IDEAL INSTITUTE OF MANAGEMENT AND TECHNOLOGY

& SCHOOL OF LAW

MINUTES OF MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

HELD IN THE CONFERENCE HALL ON 9TH OCTOBER, 2017 AT 3.00 PM

Honourable Director, IIMT conducted a meeting with all the faculty members, on 9th October, 2017 to form the IQAC for Ideal Institute of management and Technology & School of Law. He started the meeting by discussing the guidelines issued by NAAC for the formation of IQAC.

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

Following the above guidelines, the Internal Quality Assurance Cell (IQAC) of IIMT was formed is as follows:

1. Chairman   -   Prof. (Dr.) Anil Parkash Sharma

2. Director   -   Prof. (Dr.) T P S Rathore

3. Coordinator   -   Mr. Mahesh Sharma

4. Executive Members(faculty members):

   - Ms. Seema Nath Jain

- Dr. Arun Gupta

- Ms. Prerna Gulati

- Ms. Shailja Khosla

- Mr. Satpal Arora

- Ms. Parminder Kaur

- Mr. Mayank Gupta

- Ms. Jasmandeep Kaur

5. Member, Management   -   Ms. Neetu Aggarwal

6. Administrative Officers -

- Dr. I S Suri,

- Mr. Atul Gupta,

- Ms. ShilpaJain,

- Mr. Amit Mittal,

- Mr. Himanshu Bansal

7. Members, Local Society   -   Mr. Rajesh Aggarwal, Secretary, SRWA

8. Student Representative   -   Ms. Jasmine Singh

9. Alumni Representative   -   Mr. Bharat Sharma

10. Member, Employer   -   Mr. Puneet Aggarwal(Vice – President)

11. Industrialist   -   Mr. Manoj Gupta

12. Stakeholder   -   Mr. Vijay Gupta

The Chairperson welcomed the members who were participating in the first ever meeting of the recently constituted IQAC.

The Chairperson pointed out that the main strategic objective of the IQAC was to help achieve the institution-specific objectives that are derived from its mission. They are written in a general manner concentrating on the knowledge and skills that the college intends to develop in its students.

Details are as under:

IQAC – *Vision*
To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

Objective
The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies
IQAC shall evolve mechanisms and procedures for
a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) Relevant and quality academic/ research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of assessment and evaluation process;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions
Some of the functions expected of the IQAC are:
a) Development and application of quality benchmarks

b) Parameters for various academic and administrative activities of the institution;

c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters to all stakeholders;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Periodical conduct of Academic and Administrative Audit and its follow-up

j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Benefits
IQAC will facilitate / contribute to
a) Ensure clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organized methodology of documentation and internal communication.

Meetings

The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

Functions-jurisdictions

1. The IQAC would precisely identify learning deficiencies and obstacles, obtain opinions of the stakeholders of the programme, including students, faculty members, the graduates, and the Governing Body, etc with the aim of improving and developing the programme to cope with the problems, obstacles, etc.

2. The following broad domains for the quality processing were identified.

(a) **Academic Audit**

. The Cell would conduct academic audit of the entire process of teaching and learning. Details concerning student assessment: the different types of assessment including examinations or other evaluative activities that the teachers set to ensure that the students have achieved the Expected Learning Outcomes.

(b) **Faculty Empowerment**

The Cell would review teaching and learning methods in vogue in the college: The methods, which are used by teachers to help students to achieve the Expected Learning Outcomes for the course, such as a case study to teach students how to analyze information and reach a decision; writing a review paper for the students to gain the skills of self-learning and presentation; practical sessions for the students to gain practical skills and executing experiments to train the students to analyze the results and reach specific conclusions.

(c) **Strengthening of Practice Teaching/Project Work**

.The Cell would see that the records of the following activities are duly maintained:

    i.   Project work details (title, guide, industry where project is being done) done or being done by the faculty members

    ii.   Syllabus coverage on monthly basis

    iii.   Attendance record of students on monthly basis

    iv.   Feedback on Internship undergone by students

v. Assignment (questions as well as answer submitted by student).

vi. Utilization factor of computer facilities

vii. Use of Educational Technology Tools

viii. Innovative teaching practices.

ix. Special efforts taken for slow learners
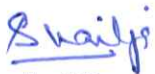
Resolutions

1. The IQAC noted the decision as reported above on the composition, responsibilities and meetings of the Cell. It requested the Chairperson to notify entire proceedings of the present meetings among the faculty members and effective stakeholders.

2. The Cell requested the Principal to ensure proper maintenance of the records of the above mentioned activities so that the IQAC can effectively undertake an appraisal of the academic and other related activities.

The meeting concluded at 5:40 p.m. with a vote of thanks to the chair.

The following members were present in the meeting:-

1. Prof.(Dr.) Anil Parkash Sharma- Chairman, IQAC

2. Prof. (Dr.) T P S Rathore – Director, IQAC
3. Mr. Mahesh Sharma – Coordinator, IQAC

4. Ms. Seema Nath Jain (Faculty member)

5. Dr. Arun Gupta(Faculty member)

6. Ms. Prerna Gulati (Faculty member)

7. Ms. Shailja Khosla (Faculty member)
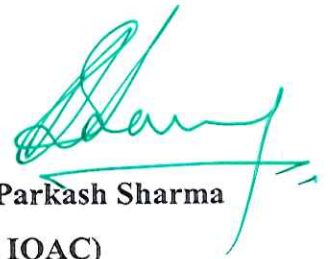
8. Mr. Satpal Arora (Faculty member)

9. Ms. Parminder Kaur (Faculty member)

10. Mr. Mayank Gupta (Faculty member)

11. Ms. Jasmandeep Kaur (Faculty member)

12. Ms. Neetu Aggarwal (Member, Management)

13. Dr. I S Suri (Administrative Officer)

14. Mr. Atul Gupta, (Administrative Officer)

15. Ms. ShilpaJain, (Administrative Officer)

16. Mr. Amit Mittal, (Administrative Officer)

17. Mr. Himanshu Bansal (Administrative Officer)

18. Mr. Rajesh Aggarwal, Secretary, SRWA (Member, Local Society)

19. Ms. Jasmine Singh (Student Representative)

20. Mr. Bharat Sharma(Alumni Representative)

21. Mr. Puneet Aggarwal, Vice – President (Member, Employer)

22. Mr. Manoj Gupta (Industrialist)

23. Mr. Vijay Gupta (Stakeholder)

Drafted By:

Shailja Khosla

(Member, IQAC)

Prof (Dr.) Anil Parkash Sharma

(Chairman, IQAC)

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