



Ref. No. IQAC/IMSEC/2022-23/1

September 14, 2022

Minutes of IQAC Meeting held on 14.09.2022

The First meeting of IQAC for Academic Session 2022-23 was held on September 14, 2022. 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-Academics	:	Member
5. Dr. Sonali Mathur, HOD – CSE	:	Member
6. Dr. Sachi Gupta, HOD – IT	:	Member
7. Dr. Sonia Juneja, HOD – CS/CSD	:	Member
8. Dr. Jyoti Guglani, HOD – ECE/EN	:	Member
9. Dr. Indu Bhatt, Assistant Professor – BT	:	Member
10. Mr. Manoj Chaudhary, Assistant Professor – MBA	:	Member
11. Mr. Mohit Mittal, Assistant Professor – CSE	:	Member
12. Dr. Ajay Kumar, Assistant Professor – ECE	:	Member
13. Mr. Manoj Kumar Kukreja, Registrar	:	Member
14. Mrs. Jyoti Saxena	:	Parent
15. Ms. Perna Kumari – Student	:	Member
16. Dr. Vijay Kumar – Controller of Examination, IMSEC	:	Special Invitee
17. Mr. Abhishek Saxena – AP & Prof. In-charge-Library	:	Special Invitee
18. Dr. Amit Sharma, Associate Professor – IT	:	Coordinator – IQAC

Agenda of the Meeting:

1. Confirmation and approval of 10th IQAC Minutes of Meeting & Action Taken Report.
2. Reformation of Internal Quality Assurance Cell (IQAC).
3. Research & Publication work.
4. Submission of AQAR for session 2021-2022.
5. AQAR data collection and preparation.
6. Provision of Special leaves for faculty members pursuing Ph.D.
7. Allocation of Book Bank to 2nd, 3rd, and 4th year students.
8. Question Paper Preparation for first Sessional Examination (Odd semester 2022-2023)
9. FDP to be organized by each department in every semester.
10. National/International conferences to be organised by every department in academic Year (2022-2023).
11. Regarding students' academic progression.



12. Preparation of Academic calendar for first year students of B.Tech, Bio. Tech., MBA, MCA.

At the outset of the meeting, Chairman IQAC gave his welcome address. After the welcome address, the meeting started with the agenda.

Agenda 1: Confirmation and approval of 10th IQAC Minutes of Meeting & Action Taken Report for session 2021-2022

IQAC Coordinator read the Minutes of meeting & ATR of IQAC meeting held on 11th April, 2022. The members agreed to the minutes & confirmed their approval.

Agenda 2: Reformation of Internal Quality Assurance Cell

The IQAC Committee has been re-constituted as some of the faculty members have left the institute. Director welcomed all the members to the newly constituted IQAC.

Agenda 3: Research & Publication Work

1. Dr. Vikram Bali, Chairman-IQAC emphasized that research & publication work by faculty members should be augmented in order to get a good rank in NIRF.
2. Further, he suggested that faculty members should be encouraged by HoDs to publish research papers in SCI/Scopus/UGC or any other reputed journals for which incentives may be given as per the Research Policy of the college.

Action: All HoDs

Agenda 4: Submission of AQAR for session 2021-2022

1. Dr. Ajay Kumar stated that the data has been received from most of the departments and the compilation of the criteria is in progress.
2. Dr. Vikram Bali, Chairman-IQAC asked Dr. Ajay Kumar to present the progress report of AQAR for session 2021-2022 on 21/09/22.

Action: Dr. Ajay Kumar

Agenda 5: AQAR data collection and Preparation

The matter was discussed in details and it was decided that Dr. Ajay Kumar will coordinate with the Criteria In-charges to collect the data from concerned departments, so that report may be prepared and submitted on time.

Action: Dr. Ajay Kumar

Agenda 6: Provision of special leaves for faculty members pursuing Ph. D

Dr. S.N. Rajan, Dean-Academics informed that matter has been discussed with worthy Director and the final decision will be taken up accordingly.



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Agenda 7: Allocation of Book Bank to 2nd, 3rd and 4th year students

1. Mr. Abhishek Saxena, Prof. In-charge-Library informed that books are being given to students of 2nd, 3rd and 4th year students as per schedule through the Book Bank.
2. He stated that books requirements for first year students have also been prepared.
3. Dr. S.N. Rajan (Dean Academic) advised to arrange/purchase books for newly opened MCA branch well in time.
4. Dr. S.N. Rajan (Dean Academic) advised to issue additional books to meritorious students.

Action: Mr. Abhishek Saxena, Prof. In-charge-Library

Agenda 8: Question paper preparation for first sessional Examination ODD-Semester 2022-2023

1. Dr. Vijay Kumar, Controller of Examination informed that the work of Exam Cell is in progress and last date for submission of Question paper is 24.09.2022.
2. He also informed that one common paper for each subject should be submitted by subject coordinator after the approval of concerned HoD.
3. Dr. Amit Sharma, Coordinator-IQAC stated that the students should be informed about the sessional schedule, reporting time for examination and not to use UFM (mobile phones, smart watches, programmable calculators etc.).

Action: Dr. Vijay Kumar, Controller of Examination, IMSEC

Agenda 9: FDP to be organized by each department in every semester

1. Dr. Vikram Bali, Chairman-IQAC desired that HoDs should encourage faculty members to attend FDP/STC/Workshop on regular basis.
2. He asked HoDs to organise FDPs in Dec., 2022/Jan., 2023.
3. He suggested HoDs of MBA/B.Tech (first year) to organize five day FDP in the month of Sep/Oct, 2022.

Action: All HoDs

Agenda 10: National/International conference to be organized by every department in academic year (2022-2023)

Chairman IQAC, Dr. Vikram Bali, reinforced HoDs to organize National/International conference in academic year 2022-2023.

Action: All HoDs

Agenda 11: Regarding students academic progression

1. Dr. Vikram Bali, Chairman-IQAC suggested that the students should be motivated and counseled for enhancing their academic performance in various subjects. This can be done by identifying the advance learners and slow learners in the classes. Faculty members should take extra care of the slow learners to improve the academic result of the students.
2. Dr. S.N. Rajan, Dean-Academics suggested that various activities & performances of the students should be monitored and analysed graphically.

Action: All HoDs



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Agenda 12: Preparation of Academic Calendar for first year students of B.Tech, MBA & MCA

Dr. Vikram Bali, Chairman-IQAC asked that academic calendar for first year Students of B.Tech/MBA/MCA should be prepared by Dr. S.N. Rajan, Dean-Academics well in time.

Action: Dr. S.N. Rajan, Dean- Academics

Agenda 13: Any other agenda with the permission of the chair

1. Dr. Sachi Gupta, HoD-IT informed that she is not able to get student data for the session 2021-2022 on ERP. It was decided that Mr. Amit Tyagi, System Admin will look into the matter to find out/resolve the issue.
2. Mr. Manoj Kumar Kukreja, Registrar informed that 39 students of 2018 batch who have carry over papers should be informed timely to fill the examination form. HoDs will ensure to disseminate the information to all the students.
3. Dr. S.N. Rajan, Dean-Academics desired that alumni group to be prepared and added to different social media platforms by the Alumni Coordinator through concerned HoD.

The meeting 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, Special Invitees and concerned.
3. All Deans and HoDs for necessary action accordingly.
4. Office File

Minutes Approved and to be circulated
V. R.
14.09.2022