



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