



Ref: IPEM/IQAC/2021-22/

Date: 24/03/2022

### NOTICE

The Meeting of the Internal Quality Assurance Cell (IQAC) of Institute of Professional Excellence and Management will be held on 26<sup>th</sup> March 2022 (Saturday) at 1 PM in the conference Hall (GF). All the members are requested to attend.

### AGENDA OF THE IQAC MEETING

- 1) Documentation of Academic Year 2020-21 data for AQAR (Annual Quality Assurance Report) 2020-21.
- 2) Review of the Qualitative and Quantitative Templates for AQAR 2020-21
- 3) To Prepare the Outcome Based Activity Reports

**IQAC Coordinator**

#### Copy to:

- Secretary, Laksh Educational Society
- Director IPEM
- Dean Academics IPEM
- HODs (All Departments)
- IQAC Members

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INSTITUTE OF PROFESSIONAL  
EXCELLENCE & MANAGEMENT  
AISHE Code-C-28651

## Minutes of the IQAC Meeting held on 26<sup>th</sup> March 2022(Saturday) at 1pm at Conference Hall, GF

**Present Members:** Dr R.K.Singhal, Dr Nishi Sharma, Mr Shashank Chaudhary, Mr Surendra Kumar, Dr Manoj Chauhan, Mr. Pankaj Sharma, Ms Archana Gupta, Dr Sangeeta Solanki, Mr. Rashid Ali, Mr. Jagdish Joshi, Mr. Vivek Singh

### POINTS OF DISCUSSION

It was decided that all departments should start working for AQAR 2020-21 for which the following points were discussed

1. Revision of Criteria 1 Summary-

The following changes were suggested regarding summary of criteria 1:-

- a) Inclusion of commerce program offered
  - b) Inclusion of Value added courses, short term courses, skill oriented courses
  - c) Regular interaction of class coordinators and HODs with Parents
  - d) For curriculum Enhancement, Correspondence is made with the University for inclusion of career oriented courses and Multi skill development courses
  - e) List of value added courses to be revised as per academic year 2020-21 as
2. List of Value added Courses be revised and finalized with Director Sir for Academic session 2020-21 as no courses were offered DURING Covid 19
  3. Discussions were made regarding revision of criteria 1 writeups
  4. Inclusion of Environmental Club Activities.
  5. For implementation of Academic calendar, each department will provide the detailed summary of Activities organized along with the reports along with Outcome based feedback Analysis. Report of each activity will include Objective, Process, and Outcome.
  6. Summary of Activity Reports Sample

| Date of ACTivity | Name of Activi ty | Type of Activity (Curricular/Co-curricular/Departmen t/Club/Institutional/In ter-institutional/Inter-department/ISR/ etc) | Name of program | No of students participat ed | No of students complet ed | Outco me of the Activit y |
|------------------|-------------------|---|-----------------|------------------------------|---------------------------|---------------------------|
|                  |                   |   |                 |                              |                           |                           |
|                  |                   |   |                 |                              |                           |                           |
|                  |                   |   |                 |                              |                           |                           |
|                  |                   |   |                 |                              |                           |                           |

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7. Feedback of each activity will include Feedback collection, analysis and action taken on each analysis.
8. The following list of document are to be compiled by each department for Academic session 2020-21 and 2021-22 for initial points of criteria 1.1.1 and 1.1.2

**Criteria 1.1.1 –**

- Academic Calendar (Departmental and institutional)
- Club Calendar
- Syllabus
- Timetable
- Subject Allocation
- Course Plan

**Criteria 1.1.2**

- Course File
  - Course Coverage
  - Fortnight Report first page
  - Question Bank
  - Notes Repository
  - Quiz Record
9. Summary of the observations be compiled by Mr. Shashank Choudhary
  10. Detailed report of three days onsite visit be submitted by Dr Sangeeta Solanki by 30<sup>th</sup> April 2022

**The meeting ended with a vote of thanks to the Chair.**

**IQAC Coordinator**

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