

Ref: IPEM/IQAC/2021-22/

Date: 04/04/2022

NOTICE

The **Special Meeting** of the Internal Quality Assurance Cell (IQAC) of Institute of Professional Excellence and Management will be held on 7th April 2022 (Thursday) at 3 PM in the conference Hall (GF). All the members are requested to attend.

AGENDA OF THE IQAC MEETING

- 1) Feedback of the NAAC PEER TEAM Visit.
- 2) Analysis the NAAC Reports.
- 3) Report of IIT Delhi and UBA Visits

IQAC Coordinator

Principal

Copy to:

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

INSTITUTE OF PROFESSIONAL EXCELLENCE & MANAGEMENT

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**MINUTES OF THE IQAC MEETING TO BE HELD ON 7th APRIL 2022 TUESDAY IN THE
CONFERENCE HALL AT 3PM (Special Meeting)**

Present Members: Mr. Anupam Goel, Prof (Dr.) R.K.Singhal, Prof. (Dr.) Dolly Phillips, Prof. (Dr.) Nishi Sharma, Mr. Shashank Chaudhary, Mr. Surendra Kumar, Ms Sonam, Mr. Ranjit Dhir, Dr Manoj Chauhan, Mr Pankaj Sharma, Ms Archana Gupta, Mr. Rashid Ali, Mr. Jagdish Joshi, Mr. Vivek Singh, Dr. Meenakshi Tomar & Ms Sonam (Special invitee from Law Academy), and Dr Sangeeta Solanki

Opening Remarks by the Chairperson IPEM:

The Chairman IPEM congratulated everyone for the challenging work done and the success achieved for UG NAAC (NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL) with A grade. He insisted that now it becomes more challenging to retain the position attained so more efforts are required.

The following points were shared for further Action.

1. All the documents must be kept safe with the IQAC head, locked in Almirah. Proper record of Issue and Return must be kept in IQAC. The soft copy of files of UG NAAC and LAW NAAC must be saved in the Sytem available in the Server Room for future reference.
2. Through UG NAAC we have learned a lot so all the concerned person with whom the NPT interacted whether Principal, IQAC coordinator, Deptt heads, Accounts, Registrar office, library, faculties, Admission cell must go through the videos of NAAC PEER TEAM VISIT, and list down the questions they asked, and responses given and what should preferably be given must be checked.
3. IQAC head should report on grades achieved with noting on the grades which were lesser than the grade achieved. Reasons and Remedial courses to be adopted.
4. AQAR law which is to be submitted after editing must get approval from Director sir after getting it reviewed by Principal and IQAC Head. It should be completed in all aspects by virtue of documents/Annexures. And hard copies of the same must be kept in the library. The same process shall be applied for UG NAAC.
5. It was advised that before submission of any document on any portal, it must be first signed by IQAC Head and then by Director after due checking and after the permission from director to submit. Then only they must be submitted on any portal.
6. Many ways of improvement were pointed out by the team. They must be noted down by the IQAC head and action taken over it should be submitted from time to time.

7. Responsibilities for AQAR may be handed over to different faculties criteria wise or heads but IQAC Head and Principal shall be responsible for replies. It is their responsibility to take back the feedback from time to time.
8. The meetings conducted every day at 2:30 pm need to be briefed and proceedings must be updated on the WhatsApp group with Action Taken.
9. Process for Subscription of NLIST is done and the ID and Password shall be issued to all soon to access the same
10. Mr Shashank Chaudhary briefed about the Visits made to IIT Delhi for UBA (Unnat Bharat Abhiyaan) and inclusion of Journal in UGC Care list.
11. Efforts for Research and grants need to be made

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

IQAC Coordinator

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