IMS Engineering College, Ghaziabad

Ref. No.: IQAC/IMSEC/2022-23/3   June 04, 2023

Minutes of IQAC Meeting held on 29.05.2023

A meeting of IQAC for Academic Session 2022-23 was held on May 29, 2023. The meeting was chaired by Dr. Vikram Bali, Chairman-IQAC. Following members attended the meeting:

1. Shri Sanjay Agarwal	:	Treasurer - IMS Society
2. Shri Apurve Goel	:	Member - IMS Society
3. Dr. Vikram Bali, Director	:	Chairman - IQAC
4. Dr. S.N. Rajan, Dean (Academic)	:	Member
5. Mr. Manoj Kukreja, Registrar	:	Member
6. Dr. Sonali Mathur, HoD - CSE	:	Member
7. Dr. Pushpendra Singh, HoD - IT	:	Member
8. Dr. Sonia Juneja, HoD - CS/CSD	:	Member
9. Dr. Pramod Singh, HoD - ECE	:	Member
10. Dr. Indu Bhatt, Asstt. Prof. (BT)	:	Member
11. Mr. Mohit Mittal, Asstt. Prof. (CSE)	:	Member
12. Mr. Manoj Kr. Chaudhary, Asstt. Prof. (MBA)	:	Member
13. Dr. Ajay Kumar, Asstt. Prof. (ECE)	:	Member
14. Ms. Prerna Kumari, Student	:	Member
15. Mrs. Jyoti Saxena	:	Parent
16. Dr. P.K. Srivastava, Prof. Incharge - TID	:	Special Invitee
17. Mr. Nitin Jain, General Manager - CDC	:	Special Invitee
18. Dr. Siddharth Vats, Addl. HoD - BT	:	Special Invitee
19. Mr. Abhishek Saxena, Addl. Head - ME	:	Special Invitee
20. Dr. Amit Sharma, Associate Professor	:	Coordinator - IQAC

Agenda of the meeting:

1) Confirmation and approval of 12th IQAC Minutes of Meeting and Action Taken Report (for Session 2022-2023).

2) AQAR Data collection and Preparation for Session 2022-23.
3) Speed up of NBA Activities.
4) Summer Internship for 2nd and 3rd year students.
5) Report of Placement of students for the Session 2022-23.

6) Budget requirement by various departments for the next Financial Year.
7) Monitoring of 1st & 2nd year classes and put-up suggestion for further Improvements of Teaching Learning Practices.
8) Resources and infrastructure requirements of all the departments.

At the outset of the meeting, Chairman - IQAC gave his welcome address followed by its operation according to agenda.

Agenda 1: Confirmation and approval of 12th IQAC Minutes of Meeting and Action Taken Report (for Session 2022-2023)

Resolution:
The minutes of the last meeting of the IQAC held on January 06, 2023 were circulated among all the members and read out. There was no objection to the minutes, hence confirmed by the Chairman - IQAC and the same was taken on record.

Action Taken Report of 12th IQAC Meeting:

Agenda No.	Description	Action Taken
2	To revise Vision and Mission statement of the department	The Vision and Mission statement of CSE, CS, CSD, IT, ECE, BT and MBA has been revised in accordance to the revised Vision and Mission statement of the institute.

3	To review overall progress of academics, co-curricular and extra-curricular activities	1. Dean (Academic), Dr. S.N. Rajan highlighted and presented the various initiatives taken throughout the semester to strengthen academic activities of the institute. 2. Dean (Academic) briefed that regular academic audits have been conducted to evaluate the academic strengths of the departments which includes course file audit, students feedback on academic delivery, departmental audits. 3. Academic Monitoring Cell (AMC) has consolidated the CT marks for all the departments and detail analysis has been presented by the Prof. Mohit Mittal to the HoDs in the various meetings throughout the semester. 4. Course coverage and status of assignments given by faculty members to the students has been consolidated by the AMC. 5. Faculty members are uploading the students' attendants every fortnight. 6. Parents of the students having less attendance are informed by sending letters through Speed Post to improve the academic level of the institute. 7. VIBGYOR was successfully organised on 4th & 5th May, 2023. 8. Annual Sports Fest was successfully organised from 26th - 28th May, 2023 and students from all the departments participated with full enthusiasm.

5	Discussion on Academic Audit	1. An audit team was constituted by the Director to examine progress of NBA, NAAC and academic activities of various departments. 2. The audit was conducted from 6th to 12th December, 2022. 3. All the departments are working on the suggestions given by audit team and again an academic audit scheduled from 17th May, 2023 onwards.
6	Proposed more number of MoUs with industries to promote quality of education.	Currently there are 21 MoUs in college out of which 7 MoUs have been signed since January, 2023.
7	To strengthen Green Initiatives	1. The institute has initiated discussion with the companies for disposal of e-waste of the institute. 2. Various banners have been pasted throughout the campus to spread the awareness about pollutants which are harmful for the environment. 3. Circular to promote car-pooling to save fuel and environment issued by the Director. 4. Various events, seminars and competitions were organised in institute to promote the green initiatives.
8	To Plan Alumni Meet in the month of February, 2023.	Alumni Sports Meet was organised on 11th February, 2023.
9	Record keeping of NBA Programme specific files in all the departments.	In order to maintain departmental records which are required for the NBA visit, the data has been kept in the form of P-files which are prescribed by the NBA.
12	To celebrate commemorative days throughout the year	In total 13 commemorative days were organised in session 2022-23.

Agenda 2: AQAR Data collection and preparation for session 2022-23:

1) Dr. Amit Sharma, Coordinator - IQAC informed that AQAR for the Session 2021-22 has been successfully submitted on NAAC portal.

2) The matter was discussed in detail, and it was decided that Dr. Ajay Kumar will collect data from concerned departments so that AQAR may be prepared and submitted on time.

3) Dr. Vikram Bali, Chairman - IQAC suggested to keep a hard copy of all the files related to NAAC in their respective department. He also emphasized to prepare the report of all the activities in the format provided earlier.

Action: Dr. Ajay Kumar

Agenda 3: Speed up of NBA activities.

Dr. Vikram Bali, Chairman - IQAC told that audit of Programme specific files of NBA been carried out by AMC and IQAC and the report of same is already shared with all the departments. Next audit will be held from 15th to 19th June, 2023, therefore, all the departments are advised to rectify the shortcomings, if any.

Agenda 4: Summer internship for 2nd and 3rd year students:

Dr. Vikram Bali, Chairman - IQAC emphatically asked Dr. P.K Srivastava to coordinate with all the departments in order to identify the students according to their specialization so that groups can be formed accordingly and summer internship training schedule to be prepared as early as possible.

Action: Dr. P.K. Srivastava

Agenda 5: Report of placement of students for the session 2022-23:

Dr. Vikram Bali, Chairman - IQAC asked Mr. Nitin Jain to provide the report of placement of students for the Session 2022-23 by 12th June, 2023.

Action: Mr. Nitin Jain

Agenda 6: Budget requirement by various departments for next financial year:

Dr. Vikram Bali, Chairman - IQAC requested Prof. S.N. Rajan to collect and provide the budget requirement from all the departments for the Session 2023-24.

Action: Prof. S.N. Rajan

5

Agenda 7: Monitoring of 1st & 2nd year classes and put-up suggestions for further improvement of Teaching - Learning Practices:

It was discussed and decided that all the departments shall prepare strategies and novel practices which will enhance the employability, skill enrichment and quality of projects made by B.Tech students along with their participation in various activities such as Smart India Hackathon (SIH).

Action: All the HoDs

Agenda 8: Resources and infrastructure requirements of all the departments:

Dr. Vikram Bali, Chairman - IQAC, requested all the departments to provide resources and infrastructure requirements like Furniture, Laboratory Equipments, if any, for next Academic Year latest by 15th June, 2023.

Action: All the HoDs

The meeting was concluded with a vote of thanks proposed by Dr. Amit Sharma, Coordinator - IQAC.

Minutes of Meeting prepared by:

(Dr. Amit Sharma)
Coordinator - IQAC

Approved

Copy to:
1. Chairman - IQAC for kind information and approval of minutes.
2. All IQAC Members and Special Invitees.
3. All Concerned and HoDs to take necessary action accordingly.
4. Office File