



INSTITUTE OF INNOVATION IN TECHNOLOGY & MANAGEMENT

Affiliated to GGSIP University
'A' Grade by GNCTD, A+ by SFRC, NAAC Accredited
(ISO 9001-2008 Certified)
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Date: 14-06-2022

Notice No: 1359

RECORD KEEPING

The Internal Quality Assurance Committee (IQAC) has suggested that the following documentation is required for each activity been conducted in the institute:

1. Notice
2. Poster
3. Report with Geo-tagged Photographs
4. Registration list/Attendance list of the Beneficiaries
5. Copy of MOU signed (if applicable)
6. Sanction Order (if applicable)
7. Copy of Certificates and List of Winners (only in case of competitions conducted)

All the faculty coordinators of different clubs and committees are required to submit the above-listed documents in soft copy and hard copy.

The soft copy is to be submitted at iitmreports@gmail.com. The hard copy is to be submitted to **Dr. Nitya Khurana** within 2 days of conducting the event. A copy of the same should also be maintained in the respective club/committee file.

Dr. Nitya is required to submit the month-wise file by the 5th of each subsequent month to the undersigned.

Report Co-ordinators

Ms. Shilpa Arora (Soft Copy Reports)

Dr. Nitya Khurana (Hard Copy Reports)

Prof. (Dr.) Monika Kulshreshtha

Director

- CC:
1. Students Notice Board
 2. Institute's Website
 3. Notice File.