



**Brief Record of the 9<sup>th</sup> IQAC Meeting held on 11<sup>th</sup> July 2020 (Saturday) at 4:00 P.M. through Microsoft Teams:**

**Present Members:**

Col. (Dr.) A. S. Malhotra, Prof. (Dr.) Sugandha Goel, Prof. (Dr.) Nishi Sharma, Prof (Dr.) Naveen Kumar Singh, Prof.(Dr.) Dolly Phillips, Mr Shashank Chaoudhary Dr. Sangeeta Solanki, Dr. Isha Chaudhary, Ms. Savita Singh, Mr Jagdish Joshi, Mr Vivek, Mr Rashid

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

Item	Action Taken
1. To approve the minutes of the previous meeting and discussion on Action Taken Report	<ul style="list-style-type: none"><li>The minutes of the previous meeting held on <u>3<sup>rd</sup> Feb. 2020 (Monday) at 3 p.m</u> were circulated and confirmed. It was discussed that few actions are taken but still , there are many points on which action is not done. All concerned were requested to do the needful in the 2020-21 session</li></ul>
2. To Apprise About the Data Submitted prepared by IQAC for Cycle 1- Application of NAAC	<ul style="list-style-type: none"><li>It was apprised that IQAC has submitted the complete SSR and consolidated templates till criteria – III to all HOD's for their valuable suggestions.</li><li>It was observed by all HOD's that as SSR file is lengthy so it may take some time for submitting their feedback.</li></ul>
3. Points to be considered for current semester	<ul style="list-style-type: none"><li>The following Points were observed during Consolidation of SSR:</li><li>Each Department should maintain the records of students who are appearing in the Inter-Institutional Events along with their certificates.</li></ul>



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	<ul style="list-style-type: none"><li>• Each Department should also maintain the records of students who are pursuing Higher Education whether from our own college or any other college.</li><li>• Each Department should also have the details of Faculties who are going for FDP's/ National or International Conferences / Seminar etc.(Certificates &amp; Slip of sanctioned amount reimbursed from Institute etc.)</li><li>• Each Department should also keep the Records of Add-on Courses (Swayam, NPTEL etc), Value-added (Additional courses offered by IPEM), Internship and Placement (Appointment letter etc) and Awards won by students(with photographs) if any.</li></ul>
4. Applying for NAAC	<ul style="list-style-type: none"><li>• It was suggested that this points needs to be discussed with the Management members as when the institute should apply for NAAC keeping all the constraints of Lockdown period and eligibility to apply as per NAAC Standard Operating Procedure.</li></ul>
5. Template to be completed	<ul style="list-style-type: none"><li>• It was apprised that 4&amp; 5 templates have been submitted to the Col sir by Dr. Sangeeta Solanki and Ms. Savita for further suggestions. Template 6 is expected to be submitted by Dr. Isha till Friday.</li><li>• It was discussed that these templates are not yet completed as some data is pending from the side of some faculty members/staff.</li><li>• It was desired that the Complete Templates should be submitted by 20<sup>th</sup> July 2020.</li></ul>
6. Further Plan of Action for Application	<ul style="list-style-type: none"><li>• As of now we have done with SSR &amp; Template, it was desired that we should now start work on Documents to be Uploaded.</li></ul>



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	<ul style="list-style-type: none"><li>• The compiled report of these documents should be submitted by 25<sup>th</sup> July 2020 as much as we could collect.</li><li>• IQAC Plan of Action for Academic Year 2020-21 was required to be</li></ul>
<b>7. Discussion of IQAC Plan of Action for Academic Year 2020-21</b>	<ul style="list-style-type: none"><li>• Discussion was held on action to be taken in the academic year 2020-21 to bring excellence in education. IQAC Coordinator was requested to submit POA for the Academic session 2020-21.</li></ul>

At the end Dr. Sugandha Mam & all HOD's appreciated the IQAC for their work and suggested to compile the remaining work properly.


Meeting ended with vote of thanks to the Chair.



**IQAC Coordinator**

Copy to:

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

  
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