

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Ref No.: IME/IQAC/2017-18/

Date: 16/03/2017

**Internal Quality Assurance Cell (IQAC)**

**Minutes of IQAC First Meeting**

**Meeting 1 – 16.3.2017**

**The First Meeting of the Internal Quality Assurance Cell (IQAC) (A. Y. 2017-18)**

**Date: 16.03.2017**

**Time: 11.30 A.M.**

**Venue: Principal Cabin**

**AGENDA**

1. Framing of Mission, Vision and Core Values of Institution and all Departments
2. Discussion on registration and organization of Alumni Meet
3. Framing of Research policies for promoting research culture and organization of Conferences/Workshop/STTP etc.
4. Planning of Radhika Foundation.

The 1st meeting of IQAC was held at 11.30 a.m. on 16.3.2017 in Principal Cabin. The following members were present.

1. Dr. S.D.Sharma

Principal, IME PG College, Sahibabad

2. Dr. J.C.Varshney

Vice Principal, IME PG College, Member

3. Mr. Anoop Rastogi

Member, IME PG College

4. Mr. Arun Kumar Takuli

Member, IME PG College

5. Dr. Shalini Srivastav

Member, IME PG College

6. Mr. V.P. Rajesh

*V.P. Rajesh*

Management Representative

7. Mr. Deepak Kumar

*Deepak Kumar*

Administrative Staff Representative

8. Mr. Mohit Dwivedi

*Mohit Dwivedi*

Alumni, Nominee of Student

9. Ms. Gagandeep Kaur

*Gagandeep*

IQAC Co-ordinator

The meeting started on a welcome note by IQAC Coordinator, Ms. Gagandeep Kaur followed by his Presentation on objectives which include basic purposes, activities, and function of IQAC. The IQAC Coordinator proposed to conduct the IQAC meeting twice in an academic year. The Principal Dr. S.D. Sharma requested all the members for open house discussion on academic excellence.

### **AGENDA 1: FRAMING OF MISSION, VISION AND CORE VALUES OF INSTITUTION AND ALL DEPARTMENTS**

Dr. S.D. Sharma Co-ordination Committee, IME felt that mentoring all faculty members, as well as students, are needed and more experts from outside should be involved in teaching-learning process.

Mr. Anoop Rastogi, Member Co-ordination Committee, IME expressed that there is no substitute to hard work and it's required to achieve overall development of Institute. Concrete steps and path needed in all direction for achieving quality excellence. So, first Mission and Vision of Institute and departments should be framed for setting quality benchmark.

### **AGENDA 2: REGISTRATION AND ORGANIZATION OF ALUMNI MEET**

Dr. J.C. Varshney, pointed out that in addition to the academics feedbacks taken from students, parents and employers, alumni interaction is equally important.

The teams suggested with the permission of chair to collect the alumni feedback and organize alumni meet.

**AGENDA 3: FRAMING OF RESEARCH POLICIES FOR PROMOTING RESEARCH CULTURE AND ORGANIZATION OF CONFERENCES/WORKSHOP/STTP ETC.**

Dr. Shalini Srivastav suggested that research culture should inculcate in academics and Industry Institute interaction is to be strengthened.

Mr. Arun Kumar Takuli was of the opinion that academic policies are need to be revised and related Activities definitely promoting research culture.

**AGENDA 4: PLANNING OF RADHIKA FOUNDATION ACTIVITIES**

The Principal Dr S.D.Sharma had decided, to conduct Radhika Foundation activities in near future namely Tree Plantation, Blood Donation Camp and Road Safety program on the basis of suggestions from all the Committee members.

**THE CONCLUSIONS OF THE MEETING AND PROPOSED ACTION PLAN (MARCH'17 – SEPTEMBER'17):**

1. Framing of Mission, Vision and Core Values of Institution and all Departments
2. It is planned to conduct 'Alumni Meet' yearly and decided to register Alumni Association
3. It is decided to conduct First National Conference on topics which include Design, Manufacturing, Simulations and Modelling for the Mechanical department to promote research culture.
4. It is decided to arrange Bus facility for non-residential students as well as faculties and staff.
5. It is planned to conduct Radhika Foundation activities such as Tree Plantation, Blood Donation Camp and Road Safety program.

Ms. Gagandeep Kaur, IQAC Coordinator informed the date for the next meeting and it is unanimously decided in the Second week of September 2017. The meeting ended with a formal vote of thanks.

*Gagandeep*  
IQAC COORDINATOR

Ref No.: IME/IQAC/2017-18/

Date: 26/09/2017

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**THE SECOND MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) (A. Y. 2017-18)**

DATE: 26.09.2017

TIME: 2.00 P.M.

VENUE: SEMINAR HALL

**AGENDA**

1. Review of minutes of 1st IQAC Meeting
2. Action taken report on the decisions of the previous meeting
3. To work out the mechanism for ensuring timely, efficient and periodic progressive performance of Academic, administrative, research and extension activities on regular basis.
4. To decide about National conference for Management Department
5. To strengthen the Industry-Institute Interaction through Collaboration, Membership & MoU's
6. To decide incorporate extension activities under the program of Radhika Foundation Activities.

**MINUTES OF IQAC SECOND MEETING**

Meeting 2 – 26.09.2017 The 2nd IQAC meeting for Academic Session 2017-18 is held on 26th September 2017. The following members attended the meeting.

S.No.	Name	Designation
1.	Dr.S.D.Sharma	Principal <i>S.D.Sharma</i>
2.	Dr.J.C.Varshney	Vice Principal <i>J.C.Varshney</i>
3.	Ms.Gagandeep Kaur	IQAC Coordinator <i>Gagandeep</i>
4.	Mr.V.P.Rajesh	Management Representative <i>V.P.Rajesh</i>
5.	Mr.Deepak Kumar	Administrative Staff Representative <i>Deepak Kumar</i>

6.	Ms.Richa Goyal	Student Representative
7.	Ms.Namrita	Member
8.	Mr.Rahul Kaushik	Member
9.	Mr.Nakul Ahalawat	Member
10.	Ms.Leena Sharma	Member

*Richa Goyal*  
*Namrita*  
*Rahul Kaushik*  
*Nakul Ahalawat*  
*Leena Sharma*

Ms.Gagandeep Kaur welcomed the members for the second meeting of IQAC. The following points were discussed in the meeting:

**AGENDA 1: REVIEW OF MINUTES OF 1ST IQAC MEETING**

The minutes of the meeting held on 16/03/2017 are approved by the Council.

**AGENDA 2: ACTION TAKEN REPORT ON THE DECISIONS OF THE PREVIOUS MEETING 1ST IQAC MEETING**

Sr. No.	Recommendation given by IQAC Committee	Action Taken for Implementation & Outcomes
1	Mission, Vision and Core Values of Institution and all Departments	The Vision, Mission, and Core Values statements of Institution and Departments are finalized in the month of April to June 2017. The statements are approved by members of Management.
2	Registration and organization of Alumni Meet	1st Alumni Meet was organized on and alumni Attended the meeting. The alumni designated the office bearers Of the association. It is decided to register alumni association at The earliest.

3	National Conference for Management Department	"Make In India: A Gateway For Future Growth And Development
4	Radhika Foundation activities	Activities like Tree plantation, Blood Donation Camp, Road Safety program etc. successfully conducted under Radhika Foundation activities

**AGENDA 3: TO WORK OUT THE MECHANISM FOR ENSURING TIMELY, EFFICIENT AND PERIODIC PROGRESSIVE PERFORMANCE OF ACADEMIC, ADMINISTRATIVE, RESEARCH AND EXTENSION ACTIVITIES ON REGULAR BASIS.**

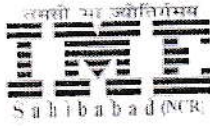
Dr. S.D.Sharma, Chairperson of IQAC is emphasized on academic mechanism required for efficient and periodic progress. All committee members discussed the current status of administrative processes and recommended strongly the decentralization of academics and administrative activities. Members also stressed on enhancing teaching-learning process in various departments. Guardian faculty members need to attend personal problems of students along with their academic problems.

The members suggested designating Deans and functioning heads for Academics, Administrative, Students Affairs and Research and Development committees.

**AGENDA 4: TO DECIDE ABOUT NATIONAL CONFERENCE FOR MANAGEMENT DEPARTMENT**

To continue the research culture, Chairperson and Coordinator proposed to Management department's National Conference before the committee. Committee agreed to organize National Conference in Management Department on the topic of "**Make in India: A Gateway for Future Growth and Development**"

**AGENDA 5: TO STRENGTHEN THE INDUSTRY INSTITUTE INTERACTION**



# INSTITUTE of MANAGEMENT Education

Approved by AICTE & Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow  
Affiliated to CCS University

Committee recommended increasing the frequency of Industrial visits, Expert lectures, and Industrial exposure training from Industry persons, Membership & MoU's to explore the various practical aspects of industrial development to the students.

## **AGENDA 6 : TO INCORPORATE EXTENSION ACTIVITIES UNDER THE PROGRAM OF RADHIKA FOUNDATION ACTIVITIES**

Ms. Richa Goyal, President of Alumni Association suggested organizing more extracurricular activities under Radhika Foundation activities. All Committee members decided to plan more activities in National Social Scheme Special Camp such as Awareness about Digitization, Water harvesting, SWACH BHARAT ABHIYAN etc.

## **THE CONCLUSIONS OF THE MEETING AND PROPOSED ACTION PLAN (SEPTEMBER'17- MARCH'18):**

1. It is decided to formulate Deans and functional heads for Academics, Administrative, Student Affairs and Research & Development (Dean Academics, Dean Administration, Dean Students Affairs and Dean R&D).
2. It is decided to conduct National Conference in Management in Department
3. Planning of more Industrial visits, Expert lectures, and Industrial exposure training to students.
4. It is decided to plan more activities under National Social Scheme Special Camp.

Ms. Gagandeep Kaur, IQAC Coordinator informed the date for the next meeting and it is unanimously decided in the third week of March 2018. The meeting ended with a formal vote of thanks.

*Gagandeep*  
IQAC COORDINATOR