

# IMS Engineering College, Ghaziabad

Ref. No. IQAC/IMSEC/2023-24/02

February 19, 2024

## Minutes of IQAC Meeting held on 12.02.2024 (Monday)

The second meeting of IQAC for Academic Session 2023-24 was held on February 12, 2024 (Monday) in the Conference Room. 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. Dr. Sonali Mathur, HoD CSE)	:	Member
6. Dr. Sonia Juneja, HoD (CS/CSD)	:	Member
7. Dr. Pramod Singh, HoD (ECE/EN)	:	Member
8. Dr. Kavita Saxena, HoD (MCA)	:	Member
9. Dr. Vivek Pandey, Addl. HoD (ME)	:	Member
10. Mr. Mohit Mittal, Asstt. Prof. (CSE)	:	Member
11. Mr. Manoj Kr. Choudhary, Asstt. Prof. (MBA)	:	Member
12. Dr. Ajay Kumar, Asstt. Prof. (ECE)	:	Member
13. Mr. Basant Yadav, Student	:	Member
14. Mrs. Jyoti Saxena, Parent	:	Member
15. Dr. Deepti Aggarwal, Professor (CSE)	:	Member
16. Mr. Ankit Jain, Head (CDC)	:	Member
17. Dr. Siddharth Vats, Asst. Prof. (BT)	:	Member
18. Mr. Manoj Kukreja, Registrar	:	Member
19. Dr. Amit Sharma, Associate Professor	:	Coordinator- IQAC

### Agenda of the meeting:

- 1) Confirmation and approval of Minutes of 14<sup>th</sup> IQAC Meeting and Action Taken Report for the Session 2023-2024.
- 2) Research and Innovation: Productivity and Quality.
- 3) To get adequate amount of funding from Govt./Non-Govt. bodies.
- 4) Participation of students in more sports activities.
- 5) Quality placement.

- 6) Incentive provided to faculty members for published research paper in session 2022-23.
- 7) Calibration of equipments in the laboratories.
- 8) Academic Calendar for Session 2023-24 (Even Semester).
- 9) Establishment of Company under Section-8 and incubation center in institute as per AKTU.
- 10) Updating Server configuration
- 11) To organize Alumni Meet, Vibgyor and Chakravayuh in Even Semester (2023-24).
- 12) Special Programme for slow learners of 1<sup>st</sup> & 2<sup>nd</sup> year students in the month of February 2024 for Odd Semester examination.
- 13) Website updation.
- 14) Requirement of books in the library for Even Semester 2023-24.
- 15) Progress of work towards NBA Accreditation.

**Agenda 1: Confirmation and approval of Minutes of 14<sup>th</sup> IQAC Meeting and Action Taken Report (for session 2022-2023)**

**Resolution:**

The minutes of the last meeting of the IQAC held on October 17, 2023 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 14<sup>th</sup> IQAC Meeting:**

<b>Agenda No.</b>	<b>Description</b>	<b>Action Taken</b>
4	<b>Updation of dead stock registers.</b>	In Process
5	<b>Activities conducted under MoU</b>	A total of 24 MoUs are there in which till now 20 activities have been organised successfully since June 2023.
7	<b>Alumni Meet</b>	Google Form had already been shared with alumni and the Alumni Meet will be held in the month of April 2024 in Pune and Hyderabad.



		An alumni Sports Event was also organised in the month of January 2024 in which 70 alumni participated enthusiastically in various sports activities.
9	<b>Implementation of Activity Calendar in addition to Academic Calendar</b>	Activity Calendar enlisting the date of activities to be conducted by respective department has been prepared.

**Agenda 2: Research and Innovation: Productivity and Quality:**

Dr. Vikram Bali, Chairman-IQAC, accentuated on the thrust area from the perspective of quality to be prioritized in to research and innovation. Further, Dr. Ajay Kumar Sharma, Professor, Bio-Technology department and Dr. Krishana Vijay Ojha, Associate Professor, Mechanical Engineering Department were asked to focus on workable plan of action to achieve the same. He also emphasized to publish Research Publication in high Quality Journals such as IEEE, Elsevier, Springer, Taylor & Francis etc. and target SCI, Scopus, SCIE, UGC care Indexed Journal.

Action: Dr. Ajay Kr. Sharma & Dr. Krishna Vijay Ojha

**Agenda 3: To get adequate amount of funding from Govt./Non-Govt. bodies:**

Dr. Vikram Bali, Chairman-IQAC suggested all the HoDs for exploring and tapping the potential to undertake higher amount of funding from Govt./Non Govt. bodies as an important recommendation by the NAAC Peer Team.

**Agenda 4: Participation of students in more sports activities:**

For enhancing and enriching sports activities and events in the institute Dr. Vikram Bali, Chairman-IQAC asked Mr. Uday Singhta, Sports Officer to submit year-wise and department-wise teams of students with an elaborative action plan.

Action: Mr.Uday Singhta

**Agenda 5: Quality Placement:**

Dr. Vikram Bali, Chairman-IQAC, suggested all the HoDs to make an expert group of faculty members of their departments for chalking out a strategic workable plan of action for orienting the students' mindset to prepare them for technical interview with mock interview.

He also asked Mr. Ankit Jain, Head-CDC to visit core companies along with HoDs and submit a tentative action plan.

He also suggested Mr. Ankit Jain, Head-CDC to plan a strategy to target maximum number of fortune companies for the upcoming placement drives.

**Action: Mr. Ankit Jain**

**Agenda 6: Incentive provided to faculty members for published research paper in Year 2023:**

Dr. Vikram Bali, Chairman-IQAC asked all the HoDs to submit list of faculty members who published their research paper in renowned journal in year 2023 to Dr. S.N. Rajan, Dean (Academic). Further, Dean (Academic) would submit the compiled list to the Director so that incentive may be provided as per norms.

**Action: Dr. S.N. Rajan**

**Agenda 7: Calibration of equipment's in the laboratories:**

Dr. Vikram Bali, Chairman-IQAC appraised the committee regarding importance of keeping an equipment management record in each laboratory. He suggested all the HoDs to maintain a complete and thorough departmental list of all laboratory equipment, servicing and troubleshooting manuals and records of all preventive maintenance, repair and calibration/testing activities.

**Agenda 8: Academic Calendar for Session 2023-24(Even Semester):**

Dr. S.N. Rajan, Dean (Academic) informed the committee that Academic Calendar for the upcoming session 2023-24 (Even Semester) has already been prepared and shared with all stakeholders.

**Agenda 9: Establishment of Company under Section-8 and incubation center in institute as per AKTU:**

Dr. Vikram Bali, Chairman-IQAC highlighted the fact that company has been formed under Section-8 and application form regarding the same has been submitted to AKTU.



**Agenda 10: Updating Server configuration:**

Dr. Vikram Bali, Chairman-IQAC asked Mr. Manoj Chauhan, System Admin to submit a detailed report regarding updating of server configuration.

**Action: Mr. Manoj Chauhan**

**Agenda 11: To organize Alumni Meet, Vibgyor and Chakravyuh in Even Semester (2023-24):**

Dr. Vikram Bali, Chairman-IQAC advised all the In-charges of Vibgyor, Alumni Meet, Chakravyuh to organize the events in the month of March & April 2024.

Action: Mr. Manoj Kr Chaudhary, Dr. Meenu Baliyan & Mr. Uday Singhta

**Agenda 12: Special Programme for slow learners of 1<sup>st</sup> & 2<sup>nd</sup> year students in the month of February 2024 for Odd Semester examination:**

Dr. Vikram Bali, Chairman-IQAC suggested all the HoDs to arrange special classes slow learners in the month of February 2024 so that they secured good marks in end Semester examination.

He further asked Prof. Deepti Aggarwal, NBA-Coordinator to submit policy documents for the same.

**Action: Dr. Deepti Aggarwal**

**Agenda 13: Website Updation:**

Dr. Vikram Bali, Chairman-IQAC suggested all the HoDs to check their departmental information on website and inform Mr. Atul Kumar, Assistant Prof.-CSE, if any, improvisation is required.

**Action: Mr. Atul Kumar**

**Agenda 14: Requirement of books in the library for Even Semester 2023-24:**

Dr. Vikram Bali, Chairman-IQAC asked Dr. Pramod Singh, Prof. Incharge-Library to prepare a list of required books from each deptt. for Session 2023-24 (Even Semester) and process the same at the earliest.


**Action: Dr. Pramod Singh**

**Agenda 15: Progress of work towards NBA Accreditation:**

Dr. Deepti Aggarwal, NBA Coordinator informed the committee that P-files (IT Department) and I-files have been prepared as per NBA norms.


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

**Copy to:**

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

APPROVED  
  
19.2.24