

# IMS Engineering College, Ghaziabad

## OFFICE ORDER

**From: Director**

**To: All Concerned**

Ref: DIR/FEB/2021/462

Date: 3<sup>rd</sup> February 2021

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 below:

**Chairperson** - Dr. Prabal Chakravorty, Director  
**Member from the Management** - Shri Sanjay Agarwal Ji, Hon'ble Treasurer  
**Senior Administrative Officer** - Mr. Manoj Kumar Kukreja, Registrar

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

1. Shri Apoorva Goel, Hon'ble 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 – Mr. 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.

*Pr.*  
Please circulate  
Prabal 4/12 1) Hard copy to ALL HODS +  
Deans + Section Heads  
2) Soft copy to all faculty + staff

## Strategies

*IQAC shall evolve a mechanism and procedures for*

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial units;
- b) Adoption of relevant and quality academic and research programmes;
- c) Ensuring equitable access to and affordability of academic programmes for various sections of the society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) Ensuring credible assessment and evaluation processes;
- f) Ensuring the proper allocation, adequacy and maintenance of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

## Functions

- a) Development and application of quality benchmarks;
- b) Setting parameters for various academic and administrative activities of the institution;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all the stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters to all the stakeholders;
- e) Organization of intra- and inter-institutional workshops and seminars on quality-related themes and promotion of quality circles;
- f) Documentation of various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality;
- i) Periodical conduct of Academic and Administrative Audits along with their follow-up activities; and
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.

*Prabal*

(Dr. Prabal K. Chakravorty)

Director

*Copy to 1) Hon'ble Treasurer  
2) As mentioned on sheet 1.*