

Dated: 8th June, 2018

IDEAL INSTITUTE OF MANAGEMENT AND TECHNOLOGY

& SCHOOL OF LAW

MINUTES OF MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

HELD IN THE CONFERENCE HALL ON 8th June, 2018 AT 11.00 AM

The chairperson welcomed the members of the reconstituted IQAC to the meeting to discuss the two very important initiatives of IIMT focused on reviewing the teaching-learning process and the structures and methodologies of operations. This was also the time to review the learning outcomes of the various courses.

Quality Initiatives

The academic activities run smoothly because of the support by various operational structures, which can be in the form of various committees / clubs/ societies. Review of the various Inchargeships is an regular feature at IIMT .

- **Inchargeship Analysis:**

This year a special session stretched over a period of 3 days, was organized in the month of May to review the Inchargeships of various faculty members. The respective faculty members presented their various inchargeships through PPT, alongwith new inputs introduced by them alongwith problems faced in execution of various plans, if any. (Refer Honourable Director's mail dated 26th April,2018).

- **Result Analysis:**

The faculty members presented the end –term exam results of the subjects taught by them in the last two semesters. This analysis helps in finding out the reasons for a poor result in certain subjects. This in turn helps in finding out more innovative ways of delivering the course content to improve the results of the students.

- **Pyramid Analysis:**

This is another way of analyzing the contribution of the faculty members in enhancing the quality of work in the institute, both in the field of academics and the extra-curricular activities. This analysis is done by the respective departmental heads, i.e., the Principals, taking into account the performance of the faculty members during the last one year. It is a good way of applauding the efforts of the faculty members and to encourage and motivate them to perform better.

After discussing these initiatives, the focus of the meeting shifted to review the preparations for SSR.

In this session, the respective criteria in – charges presented the work done by them to the NAAC expert and discussed the points where they needed clarity before collecting the data.

- For criteria 1, Prof. Suri suggested that the college should start some diploma/ certificate courses like Legal Literary Awareness for Women or a course based on Human Rights. We can start with enrolling about 20 students in the course. A proper documentation should be done and list of students enrolling for such value-added courses should be properly maintained. (Point 1.3.2)
- For criteria 2, the team was facing problem in describing the POS, PSOs and Cos. Prof. Suri explained how these can be written.
- For Criteria 3, the team had not properly written the descriptive part. (point 3.2.1 and 3.4.1). For 3.3.1, Prof. Suri suggested to download the required software to complete the details. (to check plagiarism).
- For criteria 4, the team had collected the financial data as provided by the office but had to include the percentages for 4.2.1, proper record of people accessing gym to be maintained. For 4.2.6 also register of the people accessing the facilities to be properly maintained. Also apply for membership to Shodh Ganga.
- For Criteria 5, data to be included for 5.1.1 as only two years data given. The cases of grievances handled to be properly documented. Data insufficient for students placed and students going for higher education. Fill the data for 5.3.3. Need to focus on Alumni data collection and also to get the Alumni registered under Societies Registration Act and also fix a nominal registration fee for alumni.
- For Criteria 6, the major task is to firstly constitute the IQAC and then complete the requirements of 6.5. Apart from this they were asked to add more information regarding infrastructure augmentation. Under pt. 6.3.2, Prof. Suri highlighted the need to upload the functioning status of Performance appraisal system for teaching and non-teaching staff.

- For Criteria 7, the team was asked to confirm the use of Rainwater well in the college. Also they have to collect the data from office regarding average expense for waste management. Prof. Suri asked the team to include recycling of Paper waste done in the Institute in pt.7.1.2.Under pt.7.1.4 to include parking space availability, easy access to hospitals etc. Under pt. 7.2.1, they were asked to include initiatives like Ph.D. colloquium, mentorship of co-faculty members.

The meeting concluded at 2 pm.

Along with the members of the Steering Committee (*NAAC*), the following members of IQAC 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. Purna 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. Mr. Rajesh Aggarwal, Secretary, SRWA (Member, Local Society)
16. Ms. Jasmine Singh (Student Representative)
17. Mr. Bharat Sharma (Alumni Representative)
18. Mr. Puneet Aggarwal, Vice – President (Member, Employer)
19. Mr. Manoj Gupta (Industrialist)
20. Mr. Vijay Gupta (Stakeholder)

Drafted By:

Shailja Khosla

(Member, IQAC)



Prof (Dr.) Anil Parkash Sharma

(Chairman, IQAC)

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