

Date: July 05, 2021

NAAC accredited & affiliated to Choudhary Charan Singh University, Meerut



Office Order No. 1175A

In terms of the decisions taken by the Executive Council meeting held on July 5, 2021, the following Independent Internal Quaternary Quality Assurance Cell (IQAC) has been formed as per NAAC guidelines.

INSTITUTE
OF MANAGEMENT
STUDIES

1. Chairperson.
Head of the Institution Prof. (Dr.) Ajay Kumar, Director
2. Teachers to represent all levels (three to eight).
 - i. Dr. Geeti Sharma
 - ii. Dr. Shilpi Sarna
 - iii. Dr. Indrani Bhattacharjee
 - iv. Dr. Gagan Varshney
 - v. Dr. Surbhi Johari
 - vi. Prof. Sunil Kumar Sharma
3. One member from the Management: Dr. (CA) Rakesh Chharia
4. A few Senior Administrative Officer
 - i. Mr. Sushant Dhyani, Registrar
 - ii. Mr. C S Verma, Sr. Manager
 - iii. Mr. Umesh Sharma, Admin Officer
5. One nominee each from local society, Students and alumni:
 - i. Mr. Ritwik Das, BJMC (2017 batch)
 - ii. Mr. Rishabh Bhatnagar, BCA (2016 batch)
 - iii. Mr. Ashutosh Pratap Singh BBA (2016 batch)
6. One nominee each from Employers/ Industrialists /Stakeholders: Dr. Amit Pareenja
Global Head, L & D Tata Communication
7. One of the Sr. teachers as the Coordinator/Director of the IQAC: Prof. Sunil Kumar Sharma

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.

Prof. (Dr.) Ajay Kumar
Director

IMS Ghaziabad (University Courses Campus)

NH-9, Adhyatmik Nagar, Ghaziabad (NCR) - 201015

Ph.: 0120-4980000 (30 Lines), E-mail : director@imsuc.ac.in

www.imsuc.ac.in


Topic: Minutes of Meeting of IQAC	Date: 10- Aug- 2021 at 3:00 Pm
Venue: IQAC Room	Prof (Dr) Ajay Kumar Dr Geeti Sharma Dr Shilpi Sarna Prof Yagbala Kapil Dr Gagan Varshney Dr Surbhi Johari Prof Vanchan Tripathi Prof Ashish Kumar Srivastava Prof Sunil Sharma Prof Girish Kumar Prof Sandhya Sharma Mr Sushant Dhyanid Dr. Anchal Luthra Ms. Shilpa Tyagi Dr. Umesh Kumar Mr. Rakesh Roshan Dr. Indrani Bhattacharjee Dr. Kumar Saurav Ms. Shenki Tyagi Mr. Ajay – IT support

MINUTES OF THE MEETING OF IOAC (IMS) HELD ON Aug 10th 2021

Meeting of the IQAC was held on **Aug 10th 2021, Friday** at 03:00 pm in the IQAC Office. Attendance sheet is enclosed.

AGENDA FOR MEETING Dated Aug 10th 2021.

- 1) To consider and approve the minutes of IQAC meeting held on July 20th 2021.


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


Points discussed today:

1. Review of the previous minutes held on date July 20th 2021.
2. Action taken report on the decision of the previous meeting.
3. Review of Micro quality circle members for IQAC and allotting duties and responsibilities.
4. To collect data for students' progression for higher education and Placements of on campus/Off campus outgoing batch.
5. Review of data for E-AQAR & allotting criteria wise responsibilities to the member.
6. As the submission of SSR is an important step in the process of NAAC accreditation, the Director appreciated and congratulated all the faculty members for the successful submission of the SSR on date.
7. It was decided to update the college website with recent photos and information, the responsibility of which was assigned to members.
8. The IQAC coordinator informed all the members that the college had signed MOU's.
9. There was a proposal to construct new recreation/ sports room and to install projectors in the classrooms.
10. The Director asks all the HOD's of various departments to allotted the subjects to the faculty member and prepare the timetable for the next semester.
11. The HOD's told the faculty member to help the student to enrol for the MOOC's online courses
12. The IQAC coordinator suggested all the auxiliary bodies to conduct programs to improve the exposure for the students.

The meeting adjourned at 4.30 pm with vote of thanks.


Coordinator, IQAC


Chairperson, IQAC


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

Topic: Minutes of Meeting of IQAC	Date: 20-July-2021 at 3:00 Pm
Venue: IQAC Room	Prof (Dr) Ajay Kumar Dr Geeti Sharma Dr Shilpi Sarna Prof Yagbala Kapil Dr Gagan Varshney Dr Surbhi Johari Prof Vanchan Tripathi Prof Ashish Kumar Sitivastava Prof Sunil Sharma Prof Girish Kumar Prof Sandhya Sharma Mr Sushant Dhyani Dr. Anchal Luthra Ms. Shilpa Tyagi Dr. Umesh Kumar Mr. Rakesh Roshan Dr. Indrani Bhattacharjee Dr. Kumar Saurav Ms. Shenki Tyagi Mr. Ajay – IT support

MINUTES OF THE MEETING OF IQAC (IMS) HELD ON JULY 20th 2021

Meeting of the IQAC was held on July 20th 2021, Tuesday at 03:00 pm in the IQAC Office. Attendance sheet is enclosed.

AGENDA FOR MEETING Dated July 20th 2021.

- 1) To consider and approve the minutes of IQAC meeting held on **January 28th 2021.**

The Committee confirmed the minutes of IQAC meeting held on January 28th 2021.

- 2) Report of the "Action Taken" on the IQAC meeting held on **January 28th 2021.**



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

RESOLUTION	ACTION TAKEN
Item A: Review of the observation made by NAAC team.	Observation and reviews given by NAAC teams were discussed, evaluated and incorporated effectively for the smooth functioning of different Academic and administrative plans and processes
Item B: Documentation and presentation of students related Growth and development initiatives.	Effective measures were taken to streamline the documentation. All departments were instructed to keep a record of all the student developmental activities and initiatives taken by the institutes
Item C: Development of job-oriented value-added courses, corporate connects, research publications, Summer Internship program to be more structured and effective.	Core team and departmental teams were created to work upon the development of more job-oriented courses. Industrial Consultation was also done for developing industry-oriented curriculum as well to get support for training and internship of the students. Research resources like journals and workshops were planned to develop the research attitude.

3) To discuss a road map of the steps to be taken to improve the learning environment of the Institute

- I. It was suggested that all Department Heads should close the previous Semester and take a review of academics and activities conducted. It was also suggested to be verified that Faculty Course File and submitted to all HODs. Faculty must upload study materials in reservoir and flip classes to be conducted.
- II. Simultaneously planning of the coming Semester also to be initiated.
- III. Syllabus reviews by Hod's and Faculty.
- IV. Subject Allocation to be done and communicated.
- V. Class Counsellors to be decided and Academic Calendar to be chalked out.
- VI. Lecture Plans/Templates to be made with proper web links and Flip Video Links.
- VII. Time Tables to be made having mentor mentee sessions, Club Activities and other Life Skill and Enrichment Program.
- VIII. It was proposed that CDC should organize more Career Enrichment Talk Series on the Student Centric topics like Career Based on Interests in the end of February 2022 and also organize external training programs in the area of Stress Management, Soft Skills etc.
- IX. CSR Initiatives also to be taken under various Clubs, Donation Camps to be organized, awareness of the Social Issues to be generated amongst students by conducting various CSR Activities.
- X. It was suggested that the faculties should participate more in FDPs/Workshops in Research and other Pedagogical Interventions.


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- XI. All the department should give utmost importance to practical exposure and interaction of its students with real honchos of the corporate and academia. With this perspective, all the departments should organize various guest lectures and Workshops covering wide gamut of relevant topics and research.
- XII. Faculty & Staff Development Programs to be organized on Case Study Development, Various areas of Research and general awareness.
- XIII. Catering to student diversity. Identification of slow, average and advanced learner policy to be revised.
- XIV. The HOD's told the faculty member and students to enrol for the MOOC's online courses


IQAC Coordinator


Chairperson, IQAC


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

Topic: Minutes of Meeting of IQAC	Date: 18-July-2022 at 3:00 Pm
Venue: IQAC Room	Prof (Dr) Ajay Kumar Dr Shilpi Sarna <i>Shilpi</i> Dr Gagan Varshney <i>Gagan</i> Dr Surbhi Johari <i>Surbhi</i> Prof Vanchan Tripathi <i>Vanchan</i> Prof Sunil Kumar Sharma Prof Girish Kumar <i>Girish</i> Prof Sandhya Sharma <i>Sandhya</i> Dr. Anchal Luthra Dr. Umesh Kumar <i>Umesh</i> Mr. Rakesh Roshan <i>R. Roshan</i> Dr. Indrani Bhattacharjee <i>Indrani</i> Mr. Ajay – IT support <i>Ajay</i>

MINUTES OF THE MEETING OF IQAC (IMS) HELD ON JULY 18th 2022

Meeting of the IQAC was held on July 18th 2022, Tuesday at 03:00 pm in the IQAC Office. Attendance sheet is enclosed.

AGENDA FOR MEETING Dated July 18th 2022.

- 1) To consider and approve the minutes of IQAC meeting held on Sep 22nd 2021.

The Committee confirmed the minutes of IQAC meeting held on Sep 22nd 2021.

- 2) Report of the "Action Taken" on the IQAC meeting held on Sep 22nd 2021.


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

RESOLUTION	ACTION TAKEN
Item A: Review of the observation made by NAAC team.	I. Observation and reviews given by NAAC teams were discussed, evaluated and incorporated effectively for the smooth functioning of different Academic and administrative plans and processes
Item B: Documentation and presentation of students related Growth and development initiatives.	II. Effective measures were taken to streamline the documentation. All departments were instructed to keep a record of all the student developmental activities and initiatives taken by the institutes
Item C: Development of job-oriented value-added courses, corporate connects, research publications, Summer Internship program to be more structured and effective.	III. Core team and departmental teams were created to work upon the development of more job-oriented courses. Industrial Consultation was also done for developing industry-oriented curriculum as well to get support for training and internship of the students. Research resources like journals and workshops were planned to develop the research attitude.

3) To discuss a road map of the steps to be taken to improve the learning environment of the Institute

- I. It was suggested that all Department Heads should close the previous Semester and take a review of academics and activities conducted. It was also suggested to be verified that Faculty Course File and submitted to all HODs. Faculty must upload study materials in reservoir and flip classes to be conducted.
- II. Simultaneously planning of the coming Semester also to be initiated.
- III. Syllabus reviews by Hod's and Faculty.
- IV. Subject Allocation to be done and communicated.
- V. Class Counsellors to be decided and Academic Calendar to be chalked out.
- VI. Lecture Plans/Templates to be made with proper web links and Flip Video Links.
- VII. Time Tables to be made having mentor mentee sessions, Club Activities and other Life Skill and Enrichment Program.
- VIII. It was proposed that CDC should organize more Career Enrichment Talk Series on the Student Centric topics like Career Based on Interests in the end of February 2022 and also organize external training programs in the area of Stress Management, Soft Skills etc.
- IX. CSR Initiatives also to be taken under various Clubs, Donation Camps to be organized, awareness of the Social Issues to be generated amongst students by conducting various CSR Activities.
- X. It was suggested that the faculties should participate more in FDPs/Workshops in Research and other Pedagogical Interventions.


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 Adhyatmik Nagar, Gurgaon,
 Ghaziabad-201015

- XI. All the department should give utmost importance to practical exposure and interaction of its students with real honchos of the corporate and academia. With this perspective, all the departments should organize various guest lectures and Workshops covering wide gamut of relevant topics and research.
- XII. Policy of slow, average and advanced learner has been implemented.
- XIII. Faculty & Staff Development Programs to be organized on Case Study Development, Various areas of Research and general awareness.
 - a. Catering to student diversity. Identification of slow and advanced learner and necessary action taken.
- XIV. The HOD's told the faculty member and students to enrol for the MOOC's online courses


IQAC Coordinator


Chairperson, IQAC


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

Topic: Minutes of Meeting of IQAC	Date: 12-SEP-2021 at 3:00 pm
Venue: IQAC Room	Prof (Dr) Ajay Kumar Dr Geeti Sharma Dr Shilpi Sarma Prof Yagbala Kapil Dr Gagan Varshney Dr Surbhi Johari Prof Vanchan Tripathi Prof Ashish Kumar Srivastava Prof Sunil Sharma Prof Girish Kumar Prof Sandhya Sharma Mr Sushant Dhyani Dr. Anchal Luthra Ms. Shilpa Tyagi Dr. Umesh Kumar Mr. Rakesh Roshan Dr. Indrani Bhattacharjee Dr. Kumar Saurav Ms. Shenki Tyagi Mr. Ajay – IT support

MINUTES OF THE MEETING OF IQAC (IMS) HELD ON

- i. Meeting of the IQAC was held on Sep 12th 2021, day at 03:00 pm in the IQAC Office. Attendance sheet is enclosed.

AGENDA FOR MEETING DATED SEP 12th 2021.

- 1) To consider and approve the minutes of IQAC meeting held on Aug 10th 2021.

Points Discussed today:

- i. The Director informed the faculty members that the NAAC peer team is going to visit our campus on Sep 17th and 18th 2021.
- ii. It was decided to invite the higher authority, in order to facilitate the peer team to meet the management during the NAAC onsite visit.
- iii. All the criterion heads were asked to review and keep all the documents ready for the NAAC peer team visit.
- iv. The heads of all the departments were asked to be ready with their department PPT's.
- v. All the faculty members were asked to update their personal profiles.

- vi. Involving the staff and students' various committees were formed for the NAAC visit.
- vii. The cultural committee was informed to get ready with the cultural programs to be presented during the NAAC visit.
- viii. IQAC suggested the departments to organize exhibition where students were expected to come out with innovative models to enhance the knowledge of the students.

The meeting adjourned at 4.30 PM


Coordinator, IQAC


Chairperson, IQAC


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

Topic: Minutes of Meeting of IQAC	Date: 22-SEP-2021 at 1:00 pm
Venue: IQAC Room	Prof (Dr) Ajay Kumar Dr Geeti Sharma <i>Geeti</i> Dr Shilpi Sarma <i>Shilpi</i> Prof Yagbala Kapil <i>Y</i> Dr Gagan Varshney <i>Gagan</i> Dr Surbhi Johari <i>Surbhi 22/9/21</i> Prof Vanchan Tripathi <i>Vanchan</i> Prof Ashish Kumar Srivastava Prof Sunil Sharma Prof Girish Kumar Prof Sandhya Sharma <i>Sandhya</i> Mr Sushant Dhyani Dr. Anchal Luthra Ms. Shilpa Tyagi <i>Shilpa</i> Dr. Umesh Kumar <i>Ume</i> Mr. Rakesh Roshan <i>R. Roshan</i> Dr. Indrani Bhattacharjee <i>Indrani</i> Dr. Kumar Saurav <i>Kumar Saurav</i> Ms. Shenki Tyagi <i>Shenki</i> Mr. Ajay – IT support <i>Ajay</i>

MINUTES OF THE MEETING OF IQAC (IMS) HELD ON

Meeting of the IQAC was held on Sep 22nd 2021, Wednesday at 01:00 pm in the IQAC Office. Attendance sheet is enclosed.

Agenda For Meeting Dated Sep 22nd 2021, Wednesday

- The IQAC Chairman & Principal congratulated all the members and staff for being accredited by NAAC in the first cycle.
- The suggestion as indicated by the NAAC peer team were also discussed and measured to be taken to secure a better score in the next cycle.
- The principal suggested all the faculty members to complete their NET, PhD and all to present research paper in national and international seminars.
- To compose a new IQAC committee as per the guidelines of NAAC.
- The HOD's were informed to prepare subject allotment and timetable for the upcoming semester.

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

The meeting adjourned at 2.00 PM with a vote of thanks.


IQAC Coordinator


Chairperson, IQAC


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

Topic: Minutes of Meeting of IQAC Venue: IQAC Room	Date: 22-NOV-2021 at 3:00 pm
	Prof (Dr) Ajay Kumar
	Dr Geeti Sharma
	Dr Shilpi Sarna
	Prof Yagbala Kapil
	Dr Gagan Varshney
	Dr Surbhi Johari
	Prof Vanchan Tripathi
	Prof Ashish Kumar Srivastava
	Prof Sunil Sharma
	Prof Girish Kumar
	Prof Sandhya Sharma
	Mr Sushant Dhyani
	Dr. Anchal Luthra
	Ms. Shilpa Tyagi
	Dr. Umesh Kumar
	Mr. Rakesh Roshan
	Dr. Indrani Bhattacharjee
	Dr. Kumar Saurav
	Ms. Shenki Tyagi
	Mr. Ajay – IT support

MINUTES OF THE MEETING OF IQAC (IMS) HELD ON NOV 22nd 2021


Meeting of the IQAC was held on NOV 22nd 2021, Friday at 03:00 pm in the IQAC Office. Attendance sheet is enclosed.

AGENDA FOR MEETING Dated NOV 22nd 2021.

- 1) To consider and approve the minutes of IQAC meeting held on July 15th 2021.



The Committee confirmed the minutes of IQAC meeting held on July 15th 2021.

- 2) Report of the "Action Taken" on the IQAC meeting held on July 15th 2021.


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- i. Semester Review: Semester Academic and Activity Review was done by HODs. Subject Course Files submitted by Faculties with Curriculum Retreat Performance Planning of the upcoming Semester.
- ii. Planning of the upcoming Semester was also discussed. Subject allocation was done by the HODs. Visiting faculties were also taken in certain subjects. Academic Calendar was made.
- iii. Faculties were directed to make a Comprehensive structured Plan with details of all Assignments/Case Studies to be given. Glossary, Important Questions. University Question Paper made part of the Plan.
- iv. MID Term Review of Academics and Activities and planning of Road Map Ahead Assessment of first Internal was done: it was observed that few students need extra guidance Support in specific subjects.
- v. It was suggested those extra sessions to be scheduled for subject specific slow learners. Academic review of specialization is to be done. where the meeting will be scheduled for better outcome.
- vi. Assessment of club activities in terms of upgrading the level of activities conducted so learn planning for the future activities.
- vii. Mentor- Mentee meetings to be assessed and grievance solving mechanism to be speed up at the end of semester farewell of final year students of all programs to be organized. It was suggested to further strengthen the Alumni database. More editions of Alumni Talk Series to be organized.
- viii. Review of various events & activities was done and discussion was held on future activities. Pulse- Inter Institutional Fest to be organized, dates to be finalized and budget to be presented for approval in the Directors Office. Sports Fest to be organized in the month of March. Peer Enrichment by Internal Faculty Members to be conducted in all programs.
- ix. The meeting adjourned at 4.30 pm with vote of thanks.


IQAC, Coordinator


Chairperson, IQAC

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