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## Internal Quality Assurance Cell (IQAC)

The Internal Quality Assurance Cell (IQAC) has been reconstituted for monitoring the quality parameters in IMS Engineering College. The composition of the cell is as:

**Chairperson** - Dr. Prabal Chakravorty, Director

**Member from the management** - Shri. Sanjay Agarwal Ji, Treasurer

**Senior Administrative Officer** - Mr. Manoj Kukreja, Registrar

**Nominee from the Local Society/Trust, Students and Alumni** -

1. Shri. Apoorva Goel, Member-IMSEC Society
2. Mr. Sunny Kumar Jadoon, Alumni
3. Mr. Manas Gupta, Student-CSE

**One nominee each from the Employer/Industrialists/Stakeholders** -

1. Mr. Anurag Gupta, Director-Tevatron Technologies: Industrialist
2. Employer – Vipul Batra, Team Lead, Sopra Steria, Noida
3. Stakeholder – Mr. Dheeraj Sirohi (Parent of student)

**Faculty Members to represent all levels** -

1. Dr. Suneet Shukla, Associate Professor (IT)
2. Dr. Avdhesh Gupta, Associate Professor (CSE)
3. Dr. B. N. Pathak, Associate Professor (ME)
4. Prof. Punjika Rathi, Assistant Professor (MBA)
5. Prof. Saroj Kumar, Assistant Professor (EN)
6. Prof. Jaya Nidhi Vashishtha, Assistant Professor (EC)
7. Prof Hakim Singh, Assistant Professor (CSE)

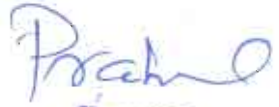
**Coordinator** - Dr. Narendra Kumar, Associate Professor (BT)

The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details.



- > [MOM-IQAC-09.02.2021](#)
- > [MOM-IQAC-08.02.2020](#)
- > [MOM-IQAC-25.10.2019](#)
- > [MOM-IQAC-02.08.2019](#)
- > [MOM-IQAC- 03.04.2018](#)
- > [MOM-IQAC- 09.09.2016](#)

  
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Ghaziabad

# IMS Engineering College, Ghaziabad

## IQAC Meeting

Minutes of Meeting held at 4.00 PM on 9<sup>th</sup> February 2021

Following IQAC members were present:

1. Dr. Prabal Chakravorty, Director, Chair Person-IQAC
2. Dr. Narendra Kumar, Co-ordinator-IQAC
3. Mr. Manoj Kukreja, Registrar
4. Dr. Suneet Shukla, Member
5. Dr. Avdhesh Gupta, Member
6. Dr. B. N. Pathak, Member
7. Prof. Punjika Rathi, Member
8. Prof. Saroj Kumar, Member
9. Prof. Jaya Nidhi Vashishtha, Member
10. Prof. Hakim Singh, Member

Following points were discussed:

1. **Add on Certificate programs:** The discussion was held to initiate more Add on Certificate programs to enhance the skills and knowledge of the students by all departments.
2. **Conduction of workshops/seminars:** The discussion was held for the conduction of regular workshops on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship in addition of technical workshops and seminars.
3. **Research Publication:** The discussion was held to motivate the faculty members to write good quality research paper to be published in UGC recognised/ Scopus indexed/SCI journals.
4. **Strengthening Industry Academia Interaction:** Industry Academia relationship can be strengthening by signing MOUs at department level and college level, and conduction of related activities as per MOUs.
5. **Students Participation:** For the all round development students, we should motivate students to participate in sports/cultural activities at university/state/national / international level.

  
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**6. Training Programs for Staff:** The discussion was held to for the conduction of professional development /administrative training programs by all departments twice in a year and all members agree for it.

**7. Course file and other Formats:** The discussion was held to for the unified formats of course file and other related document format, all members are agree and these formats will be prepared by Dr. Avdhesh Gupta.

(Narendra Kumar)

Coordinator – IQAC

**Distribution**

Director: For Kind Information

All HODs & Deans

All Faculty Members

Registrar

CDC Head

  
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**MINUTES OF IQAC MEETING HELD ON 08.02.2020 AT 2:00 PM IN  
CONFERENCE HALL OF IMSEC**

1. **Following were present:**

- i) Dr. Sraban Mukherjee, Chairperson
- ii) Dr. Neetu Goel, Dean (AS&H)
- iii) Dr. Monica Verma, HOD (MBA)
- iv) Mr. N.U. Khan, Associate HOD (CSE)
- v) Ms. Annu Govind, Dean Academic & HOD (EN)
- vi) Mr. Pankaj Goel, Dean (SW)
- vii) Ms. Swati Singh, Asstt. Professor (CSE)
- viii) Mr. Sunil Kumar, Head (CDC)
- ix) Mr. Manoj Kumar Kukreja, Registrar
- x) Dr. S.N. Rajan, HOD (IT)
- xi) Dr. R.P.S. Chauhan, HOD (EC)
- xii) Dr. V.K. Saini, HOD (ME)
- xiii) Ms. Rashmi Chandra, HOD (BT)
- xiv) Dr. Pankaj Agarwal, HOD (CSE)
- xv) Dr. R.N. Baral, Associate Professor (EC)
- xvi) Dr. S.K. Kalla, Coordinator (IQAC)
- xvii) Dr. Indu Bhatt, Coordinator (Research Cell)

2. During the meeting following points were discussed:

**a) Revised manual for NAAC Assessment and Accreditation**

Dr. Sraban Mukherjee, Chairperson of IQAC informed that NAAC has issued revised manual for Assessment and Accreditation w.e.f. 1<sup>st</sup> January, 2020.

**b) Decide the plan of action for NAAC SSR Preparation:**

Chairperson IQAC suggested to prepare a plan of action for NAAC SSR on all the Individual criteria.

**c) Instructions to compile data**

In view of the revised manual Chairperson IQAC instructed Coordinator IQAC to share new manual to all sectional heads and collect the required information latest by 14<sup>th</sup> February, 2020.

**d) Academic Advisory Board for MBA Deptt:**

First meeting of Advisory Board of MBA was held on 8<sup>th</sup> February, 2020. HOD (MBA) presented the departmental progress report and invited suggestions from honorable members. This was in line with the meeting held on 25<sup>th</sup> October, 2019.

**e) Research Cell:**

In compliance with the decision taken in the meeting of 25<sup>th</sup> October, 2019 Coordinator Research Cell Dr. Indu Bhatt informed that Research Proposals have been submitted to the funding agencies for grant.

**f) IEDC Activity:**

IEDC Head informed all that Entrepreneurship Awareness Camp has been scheduled on 14<sup>th</sup>, 15<sup>th</sup> & 17<sup>th</sup> February, 2020 in collaboration with NIESBUD Noida.

Meeting concluded with vote of thanks.

(Dr. S.K.Kalla)  
Coordinator IQAC

**Distribution**

Director: For Kind Information  
All HODs & Deans  
All Faculty Members  
Registrar  
CDC Head

  
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**MINUTES OF IQAC MEETING HELD ON 25-10-2019 AT 10 AM IN CONFERENCE HALL OF  
IMSEC**

**1. Following were present:**

1. Dr. Neetu Goel, Dean (AS&H)
2. Dr. Monica Verma, HOD (MBA)
3. Mr. N.U. Khan, Associate HOD (CSE)
4. Ms. Annu Govind, Dean Academic & HOD (EN)
5. Ms. Swati Singh, Asstt. Professor (CSE)
6. Mr. Sunil Kumar, Head (CDC)
7. Mr. Manoj Kumar Kukreja, Registrar
8. Dr. S.N. Rajan, HOD (IT)
9. Dr. R.P.S. Chauhan, HOD (EC)
10. Dr. V.K. Saini, HOD (ME)
11. Ms. Rashmi Chandra, HOD (BT)
12. Dr. Pankaj Agarwal, HOD (CSE)
13. Dr. R.N. Baral, Associate Professor (EC)
14. Dr. S.K. Kalla, Coordinator (IQAC)

**2. During the meeting following points were discussed:**

**a) To decide plan of action for NAAC SSR Preparation:**

Dr. Sraban Mukherjee, Chairperson of IQAC suggested preparing a plan of action for NAAC SSR on all the individual criteria.

**b) Areas needing improvement:**

Director sir impressed upon all to identify the areas which needed improvement related to Quality Assurance system of the college.

**c) Academic Advisory Board for MBA Deptt:**

It was decided to set up an Academic Advisory Board for MBA Deptt which will include external members. Dr. Monica Verma, HOD (MBA) will be working out the details.

**d) Research Cell:**

It was decided to constitute the college Research Cell. Following will be the members of this cell:

1. Dr. Pankaj Agarwal, HOD (CSE) - Head
2. Dr. R.P.S. Chauhan, HOD (EC) – Co-Head
3. Dr. Pradeep Kumar, Asstt. Professor (AS&H)
4. Dr. Sundari Kameshwari, Asstt. Professor (AS&H)
5. Dr. Indu Bhatt, Asstt. Professor (BT)
6. Dr. Vivek Kumar, Asstt. Professor (BT)
7. Dr. Ram Sewak Singh, Asstt. Professor (EC)
8. Dr. Avdhesh Gupta, Associate Professor (EC)
9. Dr. Pankul Goel, Associate Professor (ME)

**e) Innovation & Entrepreneurship Development Cell (IEDC):**

IEDC which is headed by Dr. S.N. Rajan will be having the following members:

  
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1. Mr. Sujeet Kumar, Asstt. Professor (EC)
2. Mr. Mukesh Kumar Singh, Asstt. Professor (EC)
3. Mr. Varun Kumar Singhal, Asstt. Professor (EN)
4. Dr. Santosh Kumar Mishra, Asstt. Professor (BT)
5. Mr. Ashish Awasthi, Asstt. Professor (MBA)
6. Ms. Swati Singh, Asstt. Professor (CSE)

**f) Alumni Cell:**

Alumni Cell is reconstituted with the following members:

1. Mr. N.U. Khan, Associate HOD (CSE)--- Head
2. Mr. Sunil Kumar, Head (CDC)
3. Mr. Atul Kumar, Associate Professor (CSE)
4. Ms. Sulekha Saxena, Asstt. Professor (EN)
5. Ms. Shomini Parashar, Asstt. Professor (BT)
6. Mr. V.K. Agrawal, Asstt. Professor (EC)
7. Ms. Monalisa Panigrahi, Asstt. Professor (IT)
8. Ms. Punjika Rathi, Asstt. Professor (MBA)
9. Mr. Abhishek Saxena, Asstt. Professor (ME)

**g) Employable Skill Training for students:**

It was decided to arrange for Employable Skill Training for 2<sup>nd</sup> & 3<sup>rd</sup> year students during summer break for which trainers from outside will be engaged.

**h) Social Service:**

Under the Government scheme "Unnat Bharat Abhiyaan", five villages were adopted by the college. Out of these five, household survey of three villages is completed. The aim of the scheme is to work for development of these villages.

**i) Certificate/ Diploma /Add-on programs:**

Students will be enrolled in subject related Certificate/ Diploma /Add-on programs.

**j) Institute Values & Best Practices:**

Seminars with speakers from outside & student participation in competitions will be encouraged in all departments.

Meeting concluded at 11:55 AM.

(Dr. S.K. Kalla)  
Coordinator IQAC

**Distribution**

**Director: For Kind Information**

All HODs & Deans

All faculty members

Registrar

CDC Head

  
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**IMS Engineering College, Ghaziabad**  
**Minutes of Meeting held at 4.00 PM on 02<sup>nd</sup> August 2019 at IMSEC**

**Chair Person-** Dr.Sraban Mukherjee, Director

**Co-ordinator-** Prof. Siva Prasad VSC, Professor (BT)

1. Following members were present

- |       |                         |   |
|-------|-------------------------|---|
| i)    | Dr. Neetu Goel          | Dean AS&H   |
| ii)   | Mr. Pankaj Goel,        | Dean (Student Welfare)  |
| iii)  | Ms. Annu Govind         | Dean (Administration)   |
| iv)   | Mr. N.U. Khan           | Associate HOD (CSE)   |
| v)    | Mr. Sunil Kumar         | Head (CDC)  |
| vi)   | Ms. Swati Singh         | Asst. Professor (CSE)   |
| vii)  | Mr. Manoj Kumar Kukreja | Registrar   |
| viii) | Mr. Sunny Kumar Jadoon  | Sunny Corporation Pvt. Ltd.,<br>Okhla Industrial Area, New<br>Delhi (Alumni). |

2. Following points were discussed in the meeting

**a) Annual progress report:** The discussion was held on progress of the college in various areas like academics, research etc. Members agreed to ask for relevant information/data from faculty and staff to prepare Annual Quality Assurance Report (AQAR) through HODs/Registrar/Library/CDC/HR/Computer Centre/Accounts/Sports.

**b) IQAC tab creation on website:**

All the members are agreed to create web tab on college website to keep information about NAAC and IQAC activities on regular basis.

Members agreed to complete the AQAR annual progress report by 26/09/19 (Thursday) and post the same on website of IMSEC (available to faculty and staff only).

**c) Vivechan International Journal of Research for UGC recognition:**

After thorough discussion members agreed to submit Vivechan International Journal of Research for UGC recognition under CARE program in the month of September, 2019.

  
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**d) Role of industry in quality assurance:**

Sunny Corporation Pvt. Ltd. Delhi, CEO, Mr. Sunny agreed to extended his help in sending subject experts from industry lectures in the areas of Biotech, Electronics and Information Technology.

3. There being no other point, the meeting was closed at 4.40PM.

**Action to be taken:**

Data collection process initiated to prepare and submit Annual Quality Assurance Report (AQAR) by 26/09/19 (Thursday).

Creation of web tab on college website.

Submission of Vivechan International Journal of Research for UGC recognition under CARE program in the month of September, 2019.

Arranging lectures from industry experts.

(Prof. Siva Prasad VSC)  
Coordinator IQAC, IMSEC

**Distribution**

**Director: For Kind Information**

All Members of IQAC.

  
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**MINUTES OF IQAC MEETING HELD ON 03.04.2018 AT 2:00 PM**

**IN CONFERENCE HALL OF IMSEC**

**1. Following were present:**

i)	Dr. Rahul Dayal	Dean (Academic) & HOD ECE
ii)	Prof. Neeraj Kumar Sirohi	Dean (SW)
iii)	Dr. S.N. Rajan	Dean (R&D)
iv)	Dr. Neetu Goel	Dean (AS&H)
v)	Dr. Pankaj Agarwal	HOD (CSE)
vi)	Dr. Rishi Asthana	HOD (EN)
vii)	Prof. N.U. Khan	HOD (IT)
viii)	Dr. S.K. Kalla	HOD (ME)
ix)	Dr. Monica Verma	HOD (MBA)
x)	Prof. A.K. Srivastava	HOD (CE)
xi)	Prof. Rashmi Chandra	HOD (BT)
xii)	Prof. Narendra Kumar	Coordinator IQAC

**2. During the meeting following points were discussed:**

**a) Reconstitution of IQAC Cell:**

Dr. Sarban Mukherjee, Chairperson IQAC informed that IQAC has been reconstituted with Prof. Narendra Kumar as its Co-ordinator, for monitoring the quality parameters in IMS, Engineering College. He also apprised the new members regarding its composition and quorum.

**b) Duties and responsibilities:**

The functionaries chalked out strategies and outlined functions of IQAC. The Co-ordinator IQAC explained roles and responsibilities of IQAC members.

**c) Development of Quality Benchmarks:**

Chairperson IQAC emphasized the need of development and application of quality benchmarks to impart quality teaching learning process.

  
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**d) Multiple Set of Question Papers:**

For better Assessment of students, Chairperson instructed the HODs to get prepared multiple sets of question papers for a particular paper in sessional examination. He authorized Dean (Academics) and HODs to select one question paper from the multiple paper sets.

**e) Innovation and Entrepreneurship:**


Chairperson instructed HODs to encourage students to showcase their live technical projects prepared during annual technical fest Technovation at National and International levels.

There being no other point, meeting concluded with vote of thanks.

(Dr. Narendra Kumar)  
Coordinator IQAC

**Distribution**

Director: For Kind Information  
All HODs & Deans  
All Faculty Members  
Registrar  
CDC Head

  
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**MINUTES OF IQAC MEETING HELD ON 09.09.2016 AT 2:00 PM**  
**IN CONFERENCE HALL OF IMSEC**

1. Following were present:

i)	Dr. Sraban Mukherjee	Director
ii)	Dr. Rahul Dayal	Dean Academic & HOD ECE
iii)	Dr. S.N. Rajan	Dean (R&D)
iv)	Dr. V. K. Saini	HOD (ME)
v)	Dr. Abhimannu Kumar Jha	HOD (BT)
vi)	Dr. Pankaj Agarwal	HOD (CSE)
vii)	Dr. Rishi Asthana	HOD (EN)
viii)	Prof. N.U. Khan	HOD (IT)
ix)	Prof. Monica Verma	HOD (MBA)
x)	Prof. Pankaj Goel	Dean (SW)
X)	Prof. Narendra Kumar	Coordinator IQAC

2. During the meeting following points were discussed:

a) **NBA Accreditation Preparation:**

The discussion was held related to the preparation of NBA accreditation visit of ME and CSE department, Director instructed to HODs of both department to ensure the readiness for NBA visit in all respect.

b) **Dissemination of Vision, Mission, Pos, PSOs and COs:**

Department heads are requested to ensure that the students should know about the Vision, Mission, Program Outcomes, Program Specific Outcomes, Course Outcomes. For this concern class coordinator should circulate this among students.

c) **Technical Fest for Students:**

Director instructed that Tech Fest scheduled on 14th and 15th Oct, will be coordinated by Physics Department. It was also decided that Tech Fest would be given a suitable name related to innovations.

  
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**d) Multiple Set of Question Papers:**

For better Assessment of students, Chairperson instructed the HODs to get prepared multiple sets of question papers for a particular paper in sessional examination. For the preparation of NBA it was decided that question papers in CSE, ME and first year will be mapped with Course Outcomes /Program Outcomes.

There being no other point, meeting concluded with vote of thanks.

(Dr. Narendra Kumar)  
Coordinator IQAC

**Distribution**

Director: For Kind Information  
All HODs & Deans  
All Faculty Members  
Registrar  
CDC Head

  
Director  
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## Internal Quality Assurance Cell (IQAC)

The Internal Quality Assurance Cell (IQAC) is the cell that is formulated for monitoring the quality parameters in IMSEC. The committee was formulated based on the recommendations given by National Assessment Accreditation Committee.

### The composition of the IQAC as follows:

**Chairperson** - Dr. Prabal K. Chakravorty, Director, IMSEC, Ghaziabad

**Management Member** - Shri Rakesh Chharia, Vice Chairmen, IMSEC, Ghaziabad

**Senior administrative officers** - Prof. S. S. Dahiya, Head Anti-ragging, Chief Proctor & COE  
Prof. Gagan Varshney, Dean Student welfare  
Prof. Pankaj Agrawal, Dean (A- block & 2<sup>nd</sup> Shift)  
Prof. Savita Chaurasia, Dean M. Tech

**Nominees from local society** - Mr. Arun Jain, R-13/7, Raj Nagar, Ghaziabad

**Faculty Member** - Mr. Sunil Kalla, Associate Professor (ME)  
Mr. Bighnaraj Panigrahi, Assistant Professor (CS)  
Mr. Jaya Nidhi Vashishtha, Assistant Professor (EC)  
Mr Mamoon Rashid, Assistant Professor (BT)

**Coordinator of the IQAC** - Dr. Narendra Kumar, Assistant Professor (BT)

### Task of the Committee:

- Develop a system for conscious, consistent and catalytic improvement in the performance of institute
- Significant and meaningful contribution in the post-accreditation phase of institute
- Channelise the efforts and measures towards academic excellence

  
(Director)

CC: Hon'ble Vice Chairman: for kind information please.  
Dean (SW)& HOD (MCA)  
Dean (2<sup>nd</sup> Shift) & HOD (CS)  
Dean (M.Tech)  
Dean (Hostel)  
All HODs (CS, IT, BT, AS&H, EC, ME, EN, MBA, MCA, CDC)  
Chief Warden  
Registrar  
Chief Coordinator  
Accounts Deptt.  
HR Deptt.  
Librarian  
System Administrator  
Sports Officer  
All faculty and staff members through e-mail.

  
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22+5

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**Receipt of Inter Office Note/Letter/DAK etc.:**

Dated: 14/04/12

Name of Document: .....

S. No.	Deptt./Name	Signature	S. No.	Deptt./Name	Signature
1	College COE	[Signature]	24	HOD MBA	[Signature]
2	B7	[Signature]	25	Jay Nidhi Vankar	Jay (EC)
3	Syllabus Adm	[Signature]	26	S.K. Vella	[Signature]
4	Hostel	[Signature]	27	V N yadav (Hostel)	[Signature]
5	MCA	[Signature]	28		
6	EDC	[Signature]	29		
7	HR	[Signature]	30		
8	Accounts	[Signature]	31		
9	Registrar	[Signature]	32		
10	Library (Library)	[Signature]	33		
11	Dean M. Tech	[Signature]	34		
12	EC	[Signature]	35		
13	ME	[Signature]	36		
14	EN	[Signature]	37		
15	[Signature]	[Signature]	38		
16	HOD CSE	[Signature]	39		
17	HOD ASH	[Signature]	40		
18	IT	[Signature]	41		
19	Administration	[Signature]	42		
20	Hon. VC. S.V.	[Signature]	43		
21	Narendra Kumar	[Signature]	44		
22	Mamona Joshi	[Signature]	45		
23	Bighnani Pargal	[Signature]	46		

  
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