



SUPPORTING DOCUMENTS

NAAC AQAR: 2020-21

6.5.2 *The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities*

Attachment: Supporting Document (Minutes of Meeting)

IMS Engineering College, Ghaziabad

IQAC Meeting

Minutes of Meeting held at 4.00 PM on 9th February 2021

Following IQAC members were present:

1. Dr. Prabal Chakravorty, Director, Chair Person-IQAC
2. Dr. Narendra Kumar, Co-ordinator-IQAC
3. Mr. Manoj Kukreja, Registrar
4. Dr. Suneet Shukla, Member
5. Dr. Avdhesh Gupta, Member
6. Dr. B. N. Pathak, Member
7. Prof. Punjika Rathi, Member
8. Prof. Saroj Kumar, Member
9. Prof. Jaya Nidhi Vashishtha, Member
10. Prof Hakim Singh, Member

Following points were discussed:

1. **Add on Certificate programs:** The discussion was held to initiate more Add on Certificate programs to enhance the skills and knowledge of the students by all departments.
2. **Conduction of workshops/seminars:** The discussion was held for the conduction of regular workshops on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship in addition of technical workshops and seminars.
3. **Research Publication:** The discussion was held to motivate the faculty members to write good quality research paper to be published in UGC recognised/ Scopus indexed/SCI journals.
4. **Strengthening Industry Academia Interaction:** Industry Academia relationship can be strengthening by signing MOUs at department level and college level, and conduction of related activities as per MOUs.
5. **Students Participation:** For the all round development students, we should motivate students to participate in sports/cultural activities at university/state/national / international level.

6. Training Programs for Staff: The discussion was held to for the conduction of professional development /administrative training programs by all departments twice in a year and all members agree for it.

7. Course file and other Formats: The discussion was held to for the unified formats of course file and other related document format, all members are agree and these formats will be prepared by Dr. Avdhesh Gupta.

(Narendra Kumar)

Coordinator – IQAC

Distribution

Director: For Kind Information

All HODs & Deans

All Faculty Members

Registrar

CDC Head

IMS Engineering College, Ghaziabad

IQAC Meeting

Minutes of Meeting held at 3.45 PM on 19th February 2021

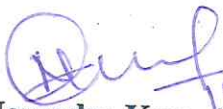
Following IQAC members were present:

1. Dr. Prabal Chakravorty, Director, Chair Person-IQAC
2. Dr. Narendra Kumar, Coordinator-IQAC
3. Mr. Manoj Kukreja, Registrar
4. Dr. Avdhesh Gupta, Member
5. Dr. Suneet Shukla, Member
6. Dr. B. N. Pathak, Member
7. Prof. Punjika Rathi, Member - Punjika
8. Prof. Jaya Nidhi Vashishtha, Member
9. Prof. Saroj Kumar, Member
10. Prof Hakim Singh, Member
11. Dr. Manoj Kumar Singh, Dean (AS&H)
12. Dr. S.N. Rajan HoD (IT)
13. Dr. R.P.S Chauhan, HoD(ECE)
14. Dr. Monica Verma, HoD (MBA)
15. Dr. Pankul Goel, HoD (ME&CE)
16. Mr. Vijay Kumar, HoD (EN)
17. Mr. Nitin Jain, HoD (CDC)
18. Mr. Amit Tyagi, System Admin (IT)

The following points were discussed in the meeting:

1. **Institutional Information for Quality Assessment (IIQA):** The copy of the prepared draft of Institutional Information for Quality Assessment (IIQA) was displayed on the projector and points were discussed among the members present in the meeting. The draft was approved by all the members, however, the following suggestion was received to be completed before the final submission of IIQA to NAAC.
 - a) The information on statutory cells/ committees should be available on the college website.
 - b) Mandatory disclosure should be updated on the college website.

2. Director Sir instructed Mr. Amit Tyagi, System Admin (IT) to update the NAAC tab of our college website after reviewing the other college websites as a reference.
3. **NAAC –SSR criteria 1 and 2:** The NAAC–SSR Criteria 1 and 2 was discussed with members and it was decided that the content of both criteria were shared with all members to review it critically and then come with feedback and suggestions in the next meeting on Wednesday 24th February 2021 at 3:45 PM to finalize the content of these criteria.


(Narendra Kumar) 19/2/2021

Coordinator – IQAC

Distribution

Director: For Kind Information

All HODs & Deans

All Faculty Members

Registrar

CDC Head

IMS Engineering College, Ghaziabad

IQAC Meeting

Minutes of Meeting held at 3.45 PM on 24th February 2021

Following IQAC members were present:

1. Dr. Prabal Chakravorty, Director, Chair Person-IQAC
2. Dr. Narendra Kumar, Coordinator-IQAC
3. Mr. Manoj Kukreja, Registrar
4. Dr. Avdhesh Gupta, Member
5. Dr. Suneet Shukla, Member
6. Prof. Punjika Rathi, Member
7. Prof. Jaya Nidhi Vashishtha, Member
8. Prof. Saroj Kumar, Member
9. Prof. Hakim Singh, Member
10. Dr. Manoj Kumar Singh, Dean (AS&H)
11. Dr. S.N. Rajan HoD (IT)
12. Dr. Monica Verma, HoD (MBA)
13. Dr. Pankul Goel, HoD (ME&CE)
14. Mr. Vijay Kumar, HoD (EN)
15. Mr. Praveen Kumar (EC)


The following points were discussed in the meeting:

1. Criteria 1 of NAAC-SSR was discussed with members present in the meeting, the changes suggested by members have been updated immediately during the discussion and all agreed for the same.
2. The few points of Criteria 2 of NAAC-SSR were also discussed and changes updated as per the suggestion of members. It was also decided to discuss the remaining part of Criteria 2 and Criteria 3 in the next meeting on Friday 26th February 2021 to finalize the content of these criteria. Criteria 3 were shared with all members for the suggestions.
3. It is informed to all departments that for the session 2015-16, certification program and number of students who did certification program is very less. From this session, 2020-21 (Even Semester) 30 hrs certification program will be implemented in all semesters.


(Narendra Kumar)
Coordinator - IQAC

Distribution

Director: For Kind Information
All HODs & Deans
All Faculty Members
Registrar


25/2

IMS Engineering College, Ghaziabad

Minutes of Meeting of Academic Council

31st March, 2021 (Wednesday) at 10:30 AM in Director's Office

Date: 01.04.2021

A meeting of Academic Council Members with Director was held on 31st March, 2021 (Wednesday) at 10:30 AM in Director's Office. Following members attended the meeting:

- | | | |
|--|---|--|
| 1. Dr. Prabal K. Chakravorty, Director | : | Chairman Academic Council |
| 2. Dr. Manoj Kumar Singh, Dean (AS&H) | : | Member Academic Council |
| 3. Dr. Monica Verma, HOD (MBA) | : | Member Academic Council |
| 4. Dr. S.N. Rajan, HOD (IT) | : | Member Academic Council |
| 5. Dr. Avdhesh Gupta, HOD (CSE) | : | Member Academic Council |
| 6. Dr. Sapna Juneja, HOD (CS) | : | Member Academic Council |
| 7. Dr. Narendra Kumar, HOD (BT) | : | Member Academic Council |
| 8. Prof. Vijay Kumar, HOD (EN) | : | Member Academic Council |
| 9. Dr. Pankul Goel, HOD (ME & CE) | : | Member Academic Council |
| 10. Prof. Atul Kumar, Assoc. Prof. (CSE) | : | Special Invitee |
| 11. Prof. Vikram Singh, Asstt. Prof. (AS&H): | | Representing Victory Group in
place of Group Leader |
| 12. Mr. Manoj Kumar Kukreja, Registrar | : | Secretary Academic Council |

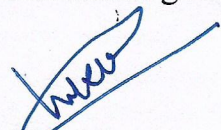
Agenda: Activities for the next semester (Even Semester 2020-21).

Following points were discussed:

1. The Director informed that as per University rules classes shall commence from 1st April, 2021.
2. The Director desired that a notice is to be issued for students from HOD of concerned department regarding Registration process for the next semester (Even Semester 2020-21). Online Registration should be designed by Prof. Atul Kumar.
3. It was agreed that while a student would register for next semester, his dues should also be visible to him. A student can Register only after his dues are cleared. **Attendance shall be marked on Attendance Register and ERP only after Registration.**
4. It was decided that the HODs shall have liberty and responsibility to maintain their own departmental activities like faculty load, time-table, distribution of subjects to faculty etc. but adhering to norms of the University and college norms.

5. It was informed that Victory Group has been created to help 1st year students to bridge the Gap in their academics. It was emphasized that we should extend special care to 1st year students to improve our University result.
6. It was decided that Mentor-Mentees System should be effectively maintained now as the new semester is going to commence. Proper provision on ERP to be created.
Action by: System Admin
7. Even semester Session 2020-21 is a short semester and has less time to complete syllabi as well as other activities of the semester. It was decided that internal exams like CT1 & CT2 should not consume much time of Teaching activities, hence, CT1 & CT2 should be decentralized to be conducted during ongoing academic activities by concerned faculty members with information to HOD & COE.
8. For PUT exams, all the HODs and members of Academic Council desired that PUT exam should be conducted as per prevailing practice and HODs should ensure that the students come to know their PUT marks before the commencement of University examinations.
9. Time-table of the departments and faculty load was also discussed. It was agreed that vacant slot in time table should be used for Education⁺ (Education Plus) activities. It was agreed that HODs have to get their faculty load audited and subject distribution from other department and audited statement should be submitted Registrar's office for record.
10. Dean (AS&H) and HOD (ME/CE) informed that they require Office Assistant for their department.
11. It was agreed that the Attendance of students is important and we must focus on attendance of the students.

The meeting ended with vote of thanks,



(Registrar)

- CC:
- i) Hon'ble Treasurer for kind information please.
 - ii) Director
 - iii) Dean (AS&H), Dean (SW) & All HODs.
 - iv) All faculty and staff members through WhatsApp and email.

IMS Engineering College, Ghaziabad

Minutes of Meeting of Academic Council held on 5th April, 2021 (Monday) at 12:00 Noon in Director's Office

Date: 05.04.2021

A meeting of Academic Council Members with Director was held on 5th April, 2021 (Monday) at 12:00 Noon in Director's Office. Following members attended the meeting:

- | | | |
|---|---|----------------------------|
| 1. Dr. Prabal K. Chakravorty, Director | : | Chairman Academic Council |
| 2. Dr. Manoj Kumar Singh, Dean (AS&H) | : | Member Academic Council |
| 3. Dr. Pankaj Goel, Dean (SW) | : | Member Academic Council |
| 4. Dr. S.N. Rajan, HOD (IT) | : | Member Academic Council |
| 5. Dr. Avdhesh Gupta, HOD (CSE) | : | Member Academic Council |
| 6. Dr. Sapna Juneja, HOD (CS) | : | Member Academic Council |
| 7. Dr. R.P.S. Chauhan, HOD (EC) | : | Member Academic Council |
| 8. Dr. Pankul Goel, HOD (ME & CE) | : | Member Academic Council |
| 9. Prof. Vijay Kumar, HOD (EN) | : | Member Academic Council |
| 10. Dr. Narendra Kumar, HOD (BT) | : | Member Academic Council |
| 11. Dr. Monica Verma, HOD (MBA) | : | Member Academic Council |
| 12. Dr. Rahul Kumar Pandey,
Victory Group Leader | : | Member Academic Council |
| 13. Mr. Manoj Kumar Kukreja, Registrar | : | Secretary Academic Council |
| 14. Mr. Amit Kumar Tyagi, System Admin | : | Special Invitee |

Agenda:

कोविड-19 महामारी के बढ़ते संक्रमण के दृष्टिगत कक्षाएं/शिक्षण कार्य किए जाने के संबंध में।

Following points were discussed:

1. The Director informed to all the members about a circular of AKTU, Lucknow dated 03.04.2021 regarding conducting classes offline/online/mixed mode.
2. After discussion, it was agreed that classes should be conducted in **OFFLINE MODE**.
3. It was also agreed that we should follow that COVID-19 guidelines and should take all necessary precautions.
4. It was decided that classes should be conducted for six days a week including Saturdays as this semester is a short semester. **It was also agreed that classes**

should be divided and half of the students should be called on alternate days to maintain the social distancing norms as per COVID-19 guidelines. A Section or Class where the strength of the students is 30 (or less than 30), classes should be conducted on 5 days a week (Monday to Friday) as they do not need to divide the section and as per normal time-table.

5. It was agreed that tutorial classes should be converted into normal classes to cover the syllabi as this semester is a short semester.
6. It was also decided that all eligible faculty and staff should get COVID-19 vaccine at the earliest i.e. within next 3 days. College administration shall try its best to organize a COVID-19 vaccine camp in the campus, if possible.

Action by: Mr. Sudhir Choudhary

7. It was also decided that there should be sanitizer machines/equipments facility in every block at every floor for proper sanitization. Classrooms, labs, corridors etc. should be sanitized on weekly basis preferably on Sunday. This should be done in Hostels as well!

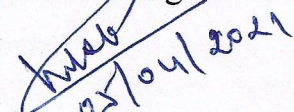
Action by: Head – HR & Admin / Mr. S.P. Garg

8. It was decided that B.Tech-1st year students (as selected by the Victory Group) will do classes of Victory Group on vacant slots/days.
9. As per AKTU Circular, there should be only one student in a room in hostel. Chief Warden should ensure this.

Action by: Chief Warden

10. HODs were asked to prepare their Time-Table accordingly keeping in view the above decision of Academic Council.
11. It was agreed that for final year students we should focus on to make them more employable.
12. The Director emphasized that we must focus on increasing the Attendance of students for their overall development.

The meeting ended with vote of thanks,


05/04/2021

(Registrar)

- CC: i) Hon'ble Treasurer for kind information please.
ii) Director
iii) Dean (AS&H), Dean (SW) & All HODs.
iv) All faculty and staff members through WhatsApp and email.

Encl: University letter No. AKTU/VCO/2021/11813 dated 03.04.2021.

डॉ० ए०पी०जे० अब्दुल कलाम प्राविधिक विश्वविद्यालय

DR. A.P.J. ABDUL KALAM TECHNICAL UNIVERSITY

(Formerly UP Technical University)

सेक्टर-11, जनकीपुरम विस्तार योजना, लखनऊ-226031 Sector-11, Jankipuram Extension Yojna, Lucknow

दूरभाष संख्या : 0522-2772194, 2772189 Telephone :0522-2772194, 2772189

पत्रांक: अ०क०प्रा०वि० / कु०प०का० / 2021 / 11813

दिनांक: 03 अप्रैल, 2021

सेवा में,

विश्वविद्यालय से सम्बद्ध समस्त
संस्थाओं के निदेशक/प्राचार्य ।

विषय: कोविड-19 महामारी के बढ़ते संक्रमण के दृष्टिगत कक्षाएं/शिक्षण कार्य किए जाने के संबंध में।

महोदय,

उपरोक्त विषय के संबंध में अवगत कराना है कि कोविड -19 महामारी के बढ़ते संक्रमण के दृष्टिगत विश्वविद्यालय से सम्बद्ध सभी संस्थानों में सम सेमेस्टर 2020-21 की कक्षाएं/शिक्षण आफलाइन/आनलाइन/मिक्स्ड मोड में संचालित करायी जाएं। उक्त के संबंध में आपसे अपेक्षा है कि आप अपने क्षेत्र/संस्थान में कोविड-19 की स्थिति का ऑकलन कर स्वविवेकानुसार भौतिक/आनलाइन रूप से थ्योरी एवं प्रयोगात्मक कक्षाएं इत्यादि कराए जाने के संबंध में निर्णय ले सकते हैं। भौतिक कक्षाएं कराए जाने की अवस्था में संस्थान द्वारा, शासन द्वारा समय-समय पर निर्गत कोविड-19 से संबंधित एस०ओ०पी० एवं अन्य दिशा निर्देशों का कड़ाई से अनुपालन हेतु समुचित उपाय किए जाएंगे। साथ ही, ऐसे छात्र जो अपना अध्ययन संस्थान के हास्टल में रहकर कर रहे हैं, उन्हें मेरिट के आधार पर एक कक्ष में एक ही छात्र को ठहराने की व्यवस्था की जाए।

कृपया उक्त से अवगत होते हुए आवश्यक कार्यवाही करने का कष्ट करें।

Copy to Hon'ble
Treasurer

भवदीय,

Vijay Kumar Patil

(प्रो० विनय कुमार पाठक)
कुलपति

पृष्ठांकन संख्या व दिनांक: उपरोक्त।

प्रतिलिपि: निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु।

1. कुलसचिव, ए०के०टी०यू०, लखनऊ।
2. परीक्षा नियंत्रक, ए०के०टी०यू०, लखनऊ।
3. वित्त अधिकारी, ए०के०टी०यू०, लखनऊ।
4. प्रभारी, ई०आर०पी०, ए०के०टी०यू०, लखनऊ।

Academic Council
meeting is scheduled
at 12th noon. Members
are requested to kindly come
with preparation keeping the above
notice in mind.

Prabhu
5/4/21.