



MANGALMAY INSTITUTE OF MANAGEMENT & TECHNOLOGY
(Approved by AICTE, New Delhi & Affiliated to AKTU, Lucknow)
Knowledge Park-II, Greater Noida (U.P.)

Date: 07.08.2021

Minutes of Meeting

Minutes of Meeting of Internal Quality Assurance Cell (IQAC) held on 7th August, 2021 at 02:30PM in the Board Room, MIMT.

Members Present

| Name | Position |
|--|--------------------------------------|
| Dr. Hitesh Kumar, Professor | Chairperson: Head of the Institution |
| Dr. Shweta Kulshrestha, Associate Professor | IQAC Coordinator |
| Dr. Munish Tiwari, Associate Professor | Member |
| Dr. Mani Jindal, Associate Professor | Member |
| Dr. Pooja Goel, Assistant Professor | Member |
| Mr. Shushil Kumar Maurya, Associate Professor | Member |
| Mr. Bharat Gahlot, Assistant Professor | Member |
| Mr. Arun Kumar, Head-T & P Cell | Member |
| Mr. Suresh Kumar, AO | Member |
| Mr. Amit Kumar Jha, Accountant, | Member |
| Mrs. Shikha Mangal, Mangalmai Foundation Trust | Member |

Agenda Points:

- Agenda 1 : To approve the minutes of meeting held on 19.02.2021
- Agenda 2 : Proceedings of International Conference
- Agenda 3 : Implementation Status of Academic & Event Calendar 2020-21
- Agenda 4 : ATR of Feedback Analysis 2020-21
- Agenda 5 : Projects & Summer Internship in Academic Session 2020-21
- Agenda 6 : Standard Lecture Plans
- Agenda 7 : Placements
- Agenda 8 : Library Resources
- Agenda 9 : Plan of Action by IQAC
- Agenda 10 : Execution of NAAC Assessment and Accreditation process
- Agenda 11 : Any other items with the permission of Chair


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Deliberations & Decisions taken:

Meeting started with paying of homage to Ex Director Dr. Tushar Kanti, who expired in the month of May'21.

Dr. Hitesh Kumar the Chairperson of IQAC and Director of Mangalmay Institute of Management & Technology welcomed all the members. Director also briefed the house that IQAC Meeting which was due in May 2021 could not be held due to unprecedented circumstances of Covid-19 Lockdown.

Agenda 1 : To approve the minutes of meeting held on 19.02.2021

The minutes of the meeting held on 19.02.2021 was read and approved.

Agenda 2 : Proceedings of International Conference

It was appraised to the house that International Conference - "Covid-19 Post Corona Virus Recent Trends, Research, Technologies & Global Future Opportunities" was organized on 22.05.2021 & 23.05.2021. The resource person along with proceedings of the conferences were shared with the members. The house showed satisfaction.

Agenda 3 : Implementation Status of Academic & Event Calendar 2020-21

The various curricular, co-curricular & extracurricular activities for the academic session 2020-21 organized by the respective departments, committees and clubs were put forward. It was informed that due to pandemic and lockdown, a no. of academic and extracurricular activities were delayed or rescheduled as per the directives of statutory agencies.

Further, the End semester exams of I Year are yet to be started. However, IV Sem exams are going on. The house showed its satisfaction.

Agenda 4 : Feedback Analysis 2020-21

Recommendations of Feedback Committee meeting dated-19.07.2021 & ADC meeting dated-22.07.2021 was put up:

- (i) To discuss the Action Taken on the feedback received from Students, Faculty, Alumni and Employer for the Academic Session 2019-20 in Academic Session 2020-21


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Following activities have been organized in 2020-21:

Add On Certification Program

- Certification course "Digital Marketing"
- Certification course "Entrepreneurship"
- Certification Program "French"

Workshop, Seminar, Industrial Visit, Guest Lecture etc

- Virtual Workshop on Intellectual Property Rights Awareness and Patent
- Workshop on International Entrepreneurship vs Domestic Entrepreneurship
- One day workshop on startup and entrepreneurship "Fostering Entrepreneurial Mindsets"
- Seminar on "Understanding Intellectual Property Rights and its usage for Industry for Management Students"
- Workshop on Entrepreneurship & Regional Development
- Workshop on Entrepreneurship and Government Support
- Guest Lecture on "Importance of Presentation Skills in Professional Context"
- Guest Lecture :- Common Business Etiquettes for Success at Work
- Online Guest Lecture :- Guest Lecture on Ways to Resolve Workplace Conflicts
- Guest Lecture on "Role of Non-Verbal Communication in Speech Delivery"
- Workshop on Future Technology in IT
- Workshop on "career counselling At the cross Roads – An employee or An Entrepreneur"
- Workshop on career counselling on using Technology Platforms for Job Search
- Career Prospects in Area of HR, Marketing, Finance, International Business & Operations
- Guest Lecture on Recent Trends in Management for career counselling
- Workshop on Different Resume Formats
- Panel Discussion on Life in Corporate by Alumni

- (ii) To discuss the feedback received from Students, Faculty, Alumni and Employer for the Academic Session 2021-22 and action to be taken thereof

Deliberations & Decision Taken:

The feedback report of Students, Faculty, Alumni and Employer for the Academic Session 2020-21 was put up by the HoD. A detailed discussion on each of the parameters took place with the identification of following area requiring remedial measures:

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| S.No. | Particular requiring improvement | Action Taken | Responsibility |
|-------|---|---|----------------------|
| 1. | Syllabus equips me with necessary technical skills to face the industry/academia.(Student feedback- Q.04) | 1. To be supplemented with Add on Certification Programs. | Director through HoD |
| 2. | Curriculum addresses local, national and global needs.(Faculty feedback- Q.09, Alumni feedback- Q.08) | 2. To be supplemented with IT based Workshop, Seminar, Industrial Visit, Guest Lecture etc. | |
| 3. | Curriculum is effective in developing ICT & communication skills. (Alumni feedback- Q.05) | | |
| 4. | Communication skills of the students are as per the desired expectations. (Employer feedback- Q.03) | | |

(iii) (a) The Syllabi of Add-On Certification Courses to be retained from Academic session 2020-21

(iii) (b) The Syllabi of Add-On Certification Courses to be introduced in the Academic session 2021-22

Following decisions were taken:

The Syllabi of Add on Certification Courses which are to be retained or added were presented verbatim for the inclusion or deletion of the topics in the courses. Inputs from the subject experts of industry and academia were discussed in length. After the detailed discussions, the syllabi of mentioned below courses were approved for execution in the academic session 2021-22:

Approved without changes

1. Entrepreneurship

Approved new Add-On Certifications

1. NISM Series VIII
2. NISM Series VA
3. Six Sigma
4. Power Business Intelligence
5. Portfolio Diversification & Risk Management

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6. Business Analytics - Advance Research Methods and Quantitative Data Analysis using SPSS

After discussion, the same was approved with inclusion of one more Add on Certification Program namely Tally ERP 9

Agenda 5 : Projects & Summer Internship in Academic Session 2020-21

Details of Projects of MBA IV Semester & Summer Training Reports of MBA III Semester were shared with the members of IQAC. List reflected the diverse areas of projects in management. Members advised to put up 05 random projects from each semester to the house next time.

Agenda 6 : Standard Lecture Plans

Standardized Lecture Plans recommended by ADC were put up in IQAC meeting and approved for their execution them from this Academic Session.

Agenda 7 : Placements

Placement records of MBA for academic session 2020-21 till date was shared with the members. The classes conducted under capabilities enhancement scheme were also discussed. It was also informed to the members of IQAC that many students were not turning up for placements due to fear of covid-19. The members advised to motivate them along with all precautionary measures.

Agenda 8 : Library Resources

House was appraised that 34 books were procured in the session 2020-21. In library, per day usage of library was 84 in 2020-21 However, the membership/subscription of Koha, DELNET, J-GATE, British council library & American library have been renewed.

Agenda 9 : Plan of Action by IQAC

Following plan of action by the IQAC for Academic Session 2021-22 was put up to the house and the same was approved after discussion:

- i. International Conference, Add on Certification Programs, Capacity building programs and skill enhancement initiatives, FDPs were tabled and approved.


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- ii. It was decided to encourage Faculty to complete their PhDs who are already enrolled and/or register themselves for PhD Programs who are not enrolled yet.
- iii. It was also decided to encourage faculty for MOOCs and AICTE approved-UHV FDP.
- iv. Policy Document on PO CO Mapping shall be prepared taking into consideration the changes in the syllabus of MBA II Year.
- v. PO CO Attainment is to be determined for AS 2021-22.
- vi. Feedback of all the stakeholders shall be taken online through Google forms to be made available on institute website wef Academic session 2021-22

Agenda 10 : Execution of NAAC Assessment and Accreditation process

It was decided to fasten the work. Criteria incharges to coordinate with concerned person for compilation work.

Agenda 11 : Any other items with the permission of Chair

Meeting came to an end *with vote of thanks to the chair* as no other point was there to discuss.

~~Director~~
Director, MIMT
Mangalmay Institute of

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Copy to: All the members of IQAC, MIMT as stated above
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