



SUPPORTING DOCUMENTS

NAAC AQAR: 2021-22

6.5.2	<i>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</i>
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Attachment: Supporting Document (IQAC - Minutes of Meeting)

IMS Engineering College, Ghaziabad

IOAC Meeting

Minutes of Meeting held at 4.00 PM on 2nd August 2021

Following IQAC members were present:

1. Dr. Prabal Chakravorty, Director, Chair Person-IQAC
2. Dr. Prabir Kumar Paul, 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. **Response to DVV Clarification sought by NAAC:** Following the submission of NAAC SSR in July 2021, Data Verification & Validation clarifications were sought by NAAC. For this purpose, the criteria were distributed to IQAC members. Each member was responsible for getting documents ready to clarify DVV requirements. Each member was further asked to get all the documents signed by Director sir, scan the documents, and upload through DVV login before the deadline.
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.

P. K Paul

(Prabir Kumar Paul)

Coordinator – IQAC

Distribution

Director: For Kind Information

All HODs & Deans

All Faculty Members

Registrar

CDC Head

IMS ENGINEERING COLLEGE ,GHAZIABAD

From : IQAC , Coordinator

To : Director

Minutes of IQAC meeting

A meeting of the IQAC was held on 26/02/2022 in the office of the Dean. The agenda of the meeting was to discuss the "Road Map" for next round of NAAC accreditation. The following members of the NAAC core committee were present:

Dr Prabir Paul

Dr Avdhesh Gupta

Dr Abhijit Das

It was decided that several changes were required to be made in the processes required for NAAC, taking into consideration the observations made by the NAAC Peer Team during the last visit. The following points were discussed:

1. Common PEOs should be framed and standardized for all B. Tech. branches in the College and separately for MBA.
2. PSOs should be modified for all B. Tech. branches in the College.
3. Mission and Vision of the College, as well as the departments should be reframed taking into account the feedback from various stakeholders.
4. All faculty members should be encouraged to attend the FDP/workshop on NBA/NAAC accreditation being conducted by NITTR or any other institutions.
5. Process for ISO certification should be initiated.
6. Process for UGC affiliation of IMS Engineering College under section 2(f) should be initiated.
7. Systems and formats be developed for collecting and summarizing feedbacks from all stakeholders including students, faculty members, alumni, parents, employers and industry representatives. The final summary of the feedback should be available on the College portal.
8. The research committee should monitor the research, patents, projects etc and submit a quarterly report.
9. A policy for identifying slow and advanced learners should be framed and activities to be undertaken for them.

10. The CO/PO attainment process should be framed and standardized for all departments and all faculty members should be familiar with the process.
11. Lesson plans, COs, Notes should be shared with the students throughout the semester on faculty webpage.
12. Motivate students to involve/participate in various technical/sports/cultural activities. The record of each activity should be maintained
13. Human Values (In collaboration with AKTU) /NSS activities should be initiated and documented regularly.
14. Experiential learning activities be initiated.
15. Membership of professional bodies be initiated.
16. Policy should be framed for MOOCs courses for faculty members and students and a Coordinator should be nominated at the department level to monitor and provide regular reports.
17. MOU/COE/ Foreign Educational institutes tie-ups be initiated and properly documented .
18. Students, Faculty members policy documents /SOPs to be developed.
19. Mentoring system to be added to ERP.

P. K Paul
Coordinator ,IQAC

2 March ,2022

F/LR
V. R
04.03.2022

IMS Engineering College Ghaziabad

Inter Office Note

From: IQAC

To: All HOD

Date: 03rd March, 2022

Ref No

The following is the action plan for criteria 1 (NAAC) for the current session.

All HODs are requested to implement the following:

1. For criteria 1.2 (Academic flexibility)

- a. Department should design Add-on courses in each semester. All courses must be designed with a proper syllabus, teaching plan, assessment procedure, and outcome of the courses. The number of lectures and tutorials/ lab sessions required must be mentioned for each course. The minimum duration of the course must be 30 Hrs. The course should be approved by HOD and Dean (A).
- b. Minimum of two approved courses must run in each semester.
- c. All courses will be open to the students of all branches.
- d. Feedback on the AKTU syllabus by students, teachers, employers, and alumni should be considered for designing the add-on course.
- e. The notification must be sent by the respective HOD to all concerned students and faculty (Notice boards, WhatsApp/email) and the course will be added to time table. After the completion of the courses, e-certificates must be provided to students.
- f. Students participating in different courses must be different.
- g. Proper documentation (including the hard copies of student attendance records physically signed by students) should be maintained at the departmental level. Also, all of the relevant information must be available on the website about all such courses and their conduction (including exact duration, etc.) for the entire session.

2. For criteria 1.3 (Curriculum Enrichment)

- a. Industrial visits/fieldwork in relevance (linked) to the syllabus must be planned for all students in each semester.

P.K. Paul

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- b. Guest/Expert lectures in each semester should also be planned.
- c. The department can run lab sessions for the subjects, not having a predefined lab in the syllabus.
- d. Proper documentation should be maintained at the departmental level. Also, all of the relevant information must be available on the website which- may include photos/videos/notices, etc.

20/02/2022
07/02/2022
Mr. Jaya Nidhi Vashishtha
Criteria 1 Head

P.K Paul
Dr. Prabir Paul
IQAC, Coordinator

Copy to: -

Respected Director sir for his kind approval

Approved
V. K. Paul
07.02.2022



Minutes of Meeting with HODs held on 28th April 2022 at 4:00 PM

From: Dean (Accreditation & Ranking)	To: All concerned
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Date: 29th April 2022

A meeting with Academic Heads was held on 28th April 2022 at 4:00 PM in Conference Hall, A Block. The following were present:

1. Dr. Prabir Paul, HOD-BT & IQAC-Coordinator
2. Dr. Avdhesh Gupta, Dean (Accreditation & Ranking)
3. Dr. S.N. Rajan, Dean (Academic) & HOD-IT
4. Dr. Sonali Mathur, HOD-CSE
5. Dr. Vijay Kumar, HOD-EN
6. Dr. Vivek Kr. Jain, HOD-ME
7. Dr. Meenu Baliyan, HOD-MBA
8. Dr. Suneet Shukla, HOD-CSD
9. Dr. Pankaj Goel, Dean (SW) & HOD-AS&H
10. Dr. Praveen Kumar, HOD-ECE
11. Dr. Abhijeet Das, IQAC Member
12. Ms. Punjika Rathi, IQAC Member

The following points were discussed:

1. All HODs confirmed that all feedbacks have been collected and shared with Dr. Abhijeet Das.
2. Dr. Abhijeet Das will prepare quantitative and pictorial analysis of all feedback collected and share with all on 4th May 2022.
3. Dr. Avdhesh Gupta elaborated SOPs for NAAC criteria 1,2,3 and asked for any doubt in any criteria. All doubt raised by HODs were resolved by Dr. Prabir Paul.
4. Dr. Avdhesh Gupta clarifies that as per NAAC guidelines only one add-on course per year per student will be accepted and signed copy of the list of students with their certificates are required.
5. Dr. Avdhesh Gupta remarked that Geo-Tagging photographs are required for all events, industrial visits etc. He also reiterated the need to sign more MOUs and requested HODs to share the details of same.
6. Dr. Avdhesh Gupta informed that from 1st June 2022, new NAAC guidelines will be applicable and will share new SOPs, AQAR and data templates to all HODs.



IMS Engineering College, Ghaziabad

7. A form was shared with all HODs to share departmental information regarding NAAC related criteria by 1st May 2022.
8. Discussion on remaining criteria will be done in first week of May 2022.

The meeting ended with vote of thanks.

Avdhesh Gupta

Dean (Accreditation & Ranking)

CC:

1. Respected Director Sir
2. All HODs, AMC Members, Registrar
3. IQAC members



IMS Engineering College, Ghaziabad

Minutes of Meeting with IQAC team held on 9th May 2022 at 2:00 PM

From: Dean (Accreditation & Ranking)

To: All concerned

Date: 9th May 2022

A meeting with IQAC team was held on 9th May 2022 at 2:00 PM in MBA Department, A Block. The following were present:

1. Dr. Prabir Paul, HOD-BT & IQAC-Coordinator
2. Dr. Avdhesh Gupta, Dean (Accreditation & Ranking)
3. Dr. Abhijeet Das, IQAC Member

The following points were discussed:

1. Dr. Abhijeet Das analysed, and shared the feedback forms with Director Sir. Need to discuss the findings with Director Sir for further actions on the outcomes of feedback forms.
2. IQAC is in process to fill AQAR for session 2020-21.
3. It has been decided that the revised AQAR format for quantitative data will be distributed among all academics and other heads by today 5:00 PM. The data will be collected by IQAC members.
4. The Quantitate data should be collected by 20 May 2022 from all academics & other departments.
5. Mr. Saroj Kumar (IQAC member), Assistant Professor-EN Department has resigned. It was suggested that Ms Abhilasha Singh Upadhyay, Assistant Professor-MBA, may be nominated as criteria head for Criteria 6. Dr. Prabir Paul will take consent from Director Sir.

The meeting ended with vote of thanks.


Avdhesh Gupta
Dean (Accreditation & Ranking)

CC:

1. Respected Director Sir
2. All HODs, AMC Members, Registrar
3. IQAC members

IMS Engineering College, Ghaziabad

IQAC Meeting

Minutes of meeting held at 3:00 PM on May 25, 2022

Following IQAC members were present:

1. Dr Vikram Bali, Director, Chairperson-IQAC
2. Dr Prabir Kumar Paul, Coordinator-IQAC
3. Mr Manoj Kukreja, Registrar
4. Dr Avdhesh Gupta, Associate Professor (CSE)
5. Dr. B.N. Pathak, Member Associate Professor (ME)
6. Prof. Punjika Rathi, Assistant Professor (MBA)
7. Prof. Saroj Kumar, Assistant Professor (EN)
8. Prof. Jay Nidhi Vashishtha, Assistant Professor (ECE)
9. Prof. Hakim Singh, Assistant Professor (CSE)
10. Dr. Suneet Shukla, Associate Professor (CSD)

Following points were discussed:

1. AQAR preparation and data collection for session 2020-21: Dr. Vikram Bali, Chairperson-IQAC suggested to the IQAC Coordinator to prepare a plan of action for NAAC AQAR on all individual criteria.

2. Plan for international conference: Dr. Vikram Bali, Chairperson- IQAC emphasized that an international conference will be jointly organized by the department of ECE, CSE, IT and CS in the year 2023. It is requested to Dr. Jyoti Guglani, HOD ECE will submit the plan for the same.

3. Plan sport activity at the college level: Dr. Vikram Bali, Chairman- IQAC emphasized that a college level sport activity should be organized and instructed sport officer to submit the detailed plan for the same.

4. Reframe college and department vision and mission: During the meeting, Chairman- IQAC suggested redesign college and department level vision and mission after taking feedback from all stakeholders.

5. Prepare attainment level for theory subject and lab practical as per NBA guidelines: Dr. Vikram Bali, Chairman- IQAC suggested NBA coordinator to submit the attainment of all theory subjects and practical lab with the NBA guideline in consultation with all HODs.

6. Plan lecture on women hygiene, startup, and Human value: Dr Prabir Kumar Paul, Coordinator-IQAC suggested all HODs to conduct several events related to hygiene, startup, skill development, human value and ethics in the department.

7. Patent and Publication: During the meeting, Dr. Vikram Bali, Chairman- IQAC suggested all the HODs should focus on research papers and patents publications by students and faculty members.



(Dr Prabir Kumar Paul)

Coordinator-IQAC

Distribution

Director: For kind information

All HODs & Deans

All faculty members

Registrar

CDC Head