



IMS ENGINEERING COLLEGE, GHAZIABAD

NAAC Accredited Institute, NBA Accredited Courses

Approved by AICTE, New Delhi and affiliated to Dr. APJ Abdul Kalam Technical University, Lucknow
Under the Aegis of IMS Society, Ghaziabad

Ref. No. IQAC/IMSEC/2022-23/2

January 10, 2023

Minutes of IQAC Meeting held on 06.01.2023

The second meeting of IQAC for academic session 2022-23 was held on Jan 06, 2023. The meeting was chaired by Dr. Vikram Bali (Chairman, IQAC). **The following members attended the meeting:**

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|---|--------------------------|
| 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 | : Member |
| 5. Mr. Manoj Kukreja, Registrar | : Member |
| 6. Dr. Sonali Mathur, HOD – CSE | : Member |
| 7. Dr. Sachi Gupta, HOD – IT | : Member |
| 8. Dr. Sonia Juneja, HOD – CS/CSD | : Member |
| 9. Dr. Jyoti Guglani, Asstt. Prof. (ECE) | : Member |
| 10. Dr. Indu Bhatt, Asstt. Prof. (BT) | : Member |
| 11. Mr. Mohit Mittal, Asstt. Prof. (CSE) | : Member |
| 12. Mr. Manoj Chaudhary, Asstt. Prof. (MBA) | : Member |
| 13. Dr. Ajay Kumar, Asstt. Prof. (ECE) | : Member |
| 14. Mrs. Jyoti Saxena | : Parent |
| 15. Dr. Pramod Singh, HOD-ECE/EN | : Special Invitee |
| 16. Dr. Vijay Kumar, CoE, IMSEC | : Special Invitee |
| 17. Dr. Ravi Shankar Raman, HoD (ME/CE) | : Special Invitee |
| 18. Dr. Amit Sharma, Associate Professor | : Coordinator, IQAC |

Agenda of the meeting:

1. Action Taken Report of 11th IQAC meeting.
2. Strategic plan of the institute for next five years i.e. 2022-2027.
3. To review the overall progress of the academic, co-curricular and extra-curricular activities.
4. Academic and Administrative manual of institute.
5. Discussion on academic and administrative audit.
6. Proposed to sign more number of MOUs with industries to promote the quality of education.
7. Strengthen Green Initiatives.
8. To Plan alumni, meet in the month of February 2023.
9. Record keeping of NBA programme specific files in all departments.
10. Awards for faculty and staff members.
11. Participation in NIRF.
12. To celebrate commemorative days throughout the year.

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 11th IQAC Minutes of Meeting & Action Taken Report (for session 2022-2023)

The minutes of the last meeting of the IQAC held on 14 Sep 2022 were circulated among all the members and read out. There was no objection to the minutes, hence confirmed by the Chairman IQAC of the meeting and the same was taken on record by IQAC.

Action Taken Report of 11th IQAC Meeting:

Agenda no.	Description	Action Taken
3	Research and Publication work	1. More than 20 research papers/book chapter have been published. 2. Total 24 patents have been filed and published by faculty members and students.
4 and 5	Submission of AQAR for the session 2021-22 and AQAR data collection & preparation	AQAR for 2021-22 is ready for submission and date for submission is extended till 28.02.2023 by NAAC.
7	Allocation of Book bank to 2 nd , 3 rd and 4 th year students	Book bank has been distributed to all the students from 1 st to 4 th years.
8	Question paper preparation for first sessional examination Odd Semester 2022-23	Common question paper has been designed for students of all the year.
9	FDP to be organized by each department in every semester	One FDP has been organized by ECE department and 2 more FDPs are scheduled in the month of January/February 2023.
10	National/International Conference to be organized by every department in academic year 2022-23	In process
11	Regarding Student Progression	1. Regular counselling of students has been done to solve their academic/ departmental issues if any. 2. Parents of students with short attendance are informed through letters after each Class Test. 3. The department prepares a list of advanced learners and slow learners. Extra Classes are conducted for slow learners to clear their doubts and motivate them to perform better 4. Mentor mentee activities have been organized by each department.
12	Preparation of academic calendar for the first-year students	Academic Calendar for the first-year students has been prepared

Agenda 2: Strategic plan of institute for next five years i.e. 2022-2027.

- 1) Chairman IQAC, described all the vital points of strategic plan in detail through power point presentation. He also highlighted the fact how an institute plans to function and grow over a significant period.
- 2) Chairman IQAC, further added that feedback was taken from all the stakeholders to finalize the strategic plan.
- 3) Chairman IQAC, requested all the HoDs to revise Vision and Mission of their respective departments if required.
Action: All HoDs

Agenda 3: To review the overall progress of the academic, co-curricular and extra-curricular activities.

1) Chairman IQAC, stated that AMC would facilitate the verification of internal assessment marks of the 3rd and 4th year before final submission to university.

2) He emphasized to organize VIBGYOR (a technical and cultural fest) in the month of February/March positively. Action: AMC

3) It was also suggested to HoD-ECE to start Drone lab and Robotics in IoT lab to hone technological skill and ability of students. Action: Dr. Meenu Baliyan, HoD-MBA

Action: HoD, ECE

Agenda 4: Academic and Administrative manual of Institute

Dr. S. N. Rajan, Dean (Academics) has prepared an Academic and Administrative Manual for the session 2022-2023 to ensure transparency and help the academic and administrative functionaries of institute to discharge their responsibilities with ease and efficiency. It would be provided to all the stakeholders through institute website.

Agenda 5: Discussion on academic and administrative audit

The academic and administrative audit was done in the month of November, 2022 to evaluate the quality processes and standards. The audit report was presented and discussed. Chairman IQAC, instructed all the HoDs to work on deficit areas. He also emphasized to conduct the same at regular intervals.

Action: All concerned

Agenda 6: Proposed to sign more number of MoU with industries to promote the quality of education

1) Chairman, IQAC, asked all the HoDs to put their endeavors to get more MoU signed for their respective departments.

2) He also suggested to plan activities under each functional MoU's to be held on regular basis.

3) Dr. Ajay Kumar, Assistant Professor, ECE Dept. would keep record of all the activities organised under different MoUs.

Action: All HoDs

Agenda 7: Strengthen Green Activities

Dr. Amit Sharma, Co-ordinator IQAC informed that a list of obsolete electronic items has been prepared by Mr. Amit Tyagi, System Admin. The available E-waste would be disposed off as per norms.

Action: Mr. Amit Tyagi, System Admin

Agenda 8: To Plan Alumni Meet in the month of February, 2023

- 1) Chairman IQAC, Dr. Vikram Bali, Director requested Mr. Manoj Chaudhary, Asst. Professor, MBA Dept., to plan alumni meet in the month of Feb/Mar 2023. He also suggested that 'Destination Alumni Meet' may also be organised.

Action: Mr. Manoj Chaudhary, Asst. Professor, MBA Dept.

- 2) It was also proposed that alumni meet can also be organised at department level.

Action: All HoDs

Agenda 9: Record keeping of NBA Programme specific files in all departments.

Chairman IQAC, emphatically asked all the HoDs to maintain the record of programme specific files related to NBA as per instruction provided earlier.

Action: All HoD's

Agenda 10: Awards for faculty and staff members

It was discussed in the meeting that a policy would be framed to recognize the individual efforts of faculty and staff members. The nomination for the same shall be taken from all the faculty and staff in the month of March/April 2023.

Agenda 11: Participation in NIRF

Dr. Sonali Mathur, HoD-CSE confirmed that all the data related to NIRF has been collected and will be submitted on NIRF Portal before due date.

Agenda 12: To celebrate commemorative days throughout the year

Chairman IQAC, requested Dr. Meenu Baliyan to arrange the specific activities to celebrate the commemorative days throughout the year.

Action: Dr. Meenu Baliyan, HoD MBA

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

Minutes of Meeting prepared by:



(Dr. Amit Sharma)

Coordinator, IQAC

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

10.1.2023