



**INSTITUTE
OF MANAGEMENT
STUDIES**

Date: August 08, 2023

Office Order No. 1832

In terms of the decisions taken by the Management Committee meeting held on July 26, 2023, the following Independent Internal Quality Assurance Cell (IQAC) has been formed as per NAAC guidelines.

1. Chairperson:

Head of the Institution:	Dr. Arun Kumar Singh, Principal
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2. Teachers to represent all levels (three to eight):

Dr Gagan Varshney	Dr Umesh Kumar
Dr Pooja Rastogi	Mr. Sunil Kumar Sharma
Dr Anil Kumar Nigam	Dr. Shivani Dixit
Dr Surbhi Johari	Mr. Mayank Kumar Pandey

3. One member from the Management:

Dr (CA) Rakesh Chharia	General Secretary
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4. A few Senior Administrative Officer:

Mr. A. K. Dubey	Dy. Registrar
Mr. C.S. Verma	Sr. HR Manager
Mr. Umesh Sharma	Administrative Officer

5. One nominee each from local society, students, and alumni:

Mr. Ritwik Das,	BJMC (2017 batch)
Mr. Rishabh Bhatnagar,	BCA (2016 batch)
Mr. Ashutosh Pratap Singh	BBA (2016 batch)

6. One nominee each from Employers/ Industrialists /Stakeholders:

Dr. Amit Pareenja	Global Head, L & D Tata Communication
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7. One of the Sr. teachers as the Coordinator/Director of the IQAC:

Dr Indrani Bhattacharjee	Coordinator, IQAC
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The above IQAC will function as per NAAC guidelines.

This is issued with the approval of the Competent Authority.

Copy for kind information / necessary action (via email)

1. All IQAC Members
2. Office order file
3. Director's office
4. Head of Departments
5. Mr. Gaurav Kaushik – for uploading on website


Dr Arun Kumar Singh
Principal

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Minutes of Meeting of IQAC	Date: August 11th 2023 at 3:30 pm
Venue: IQAC Room	<p>Members:</p> <ol style="list-style-type: none"> 1. Dr. Indrani Bhattacharjee 2. Mr. Sunil Kumar Sharma 3. Ms. Sandhya Sharma 4. Mr. Girish Kumar 5. Dr. Rishi Kumar Singh 6. Dr. Priyanka Srivastava 7. Dr. Tripti Singh 8. Dr. Indira Priyadarsani 9. Ms. Akanksha Tyagi 10. Dr. Priti Bala 11. Dr. Pawan Kumar 12. Dr. Shivani Dixit 13. Dr. Shikha Jalota 14. Mr. Rahul Tyagi 15. Mr. Bharat Gahlot 16. Ms. Swati Rawat 17. Dr. Swati Sharma 18. Dr. Swati Tyagi 19. Ms. Rashmi Singh 20. Ms. Archana Gupta 21. Dr. Sandhya Sharma 22. Ms. Rashmi Vaishnav

AGENDA FOR MEETING Dated August 11th 2023.

- Action taken in the last meeting dated 28th July 2023
- Preparation for AQAR 2023-24 new framework.
- Floating Student Feedback Form for all the stakeholders.
- Budget Allocation for AY 2023-24.
- Incorporate IQAC-related details on the college website.
- Review changes in infrastructure, like tactile paths, etc.
- Changes in the mentoring process.
- Established incubation center.
- Examination Policy.
- Incorporate CO & PO.
- Reframing of the Committee Members of the Internal Quality Assurance Cell (IQAC).
- Discussion on the commencement of the new semester.


Director
Institute of Management Studies
Adhyatmik Nagar Campus,
Ghaziabad-201015

- All the formats to be reviewed and updated, like course files, lecture plans.
- Library audit and requirements for books.
- Ranking (NIRF).
- BJMC is now BAJMC.
- Flip video is renamed as Video Lecture

Details of the Meeting

Action taken in the last meeting dated 28th July 2023

- Faculty of the institution participating in activities related to curriculum development and assessment (of the affiliating University) has been improved.
- Status of students undertaking project work/field work/ internships for the session 2022-23 has been completed.
- Documents related to Internship (viz. offer letter, internship completion certificate) has been collected during the process of re-registering the students.
- NISM certification has been improved.
- All Lesson Plans has included CO-PO and their mapping according to Blooms Taxonomy.
- Usage of e-resources has been improved.
- Rain water harvesting/bore well/open well status

Preparation for AQAR 2023-24 New Framework

- Discussed the revised framework for AQAR submission.
- Assign responsibilities to relevant departments for data collection and compliance.

Action Taken: IQAC & Department Heads

Student Feedback Form

- Agreed to float feedback forms for students, parents, and faculty to improve academic and administrative processes.
- Design and circulate forms by the end of August.

Action Taken: IQAC & All Departments

Budget Allocation for AY 2023-24

- Reviewed the proposed budget for the academic year.
- Allocate additional funds for infrastructure and digital resources.

Action Taken: IQAC

IQAC Details on Website

- Decided to update the college website with IQAC-related activities and policies.
- IT team to complete updates within one month.

Action Taken: IQAC & IT Department

Infrastructure Review:

- Discussed the implementation of tactile paths and other accessibility measures.
- Conduct an inspection to ensure compliance with proposed changes.

Action Taken: IQAC & Admin Department

Changes in Mentoring Process:

- Proposed a structured mentoring framework to enhance student engagement.
- Pilot the new mentoring process in the next semester.

Action Taken: IQAC & Department Heads

Establishment of Incubation Center:

- Approved the plan to set up an incubation center for innovation and entrepreneurship.
- Form a committee to oversee the setup and execution.

Action Taken: IQAC

Examination Policy:

- Reviewed current policies and suggested updates for better efficiency.
- Examination Cell to finalize updates before the mid-semester exams.

Action Taken: IQAC & Exam Cell

Incorporation of CO & PO:

- Emphasized mapping of Course Outcomes (CO) and Program Outcomes (PO) with all courses.
- Conduct a workshop to train faculty on implementation.

Action Taken: IQAC & Department Heads

Reframing of the Committee Members of IQAC

- Reviewed the current composition of the IQAC committee.
- Proposed inclusion of new members from different departments to bring in diverse perspectives.
- Discussed the roles and responsibilities of the new members.
- Emphasized the importance of aligning IQAC activities with the institution's goals.

Action Taken: IQAC & Department Heads

Discussion on the Commencement of the New Semester

- Review of the academic calendar and key dates.
- Preparation strategies for the new semester, including course planning, faculty readiness, and resource allocation.



- Addressed challenges faced in previous semesters and proposed solutions to overcome them.
- Discussed measures to enhance student engagement and learning outcomes.

Action Taken: IQAC and Department Head

Review and Update of Formats:

- Agreed to update all formats, including course files and lecture plans.
- In Lecture Plan , progression sheet has been added.
- Distribute revised templates to faculty members.

Action Taken: IQAC and Department Heads

Library Audit and Book Requirements:

- Reviewed the library's current resources and identified gaps in book availability.
- Complete the library audit and procure necessary books by October.

Action Taken: IQAC

NIRF Ranking:

- Discussed strategies to improve the institution's NIRF ranking.
- Form a dedicated team to work on ranking-related parameters.

Action Taken: IQAC and Department Head

BJMC Renamed to BAJMC:

- Confirmed that the program name BJMC is now officially updated to BAJMC.
- Update all official documents and communication to reflect this change.

Action Taken: IQAC and Department Head

The meeting end with a note of doing augmentation for each criteria.

Head, IQAC

Topic: Minutes of Meeting of IQAC	Date: January 24th 2024 at 3:30 pm
Venue: IQAC Room	Members: <ul style="list-style-type: none"> • Dr. Indrani Bhattacharjee • Mr. Sunil Kumar Sharma • Ms. Sandhya Sharma • Mr. Girish Kumar • Dr. Rishi Kumar Singh • Dr. Priyanka Srivastava • Dr. Tripti Singh • Dr. Indira Priyadarsani • Ms. Akanksha Tyagi • Dr. Priti Bala • Dr. Pawan Kumar • Dr. Shivani Dixit • Dr. Shikha Jalota • Mr. Rahul Tyagi • Mr. Bharat Gahlot • Ms. Swati Rawat • Dr. Swati Sharma • Dr. Swati Tyagi • Ms. Rashmi Singh • Ms. Archana Gupta • Dr. Sandhya Sharma • Ms. Rashmi Vaishnav

AGENDA FOR MEETING Dated January 24th 2024

1. Renaming of the name from "School" to "Department."
2. Clarification on Course Outcomes (CO) and Program Outcomes (PO) Mapping.
3. Change of IMS Logo.
4. SQAR Audit AY 2023-24.
5. Review the improvement in quality publications and research grants.
6. Gender equity and sensitization activity as per NAAC guidelines.
7. Project-based learning in AY 2023-24.
8. Feedback for Curriculum and Specialization.
9. Planning for OBE workshop for implementation of CO & PO.
10. Discussion on Institutional Best Practices.
11. IKS (Institutional Knowledge Sharing) session.
12. Update on library resources, including digital subscriptions and databases.

13. Plan for regular internal audits and set up quality checkpoints within departments

Details of the Meeting:

1. Renaming of Departments from "School" to "Department"

- Explanation of the rationale behind the change to standardize nomenclature across the institution.
- Impact on official documents, signage, and communications.
- Timeline for implementing the changes.

Action Taken: IQAC and All department

2. Clarification on CO-PO Mapping

- Addressed the need for clarity in the mapping of Course Outcomes (CO) to Program Outcomes (PO).
- Reviewed the current CO-PO mapping practices.
- Identified common areas of confusion or inconsistency in the mapping process.
- Emphasized the importance of accurate mapping to ensure alignment with Outcome-Based Education (OBE) principles.
- Proposed a workshop or training session for faculty members to enhance understanding and implementation.

Action Taken: IQAC and All department

3. Change of IMS Logo

- Presentation of the new logo and the rationale for the change.
- Impact on branding, stationery, official documents, and digital platforms.
- Timeline for phasing out the old logo and introducing the new one.

Action Taken: IQAC and All department

4. SQAR Audit AY 2023-24:

- Reviewed the audit report and highlighted areas for improvement.
- Form a task force to address gaps in compliance.

Action Taken: IQAC and All department

5. Quality Publications and Research Grants:

- Analyzed the improvement trends in publications and grants.
- Encourage faculty to apply for external grants and provide internal support for high-impact publications.

Action Taken: Research Cell and All department

6. Gender Equity and Sensitization Activity:

- Activity plans aligned with NAAC guidelines were presented.

- Conduct a series of workshops in the upcoming semester.

Action Taken: IQAC and All department

7. Project-Based Learning in AY 2023-24:

- Discussed the integration of project-based learning in the curriculum.
- Include mandatory project components in selected courses.

Action Taken: IQAC and All department

8. Feedback for Curriculum and Specialization:

- Gathered preliminary feedback from stakeholders.
- Initiate a formal review process for curriculum updates.

Action Taken: IQAC

9. OBE Workshop for Implementation of CO & PO:

- Tentative dates for the Outcome-Based Education workshop were proposed.
- Organize the workshop by March 2024.

Action Taken: IQAC

10. Institutional Best Practices:

- Shared best practices from other institutions.
- Implement a benchmarking process.

Action Taken: IQAC

11. IKS Session:

- Agreed to schedule regular Institutional Knowledge Sharing sessions to foster collaboration.
- Set up a calendar for quarterly sessions.

Action Taken: IQAC and All department

12. Library Resources Update:

- Discussed the need for enhancing digital subscriptions and databases.
- Allocate additional budget for resource procurement.

Action Taken: IQAC

13. Internal Audits and Quality Checkpoints:

- Proposed a schedule for regular internal audits.
- Action: Establish quality checkpoints by the end of the semester.

Action Taken: IQAC



Head, IQAC

Topic: Minutes of Meeting of IQAC	Date: 29- March-2024 at 3:40 pm
Venue: IQAC Room	Members: <ol style="list-style-type: none"> 1. Dr. Indrani Bhattacharjee 2. Mr. Sunil Kumar Sharma 3. Ms. Sandhya Sharma 4. Mr. Girish Kumar 5. Dr. Rishi Kumar Singh 6. Dr. Priyanka Srivastava 7. Dr. Tripti Singh 8. Dr. Indira Priyadarsani 9. Ms. Akanksha Tyagi 10. Dr. Priti Bala 11. Dr. Pawan Kumar 12. Dr. Shivani Dixit 13. Dr. Shikha Jalota 14. Mr. Rahul Tyagi 15. Mr. Bharat Gahlot 16. Ms. Swati Rawat 17. Dr. Swati Sharma 18. Dr. Swati Tyagi 19. Ms. Rashmi Singh 20. Ms. Archana Gupta 21. Dr. Sandhya Sharma 22. Ms. Rashmi Vaishnav

AGENDA FOR MEETING Dated March 29th 2024.

- Information about Binary accreditation
- Review of SQAR (Odd Semester)
- AQAR Format shared in previous mail - Review the Changes
- Audit of CDC, CRC and Other Facilities.
- Slow Advance Learner Review
- Compliance Process of IQAC
- ISO 2001:2015 & 50001 for renewal.
- Appointment of Student Counsellor
- Workshop on OBE
- Review of Faculty Development Programs, workshop and Conferences

- Updates on ongoing research projects, grants and publications.

Details of the Meeting:

Information about Binary accreditation

- The meeting starts with the introduction of binary accreditation process with the criteria holders.
- According to binary accreditation, the equivalent level will be given to the institute from L1 to L5.
- There will be no physical visit from onwards. So all the data needs to be save in drive shared by IQAC.

Action: IQAC

Review of SQAR (Odd Semester)

- It is directed to all the criteria holders to start the process of data collection of odd semester. The date of audit will be informed to you by IQAC.

Action: IQAC

AQAR Format shared in previous mail - Review the Changes

- It is advised to all criteria holders to check the mail sent by IQAC dated 2nd March 2023.
- In which benchmarks, SOP, new changes, manuals and templates for data collection was shared.

Action: IQAC

Audit of CDC, CRC and Other Facilities

- Criteria 4 and 5 holders require to discuss with CDC, CRC, IT and library.
- For internship and placement data, they must discuss and share the require templates to them for collection of data.
- Internship data and Placement data will be collected from department representative and CRC.

Action: IQAC and Related Department

Slow Advance Learner Review

- Slow learner and fast learner process was discussed by Dr. Shikha and Dr. Indrani (IQAC Head).
- The template of uploading marks will be shared to faculties from respective department Heads

Action: IQAC

Compliance process of IQAC

- There will be meeting with all criteria head and IQAC head in every 15 days at IQAC room.
- Friday will be the day as decided. A register will be there with Prashant Sir. After meeting, everyone needs to sign there.

Action: IQAC

ISO 2001:2015 & 50001 Renewal:

- Discussed the requirements and documentation for ISO certification renewal.
- Assign a dedicated team to prepare the necessary documents for submission.

Action: IQAC

Appointment of Student Counsellor:

- Identified the need for a professional student counsellor to address mental health and academic issues.
- Initiate the recruitment process and finalize the appointment.

Action: All Departments and IQAC

Workshop on OBE:

- Proposed organizing a workshop to train faculty on Outcome-Based Education practices.

Action: IQAC.

Review of Faculty Development Programs, Workshops, and Conferences:

- Reviewed the impact of conducted programs and identified areas for future initiatives.
- Plan more targeted programs aligned with institutional goals.

Action: IQAC and Research Cell

Updates on Ongoing Research Projects, Grants, and Publications:


- Provided updates on the progress of research projects and new grants received.
- Encourage faculty to publish in high-impact journals and apply for more funding opportunities.
- Research Cell to organize a seminar on effective grant writing and publication strategies.

Action: IQAC and Research Cell

The meeting end with a note of doing augmentation for each criterion.



Head, IQAC



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