



MANGALMAY INSTITUTE OF MANAGEMENT & TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to AKTU, Lucknow)

Knowledge Park-II, Greater Noida (U.P.)

Date: 20.11.2020

Minutes of Meeting

Minutes of Meeting of Internal Quality Assurance Cell (IQAC) held on 20th November, 2020 at 02:00PM in the Board Room, MIMT

Members Present

Name	Position
Dr. Tushar Kanti, 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. Bharat Gahlot, Assistant Professor	Member
Mr. Arun Kumar, Head-T & P Cell	Member
Mr. Suresh Kumar, AO	Member
Mrs. Shikha Mangal, Mangalmay Foundation Trust	Member
Mr. Anshul Sharma, Senior HR Head-VTC Group, Noida	Member

Agenda Points:

- Agenda 1 : To approve the minutes of meeting held on 09.03.2020
- Agenda 2 : Implementation Status of Academic & Event Calendar 2019-20
- Agenda 3 : ATR of Feedback Analysis 2019-20
- Agenda 4 : Academic & Event Calendar for Academic Session 2020-21
- Agenda 5 : Policy Document on PO CO Mapping & its execution
- Agenda 6 : Plan of Action by IQAC
- Agenda 7 : Any other items with the permission of Chair

Deliberations & Decisions taken:


Director
Mangalmay Institute of
Management & Technology
Greater Noida



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Director enquired about the well beings of all the members and wished that everything is fine with everyone. Director also briefed the house that IQAC Meeting which was due in July 2020 could not be held due to unprecedented circumstances of Covid-19 Lockdown.

Agenda 1 : To approve the minutes of meeting held on 09.03.2020

The minutes of the meeting held on 09.03.2020 was read and approved.

Agenda 2 : Implementation Status of Academic & Event Calendar 2019-20

The various curricular, co-curricular & extracurricular activities for the academic session 2019-20 organized by the respective departments, committees and clubs were put forward. Few of the activities could not be organized due to pandemic/lockdown. The house showed its satisfaction.

Agenda 3 : ATR of Feedback Analysis 2019-20

Recommendations of Feedback Committee meeting dated-19.10.2020 & ADC meeting dated-22.10.2020 was put up.

- (i) To discuss the Action Taken on the feedback received from Students, Faculty, Alumni and Employer for the Academic Session 2018-19 in Academic Session 2019-20

Following activities have been organized in 2019-20:

Add On Certification Program

- Advanced Excel
- Certification Course "Digital Marketing"
- Certification Program "French"
- Certification Program "Green Belt Six Sigma"
- SPSS Training Program

Workshop, Seminar, Industrial Visit, Guest Lecture etc

- Workshop on Strategies for IPR and Plagiarism Risk
- Virtual One Day Workshop on Corporate and Strategic Entrepreneurship
- Workshop on Entrepreneurship Development
- Two Day Workshop on Research Methodology using Minitab
- Impact of Research Methodology Workshop on Ability to Solve Research Issues by E-views

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- Workshop on Introduction of Patents and its Uses for Students
- Virtual One Day Workshop on "Entrepreneurial Ecosystem- Opportunities for Young Entrepreneurs"
- "Workshop: - Important Guidelines for "Face to Face Interview"
- Guest Lecture :- Ways to Write a Good Resume
- Workshop:- Job interview Skill
- Workshop :-Managing your nonverbal communication
- Guest Lecture "Qualities of a Good Communicator"
- Seminar of career counselling on "What is next after MBA?"
- Guest lecture on Basics of the stock market and online trading an overview
- Guest Lecture on "career counseling on Setting Career Goals"
- Guest lecture on career counseling on current trends in HR
- Career counselling session on Digital Marketing
- Seminar on Career Prospects in Area of HR, Marketing, Finance, IT & Operations

- (ii) To discuss the feedback received from Students, Faculty, Alumni and Employer for the Academic Session 2020-21 and action to be taken thereof

Deliberations & Decision Taken:

The feedback report of Students, Faculty, Alumni and Employer for the Academic Session 2019-20 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:

Q.No.	Particular requiring improvement	Action to be taken	Responsibility
Q6	How do you rate the percentage (Number) of courses having practical components? (Students Feedback)	To be supplemented with Workshop, Seminar, Industrial Visit, Guest Lecture etc.	Director
Q3	How do you rate the electives offered in relation to the technological advancements? (Alumni feedback)	To be supplemented with Workshop, Seminar, Industrial Visit, Guest Lecture etc.	Director
Q7	How do you rate the electives offered in relation to the technological/managerial advancements?(Faculty Feedback)	To be supplemented with Workshop, Seminar, Industrial Visit, Guest Lecture etc.	Director
Q7	They are comfortable in using technology and workplace	To be supplemented with Workshop, Seminar, Industrial	Director

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equipment. (Employer Feedback)	Visit, Guest Lecture etc.	
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- (iii) (a) The Syllabi of Add-On Certification Courses to be retained from Academic session 2019-20
- (iv) (b) The Syllabi of Add-On Certification Courses to be introduced in the Academic session 2020-21

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 2020-21:

Approved without changes

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

Approved new Add-On Certifications

- Certification course on Entrepreneurship

After discussion, the same was approved.

Agenda 4 : Academic & Event Calendar for Academic Session 2020-21

Academic & Event calendar for 2020-21 incorporating the various events were tabled and same was approved. It was told to the house that due to Pandemic, classes of I Year have recently started. However, classes of II year have been started in September 2020 as per University notification.

It was also briefed that II Semester students have been promoted by the University to III Semester Students without end term examinations.

Agenda 5 : Policy Document on PO CO Mapping & its execution

Policy Document on PO CO Mapping was put up and approved. It was also informed that it has been executed in this academic session.

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Agenda 6 : Plan of Action by IQAC

Following plan of action by the IQAC for Academic Session 2020-21 was put up to the house and the same was approved after discussion:

- i. Institute will start preparing for NAAC Assessment and Accreditation. IQAC Coordinator through Director, MIMT will notify the list of criteria incharges and organize an orientation program to acquaint all the staff with the Assessment and Accreditation process.
- ii. International Conference, Add on Certification Programs, Capacity building programs and skill enhancement initiatives were tabled and approved.
- iii. 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.
- iv. PO CO Attainment is to be worked out.

Agenda 7 : 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,
Mangalmay Institute of
Management & Technology

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