

Ref: IPEM/IQAC/2022-23/

Date: 02/06/2023

IQAC MEETING

The Meeting of the Internal Quality Assurance Cell (IQAC) of Institute of Professional Excellence and Management will be on 2nd June 2023 (Friday) at 03:00 PM in the conference hall (Ground Floor). All the members are hereby requested to attend the same.

Agenda: -

- To Approve the minutes of the previous IQAC meeting held on 18/05/2023.
- To discuss capacity building workshop conducted on 31st May 2023
- To discuss documents preparation for AQAR 2022-23
- To discuss planning for Institute Plants/ Trees, QR Coding and description presentation related Activity on 5th June 2023
- To discuss progress on developing Pledge related Certification Mechanism for NSS Activities
- To discuss Progress on Submission of SEG Proposal to UBA and Preparation of Course Content related to Verticals of Creativity/ Human Values & Personality Development/ Computer Proficiency
- Any other agenda with the permission of Chair

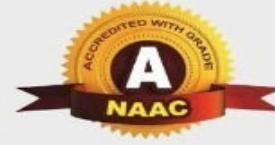

IQAC Coordinator

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- Director General
- Dean Academics
- HODs (All Departments)
- IQAC Members

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BRIEF RECORD OF 32nd IQAC MEETING HELD ON 03.06.2023 AT 03:00 PM IN CONFERENCE ROOM

Present Members:

Mr. Shashank Chaudhary, Mr. Naveen Singh, Mr. Pankaj Sharma, Dr. Manoj Chauhan, Ms. Supriya Sharma, Mr. Mohit Bharti, Ms. Sonam Singh, Mr. Amit Aggarwal.

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 Approve the minutes of the previous IQAC meeting held on 18/05/2023.

The minutes of the previous meeting held on the 18/05/2023 were circulated and confirmed.

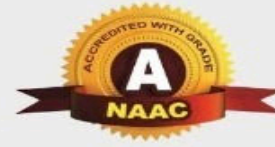
2. To discuss capacity building workshop conducted on 31st May 2023

It was apprised that an inter-institutional workshop was conducted by the management department on 31st May 2023 by Mr. Shashank Chaudhary on "Workplace Harmony and Professional Ethics". The workshop was conducted in hybrid mode, a total of 58 participants took part in the workshop in online and offline mode.

3. To discuss documents preparation for AQAR 2022-23

It was decided that documents for the current semester are being prepared simultaneously. Events, Activity reports, paper publications etc. are uploaded on a regular basis on SharePoint. Departmental IQAC coordinators have been asked to take follow-up with the concerned faculty members for the progress of the documentation and uploading of data.

4. To discuss planning for Institute Plants/ Trees, QR Coding and description presentation related Activity on 5th June 2023.



It was discussed that on 5th June World environment day will be celebrated in institute and to aware the students and faculty about the importance of eco system an activity of tagging QR code and presenting the benefits of the same will be presented by the students under the environment, communication, and IT club. A guest lecture by Eco-Root representative will be delivered to the students to create awareness.

5. To discuss progress on developing Pledge related Certification Mechanism for NSS Activities.

It was discussed that according to the manner of NSS an OTP based web link will be created on website where students will be issue an E-Certificate after taking the pledge.

6. To discuss Progress on Submission of SEG Proposal to UBA and Preparation of Course Content related to Verticals of Creativity/ Human Values & Personality Development/ Computer Proficiency.

It was apprised that management, CTE and CA departments will conduct Art & Crafts, Human Values & Personality Development and Computer Proficiency related courses for the class 6th ,7th and 8th in phased manner in 6 months for villages adopted under UBA, where every program will be conducted for 2 months for each class. For this development of course content and implementation road map are under progress.

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

IQAC COORDINATOR

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- Secretary
- Executive Director

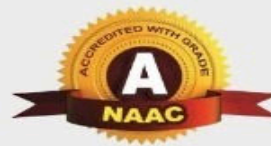
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- Director General
- Dean Academics
- HODs (All Departments)
- IQAC members

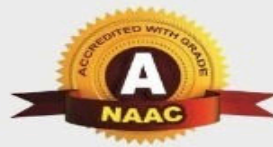
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Ref: IPEM/IQAC/2022-23/

Date: 14/06/2023

IQAC MEETING

The Meeting of the Internal Quality Assurance Cell (IQAC) of Institute of Professional Excellence and Management will be on 15th June 2023 (Thursday) at 03:00 PM in the conference hall (Ground Floor). All the members are hereby requested to attend the same.

Agenda: -

- To Approve the minutes of the previous IQAC meeting held on 03/06/2023.
- To discuss documents preparation for AQAR 2022-23
- To discuss planning for Institute Plants/ Trees, QR Coding and description presentation related Activity on 5th June 2023
- To discuss progress on developing Pledge related Certification Mechanism for NSS Activities
- To discuss Progress on Submission of SEG Proposal to UBA and Preparation of Course Content related to Verticals of Creativity/ Human Values & Personality Development/ Computer Proficiency
- Any other agenda with the permission of Chair

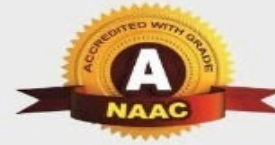

IQAC Coordinator

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BRIEF RECORD OF 33rd IQAC MEETING HELD ON 15.06.2023 AT 03:00 PM IN CONFERENCE ROOM

Present Members:

Mr. Shashank Chaudhary, Dr. Nishi Sharma, Mr. Pankaj Sharma, Ms. Supriya Sharma, Ms. Sonam Singh, Mr. Amit Aggarwal, Mr. Girish Bansal, Ms. Renuka.

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 Approve the minutes of the previous IQAC meeting held on 03/06/2023.

The minutes of the previous meeting held on the 03/06/2023 were circulated and confirmed.

2. To discuss documents preparation for AQAR 2022-23

All the seven criteria were distributed specifically to the departments and were asked to prepare in hard copies as the shared schedule. It was decided that documents for the current semester are being prepared simultaneously. Events, Activity reports, paper publications etc. are uploaded on a regular basis on SharePoint. Departmental IQAC coordinators have been asked to take follow-up with the concerned faculty members for the progress of the documentation and uploading of data.

3. To discuss feedback for Institute Plants/ Trees, QR Coding and description presentation related Activity on 5th June 2023.

It was discussed that on 5th June World environment day was celebrated in institute to aware the students and faculty about the importance of eco system an activity of tagging QR code and presenting the benefits of the same were presented by the students under the environment, communication, and IT club. A guest lecture by Eco-Root representative was delivered to the students to create awareness.

4. To discuss Progress on Submission of SEG Proposal to UBA and Preparation of Course Content related to Verticals of Creativity/ Human Values & Personality Development/ Computer Proficiency.

It was apprised that management, CTE and CA departments will conduct Art & Crafts, Human Values & Personality Development and Computer Proficiency related courses for the class 6th, 7th and 8th in phased manner in 6 months for villages adopted under UBA, where every program will be conducted for 2 months for each class. For this development of course content and implementation road map are under progress.

5. To discuss capacity building workshop for the industry professionals in the July month.

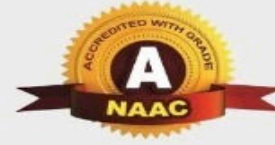
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It was apprised that a workshop will be conducted for the industry professionals in the month of July, creative and brochure will be created for the events. This capacity building workshop will help the participants to gain insight into the workplace challenges and ways to overcome them.

6. To discuss Institute Innovation Council formation and functions

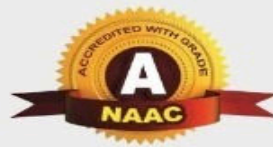
It was apprised that IIC will be formed and constituted to enhance the institute working and effectiveness in research, student and faculty development. Faculty nomination, constitution, working polices will formulated as per the norms and guidelines of the MoE.

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

IQAC COORDINATOR

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- Secretary
- Executive Director
- Director General
- Dean Academics
- HODs (All Departments)
- IQAC members



Ref: IPEM/IQAC/2022-23/

Date: 03/07/2023

IQAC MEETING

The Meeting of the Internal Quality Assurance Cell (IQAC) of Institute of Professional Excellence and Management will be on 06th July 2023 (Thursday) at 03:00 PM in the conference hall (Ground Floor). All the members are hereby requested to attend the same.

Agenda: -

- To Approve the minutes of the previous IQAC meeting held on 15/06/2023.
- To discuss documents preparation for AQAR 2022-23
- To discuss Website Updation for NAAC AQAR 2022-23
- To discuss progress on Committees MOM for Jan to June 2023
- To discuss capacity building workshop for the industry professionals in the July month.
- To discuss Institute Innovation Council formation and functions
- Any other agenda with the permission of Chair

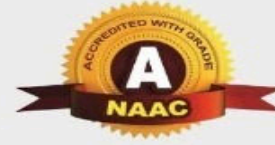
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- HODs (All Departments)
- IQAC Members


IQAC Coordinator

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**BRIEF RECORD OF 34th IQAC MEETING HELD ON 06.07.2023 AT 03:00 PM IN
CONFERENCE ROOM (1st Floor)**

Present Members:

Mr. Shashank Chaudhary, Dr. Nishi Sharma, Dr. Meenakshi Tomar, Mr. Pankaj Sharma, Ms. Sonam Singh, Mr. Amit Aggarwal, Mr. Girish Bansal, Mr. Mohit Bharti.

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 Approve the minutes of the previous IQAC meeting held on 15/06/2023.

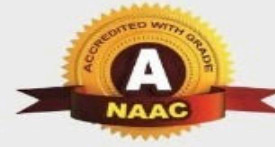
The minutes of the previous meeting held on the 15/06/2023 were circulated and confirmed.

2. To discuss documents preparation for AQAR 2022-23

It was discussed that criteria 1 & 3 by CA and Criteria 2 by CTE Deptt. are in final phase of compilation, and rest of the criterion are in process, which will be compiled accordingly. Correction work for the compiled criteria is also in progress afterward printout of the criteria will be taken.

3. To discuss Website Updation for NAAC AQAR 2022-23.

It was discussed that the website of UG will be updated as per the requirements of the AQAR 2022-23. All the respective IQAC coordinators were asked to cross examine the events, clubs and links for their departments and submit the report to the IQAC for the same. The remaining details of events and activities will be shared to get it updated on the website.



4. To discuss Progress on Committees MOM for Jan to June 2023.

All the functional committee's MoMs will be prepared and submitted for the even semester of session 2022-23 to the IQAC. Respective convenors were asked to adhere to the timeline.

5. To discuss capacity building workshop for the industry professionals in the July month.

It was apprised that a workshop will be conducted for the industry professionals in the month of July in collaboration with GMA, CII, and Rotary Club- Ghaziabad Greater, creative and brochure have been created for the events. This capacity building workshop will help the participants to gain insight into the workplace challenges and ways to overcome them.

6. To discuss Institute Innovation Council formation and functions

It was apprised that IIC will be formed and constituted to enhance the institute's working and effectiveness in research, student, and faculty development. Faculty nomination, constitution, working polices will formulated as per the norms and guidelines of the MoE.

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

IQAC COORDINATOR

Copy to:

- Secretary
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- Dean Academics
- HODs (All Departments)
- IQAC members

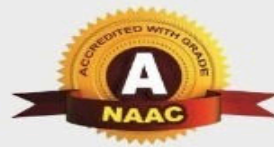
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Ref: IPEM/IQAC/2023-24/

Date: 24/07/2023

IQAC MEETING

The Meeting of the Internal Quality Assurance Cell (IQAC) of Institute of Professional Excellence and Management will be on 27th July 2023 (Thursday) at 03:00 PM in the conference hall (Ground Floor). All the members are hereby requested to attend the same.

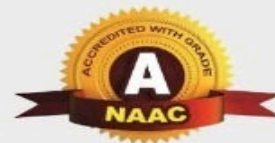
Agenda: -

- To Approve the minutes of the previous IQAC meeting held on 06/07/2023.
- To discuss documents preparation for AQAR 2022-23
- To discuss Website Updation for NAAC AQAR 2022-23
- To discuss progress on Committees MOM for Jan to June 2023
- To discuss capacity building workshop for the industry professionals in the July month.
- To discuss Institute Innovation Council formation and functions
- Any other agenda with the permission of Chair


IQAC Coordinator

Copy to:

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- Executive Director
- Director General
- Dean Academics
- HODs (All Departments)
- IQAC Members



**BRIEF RECORD OF 35th IQAC MEETING HELD ON 27.07.2023 AT 04:00 PM IN
CONFERENCE ROOM (1st Floor)**

Present Members:

Mr. Shashank Chaudhary, Dr. Nishi Sharma, Dr. Meenakshi Tomar, Mr. Naveen Kumar, Mr. Pankaj Sharma, Ms. Sonam Singh, Mr. Amit Aggarwal, Mr. Girish Bansal, Mr. Mohit Bharti.

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 Approve the minutes of the previous IQAC meeting held on 06/07/2023.

The minutes of the previous meeting held on the 06/07/2023 were circulated and confirmed.

2. To discuss documents preparation for AQAR 2022-23

It was discussed that criteria 1 is in printing and will be submitted by 1st Aug and Criteria 2 will complete its printing by 7th Aug., and rest of the criterion are in process, which will be compiled accordingly. Correction work for the criteria 3 & 4 is also in progress afterward printout of the criteria will be taken.

3. To discuss Website Updation for NAAC AQAR 2022-23.

It was discussed that the website of UG will be updated as per the requirements of the AQAR 2022-23. All the respective IQAC coordinators were asked to cross examine the events, clubs and links for their departments and submit the report to the IQAC for the same. The remaining details of events and activities will be shared to get it updated on the website.

4. To discuss Progress on Committees MOM for Jan to June 2023.

All the functional committee's MoMs will be prepared and submitted for the even semester of session 2022-23 to the IQAC. Respective convenors were asked to adhere to the timeline. A schedule and allotment of the committees will be shared with all the departments for the better clarifications.

5. To discuss capacity building workshop for the industry professionals in the July month.

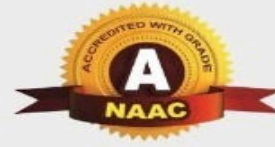
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It was apprised that a workshop will be conducted for the industry professionals on 29th July in collaboration with GMA, CII, and Rotary Club- Ghaziabad Greater in hybrid mode. Till now 200 registrations have been done for online and offline participation. Participants are from across the India and countries like Sweden, South Africa, Kenya etc. Most of the participants are from mid to top level position in MNCs like TCS, Cap Gemini, Infosys, and Samsung etc. All the preparation for the workshop has been completed. This capacity building workshop will help the participants to gain insight into the workplace challenges and ways to overcome them.

6. To discuss Institute Innovation Council formation and functions

It was apprised that IIC will be formed and constituted to enhance the institute's working and effectiveness in research, student, and faculty development. Faculty nomination, constitution, working polices will formulated as per the norms and guidelines of the MoE.

7. To discuss about the universal human value workshop

It was apprised that expression of interest for UHV have been invited by AICTE from HEI, which is self-funded and provide an opportunity to the institute to promote and gain a status of nodal center for the same. An online proposal will be submitted for the same after discussion with the regional coordinator.

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

IQAC COORDINATOR

Copy to:

- Secretary
- Executive Director
- Director General
- Dean Academics
- HODs (All Departments)
- IQAC members

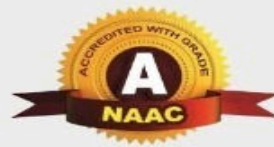
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Ref: IPEM/IQAC/2023-24/

Date: 23/08/2023

IQAC MEETING

The Meeting of the Internal Quality Assurance Cell (IQAC) of Institute of Professional Excellence and Management will be on 29th August 2023 (Tuesday) at 03:00 PM in the conference hall (Ground Floor). All the members are hereby requested to attend the same.

Agenda: -

- To Approve the minutes of the previous IQAC meeting held on 27/07/2023.
- To discuss documents preparation for AQAR 2022-23
- To discuss Institute Innovation Council formation and functions
- To discuss activity and exam planning for the session 2023-24
- To discuss research and publications for the session 2023-24
- To discuss extension activities and awards for the session 2023-24
- To discuss activities collaborations/MoUs for the session 2023-24
- Any other agenda with the permission of Chair



IQAC Coordinator

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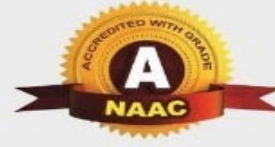
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**BRIEF RECORD OF 36th IQAC MEETING HELD ON 29.08.2023 AT 12:30 PM IN
CONFERENCE ROOM (Ground Floor)**

Present Members:

Mr. Shashank Chaudhary, Dr. Nishi Sharma, Dr. Meenakshi Tomar, Mr. Pankaj Sharma, Ms. Sonam Singh, Mr. Amit Aggarwal, Mr. Girish Bansal.

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 Approve the minutes of the previous IQAC meeting held on 27/07/2023.

The minutes of the previous meeting held on the 27/07/2023 were circulated and confirmed.

2. To discuss documents preparation for AQAR 2022-23

It was apprised that criteria 1,2 & 3 have been compiled. Criteria 4 and 5 are in process and the rest will be compiled by September 2023. Criteria 1 has been printed and 2 is in the process of printing.

3. To discuss Institute Innovation Council formation and functions.

It was apprised that a committee of IIC from external and internal members of industry and academics was constituted and same has been approved by MoE and certificate has also been received. From September 2023, it will be functional, and activities will be planned and executed accordingly.

4. To discuss activity and exam planning for the session 2023-24.

It was discussed that updated format of activity and exam will be used for the report preparation and data collection for the session 2023-24. Activities will be planned and categorized as extension, problem solving, research etc. and a minimum threshold of activities will be executed. Exam attendance, question papers, answer sheets etc. will also be prepared as the norms of NAAC.

5. To discuss research and publications for the session 2023-24.

It was discussed that publications and research work for the session 2023-24 will be revised and faculty members of each department will be encouraged to publish at least one paper in UGC Care or Scopus. To motivate the faculty members financial aid will be provided for the book/chapter, research paper, patents etc.

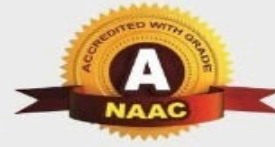
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6. To discuss extension activities and awards for the session 2023-24.

It was apprised that extension activities for the session 2023-24 will be in collaboration with social or government organisation. Apart from the activities of UBA and NSS, institutional level activities will be planned accordingly. Social organizations having collaboration with IPEM will be asked to involve institute's students in their events. It was also emphasized that effort to get award or appreciation letter for the extension activities from government bodies or organisation of repute will be made for all the future activities.

7. To discuss activities collaborations/MoUs for the session 2023-24.

It was discussed that all the activities either academic or non-academic will be in collaborations with the organisation have MoUs or tie-ups with IPEM. All the respective department will be required to sign new MoUs with academic, industrial, or social organisation for the session 2023-24.

8. To discuss the action taken on the points discussed.

IQAC coordinators or the respective departments will update the action taken on the points discussed in meeting on weekly basis and submit the report for the same.

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

IQAC COORDINATOR

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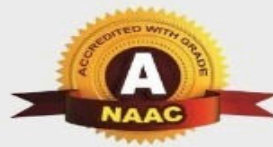
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Ref: IPEM/IQAC/2023-24/

Date: 16/09/2023

IQAC MEETING

The Meeting of the Internal Quality Assurance Cell (IQAC) of the Institute of Professional Excellence and Management will be on 18th September 2023 (Monday) at 04:00 PM in the conference hall (Ground Floor). All the members are hereby requested to attend the same.

Agenda: -

- To Approve the minutes of the previous IQAC meeting held on 29/08/2023.
- To discuss documents preparation for AQAR 2022-23
- To discuss the measures to be taken for Non-Govt. & Govt. Funding and internal research projects by faculty members.
- To discuss the planning and collaboration of the various clubs with external bodies for activities.
- To discuss UGC Care Indexing of Journals.
- To discuss alumni networking and engagement.
- Any other agenda with the permission of the Chair.



IQAC Coordinator

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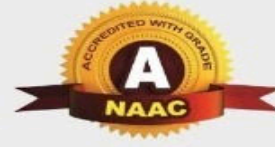
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**BRIEF RECORD OF 37th IQAC MEETING HELD ON 18.09.2023 AT 04:00 PM IN
CONFERENCE ROOM (Ground Floor)**

Present Members:

Prof (Dr.) Sugandha Goel, Mr. Shashank Chaudhary, Dr. Meenakshi Tomar, Mr. Pankaj Sharma, Ms. Ayushi Bist, Mr. Amit Aggarwal, Mr. Girish Bansal, Mr. Mohit Bharti, Mr. Atul 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 Approve the minutes of the previous IQAC meeting held on 29/08/2023.

The minutes of the previous meeting held on 29/08/2023 were circulated and confirmed.

2. To discuss documents preparation for AQAR 2022-23

It was apprised that criteria 1,2,3,4 and 5 have been compiled. Criteria 6 and 7 are in process and will be compiled by September 2023.

3. To discuss the measures to be taken for Non-Govt. & Govt. Funding and internal research projects by faculty members.

It discussed that all the departments are required to identify areas for in-house projects. Departmental heads are required to prepare a brief on projects within 15 days and submit the same to the dean academics.

4. To discuss the planning and collaboration of the various clubs with external bodies for activities.

It was discussed that for the session 2023-24 all 6 clubs will conduct the activities with the collaboration of external bodies. Concerned departmental heads are requested to identify linkages and institutions of prestige to collaborate with the clubs and conduct different activities like social, sports etc.

5. To discuss UGC Care Indexing of Journals.

It was apprised that all the journals have been updated along with the editor and reviewer board as per the requirements of UGC Care. In January 2024 a fresh application will be submitted for indexing in UGC Care of all three journals.

6. To discuss alumni networking and engagement.

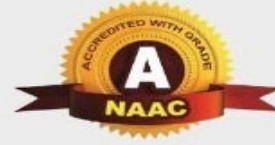
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It was apprised that concerned departments will update their alumni database and plan for the engagement. Departmental heads are required to ensure regress follow-ups and conversion of positive responses.

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

IQAC COORDINATOR

Copy to:

- Secretary
- Executive Director
- Director General
- Dean Academics
- HODs (All Departments)
- IQAC members

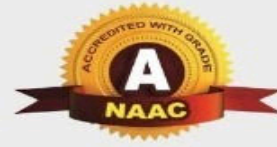
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Ref: IPEM/IQAC/2023-24/

Date: 12/10/2023

IQAC MEETING

The Meeting of the Internal Quality Assurance Cell (IQAC) of the Institute of Professional Excellence and Management will be on 14th October 2023 (Saturday) at 03:00 PM in the conference hall (Ground Floor). All the members are hereby requested to attend the same.

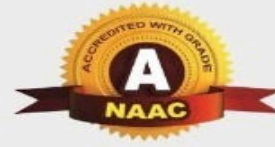
Agenda: -

- To Approve the minutes of the previous IQAC meeting held on 18/09/2023.
- To discuss documents preparation for AQAR 2022-23
- To discuss indexing of journals in J-Gate, Ebsco, Copernicus and DOI
- To discuss uploading of AQAR 2022-23
- Any other agenda with the permission of the Chair.

IQAC Coordinator

Copy to:

- Secretary
- Executive Director
- Director General
- Dean Academics
- HODs (All Departments)
- IQAC Members



**BRIEF RECORD OF 38th IQAC MEETING HELD ON 14.10.2023 AT 03:00 PM IN
CONFERENCE ROOM (Ground Floor)**

Present Members:

Dr. Meenakshi Tomar, Mr. Pankaj Sharma, Ms. Sonam Singh, Ms. Ayushi Bist, Mr. Mohit Bharti.

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 Approve the minutes of the previous IQAC meeting held on 18/09/2023.

The minutes of the previous meeting held on 18/09/2023 were circulated and confirmed.

2. To discuss documents preparation for AQAR 2022-23

It was apprised that criteria 1,2,3,4,5 and 6 have been compiled. Criteria 7 is in process and will be compiled by 18 October 2023.

3. To discuss indexing of journals in J-Gate, Ebsco, Copernicus and DOI.

It was apprised that Management and IT journals have been indexed in J-Gate and the process to finalize DOI is in the last phase. The CTE department is also required to ensure the indexing in J-Gate and DOI for their journal. Apart from this other indexing like EBSCO and Copernicus are also advised to be done by all the departments for their respective journals.

4. To discuss uploading of AQAR 2022-23.

It was discussed that uploading the documents for AQAR 2022-23 will start from Monday onwards. All departments are hereby requested to complete the printing and arranging of documents.

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

IQAC COORDINATOR

Copy to:

- Secretary
- Executive Director
- Director General
- Dean Academics
- HODs (All Departments)
- IQAC members

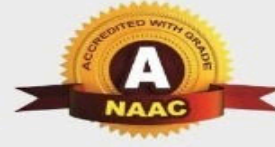
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BRIEF RECORD OF 39th IQAC MEETING HELD ON 28.10.2023 AT 02:15 PM IN CONFERENCE ROOM (Ground Floor)

Present Members:

Mr. Shashank Chaudhary, Dr. Nishi Sharma, Dr. Y.P Gaur, Dr. Taru Maheshwari, Mr. Pankaj Sharma, Ms. Sonam Singh, Mr. Mohit Bharti, Mr. Girish Bansal, Mr. Ajay Kumar.

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 Approve the minutes of the previous IQAC meeting held on 14/10/2023.

The minutes of the previous meeting held on 14/10/2023 were circulated and confirmed.

2. To apprise about documents preparation for AQAR 2022-23

It was apprised that criteria 1,2,3,4,5 and 6 have been completed. Criteria 7 is in process and will be compiled by 30th October 2023.

3. To plan students participating in inter-university events.

It was apprised that for the current session 2023-24, heads of all the departments are requested to ensure the participation of the students of their respective departments in the inter-university events of sports and culture. For the previous session 2022-23 students are to be identified who have already participated in the cultural and sports events in various events and scored a position to update in NAAC and for the current session, they should be encouraged to participate.

4. To apprise about DOI and indexing in Crossref.

It was discussed that due to the continued efforts of Mr. Atul and Mr. Mukul IPEM journal of management and IT have been indexed in the crossref and have been allotted DOI series for the article published in the journals. Moreover

5. To apprised about uploading of AQAR 2022-23.

It was discussed that uploading the documents for AQAR 2022-23 have started from 25th October onwards. Till now part A and extended profile have been submitted on the portal. But due to technical issues on the NAAC website criteria 1 has not been started yet. A formal request for the same has been submitted to the concerned authority of the NAAC.

6. To plan about the awards for extension activities by Govt or NGOs

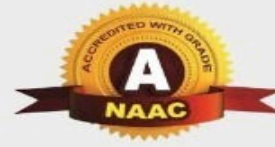
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It was discussed for the session 2023-24 appreciation letter or awards are to require to be acquire for the extension activities from the government and non-government organisation (NGOs). For this head of all the departments are requested to coordinate with the concerned bodies and apply for the same.

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

IQAC COORDINATOR

Copy to:

- Secretary
- Executive Director
- Director General
- Dean Academics
- HODs (All Departments)
- IQAC members

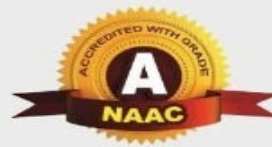
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Ref: IPEM/IQAC/2023-24/

Date: 26/10/2023

IQAC MEETING

The Meeting of the Internal Quality Assurance Cell (IQAC) of the Institute of Professional Excellence and Management will be on 28th October 2023 (Saturday) at 02:15 PM in the conference hall (Ground Floor). All the members are hereby requested to attend the same.

Agenda: -

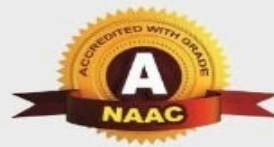
- To Approve the minutes of the previous IQAC meeting held on 14/10/2023.
- To discuss documents preparation for AQAR 2022-23
- To discuss students participating in inter-university events
- To discuss about the awards for extension activities by Govt or NGOs
- To discuss uploading of AQAR 2022-23
- Any other agenda with the permission of the Chair.



IQAC Coordinator

Copy to:

- Secretary
- Executive Director
- Director General
- Dean Academics
- HODs (All Departments)
- IQAC Members



Ref: IPEM/IQAC/2023-24/

Date: 23/11/2023

IQAC MEETING

The Meeting of the Internal Quality Assurance Cell (IQAC) of the Institute of Professional Excellence and Management will be on 28th November 2023 (Tuesday) at 03:00 PM in the conference hall (Ground Floor). All the members are hereby requested to attend the same.

Agenda: -

- To Approve the minutes of the previous IQAC meeting held on 28/10/2023.
- To discuss ICT Workshop for faculty members
- To discuss faculty participation in examinations duties
- To discuss redesign websites, create landing pages, implement OJS and DOI for journals.
- To discuss faculty empowerment activities, like displaying achievements on website and in campus
- To discuss updating of UG website i.e., events, links, alumni etc.
- To discuss activities record keeping, preparation of reports and standard procedures for post and pre activity.
- To discuss establishment of social activities, Faculty counselling, incubation cell
- To discuss research publications, patents, presentations, book chapters.
- To discuss awards for faculty from govt or industry.
- To discuss uploading of AQAR 2022-23
- Any other agenda with the permission of the Chair.

Copy to:

- Secretary
- Executive Director
- Director General
- Dean Academics
- HODs (All Departments)
- IQAC Members



IQAC Coordinator

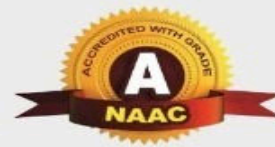
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**BRIEF RECORD OF 40th IQAC MEETING HELD ON 28.11.2023 AT 03:00 PM IN
CONFERENCE ROOM (Ground Floor)**

Present Members:

Mr. Shashank Chaudhary, Dr. Nishi Sharma, Dr. Meenakshi Tomar, Mr. Pankaj Sharma, Ms. Ayushi, Mr. Mohit Bharti, and Mr. Girish Bansal.

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 Approve the minutes of the previous IQAC meeting held on 28/10/2023.

The minutes of the previous meeting held on 28/10/2023 were circulated and confirmed.

2. To discuss ICT Workshop for faculty members

It was discussed that a workshop on the use of ICT tools in classrooms and at workplace will be conducted in the month of January 2024 by the IT faculty members on the topics like ChatGPT, MS Team, Google Workplace, Quill Bot etc.

3. To discuss faculty participation in examinations duties

It was discussed that approved faculty members from all the departments will be encouraged to attend the examinations duties as and when allotted by the CCSU in the coming exams.

4. To discuss redesign websites, create landing pages, implement OJS and DOI for journals.

It was discussed that all the departments will assign the faculty members to update the UG and Journal websites and create landing pages for the previous editions of the journals.

5. To discuss faculty empowerment activities, like displaying achievements on website and in campus

It was discussed that all the departments will prepare and submit the achievements of the faculty members to the IQAC and will update the same on the website.

6. To discuss updating of UG website i.e., events, links, alumni etc.

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It was decided that faculty members responsible for the website updating will check and update the pending activities, events and links related to AQAR and will update the IQAC the progress status for the same on regular basis.

7. To discuss activities record keeping, preparation of reports and standard procedures for post and pre activity.

It was decided that each department will allot a faculty member as event coordinator, who will be responsible for the recording, report preparation, get it checked by HODs and upload on website of each activity took place in the department.

8. To discuss establishment of social activities, Faculty counselling, incubation cell

It was discussed that a social activity cell names "Sewa Cell" has already been established and has put in action and in coming semester counselling facilities to deal with the grievance and mental well-being of the faculty members will be established, which will be mentored and monitored by the internal and external counsellors. Furthermore, establishment of the incubation cell be initiated with the help of GBU incubation center, for which a visit will be planned in the coming week to the GBU for better understanding about the working of the cell.

9. To discuss research publications, patents, presentations, book chapters.

It was discussed that heads of all the departments are required to develop and encourage an environment to promote the faculty members to write and publish quality research work in the UGC Care indexed journals, along with the chapter publication in edited books, paper presentations, and publishing patents.

10. To discuss awards for faculty from govt or industry.

It was discussed that faculty members should participate and develop links in various extension activities organised by the government or industry, which can be later be utilized for the recognition or award for the same.

11. To discuss uploading of AQAR 2022-23



It was discussed that criteria 1,2 and 3 have been uploaded on NAAC portal and criteria 4 is in final stage and rest of the criteria 5,6 & 7 will be uploaded by 20th of December 2023. Apart from this criterion 2 have pendency's like 2.3.2 ICT tools webpage, 2.3.3 notice of mentor/mentee, 2.6.1 COPO and 2.7.1 student satisfaction survey and in criteria 3 pendency's like 3.3.1 data templates and in criteria 4 details from the account department 4.4.1 Balance Sheet, ITR and Audit statements and 4.4.2 IT Lab maintenance record are pending which will be completed by 30th of November 2023 by the respective departmental IQAC coordinators to the IQAC.

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

IQAC COORDINATOR

Copy to:

- Secretary
- Executive Director
- Director General
- Dean Academics
- HODs (All Departments)
- IQAC members

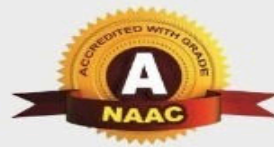
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Ref: IPEM/IQAC/2023-24/

Date: 26/12/2023

IQAC MEETING

The Meeting of the Internal Quality Assurance Cell (IQAC) of the Institute of Professional Excellence and Management will be on 29th December 2023 (Friday) at 03:00 PM in the conference hall (Ground Floor). All the members are hereby requested to attend the same.

Agenda: -

- To Approve the minutes of the previous IQAC meeting held on 28/11/2023.
- To discuss uploading of AQAR 2022-23
- To discuss website links of AQAR
- To apprise about Alumni Corporate Meet held on 22nd December 2023
- To discuss establishment of incubation center
- To discuss activities reports preparations.
- Any other agenda with the permission of the Chair.

Copy to:

- Secretary
- Executive Director
- Director General
- Dean Academics
- HODs (All Departments)
- IQAC Members

IQAC Coordinator

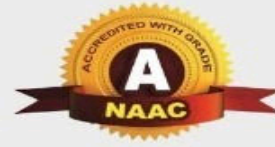
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**BRIEF RECORD OF 41st IQAC MEETING HELD ON 29.12.2023 AT 03:00 PM IN
CONFERENCE ROOM (Ground Floor)**

Present Members:

Mr. Shashank Chaudhary, Dr. Nishi Sharma, Dr. Meenakshi Tomar, Mr. Krishan Kansal, Dr. Preeti Varshney, Ms. Anubha Gaumat, Mr. Pankaj Sharma, Ms. Sonam Singh, Mr. Mohit Bharti, and Mr. Ajay Kumar.

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 Approve the minutes of the previous IQAC meeting held on 28/11/2023.

The minutes of the previous meeting held on 28/11/2023 were circulated and confirmed.

2. To discuss uploading of AQAR 2022-23

It was discussed that criteria 1 to 7 have been uploaded on the NAAC portal except data from account department which is expected to receive by 3rd January 2024. Afterward cross examination of the data uploaded will be conducted to ensure complete and accurate data been uploaded.

3. To discuss website links of AQAR

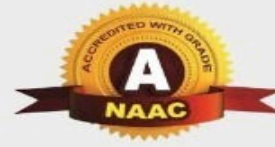
It was appraised that weblinks of criteria been created on UG website and been uploaded on the NAAC portal. As only data links on the website are being accepted by the portal.

4. To apprise about Alumni Corporate Meet held on 22nd December 2023

Corporate Alumni Meet "Extravaganza 2023" was conducted on 22nd December 2023 where the gathering drew together alumni from diverse disciplines, including MBA, MCA, BBA, BCA, LLB, and BA LLB. Industry veterans and corporate leaders took center stage, sharing insights,

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anecdotes, and words of encouragement. Gratitude permeated the room as alumni thanked IPEM for the invaluable education, mentorship, and support that propelled them to success.

5. To discuss establishment of incubation center

It was proposed that an incubation center should be established at IPEM to promote and encourage entrepreneurship and startups among the students. A visit has been made by Dean Academics to GBU, Noida to understand the working and norms to establish the center at IPEM. A detailed report has been prepared and feasibility studies will be done to move forward.

6. To discuss activities reports preparations.

All the department heads were requested to ensure that all the reports of the activities conducted from to June 2023 onwards are duly prepared and submitted to Mr. Pradeep Gupta to avoid omission and proper record keeping.

7. To discuss publication in UGC Care by the faculty members.

All the departmental heads were requested to encourage their respective faculty members to publish in UGC Care indexed journal. Appropriate support in terms of paper writing, plagiarism check and guidance will be provided to the faculty members.

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

IQAC COORDINATOR

Copy to:

- Secretary
- Executive Director
- Director General
- Dean Academics
- HODs (All Departments)
- IQAC members

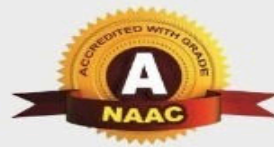
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Ref: IPEM/IQAC/2024-25/

Date: 23/01/2024

IQAC MEETING

The Meeting of the Internal Quality Assurance Cell (IQAC) of the Institute of Professional Excellence and Management will be on 23rd January (Tuesday) at 02:30 PM in the conference hall (Ground Floor). All the members are hereby requested to attend the same.

Agenda: -

- To Approve the minutes of the previous IQAC meeting held on 29/12/2023.
- To discuss uploading of AQAR 2022-23
- To discuss activities reports preparations.
- To discuss exam, students, and faculty members record submission for the odd sem.
- To discuss ISO 14001, 50001 and 9001 inspections.
- To discuss establishment of incubation center
- To discuss UG and Journal website updation.
- Any other agenda with the permission of the Chair.

Copy to:

- Secretary
- Executive Director
- Director General
- Dean Academics
- HODs (All Departments)
- IQAC Members



IQAC Coordinator

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