



IFTM UNIVERSITY

(Established under UP Govt. Act No. 24 of 2010 and section 2(f) of UGC Act 1956)
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MINUTES OF MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) 2018-19



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Minutes of the Meeting of Internal Quality Assurance Cell (IQAC) held on 26th July 2018
(Thursday) at 11.30AM in the Board Meeting Room, Shankar Bhawan, IFTM University,
Moradabad.

Following members were present in the IQAC meeting:

1. Prof. A.K. Ghosh, Vice Chancellor	Chairman
2. Mr. Sanjeev Agarwal, Registrar	Member
3. Mrs. Manju Kothiwal	Member
4. Dr. M.P. Pandey, Finance Officer	Member
5. Dr. Anuj Srivastava, CoE	Member
6. Prof. Rahul Mishra	Member
7. Prof. Intezar Mehdi	Member
8. Prof. Sushil Kumar	Member
9. Prof. Raj Kumari Singh	Member
10. Prof. Shyam Bihari Mishra	Member
11. Prof. K.P. Singh	Member
12. Prof. Navneet Verma	Member
13. Mr. K.K. Bansal	Member
14. Prof. MIH Ansari	Member
15. Dr. Tanzeel Ahamad	Member
16. Mr. Ajay Bharti, Associate Vice President, Ion Exchange India Industrialists/Stakeholders	Member
17. Prof. Manjula Jain	Special Invitee
18. Dr. Salma Khan	Special Invitee
19. Prof. Manoj Kumar	Director/Coordinator IQAC
20. Prof. Rakesh Kumar Yadav	Secretary IQAC

Prof Nikhil Rastogi and Mr. Sanjay Arora, Senior Director NIC, Moradabad was not present in the meeting due to pre defined assignments.

The chairperson welcomed all the members to the meeting and briefed about the agenda points circulated with the notification dated 20th July 2018. Prof. Rakesh Kumar Yadav, Secretary of IQAC placed the minutes of the last meeting held on 3.10.2017 to be confirmed. The motion was seconded by Prof. Navneet Verma.

Sanjeev Agarwal
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The following points have been discussed in length as per agenda items and decisions were taken.

IC-VIII (01): To reconsider the roles and functions of IQAC for smooth working of the cell

Resolution: It was the first meeting held after the NAAC Peer Team Visit; therefore all the members were apprised about the roles and functions of IQAC. The Secretary of IQAC read the roles and functions of IQAC.

(Annexure-1)

IC-VIII (02): To discuss the plan of action for the academic year 2018-19.

Resolution: Mrs. Manju Kothiwai initiated the discussion and asked the members to give their point of views. Prof. Manjula Jain suggested to prepare an activity calendar of IQAC for academic session 2018-19. Prof. Anuj Srivastava suggested following the academic calendar for academic year 2018-19 to complete the session within stipulated time period. Dr. Salma Khan suggested to extend the timings of the central library and to introduce more number of e-resources. The significance of Orientation Programme was discussed and it has been decided that the roles & responsibilities should be discussed at the school levels. Mr. K.K. Bansal differentiated between curricular activities, co-curricular activities and extra-curricular activities. He also pointed out the necessity of Lecture Series on recent developments at school level.

(Annexure-2)

IC-VIII (03): To discuss the role of IQAC in sustaining the quality of academic and research activities in the University.


Resolution: The Chairman, IQAC suggested to constitute various committees for the smooth functioning and monitoring of the various activities of IQAC. These committees shall be responsible to complete the assigned responsibilities and submit their reports to the IQAC. Further, the IQAC will submit their recommendations to the Management of the University to sustain the quality in academics and research activities in the University. Prof. Manjula Jain suggested for appointing nodal officers at school level to coordinate with the IQAC for collecting and compiling the data of their respective schools. Prof. M.I.H Ansari suggested a research promotion scheme which must be introduced for the faculty members to attend conferences, workshops, Faculty Development Programmes (FDPs), and to publish their quality research paper in peer reviewed journals, proceedings and patents.

(Annexure-3)

IC-VIII (04): To apprise the members about the suggestions given by the NAAC Peer Review Team and to discuss about its implementation.

Resolution: The Secretary, IQAC read the 'Peer Team Report on University Assessment & Accreditation'. It was resolved that weaknesses given in the report must be listed and circulated among all Deans of faculties for necessary action.

(Annexure-4)


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IC-VIII (05): To consider the introduction of Massive Open Online Courses (MOOCs) in the University and to discuss about the proposal for conducting a workshop based on MOOCs.

Resolution: The Secretary, IQAC informed the members about the MOOCs and the guidelines issued by the UGC for MOOCs. It was resolved that a workshop must be conducted for the preliminary information about the MOOCs and to develop in-house open online courses.

IC-VIII (06): To discuss the various feedbacks formats for the enhancement of teaching quality.

Resolution: The various feedback formats were placed before the members in the meeting and the same have been approved by the members. The members also emphasized on 'Online Feedback' mechanism. It was suggested to collect student feedback through ERP. **(Annexure-5)**

IC-VIII (07): To consider the allocation of supporting staff and budget for the various activities of IQAC.

Resolution: The members were agreed for allocating budget for the various activities of IQAC. Prof. A.K. Ghosh, Vice Chancellor and Mrs. Manju Kothiwal asked the Director, IQAC to submit the requirements for approval and budget allocation for the smooth functioning of IQAC activities. **(Annexure-6)**

IC-VIII (08): Any other matter of concern.

Resolution: Prof. MIH Ansari suggested that there must be a discussion to get approval from AICTE of those courses which come under the ambit of AICTE and University should apply for accreditation from the NBA; the same was supported by Prof. Navneet Verma.

The meeting ended with the vote of thanks proposed by Prof. Manoj Kumar, Director, IQAC.

Sanjeev Anand
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Syadav
(Secretary, IQAC)


ACTION TAKEN REPORT

The following actions have been taken as per agenda and the suggestions given in the 7th IQAC meeting which was held on 03.10.2017.

S. No.	Agenda / Suggestions of the Meeting	Action Taken
1	To confirm the minutes of the last meeting.	The minutes of the last meeting of the IQAC held on 05.06.2017 were confirmed by the members.
2	To apprise the members about the date of the NAAC Peer Team Visit.	The members were apprised about the dates of the NAAC Peer Team Visit. The date fixed for the visit is 30, 31 October and 01 November 2017.
3	To discuss about the progress of the preparation for the NAAC Peer Team Visit.	The progress was discussed with the members. The Vice Chancellor suggested to add some more members in the steering committee. The sub committees were also formed like Transport Committee and Hospitality Committee, Cultural and Reception Committee, Food and Refreshment Committee, Discipline Committee. The faculty coordinators with NAAC Team for Departmental visit were also decided.
4	Any other matter with the permission of the chair.	There was no other matter of concern.


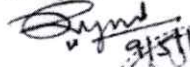
Sanjeev Prasad
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Tor from Office of the Internal Quality Assurance Cell (IQAC)
IFTM University, Moradabad

Minutes of the 9th Meeting of Internal Quality Assurance Cell (IQAC) held on 29th April 2019 (Monday) at 11.30 AM in the Board Meeting Room, Shankar Bhawan, IFTM University, Moradabad.

Following members were present in the IQAC meeting:

1. Prof. A.K. Ghosh, Vice Chancellor	Chairman ✓ 
2. Mr. Sanjeev Agarwal, Registrar	Member
3. Mrs. Manju Kothiwala	Member
4. Dr. M.P. Pandey, Finance Officer	Member
5. Dr. Anuj Srivastava, CoE	Member
6. Prof. Rahul Mishra	Member
7. Prof. Intezar Mehdi	Member
8. Prof. Sushil Kumar	Member
9. Prof. Shyam Bihari Mishra	Member
10. Prof. K.P. Singh	Member
11. Prof. Navneet Verma	Member
12. Mr. K.K. Bansal	Member
13. Prof. MIH Ansari	Member
14. Dr. Tanzeel Ahamad	Member
15. Mr. Sanjay Arora, Senior Director NIC, Moradabad	Member
16. Mr. Ajay Bharti, Associate Vice President, Ion Exchange India Industrialists/Stakeholders	Member
17. Prof. Manjula Jain	Special Invitee
18. Dr. Salma Khan	Special Invitee
19. Prof. Manoj Kumar	Director/Coordinator IQAC
20. Prof. Rakesh Kumar Yadav	Secretary IQAC 

Prof. Nikhil Rastogi and Prof. Raj Kumari Singh were not present in the meeting due to pre defined assignments.


The meeting began with the warm welcome extended to all the members by the Vice Chancellor. Prof. Rakesh Kumar Yadav, Secretary, IQAC placed the agenda points of the 9th meeting of IQAC.

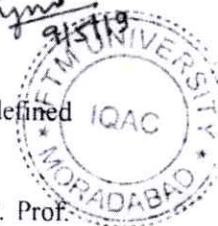
IC-IX (01): To confirm the minutes of the last meeting.

Resolution: As there were no comments, the minutes of the last meeting of the IQAC held on 26.07.2018 were confirmed by the members. (Annexure-1)

IC-IX (02): To take note of the action taken report (ATR) of the last meeting.

Resolution: The members took note of the action taken on the decisions made during the last meeting of IQAC held on 26.07.2018 (Annexure-2)


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IC-IX (03): To apprise the members about the submission of AQAR for 2017-18 and to discuss the areas of concern.

Resolution: The members were being informed about the submission of AQAR for 2017-18 which is available on the website of IFTM University. It was resolved that the areas of concern which were being identified during filling of AQAR must be listed and circulated among all the directors of schools for necessary action. Mrs. Manju Kothiwala asked the members to look into the concerned areas and do needful. She also suggested to Vice Chancellor Sir and other members to take initiatives for getting grants from UGC and other agencies. Prof. A K Ghosh informed the members about the initiatives taken so far to improve the areas of concern. He informed about the Learning centre initiated by the School of Sciences to train the students for NET, SLET and other competitive examinations. It was resolved that such centers should be started at every school. Dr. Salma Khan focused on the requirement of books for preparing competitive exams. Prof. A K Ghosh asked her to submit the requirement and it will be approved in purchase committee meeting.

(Annexure-3)

IC-IX (04): To apprise the members about the Academic Audit for the session 2018-19 (Odd SEM).

Resolution: The Secretary, IQAC informed the members about the Academic Audit held in the month of January 2019 for the session 2018-19 (Odd semester). The audit reports have been submitted by the different Audit Committees to the IQAC. The IQAC will submit its report to the Management after the completion of Academic Audit for the session 2018-19 (even semester).

(Annexure-4)

IC-IX (05): To apprise the members about the suggestions given by the Research Committee regarding constitution of Research Clubs at school level.

Resolution: The Secretary, IQAC informed the members about the suggestions given by the Research and Publication Committee during its meeting held on 11.02.2019. All the members of IQAC appreciated the suggestion regarding constitution of Research Clubs at school level. The aim of the "Research Club" is to share and upgrade the knowledge of individuals in their area of interest to enrich the research and publication of concerned school. Mrs. Manju Kothiwala asked the Vice Chancellor Prof. A K Ghosh to provide selected financial support to the faculty members for the seminar, conference and projects etc. Prof. A K Ghosh assured the members that from next session the financial support will be provided for the presentation of selected research papers in conferences. The guidelines related to the selection parameters will be informed to all. Prof. A K Ghosh informed the members that the University is always in support of the research projects by facilitating research funds to all schools for conducting research and filing of patents. All members appreciated this and assured him to start working on it. Prof. Ghosh informed the members that the potentiality and quality of the research project proposal will be evaluated by external experts.

(Annexure-5)

IC-IX (06): To discuss plan of action for admissions for session 2019-20.

Resolution: Prof. Rahul Mishra, Director-Admissions informed the members about the plan of action for admission for session 2019-20. He informed about the Principal's Meet and other initiatives. He informed the members about the Academic Tour of various schools held in January and February 2019 at IFTM University.

Sanjeev D. D. D.
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IC-IX (07): Any other matter of concern.

Resolution: There was no other matter of concern.

The meeting ended with the vote of thanks proposed by the Prof. Manoj Kumar, Director/Coordinator of IQAC.

Sanjeev Prasad

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Shyama
(Secretary, IQAC)

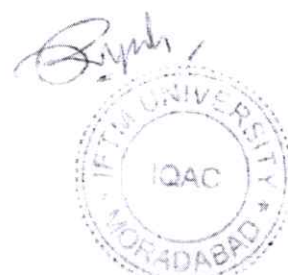


ACTION TAKEN REPORT

The following actions have been taken as per agenda and the suggestions given in the 8th IQAC meeting which was held on 26.07.2018.

S.No.	Agenda / Suggestions of the Meeting	Action Taken
1	<i>To reconsider the roles and functions of IQAC for smooth working of the cell</i>	The roles and functions have been emailed to all members along with the minutes of 8 th meeting of IQAC.
2	<i>To discuss the plan of action for the academic year 2018-19.</i>	
2.1	Prof. Manjula Jain suggested to prepare an activity calendar of IQAC for academic session 2018-19.	The activity calendar has been prepared and followed.
2.2	Prof. Anuj Srivastava suggested following the academic calendar for academic year 2018-19 to complete the session within stipulated time period.	The academic calendar was strictly followed.
2.3	Dr. Salma Khan suggested to extend the timings of the central library and to introduce more number of e-resources.	The library opens now 9.00 am to 9.00pm.
2.4	The significance of Orientation Programme was discussed and it has been decided that the roles & responsibilities should be discussed at the school levels.	All the schools conducted the orientation program at school level and distributed syllabi and code of conduct etc.
3	<i>To discuss the role of IQAC in sustaining the quality of academic and research activities in the University.</i>	
3.1	The Chairman, IQAC suggested to constitute various committees for the smooth functioning and monitoring of the various activities of IQAC.	The various committees have been constituted and have started working.
3.2	Prof. Manjula Jain suggested for appointing nodal officers at school level to coordinate with the IQAC for collecting and compiling the data of their respective schools.	The nodal officers have been appointed in all schools.
3.3	Prof. M.I.H Ansari suggested a research promotion scheme which must be introduced for the faculty members to attend conferences, workshops, Faculty Development Programmes (FDPs), and to publish their quality research paper in peer reviewed journals, proceedings and patents.	Meeting of Research & Publication committee was held to discuss all these suggestions. The provision of Special Casual Leave has been introduced and SCL has been granted to many faculty members for participating in seminars and conferences.
4	<i>To apprise the members about the suggestions given by</i>	The weaknesses given in the report

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	<i>the NAAC Peer Review Team and to discuss about its implementation.</i>	have been listed and circulated among all Deans of faculties for necessary action.
5	<i>To consider the introduction of Massive Open Online Courses (MOOCs) in the University and to discuss about the proposal for conducting a workshop based on MOOCs.</i>	The proposal for conducting a workshop on MOOCs is under process. The secretary, IQAC is continuously talking to the experts and it will be held in the next semester.
6	<i>To discuss the various feedbacks formats for the enhancement of teaching quality.</i>	The feedback has been taken from the students related to teaching methodology, syllabus and quality of teachers etc for the session 2018-19 (odd semester). The feedback forms are available in the respective schools. The feedback for the even semester will be collected in the month of MAY, 2019. The online feedback mechanism has not been developed so far.
7	<i>To consider the allocation of supporting staff and budget for the various activities of IQAC.</i>	The office of IQAC has been allotted at the II Floor, Shankar Bhawan. The necessary equipments and the stationary has been approved and supplied.
8	<i>Any other matter of concern.</i>	
8.1	Prof. MIH Ansari suggested that there must be a discussion to get approval from AICTE of those courses which come under the ambit of AICTE and University should apply for accreditation from the NBA; the same was supported by Prof. Navneet Verma.	It has not been done and still needs regress discussion to select the program for the approval and other documented formalities etc.

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Suyadar
 (Prof. R.K Yadav)
 Secretary, IQAC

