anisha Kundra, Assistant Professor, MS (Member)</li><li>11. Ms. Sapna Sharma, Assistant Professor, MGT (Member)</li><li>12. Mr. Sahil, Assistant Professor, HM (Member)</li><li>13. Ms. Pankaj, Assistant Professor, MGT (Member)</li><li>14. Ms. Harjot (Alumni Member)</li><li>15. Mr. Raman Saroya (Member of Industry)</li><li>16. Mr. Vikas Rattan (Nominee from Local Society)</li><li>17. Mr. Jaskaranpreet Singh Student BCA-II 3rd year (Student Member)</li></ul>	<p>Following members couldn't attend the meeting:</p> <ul style="list-style-type: none"><li>1. Mr. Kunal Verma, Assistant Professor, CA (Member)</li></ul>

  
**Director**  
**CT Institute of Mgt. & IT**  
**Jalandhar**



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

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	Review of the existing intake	Keeping in view the admissions of the last 2 years, the committee suggested making the changes accordingly for the upcoming session.	Management
3	Evaluation of Internships and projects	The committee directed the Dean Academics to prepare the Rubrics for internships and projects within 30 days	Dean Academics
4	Training and Placement	The committee instructed the Training and Placement Officer to submit the details of the confirmation letters of the students of final and pre final year.	Training and Placement Officer
5	Competitive examinations	The Chairperson instructed the HODs and Training and Placement Officers to motivate the students for competitive examinations like GATE/ CAT etc and introduce preparation classes in their timetable.	All HODs and Training and Placement Officer
6	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

*Talur*  
IQAC Coordinator

*Dhruv*  
Director

*Jaswinder Singh*  
Director  
CT Institute of Mgt. & IT  
Jalandhar



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

**cc to**

1. IQAC Cell
2. Chairman office
3. Dr. Jasdeep Kaur Dhami, Director (Chairperson)
4. Mr. Manbir Singh, Managing Director (Member of Management)
5. Mr. Tarun Sharma, (IQAC Coordinator)
6. Mr. Rohit Sharma (Secretary)
7. Mr. Kawaljeet Singh, (Deputy Registrar)
8. Mr. Rajnish Kumar (NSS Coordinator)
9. Mr. Birinder (PRO)
10. Mr. Ravi (Librarian)
11. Mr. Sarpreet (Exam Cell Coordinator)
12. Ms. Anisha Kundra, Assistant Professor, MS (Member)
13. Mr. Kunal Verma, Assistant Professor, CA (Member)
14. Ms. Sapna Sharma, Assistant Professor, MGT (Member)
15. Mr. Sahil, Assistant Professor, HM (Member)
16. Ms. Pankaj, Assistant Professor, MGT (Member)
17. Ms. Harjot (Alumni Member)
18. Mr. Raman Saroya (Member of Industry)
19. Mr. Vikas Rattan (Nominee from Local Society)
20. Mr. Jaskaranpreet Singh Student BCA-IIId year (Student Member)

**Director**  
**CT Institute of Mgt. & IT**  
**Jalandhar**



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

### Internal Quality Assurance Cell

#### Action Taken Report

Following is the action taken report of the IQAC meeting held on 02-01-2020.

Agenda Number	Agenda Notes	Action taken
2	Review of the existing intake	The resolution of Management reflected the suggestions of IQAC regarding changes in intake for the upcoming session.
3	Evaluation of Internships and projects	The rubrics for evaluation of internships and projects was submitted for implementation
4	Training and Placement	The report of students of final and pre final years was submitted by the Training and Placement Office
5	Competitive examinations	All the HODs and the Training and Placement Officer guided the students for competitive examinations and their classes were arranged for the same
6	Discussion on previous semester results	The review report of the final examinations was submitted

*Tarun*  
**IQAC Coordinator**

cc to

1. IQAC Cell
2. Chairman office
3. Dr. Jasdeep Kaur Dhami, Director (Chairperson)
4. Mr. Manbir Singh, Managing Director (Member of Management)
5. Mr. Tarun Sharma, (IQAC Coordinator)
6. Mr. Rohit Sharma (Secretary)
7. Mr. Kawaljeet Singh, (Deputy Registrar)
8. Mr. Rajnish Kumar (NSS Coordinator)
9. Mr. Birinder (PRO)
10. Mr. Ravi (Librarian)
11. Mr. Sarpreet (Exam Cell Coordinator)
12. Ms. Anisha Kundra, Assistant Professor, MS (Member)
13. Mr. Kunal Verma, Assistant Professor, CA (Member)
14. Ms. Sapna Sharma, Assistant Professor, MGT (Member)
15. Mr. Sahil, Assistant Professor, HM (Member)
16. Ms. Pankaj, Assistant Professor, MGT (Member)
17. Ms. Harjot (Alumni Member)
18. Mr. Raman Saroya (Member of Industry)
19. Mr. Vikas Rattan (Nominee from Local Society)
20. Mr. Jaskaranpreet Singh Student BCA-IIIrd year (Student Member)

*Jas*  
**Director**  
**CT Institute of Mgt. & IT**  
**Jalandhar**



**CT** INSTITUTE OF MANAGEMENT & IT

GREATER KAILASH, G.T. ROAD, MAQSUDAN, JALANDHAR, 144-008  
TEL: 5009595, 605 | +91-98146-46225  
EMAIL: director.maqsudan@ctgroup.in | WEB: www.ctimit.com

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

## Academic Year- 2018-2019

Director  
CT Institute of Mgt. & IT  
Jalandhar



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 2019-2020 is notified hereby as follows:

S.No.	Category	Designation	Name of the Member
1	Chairperson	Head of the Institution	Dr. Jasdeep Kaur Dhami, Director
2	Member of Management	Managing Director	Mr. Manbir Singh
3	IQAC Coordinator	Coordinator	Mr. Tarun Sharma
4	Administrative Officers	Secretary	Mr. Rohit Sharma
		Deputy Registrar	Mr. Kawaljeet Singh
		NSS Coordinator	Mr. Rajnish Kumar
		PRO	Ms. Birinder
		Librarian	Mr. Ravi
		Exam Cell Coordinator	Mr. Sarpreet
5	Senior Teachers	Assistant Professor /Media Studies	Ms. Anisha Kundra
		Assistant Professor/Computer Application	Mr. Kunal Verma
		Assistant Professor/Management	Ms. Sapna Sharma
		Assistant Professor/ Hotel Management	Mr. Sahil
		Assistant Professor/Management	Mr. Pankaj
6	Alumni Members	BBA- Batch 2015-2018	Ms. Harjot Kaur
7	Member of Industry	Founder Member, Elite Web Technologies	Mr. Raman Saroya
8	Nominees from Local Society	Assoc Prof, LKCE, Jalandhar	Mr. Vikas Rattan
9	Student Member	Student, BCA-IIIrd year	Mr. Jaskaranpreet Singh

This notification shall take effect from 2<sup>nd</sup> July, 2019. The IQAC shall conduct its business as per the NAAC IQAC guidelines applicable for 2019-2020.

**AUTHORIZED SIGNATORY**

**Director**  
**CT Institute of Mgt. & IT**  
**Jalandhar**



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

Ref No: CTIMIT/IQAC/2018/01

Date: 26/06/2018

### Circular

The first Internal Quality Assurance Cell Meeting for the academic year 2018-2019 is planned to be held on July 02, 2018, 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. To inform the members of the IQAC's setup in accordance with UGC rules
2. Proposal for establishing the IQAC office
3. Student orientation program
4. Academic and Administrative Audit
5. Subject Allotment and Course File
6. Discussion of the Analysis of Previous Results
7. Pre-final and final year students training and placements.
8. Feedback from stakeholders

*Tarun*  
IQAC Coordinator

*Devi*  
Director

#### cc to

1. IQAC Cell
2. Chairman office
3. Dr. Jasdeep Kaur Dhami, Director (Chairperson)
4. Mr. Manbir Singh, Managing Director (Member of Management)
5. Mr. Tarun Sharma, (IQAC Coordinator)
6. Mr. Rohit Sharma (Secretary)
7. Mr. Kawaljeet Singh, (Deputy Registrar)
8. Mr. Sarpreet (NSS Coordinator)
9. Mr. Birinder (PRO)
10. Mr. Ravi (Librarian)
11. Mr. Nittan Arora (Exam Cell Coordinator)
12. Ms. Ajit Singh, Assistant Professor, CA (Member)
13. Mr. Virat Rehani, Assistant Professor, CA (Member)
14. Ms. Sapna Sharma, Assistant Professor, MGT (Member)
15. Mr. Sahil, Assistant Professor, HM (Member)
16. Ms. Pankaj, Assistant Professor, MGT (Member)
17. Mr. Jaspal Singh (Alumni Member)
18. Mr. Raman Saroya (Member of Industry)
19. Mr. Vikas Rattan (Nominee from Local Society)
20. Mr. Harpreet Singh Student BBA-II<sup>rd</sup> year (Student Member)

*Jas*  
Director  
CT Institute of Mgt. & IT  
Jalandhar



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

Ref No: CTIMIT/IQAC/2018/02

Date: 02/07/2018

**MINUTES OF MEETING**

**Agenda:**

1. To inform the members of the IQAC's setup in accordance with UGC rules
2. Proposal for establishing the IQAC office
3. Student orientation program
4. Academic and Administrative Audit
5. Subject Allotment and Course File
6. Discussion of the Analysis of Previous Results
7. Pre-final and final year students training and placements.
8. Feedback from stakeholders

Date & Time: 02-07-2018 10:00 AM	Venue: Conference Hall
Following Members attended the meeting:  1. Dr. Jasdeep Kaur Dhami, Director (Chairperson) 2. Mr. Manbir Singh, Managing Director (Member of Management) 3. Mr. Tarun Sharma, (IQAC Coordinator) 4. Mr. Rohit Sharma (Secretary) 5. Mr. Kawaljeet Singh, (Deputy Registrar) 6. Mr. Sarpreet (NSS Coordinator) 7. Mr. Birinder (PRO) 8. Mr. Ravi (Librarian) 9. Mr. Nittan Arora (Exam Cell Coordinator) 10. Ms. Ajit Singh, Assistant Professor, CA (Member) 11. Mr. Virat Rehani, Assistant Professor, CA (Member) 12. Ms. Sapna Sharma, Assistant Professor, MGT (Member) 13. Mr. Sahil, Assistant Professor, HM (Member) 14. Ms. Pankaj, Assistant Professor, MGT (Member) 15. Mr. Jaspal Singh(Alumni Member) 16. Mr. Raman Saroya (Member of Industry) 17. Mr. Vikas Rattan (Nominee from Local Society) 18. Mr. Harpreet Singh Student BBA-IIIrd year (Student Member)	Following members couldn't attend the meeting:  1. None

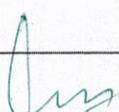
Director  
CT Institute of Mgt. & IT  
Jalandhar



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

The following agenda points were discussed:

S. No	Agenda point	Resolution	Responsibility
1	To inform the members of the IQAC's setup in accordance with UGC rules	The Chairperson in his welcome address informed the members about the setup of IQAC in the Institute and apprised them of its functions and objectives.	
2	Proposal for establishing the IQAC office	It was proposed to establish the office of IQAC in G-4, Ground floor CTIMIT	
3	Student orientation program	It was decided to plan a student orientation program for the 2018 batch.	Mr. Tarun Sharma
4	Academic and Administrative Audit	<p>The Chairperson constituted the following 3-member committee to prepare an Academic and Administrative Audit:</p> <p>1. Mr. Mandeep Singh, Assistant Professor, ME 2. Ms. Anjali Joshi, Assistant Professor, Management 3. Mr. Abhishek Kumar Bhardwaj, Assistant Professor, CSE</p> <p>The committee will submit the draft of the audit to IQAC within 90 days</p>	Committee Members
5	Subject allotment and course files	It was decided to disseminate the information to all the HODs to allocate the courses to the faculty members as per their areas of specialization. Further, they were supposed to be intimated to ensure that all the faculty members maintain the course files of their respective subjects strictly as per the prescribed framework.	All the HODs

  
Director  
CT Institute of Mgt. & IT  
Jalandhar



INSTITUTE OF MANAGEMENT & IT

GREATER KAILASH, G.T. ROAD, MAQSUDAN, JALANDHAR, 144-008  
TEL: 5009595, 605 | +91-98146-46225  
EMAIL: director.maqsudan@ctgroup.in | WEB: www.ctimit.com

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

6	Discussion of the Analysis of Previous Results	The analysis of previous academic results was reviewed and it was proposed to appreciate the brilliant students as well as teachers. The teachers having low pass percentage in their subjects were required to ensure the necessary improvements in their pedagogy for the betterment of the results in the next session.	All the HODs
7	Pre-final and Final year students training and placements.	It was discussed to ensure the record keeping of internship confirmation letters in the Training & Placement Office.	Training & Placement Officer

*Tarun*  
IQAC Coordinator

*Cetan*  
Director

cc to

1. IQAC Cell
2. Chairman office
3. Dr. Jasdeep Kaur Dhami, Director (Chairperson)
4. Mr. Manbir Singh, Managing Director (Member of Management)
5. Mr. Tarun Sharma, (IQAC Coordinator)
6. Mr. Rohit Sharma (Secretary)
7. Mr. Kawaljeet Singh, (Deputy Registrar)
8. Mr. Sarpreet (NSS Coordinator)
9. Mr. Birinder (PRO)
10. Mr. Ravi (Librarian)
11. Mr. Nittan Arora (Exam Cell Coordinator)
12. Ms. Ajit Singh, Assistant Professor, CA (Member)
13. Mr. Virat Rehani, Assistant Professor, CA (Member)
14. Ms. Sapna Sharma, Assistant Professor, MGT (Member)
15. Mr. Sahil, Assistant Professor, HM (Member)
16. Ms. Pankaj, Assistant Professor, MGT (Member)
17. Mr. Jaspal Singh(Alumni Member)
18. Mr. Raman Saroya (Member of Industry)
19. Mr. Vikas Rattan (Nominee from Local Society)
20. Mr. Harpreet Singh Student BBA-IIId year (Student Member)

*Jas*  
Director  
CT Institute of Mgt. & IT  
Jalandhar



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

### Internal Quality Assurance Cell

#### Action Taken Report

Following is the action taken report of the IQAC meeting held on 02-07-2018.

Agenda Number	Agenda Notes	Action taken
3	Student orientation program	The student induction program was successfully executed following the guidelines of IKGPTU.
4	Academic and Administrative Audit	The committee submitted the Audit Form to the IQAC
5	Subject allotment and course files	HODs took due consideration of the preference list of the subjects by the respective faculty, while distributing the subjects.
6	Discussion of the Analysis of Previous Results	Brilliant students as well as teachers were appreciated by giving them high tea with the authorities. The faculty having produced low pass percentage were counseled by the panel of senior faculty.
7	Pre-final and Final year students training and placements.	The training letters and placement documents were collected in the training and placement office.
8	Feedback from stakeholders	Feedback from different stakeholders was collected and analyzed by the concerned departments and the reports of the same were submitted to the IQAC office.

IQAC Coordinator

cc to

1. IQAC Cell
2. Chairman office
3. Dr. Jasdeep Kaur Dhami, Director (Chairperson)
4. Mr. Manbir Singh, Managing Director (Member of Management)
5. Mr. Tarun Sharma, (IQAC Coordinator)
6. Mr. Rohit Sharma (Secretary)
7. Mr. Kawaljeet Singh, (Deputy Registrar)
8. Mr. Sarpreet (NSS Coordinator)
9. Mr. Birinder (PRO)
10. Mr. Ravi (Librarian)
11. Mr. Nittan Arora (Exam Cell Coordinator)
12. Ms. Ajit Singh, Assistant Professor, CA (Member)
13. Mr. Virat Rehani, Assistant Professor, CA (Member)
14. Ms. Sapna Sharma, Assistant Professor, MGT (Member)

Director  
CT Institute of Mgt. & IT  
Jalandhar

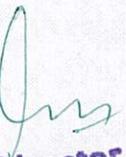


INSTITUTE OF MANAGEMENT & IT

GREATER KAILASH, G.T. ROAD, MAQSUDAN, JALANDHAR, 144-008  
TEL: 5009595, 605 | +91-98146-46225  
EMAIL: director.maqsudan@ctgroup.in | WEB: www.ctimit.com

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

15. Mr. Sahil, Assistant Professor, HM (Member)
16. Ms. Pankaj, Assistant Professor, MGT (Member)
17. Mr. Jaspal Singh (Alumni Member)
18. Mr. Raman Saroya (Member of Industry)
19. Mr. Vikas Rattan (Nominee from Local Society)
20. Mr. Harpreet Singh Student BBA-IIIrd year (Student Member)

  
Director  
CT Institute of Mgt. & IT  
Jalandhar



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

Ref No: CTIMIT/IQAC/2018/03

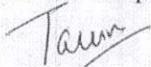
Date: 03/01/2019

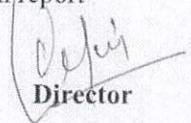
### Circular

The first Internal Quality Assurance Cell Meeting for the academic year 2018-2019 is planned to be held on January 07, 2019, 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
2. Constitution of various committees as per AICTE/UGC norms
3. Review of the existing intake
4. Proposal for Research Policy
5. Formulation of Institute Academic Calendar
6. Guidelines regarding Mentor Mentee System
7. Add On Courses
8. Guidelines for designing Question Papers and evaluation of MSTs.
9. Proposal of Academic and Administrative Audit (AAA) // pending in action taken report

 IQAC Coordinator

 Director

cc to

1. IQAC Cell
2. Chairman office
3. Dr. Jasdeep Kaur Dhami, Director (Chairperson)
4. Mr. Manbir Singh, Managing Director (Member of Management)
5. Mr. Tarun Sharma, (IQAC Coordinator)
6. Mr. Rohit Sharma (Secretary)
7. Mr. Kawaljeet Singh, (Deputy Registrar)
8. Mr. Sarpreet (NSS Coordinator)
9. Mr. Birinder (PRO)
10. Mr. Ravi (Librarian)
11. Mr. Nittan Arora (Exam Cell Coordinator)
12. Ms. Ajit Singh, Assistant Professor, CA (Member)
13. Mr. Virat Rehani, Assistant Professor, CA (Member)
14. Ms. Sapna Sharma, Assistant Professor, MGT (Member)
15. Mr. Sahil, Assistant Professor, HM (Member)
16. Ms. Pankaj, Assistant Professor, MGT (Member)
17. Mr. Jaspal Singh(Alumni Member)
18. Mr. Raman Saroya (Member of Industry)
19. Mr. Vikas Rattan (Nominee from Local Society)
20. Mr. Harpreet Singh Student BBA-II<sup>rd</sup> year (Student Member)

  
**Director**  
**CT Institute of Mgt. & IT**  
**Jalandhar**



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

Ref No: CTIMIT/IQAC/2018/04

Date: 7/1/2019

**MINUTES OF MEETING**

**Agenda:**

1. Review of the previous meeting
2. Constitution of various committees as per AICTE/UGC norms
3. Review of the existing intake
4. Proposal for Research Policy
5. Formulation of Institute Academic Calendar
6. Guidelines regarding Mentor Mentee System
7. Add On Courses
8. Guidelines for designing Question Papers and evaluation of MSTs.
9. Proposal of Academic and Administrative Audit (AAA) // pending in action taken report

<b>Date &amp; Time: 07-01-2019 11:00 AM</b>	<b>Venue: Conference Hall</b>
<p>Following Members attended the meeting:</p> <ol style="list-style-type: none"><li>1. Dr. Jasdeep Kaur Dhami, Director (Chairperson)</li><li>2. Mr. Manbir Singh, Managing Director (Member of Management)</li><li>3. Mr. Tarun Sharma, (IQAC Coordinator)</li><li>4. Mr. Rohit Sharma (Secretary)</li><li>5. Mr. Kawaljeet Singh, (Deputy Registrar)</li><li>6. Mr. Sarpreet (NSS Coordinator)</li><li>7. Mr. Birinder (PRO)</li><li>8. Mr. Nittan Arora (Exam Cell Coordinator)</li><li>9. Ms. Ajit Singh, Assistant Professor, CA (Member)</li><li>10. Mr. Virat Rehani, Assistant Professor, CA (Member)</li><li>11. Ms. Sapna Sharma, Assistant Professor, MGT (Member)</li><li>12. Mr. Sahil, Assistant Professor, HM (Member)</li><li>13. Ms. Pankaj, Assistant Professor, MGT (Member)</li><li>14. Mr. Jaspal Singh (Alumni Member)</li><li>15. Mr. Raman Saroya (Member of Industry)</li><li>16. Mr. Vikas Rattan (Nominee from Local Society)</li><li>17. Mr. Harpreet Singh Student BBA-II year (Student Member)</li></ol>	<p>Following members couldn't attend the meeting:</p> <ol style="list-style-type: none"><li>1. Mr. Ravi (Librarian)</li></ol>

**Director**  
**CT Institute of Mgt. & IT**  
**Jalandhar**



INSTITUTE OF MANAGEMENT & IT

GREATER KAILASH, G.T. ROAD, MAQSUDAN, JALANDHAR, 144-008  
TEL: 5009595, 605 | +91-98146-46225  
EMAIL: director.maqsudan@ctgroup.in | WEB: www.ctimit.com

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

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	Constitution of various committees as per AICTE/UGC norms	As per the AICTE/UGC norms, the IQAC members advised to establish the following committees: <ol style="list-style-type: none"><li>1. Anti ragging committee</li><li>2. SC/ST Committee</li><li>3. Internal Complaint Committee</li><li>4. Grievance Redressal Committee</li></ol> Any other committee as per the proposal of AICTE Guidelines	
3	Review of the existing intake	Keeping in view the admissions of the last 2 years, the committee suggested making the changes accordingly for the upcoming session.	Management
4	Proposal for Research Policy	The Chairperson suggested to drafting the Research Policy for promoting the research activities.	IQAC committee
5	Formulation of Institute Academic Calendar	The committee directed the Dean Academics to prepare the Institute Calendar in line with the University Calendar.	Dean Academics
6	Guidelines regarding Mentor Mentee System	The committee finalized the guidelines for the mentor-mentee system. The	All the HOIs/ HODs

Director  
CT Institute of Mgt. & IT  
Jalandhar



INSTITUTE OF MANAGEMENT & IT

GREATER KAILASH, G.T. ROAD, MAQSUDAN, JALANDHAR, 144-002  
TEL: 5009595, 605 | +91-98146-46225  
EMAIL: director.maqsudan@ctgroup.in | WEB: www.ctimit.com

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

		HOIs/HODs were made responsible for the implementation of the same.	
--	--	---	--

*Tarun*  
IQAC Coordinator

*Qasim*  
Director

cc to

1. IQAC Cell
2. Chairman office
3. Dr. Jasdeep Kaur Dhami, Director (Chairperson)
4. Mr. Manbir Singh, Managing Director (Member of Management)
5. Mr. Tarun Sharma, (IQAC Coordinator)
6. Mr. Rohit Sharma (Secretary)
7. Mr. Kawaljeet Singh, (Deputy Registrar)
8. Mr. Sarpreet (NSS Coordinator)
9. Mr. Birinder (PRO)
10. Mr. Ravi (Librarian)
11. Mr. Nittan Arora (Exam Cell Coordinator)
12. Ms. Ajit Singh, Assistant Professor, CA (Member)
13. Mr. Virat Rehani, Assistant Professor, CA (Member)
14. Ms. Sapna Sharma, Assistant Professor, MGT (Member)
15. Mr. Sahil, Assistant Professor, HM (Member)
16. Ms. Pankaj, Assistant Professor, MGT (Member)
17. Mr. Jaspal Singh(Alumni Member)
18. Mr. Raman Saroya (Member of Industry)
19. Mr. Vikas Rattan (Nominee from Local Society)
20. Mr. Harpreet Singh Student BBA-IIrd year (Student Member)

*Qasim*  
Director  
CT Institute of Mgt. & IT  
Jalandhar



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

### Internal Quality Assurance Cell

#### Action Taken Report

Following is the action taken report of the IQAC meeting held on 07-01-2019.

Agenda Number	Agenda Notes	Action taken
2	Constitution of various committees as per AICTE/UGC norms	Various committees were constituted as per the AICTE/UGC norms
3	Review of the existing intake	The resolution of Management reflected the suggestions of IQAC regarding changes in intake for the upcoming session.
4	Proposal for Research Policy	The Research Policy was drafted and sent to Management for approval.
5	Formulation of Institute Academic Calendar	The Institute Academic Calendar was approved by Dean Academics and circulated to all concerned.
6	Guidelines regarding Mentor Mentee System	The Mentor Mentee performa was approved and implemented in all the departments

*Tarun*  
**IQAC Coordinator**

cc to

1. IQAC Cell
2. Chairman office
3. Dr. Jasdeep Kaur Dhami, Director (Chairperson)
4. Mr. Manbir Singh, Managing Director (Member of Management)
5. Mr. Tarun Sharma, (IQAC Coordinator)
6. Mr. Rohit Sharma (Secretary)
7. Mr. Kawaljeet Singh, (Deputy Registrar)
8. Mr. Sarpreet (NSS Coordinator)
9. Mr. Birinder (PRO)
10. Mr. Ravi (Librarian)
11. Mr. Nittan Arora (Exam Cell Coordinator)
12. Ms. Ajit Singh, Assistant Professor, CA (Member)
13. Mr. Virat Rehani, Assistant Professor, CA (Member)
14. Ms. Sapna Sharma, Assistant Professor, MGT (Member)
15. Mr. Sahil, Assistant Professor, HM (Member)
16. Ms. Pankaj, Assistant Professor, MGT (Member)
17. Mr. Jaspal Singh(Alumni Member)
18. Mr. Raman Saroya (Member of Industry)
19. Mr. Vikas Rattan (Nominee from Local Society)
20. Mr. Harpreet Singh Student BBA-IIrd year (Student Member)

*Jas*  
**Director**  
**CT Institute of Mgt. & IT**  
**Jalandhar**