

**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:

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