

Ref: IPEM/IQAC/2021-22/

Date: 09/04/2022

### NOTICE

The Meeting of the Internal Quality Assurance Cell (IQAC) of Institute of Professional Excellence and Management will be held on 12<sup>th</sup> April 2022 (Tuesday) at 3 PM in the conference Hall (GF). All the members are requested to attend.

### AGENDA OF THE IQAC MEETING

- 1) To confirm the previous minutes of the meeting.
- 2) Safe custody of the documents in hard and soft copy.
- 3) Review of Videos and Report of ONSITE VISIT
- 4) Discussion on Lessor grade points and the strategy to be adopted.
- 5) Reasons and Remedial course of action adopted for better grade in future
  - i) Status of Subscription of NLIST and its usage
  - ii) Status of Inclusion of Journal in UGC Care List
  - iii) Status of Installation of vending machine for sanitary pads
  - iv) Status of Exploring the ways of obtaining funds/grants for various purposes from UGC and any other bodies
- 6) Status of AQAR (Annual Quality Assurance Report)2020-21 for UG NAAC
- 7) Preparation of virtual tour of IPEM (Institute of Professional Excellence and Management) Based Videography.
- 8) Drafting and recognition of Alumni Association
- 9) Progress of UBA Funding after 2019
- 10) Participation in various evaluation and assessment activities of the University
- 11) Procedure of obtaining NCERT /NCTE/ CCSU awards
- 12) Revision of Feedback form

**IQAC Coordinator**

#### Copy to:

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

**MINUTES OF THE IQAC MEETING HELD ON 12<sup>th</sup> APRIL 2022(TUESDAY) IN THE  
CONFERENCE HALL AT 3PM**

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

**Discussion held:**

**1. To confirm the previous minutes of the meeting.**

The minutes of the previous meeting held on 7<sup>th</sup> April 2022 were circulated and confirmed

**2. Safe custody of the documents in hard and soft copy.**

It was discussed in the meeting that the documents must be kept saved in the softcopy by 20 April 2022 in the server room through Mr Dev Tyagi and in the hard copy by 22<sup>nd</sup> April 2022 in IQAC Cell. The documents which are secured in hard copy must bear the page numbers and the details must be written on the file cover itself.

Documents for the Session 2020-21 and Session 2021-22 must be kept separately.

**3. Review of Videos and Report of ONSITE VISIT**

It was discussed in the meeting that apart from 21 Observations summarised earlier, few more points are observed from video lectures which are –

- a) Creation of E-Content Repository- It was felt that E-learning committee can be revised in order to assign the responsibility to create E- Repository on website. The committee will coordinate with Assert to create E- Repository section on the website. The committee will require submitting monthly report to the Director Sir.
- b) Revision of Feedback forms- It was also suggested to revise the procedure of collecting and analysing Feedbacks from the stake holders. It was decided that as the data for 2020-21 is already collected so revised format shall be implemented for the academic session 2021-22. to collect feedback.

**4. Discussion on Lessor grade points and the strategy to be adopted.**

It was decided that this point can be covered in the next meeting as it requires detailed discussion

**5. Reasons and Remedial course of action adopted for better grade in future**

**a) Status of Subscription of NLIST and its usage**

As per the Suggestions from NAAC Peer Team regarding Library, the yearly subscription of NList has been subscribed successfully for the year 2022. The HODs

login IDs and passwords are shared. All were requested to kindly access the N – List Portal for knowledge enhancement. This will help us all to have access to the vast enriched library and further it will be a valuable guiding input in Research work to students also. The faculty and student’s passwords will be shared soon by Librarian for which regular follow up is required.

**b) Status of Inclusion of Journal in UGC Care List**

Mr Shashank Choudhary briefed about his visit to JNU and IIT Delhi regarding the same. He suggested that a Research and development Cell can be constituted to look after all research related tasks. The committee will require preparing their Action plan for indexing the journals in UGC care list. The Action plan can be submitted as earliest and execution of the same must be done in the following manner: -

- Submit Action plan- 18-04-2022(Monday)
- Revision of Editorial Review board, website of journal, papers in APA (American Psychological Association) format, Revision of Internal Review committee etc be done by - 2<sup>nd</sup> week of May.
- By third week the journal should be sent for publication.

**c) Status of Installation of vending machine for sanitary pads**

It was shared that the vending machine will be installed in association with Rotary Club Ghaziabad.

**d) Status of Exploring the ways of obtaining funds/grants for various purposes from UGC and any other bodies**

Responsibility to follow up for Collaboration and Grants were assigned in the following manner-

- UGC Grant- Dr Neetu Maurya
- JNU/ Jamia- Dr Sangeeta Solanki
- ICSSR- Dr Sangeeta and Mr Shashank Chaudhary
- AICTE- Mr Surendra Kumar and Mr Shashank Chaudhary
- NAAC- Dr Sangeeta and Ms Sonam.

All were required to submit the details within a week.

**6. Status of AQAR 20-21 for UG NAAC and AQAR 2021-22 for LAW**

Criteria 1 is done

Criteria 2 will be presented on 13<sup>th</sup> April 2022

Criteria 3 will be done by 20<sup>th</sup> April 2022.

**7. Preparation of virtual tour of IPEM (Institute of Professional Excellence and Management) Based Videography.**

Some inputs are given by HODS, the changes will be made soon in the videography.

**9. Progress of UBA Funding after 2019**

It was discussed that the visit was made to JNU UBA Department. The visit details were discussed and shared. An initial mail is sent to the UBA office for further processing a

- detailed plan of action will be submitted by the UBA committee.
10. **Participation in various evaluation and assessment activities of the University**  
It was suggested to accelerate the approval process. And BBA/BCA faculty can be sent for evaluation from Monday.
  11. **Procedure of obtaining NCERT /NCTE (National Council for Teacher s Education)/ CCSU awards**  
Dr Anjali Raj is keeping an eye on the website of NCERT/NCTE and CCSU for awards if any.
  12. **Revision of Feedback form for session 2020-21**  
The revision shall be done for 2021-22 onwards. For the session 2020-21 the feedback is already collected.

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

**IQAC Coordinator**

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