



Ref: IPEM/IQAC/2022-23/02

Date: 29/07/2022

## NOTICE

The Meeting of the Internal Quality Assurance Cell (IQAC) of Institute of Professional Excellence and Management will be held on 04th August 2022 (Thursday) at 03:00 PM in the conference Hall (GF). All the members are requested to attend.

### Agenda: -

- To Approve the minutes of the previous meeting and discussion on Action Taken Report
- To Apprise About Progress of AQAR 2021-22 work.
- To Plan Academic Audit for 2021-22
- To discuss Action Plan for the Session 2022-23 under the following heads:
  - Curricular Aspects
  - Teaching Learning
  - Research and Development
  - Infrastructure
  - Student Support and Progression
  - Faculty Development
- Revision of Various Committees
- Any other agenda with the permission of Chair.

**IQAC Coordinator**

### Copy to:

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

**INSTITUTE OF PROFESSIONAL EXCELLENCE & MANAGEMENT**

UGC 12(B) & 2(f) Certified | An ISO 9001:2015 Certified

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## BRIEF RECORD OF 16<sup>th</sup> IQAC MEETING HELD ON 4.08.2022 IN CONFERENCE ROOM

### Present Members:

Dr. R.K Singhal, Dr. Dolly Phillips, Dr. Nishi Sharma, Mr. Shashank Chaudhary, Mr. Surendra Kumar, Mr. Pankaj Sharma

The formal meeting started with a welcome note from the IQAC Coordinator. The Chairperson requested all the members for an open house discussion on the various items on the agenda of the meeting to maintain quality and excellence at the institution. The following points were discussed in the meeting:

#### 1. To confirm the minutes of the previous meeting,

The minutes of the previous meeting held on the 12<sup>th</sup> April 2022 were circulated and confirmed.

#### 2. To revise the syllabus to improve the course structure

It was discussed that the B.Ed. syllabus has to be updated to fulfil the demands of academic institutions and schools, and that a request to amend the syllabus will be sent to the university.

#### 3. To develop rubrics based on POs' attainment

It was concluded that the implementation of rubrics based POA attainment was necessary, and that a workshop for faculty members should be held for that purpose.

### Notice and notification of events

It was proposed that, starting with the sessions 2022–2023, all event notices and notifications be sent to the IQAC cell to keep records.

#### 4. Encourage research-based activities and participation in seminars, workshops, etc.

The decision was made that all faculty members should publish articles in UGC Care-indexed journals and participate in research-based activities, and the institute will assist them financially.

#### 5. Students' participation in sports and cultural activities in other institutions

It was discussed that students' involvement in athletic and cultural events at the college and state levels would be encouraged, and the appropriate assistance would be given for the same.

#### 6. Sign memorandums of understanding (MOUs) with reputable academic, corporate, and non-governmental organisations (NGOs).

The institute has partnered with and signed MOUs with companies such as Beautiful Tomorrow, Avro Industries, Assert IT, Arni University, and Pidilite to help students in the management, CTE, and CA departments succeed academically, socially, and in terms of job placement. It was expected that in the coming session the practice of establishing collaborations and signing MOUs will be



continued which will be instrumental for the growth and development of the institute in academic, industrial and social context.

#### **7. Submission of Participation Certificate to IQAC Cell**

It was decided that faculty from the Management, CTE, and CA Departments will submit copies of their participation certificates for seminars, workshops, and other events to the IQAC cell.

#### **8. Update on various committee members**

To improve the functions and efficiency of functioning, various committees' members were updated and modified in accordance with the upcoming session.

#### **9. To schedule an audit of various committees and departments**

It was discussed that the external audit firms would undertake audits of several committees, including green audit, ISO, and others, for the upcoming 2022–2023 session.

#### **10. To comply with NEP for the coming session**

It was discussed that action must be conducted for NEP in accordance with the UGC NAAC guidelines for the forthcoming session.

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

**IQAC Coordinator**

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