

**THE THIRD MEETING OF THE INTERNAL QUALITY ASSURANCE CELL
(IQAC)**

Date: 30.03.2018

Time: 11.00 A.M.

Venue: Principal Office

Ref No.: IME/IQAC/2018-19/

Date: 30 /03/2018

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC THIRD MEETING

MEETING 3 – 30.03.2018

AGENDA

1. Review of minutes of 2nd IQAC Meeting
2. Action taken report on the decisions of the previous meeting
3. To decide the mode of ensuring the credibility of teaching-learning, its evaluation and outcome
4. Procedures through regular but internal academic, administrative audits on annual basis.
5. To decide about activities of student's welfare
6. To decide on Eco-friendly measures, include steps to reduce consumptions of electrical energy and
7. Campus Security
8. To decide plan of action of upcoming NAAC SSR Preparation
9. To introduce certain short term and value added course.

A Meeting of the Reconstituted Committee and the 3rd IQAC meeting for Academic Session 2017-18 and 2018-19 is held on 30th March 2018. The following members attended the meeting.

1. Prof.H.P.Gupta

Dr.S.D.Sharma,

Principal, Chair Person of Internal Quality Assurance Cell (IQAC)

2. Dr.J.C.Varshney

Chairman, IME Coordination Committee

Member of Management

3. Mr.V.P.Rajesh

V.P. Rajesh

Member, IME Coordination Committee

Member of Management

4. Ms.Gagandeep Kaur

Gagandeep

Principal, IME,

Nominee of Local Societies

5. Mr.Anoop Rastogi

Anoop

Head of Department,

6. Mr.Arun Kumar

Arun

Head of Department,

7. Mr.Nakul

Nakul

Head of Department,

8. Mr.Deepak Kumar

Deepak

Dean Academics,

9. Ms.Shalini Srivastav

Shalini

Dean Administration,

10. Ms.Gagandeep Kaur

Gagandeep

IQAC Co-ordinator

At the outset, Coordinator (IQAC) welcomed all the Hon'ble members of the

Internal Quality Assurance Cell (IQAC) to the 3rd meeting of the IQAC for the A.Y. 2016-17 and A.Y. 2017-18.

AGENDA 1: REVIEW OF MINUTES OF 2ND IQAC MEETING

It is informed that the 2nd IQAC meeting was held on 26th September 2017 at 2.00 pm and the minutes of the second meeting read and approved by the members.

AGENDA 2: ACTION TAKEN REPORT ON THE DECISIONS OF THE PREVIOUS MEETING 2ND IQAC MEETING

Action Taken Report: - Implementation & Outcomes

1. Formulate Deans and functional head on Academics, Administrative, Students Affairs and Research committees

For efficient and periodic progress, Dean Academics, Dean Administration, Dean Students Affairs, Dean R&D and their respective functional heads are designated w.e.f. 31/12/2017.

- The chairperson continued with this concern and informed that CCTV facility is already available in Exam Section. He suggested a need to install CCTV facility in the campus. All the Committee members agreed to install CCTV facility in the campus.
- Student Affairs pointed out the concern about the security of residential students are important.
- To decide on Eco-friendly measures, include steps to reduce consumptions of electrical energy and Campus Security Committee suggested that eco-friendly measure should take in campus in order to reduce consumption of electrical energy. Incandescent light bulbs and fluorescent tube-lights are to be replaced by cost effective, high efficient LEDs. Energy conservation can be achieved by optimum usage of lights and electrical appliances only when needed.

The outcomes of the meeting and proposed action plan (March'18 – October'18)

1. It is planned to conduct internal administrative and academic audits of all the Departments.
3. It is decided to install CCTVs in the Campus and Eco-friendly measures.
4. It is decided to prepare action plan for NAAC SSR Preparation and follow-up.

Gagandeep
IQAC COORDINATOR

THE FORTH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL
(IQAC)

Date: 29.10.2018

Time: 11.00 A.M.

Venue: Principal Office

Ref No.: IME/IQAC/2018-19/

Date: 29 /10/2018

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC FORTH MEETING

MEETING 4 – 29.10.2018

AGENDA

10. Review of minutes of 3rd IQAC Meeting
11. Action taken report on the decisions of the previous meeting
12. To decide the mode of ensuring the credibility of teaching-learning, its evaluation and outcome
13. To encourage the faculty members to attend FDPS, workshop, seminar.
14. To decide improving the facilities in the campus.
15. To distribute the various criteria's among the faculty members
16. To chalk out the policy of Radhika Scholarship to the students.
17. To work on the annual function and sports meet.

A Meeting of the Reconstituted Committee and the 4th IQAC meeting for Academic Session 2017-18 and 2018-19 is held on 29th Oct 2018. The following members attended the meeting.

1. Prof.H.P.Gupta

Dr.S.D.Sharma,

Principal, Chair Person of Internal Quality Assurance Cell (IQAC)

2. Dr.J.C.Varshney

Chairman, IME Coordination Committee

Member of Management

3. Mr. V.P.Rajesh

Member, IME Coordination Committee

Member of Management

4. Ms. Gagandeep Kaur

Principal, IME,

Nominee of Local Societies

5. Mr. Anoop Rastogi

Head of Department,

6. Mr. Arun Kumar

Head of Department,

7. Mr. Nakul

Head of Department,

8. Mr. Deepak Kumar

Dean Academics,

9. Ms. Shalini Srivastav

Dean Administration,

10. Ms. Gagandeep Kaur

IQAC Co-ordinator

At the outset, Coordinator (IQAC) welcomed all the Hon'ble members of the

Internal Quality Assurance Cell (IQAC) to the 3rd meeting of the IQAC for the A.Y. 2016-17 and A.Y. 2017-18.

AGENDA 1: REVIEW OF MINUTES OF 3RD IQAC MEETING

It is informed that the 3rd IQAC meeting was held on 3rd March 2018 at 11.00 am and the minutes of the third meeting read and approved by the members.

AGENDA 2: ACTION TAKEN REPORT ON THE DECISIONS OF THE PREVIOUS MEETING 3RD IQAC MEETING

Action Taken Report :- Implementation & Outcomes

1. Formulate Deans and functional head on Academics, Administrative, Students Affairs and Research committees

2. For efficient and periodic progress, the committee has designed a structure to conduct mentoring to the students: Following are the outcomes

- Allowing for positive engagement, counselling, and mentoring of junior pupils by seniors.
- Providing a dependable and complete support system to encourage students to thrive in both academic and non-academic sectors, as well as to maximize their time at the Institute.
- Assisting undergraduate freshmen in understanding the Institute's difficulties and possibilities to make a comfortable adjustment to campus life.

3. Various FDPS and Workshop are organized at the institute level as well.

- FDP ON INNOVATIONS IN TEACHING METHODOLOGY
- FDP BLOOM TAXONOMY FOR QUALITY ENCHANCEMENT IN TEACHING-LEARNING

4. Improving facilities in the campus like lifts, parking facilities, rest rooms etc. for students as well faculties.

5. Allotted criterias among the faculties in the group of two members and in charge. List enclosed in the file.

6. We have constituted the RADHIKA SCHOLARSHIP to promote girl's child for higher education inspired by government scheme "BETI BACHAO, BETI PADHAO". The documents attached in the file.

7. The cultural committee and sports committee has successfully organized the annual function and sports meet. Details are enclosed in the file.

Gegandeep
IQAC COORDINATOR