



Minutes of Meeting

Date: 25.08.2022

Meeting of Internal Quality Assurance Cell (IQAC) held on 25th August, 2022 at 02:30PM in the Board Room, MIMT.

Members Present

Name	Position
Dr. Geeti Shama, Professor	Chairperson: Head of the Institution
Dr. Ajay Pratap Singh, Professor	IQAC Director
Dr. Shweta Kulshrestha, Associate Professor	IQAC Coordinator
Dr. Munish Tiwari, Associate Professor	Member
Dr. Pooja Goel, Assistant Professor	Member
Dr. Varun Kumar, Associate Professor	Member
Mr. Shushil Kumar Maurya, Associate Professor	Member
Mr. Arun Kumar, Head-T & P Cell	Member
Mr. Devendra Singh, Admin	Member
Mr. Ram Janam Yadav, Accountant,	Member
Mrs. Shikha Mangal, Mangalmai Foundation Trust	Member
Mr. Ashok Gupta, Rotary Club, Noida	Member
Mr. Rickle Konthouzam, GM HR, I Energizer	Member

Agenda Points:

- Agenda 1 : To approve the minutes of meeting held on 13.05.2022
- Agenda 2 : Implementation Status of Academic & Event Calendar 2021-22
- Agenda 3 : ATR of Feedback Analysis 2021-22
- Agenda 4 : Projects & Summer Internship in Academic Session 2021-22
- Agenda 5 : Placements
- Agenda 6 : Library Resources
- Agenda 7 : FDPs and SDPs conducted for staff
- Agenda 8 : MOOCs/UHV Certification/FDPs etc
- Agenda 9 : PhD Faculty Members during Academic Session 2021-22
- Agenda 10 : Annual Report of IQAC
- Agenda 11 : Service Rule Book


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- Agenda 12** : Academic & Event Calendar for Academic Session 2022-23
Agenda 13 : Plan of Action by IQAC
Agenda 14 : Execution of NAAC Assessment and Accreditation process
Agenda 15 : Any other items with the permission of Chair

Deliberations & Decisions taken:

Meeting started with warm welcome to the new Director- Dr. Geeti Sharma. She opened the meeting and listed the items on the agenda. She briefly explained how the meeting would proceed.

- Agenda 1** : To approve the minutes of meeting held on 13.05.2022

The minutes of the meeting held on 13.05.2022 was read and approved.

- Agenda 2** : Implementation Status of Academic & Event Calendar 2021-22

The various curricular, co-curricular & extracurricular activities for the academic session 2021-22 organized by the respective departments, committees and clubs were put forward. Various pedagogical approaches adopted by the faculty were also discussed. The focus was on experiential learning.

Further, it was informed that the End semester exams of I Year and II Year are over and respective students are proceeding for their summer internship. The house showed its satisfaction.

- Agenda 3** : Feedback Analysis 2021-22

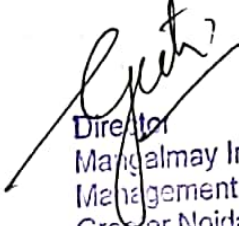
Recommendations of Feedback Committee meeting dated-18.07.2022 & ADC meeting dated-03.08.2022 was put up:

- (i) To discuss the Action Taken on the feedback received from Students, Faculty, Alumni and Employer for the Academic Session 2020-21 in Academic Session 2021-22

Following activities have been organized in 2021-22:

Add On Certification Program

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


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- Entrepreneurship
- Portfolio Diversification & Risk Management
- Power Business Intelligence Certification Program
- Six Sigma Green Belt Certification Course
- Tally ERP 9
- NISM Series V-A
- NISM Series 8

Workshop, Seminar, Industrial Visit, Guest Lecture etc

- "Field/Exposure Visit To Incubation Unit/Patent Facilitation Centre/Technology Transfer Centre"
- "Workshop On Entrepreneurship Skill, Attitude And Behavior Development
- "Global Event: The Journey Of An Entrepreneur"
- Session - Process of Innovation Development & Technology Readiness Level (TRL)
- Session on Achieving Problem-Solution Fit & Product-Market Fit
- Creating Impactful Digital Footprints For Startups
- Workshop on Innovation a way to Enhance Entrepreneurship
- Workshop on "Art of Pursuing Entrepreneurial Career"
- Developing Online Repository Of Start-Ups Developed/Incubated And Way Forward Plan
- Entrepreneurship Skill Development Among Students
- Expert Talk On; Process Of Innovation Development , Technology Readiness Level (TRL) & Quotee; Commercialization Of Lab Technologies Tech-Transfer
- India Startup Day
- Innovation Entrepreneurship In Heis For Aatmanirbhar Bharat Celebrating 75 Years Of Independence -Azadi Ka Amrit Mahotsav
- IPR & Plagiarism Check
- E- Symposium on Building Innovation Ecosystem in Education Institutions_02 Days
- My Story - Motivational Session By Successful Entrepreneur/Start-Up Founder
- My Story - Motivational Session By Successful Innovators.
- Opportunities And Challenges Of Start Ups In India
- Organise Session On "Lean Start-Up Minimum Viable Product/Business"- Boot Camp (Or) Mentoring Session
- Out Of The Box Thinking For Problem Solving
- Poster Presentation Exhibition Of Start-Ups Developed & Linkage With Innovation Ambassadors For Mentorship Support"
- Corporate Role Play
- 30 Hours Certification Program On Boss Your Economy


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- Poster Making Competition- Making India Self reliant on the 75th Anniversary year by celebrating Azadi ka Amrit mahotsav
 - Session on Problem Solving Through Happiness
 - Session On "How To Plan For Start-Up And Legal Ethical Steps"
 - Session On Accelerators/Incubation - Opportunities For Students Faculties - Early Stage Entrepreneurs
 - Session On Cyber Protection & Laws For Startups
 - Session On Innovation/Prototype Validation – Converting Innovation Into A Start-Up Or
 - Session On Achieving "Value Proposition Fit" "Business Fit"
 - Session On Intellectual Property Rights
 - Session On Problem Solving And Ideation Workshop
 - Session on Start Up Fundamentals For Students
 - Workshop On "Entrepreneurship And Innovation As Career Opportunity
 - Workshop On Design Thinking, Critical Thinking And Innovation Design
 - Workshop On Intellectual Property Rights (Iprs) And Ip Management For Start Up
 - Workshop On Prototype/Process Design And Development - Prototyping
 - World Entrepreneurs Day
 - World Intellectual Property Day
 - Workshop on "Mastering the Art of Group Discussion"
 - Workshop :- Coordination at work place
 - Workshop:- Strategies to Deal with Stress at Work
 - On line Guest Lecture :-Time Management for Work Life Balance
 - Workshop:-Effective managerial communication
 - Seminar on Recent Trends in Management for career counseling"
 - Workshop on "Campus to Corporate"
 - Workshop on "career counseling on Entrepreneurship and Innovation as Career Opportunity"
 - Seminar on "Wonders in Marketing"
 - Workshop on "Aptitude Training"
 - Guest Lecture on "Recent Trends in Capital Market"
 - Seminar on "Career Prospects in Area of HR, Marketing, Finance, International Business & Operations"
 - The Alumni Talk Series - A Journey from Campus to Corporate
 - Motivational Session on Journey of an Alumni Startup founder
- (ii) To discuss the feedback received from Students, Faculty, Alumni and Employer for the Academic Session 2021-22 and action to be taken thereof


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Deliberations & Decision Taken:

The feedback report of Students, Faculty, Alumni and Employer for the Academic Session 2021-22 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:

S.No.	Particular requiring improvement	Action Taken	Responsibility
1.	Training & Placement, Canteen Facilities (Alumni feedback- Q.20 & Q.23)	<ul style="list-style-type: none">Information pertaining to Employment related exams should be disseminated on regular basis.	Director/ T & P Head through Librarian.
2.	Canteen facilities and kiosks are adequate and hygienic.(Student feedback- Q.22)	<ul style="list-style-type: none">Operational timing of canteen should be extended in morning and evening by 1 hour.Hostel wardens to take surprise visit of the canteen.	Director through Male and Female Hostel wardens


- (iii) A. The Syllabi of Add-On Certification Courses to be retained from Academic session 2021-22
B. The Syllabi of Add-On Certification Courses to be introduced in the Academic session 2022-23

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 2022-23:

Approved without changes

- NISM Certification


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Approved new Add-On Certifications

- Do It Yourself: Taxation Planning and GST Filling
- Spoken English Module by Inlingua
- IIM Bangalore Certification
- Foreign Language French
- Digital Marketing - BY Digital Force
- Advance Excel with Power BI
- Certification on Financial Modeling
- Fintech Certification Course
- HR Analytics
- Data Analytics

After discussion, the 08 Add-On Certifications were approved as following with inclusion of one more Add on Certification Program namely PG Certification Program in Advance Financial Management and Risk Analysis.

1. PG Certification Program in Advance Financial Management and Risk Analysis
2. NISM Certification
3. Do It Yourself: Taxation Planning and GST Filling
4. Spoken English Module by Inlingua
5. IIM Bangalore Certification
6. Foreign Language French
7. Digital Marketing - BY Digital Mantra
8. Advance Excel with Power BI

Agenda 4 : Projects & Summer Internship in Academic Session 2021-22

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 showed their happiness.

Agenda 5 : Placements

Placement records of MBA for academic session 2021-22 till date was shared with the members. The classes conducted under capabilities enhancement scheme were also discussed. Following activities organized Under Career Counselling Scheme during the academic session 2021-22:-

- Seminar on Recent Trends in Management for career counselling


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- Workshop on "Campus to Corporate"
- Workshop of career counselling on "Entrepreneurship and Innovation as Career Opportunity"
- Seminar on "Wonders in Marketing"
- Workshop on "Aptitude Training"
- Guest Lecture on "Recent Trends in Capital Market"
- Seminar on "Career Prospects in Area of HR, Marketing, Finance, International Business & Operations"

Agenda 6 : Library Resources

House was appraised that KOHA has been fully automated since 2021 with version 19.11 and 287 books were procured in the session 2021-22. In library, per day usage was 104 in 2021-22. However, In 2021, Rs. 60662 were paid towards subscription of journals. The house showed its satisfaction.

Agenda 7 : FDPs and SDPs conducted for staff

Following FDPs and SDPs were conducted during the Academic Session 2021-22:-

- Faculty Development Programme (FDP) on "Emerging Trends and Challenges in Management"
- Faculty Development Programme (FDP) on "How to Write Quality Research Paper"
- FDP on "Curriculum, Pedagogy and Evaluation"
- Online Faculty Development Programme On 'Basics of Zotero & Mendeley- A Literature Survey Tool'
- "Training on soft skill and general Etiquettes"
- Security Personnel Training Program
- Training Program 'Assuring and Ensuring Quality Performance: Persona Enhancement and Professional Etiquettes'

Agenda 8 : MOOCs/UHV Certification/FDPs etc.

- 10 Faculty Members successfully completed FDP on the theme "Universal Human Values" organized by All India Council for Technical Education (AICTE)
- 07 Faculty Members successfully completed NPTEL Online Certification.
- 02 Faculty Members successfully completed two week refresher program


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Agenda 9 : PhD Faculty Members during Academic Session 2021-22

15 Faculty Members with PhD were present in Academic Session 2021-22.

Agenda 10 : Annual Report of IQAC

Annual Report of IQAC of 2021-22 tabled, discussed and approved.

Agenda 11 : Service Rule Book

Director presented the revised Service Rule Book emphasizing the points that were incorporated. It was approved after discussion.

Agenda 12 : Academic & Event Calendar for Academic Session 2022-23

The various curricular, co-curricular & extracurricular activities for the academic session 2022-23 were put forward and it was approved with some changes. The Academic preparations were also discussed on which house showed its satisfaction.

Agenda 13 : Plan of Action by IQAC

Following plan of action by the IQAC for Academic Session 2022-23 was put up to the house and the same was approved after discussion:

- Seminars, Workshop, Add on Certification Programs, Capacity building programs and skill enhancement initiatives, FDPs were tabled and approved.
- It was also decided to encourage faculty for Publications.
- To Promote the Research and Innovation Eco System.
- PO CO Attainment is to be determined for AS 2022-23.
- To Submit SSR for NAAC A&A.
- To promote the experiential teaching learning process.

Agenda 14 : Execution of NAAC Assessment and Accreditation process

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


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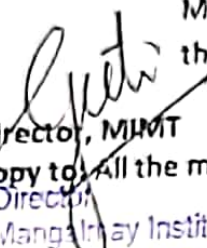
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Agenda 15 : Any other Items with the permission of Chair

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


Director, MIMT

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

Director,
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