

**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.

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

Sunny Corporation Pvt. Ltd. Delhi, CEO, Mr. Sunny agreed to extend 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.