

**MINUTES OF MEETING
OF IQAC
2019-20**

Minutes of Meeting of IQAC (2019-20)

S.No.	Detail	Date
1	13 th Meeting of IQAC	September 10, 2020
2	12 th Meeting of IQAC	January 24, 2020
3	11 th Meeting of IQAC	November 20, 2019
4	10 th Meeting of IQAC	August 16, 2019

13th Meeting of IQAC
Date: September 10, 2020

Minutes of the 13th Meeting of Internal Quality Assurance Cell (IQAC) held on 10 September 2020 (Thursday) at 4:00 PM in the Meeting Room, Shankar Bhawan, IFTM University, Moradabad.

Following members were present in the IQAC meeting:

1. Prof. Mahendra Prasad Pandey, Vice Chancellor	Chairman
2. Prof. Rahul Kumar Mishra	Member
3. Mr. Sanjeev Agarwal	Member
4. Mrs. Manju Kothiwal	Member
5. Dr. Anuj Srivastava	Member
6. Dr. K P Singh	Member
7. Prof. Nisha Agarwal	Member
8. Prof. Nikhil Rastogi	Member
9. Prof. Intezar Mahdi	Member
10. Prof. Shyam Bihari Mishra	Member
11. Prof. Rajkumari Singh	Member
12. Prof. Vikas Gupta	Member
13. Prof. Sushil Kumar	Member
14. Prof. Navneet Verma	Member
15. Prof. B K Singh	Member
16. Mr. K K Bansal	Member
17. Prof. Arun Kumar Mishra	Member
18. Prof. Vaibhav Trivedi	Member
19. Dr. Tanzeel Ahamad	Member
20. Dr. Virendra Singh	Member
21. Dr. Salma Khan	Member
22. Prof. Rakesh Kumar Yadav	Director IQAC

Mr. Sanjay Arora and Mr. Ajay Bharti were not present in the meeting due to pre occupied assignments.


The meeting began with the warm welcome extended to all the members by the Vice Chancellor and after that Prof. Rakesh Kumar Yadav, Director, IQAC placed the agenda points of the 13th meeting of IQAC.


IC-XIII (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 24.01.2020 were confirmed by the members. (Annexure-1)

IC-XIII (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 24.01.2020. (Annexure-2)


Vice Chancellor
IFTM University
Moradabad.



IC-XIII (03): To apprise the members that IFTM University has become the local chapter of SWAYAM-NPTEL.

Resolution: The director of IQAC informed the members that IFTM University has become the local chapter of SWAYAM-NPTEL since July 2020. Prof. Yadav told that this information has already been published in the newspaper too. He informed about the initial efforts made by Mr. K K Bansal, Director T & P and Prof. Navneet Verma, Coordinator IPR Cell in getting local chapter status of IFTM University. He also informed that an email from Registrar office has been sent to all the director of schools to motivate the faculty members to enroll in at least one course of NPTEL July-Dec 2020 courses. Prof. R K Yadav told that he has been appointed as SPOC (Single point of contact) for NPTEL.

(Annexure-3)

IC-XIII (04): To apprise the members that IFTM University has entered into MOUs with different organisations.

Resolution: The director IQAC informed the members that IFTM University has entered into MOUs with different academic as well as industrial organisations. The Registrar, Sri Sanjeev Agarwal told that he has planned to sign 100 MOUs in this session, half of which have already been signed. He informed that IFTM University has entered into MOUs with Atal Incubation Centre BIMTECH. He appreciated the efforts of Prof. Navneet Verma and Prof. Vaibhav Trivedi in making this MOU possible. He also told that University is planning to start its own 'IFTM Incubation Centre' in nearby future. He further added the other organisations along with IFTM University has entered into MOUs such as; CIPET, NBPGR, IISR, KVCH, KLE COLLEGE OF PHARMACY, NBAIM, RFRAC, MJP Rohilkhand University, Bareilly etc for sharing of research facilities & for collaborative activities for research, faculty exchange, student exchange. The information is available on our website also. The members appreciated the efforts of Shri. Sanjeev Agarwal and assured him to achieve the milestone set by him together. The Hon'ble Vice Chancellor informed about the positive effects of these MOUs in the growth of students and faculty members.

(Annexure-4)

IC-XIII (05): To apprise the members about the initiatives taken by IQAC.

Resolution: Prof. Rakesh Kumar Yadav informed that he has been appointed Director, IQAC in the Month of March 2020 and since then only University is closed due to Covid 19 Pandemic, even though, IQAC has conducted webinars on Institutionalisation of IQAC in Revised Assessment of Framework of NAAC (26/6/2020), Intellectual Property Rights (IPR) (7/8/2020), National Education Policy (NEP) 2020: A path to Self Reliance India (7/9/2020). He informed the members that a webinar on Investor Awareness Program will be conducted on 16/9/2020 with SEBI. He informed the members that from this academic year 2020-21, IQAC has initiated Online Feedback mechanism. All the members appreciated the efforts made by Director, IQAC.

(Annexure-5)

IC-XIII (06): To discuss the issues raised by the NAAC Peer Team.

Resolution: Prof. Yadav discussed the various issues raised by the NAAC Peer Team during its visit for NAAC inspection in 2017. He informed the members that lot of improvement is required in all seven criteria points. He read the major 37 issues identified as weakness in the Peer Team Report. The Vice Chancellor announced a Review Committee to be formed to look in to these issues and will provide the measures to rectify these weaknesses. He emphasized on the automation of library. He stressed on the point of Reference Book section of the library and asked all the directors to send the list of reference


Vice Chancellor
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books to the librarian. He also suggested nominating a faculty member as 'Library Coordinator' to keep coordination with the Central Library. He suggested the librarian to use open source softwares as much as possible but the good and useful softwares can also be purchased as per the recommendation of purchase committee but the requirement of need at school level must come from the director of respective school stating how that software can be useful for the University as a whole. The Librarian, Dr. Salma Khan informed about the preparation related to the automation of the library. The Vice Chancellor said that University has adopted Mentor Mentee system in all courses but it needs to be strengthened and sincere efforts should be made to check the progress of the students. All the members agreed on it and assured him about improving NAAC grade in next II Cycle. The Registrar asked all to improve the research and consultancy in their respective schools/departments. He asked all the directors to motivate the faculty members to complete their Ph.D. He asked all to develop the linkage with the alumni to get their support for the placement of our students. He said that Management of University will support those who will work for the growth of the University. Mr. K K Bansal suggested nominating a student representative from each school in the T & P Cell of the University to ensure the students participation in different committees.

(Annexure-6)

IC-XIII (07): To discuss plan of action for academic session 2020-21.

Resolution: The Vice Chancellor informed about the plan of next session to commence. The second year onwards classes will run from 18.09.2020. Initially Online Classes will run through Zoom platform. The Registrar informed about his meeting with all faculty members regarding online classes, Time Table and academic activities to be performed in the next session. The Director Admission informed about the admissions progress in the University. Mr. K K Bansal proposed to start some skill development pogrammes or workshops to improve the communication skills of the students which will help them in their placements. Prof. Nisha Agarwal has informed that she has initiated preparation for Online Classes at her school. She told that teachers are preparing Power Point Presentations and notes for the students.

IC-XIII (08): Any other matter with the permission of the chair.

Resolution: Mr. Sanjeev Agarwal, Registrar, informed about the developing of e-content to be uploaded on the web portal of the "Uttar Pradesh Higher Education Digital Library, Lucknow". He suggested all the directors present in the meeting to ask the faculty members of their respective schools to develop e-content either in the form of audio-video or pdf. The e-content must be plagiarism free and before sending it to the Registrar Office, it must be verified and reviewed at school level by a 'Review Committee & the Dean of school'

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


Vice Chancellor
IFTM University
Moradabad.



ANNEXURE-2

ACTION TAKEN REPORT (ATR of 12th Meeting held on 24.1.2020)

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 24.01.2020 were confirmed by the members and the same have been circulated by email to all the members.
2	To take note of the action taken report (ATR) of the last meeting.	The members took note of the action taken on the decisions made during the last meeting of IQAC and the same have been circulated by email to all the members.
3	To apprise the members about the submission of AQAR for 2018-19 and to discuss the areas of concern.	The members took note of the areas of concern and the same were emailed to all members to take necessary action. The directors of different schools started to enter into different MOUs and other activities like Webinars etc started in different schools.
4	To discuss the measures to motivate the faculty to participate in conferences and publish research (publications).	The Vice Chancellor and The Registrar discussed this issue in many meetings after it and motivated the faculty members by providing special CL as well as financial aid. Faculties from different schools participated in person and after 22/3/2020 most of the faculty members attended and participated in many WEBINARS.
5	To discuss the measures to develop linkage & MoUs with Industry and other institutions.	The Registrar Motivated the Directors of different schools to do the same with the help of Alumni working in different organisations. The COVID-19 affected the progress but after the Lockdown, IFTMU entered into many MOUs.
6	To discuss the measures to provide consultancy to Industry and other institutions.	The School of Agricultural Sciences and Engineering is in the discussion mode with different agro business companies for providing consultancy. Different other projects (Abhinav Vidyalaya and Maharastra Gujrat and Goa Area Signal Company) have been started which will develop our brand image and will result into generating consultancy and revenue.
7	To discuss the measures to obtain research grants	The faculty members have started working on research proposals in different schools. The School of Agricultural Sciences and Engineering is applying for recognition from ICAR.
8	Any other matter of concern i. The Registrar informed about the committee for review and up-gradation of University website. ii. The Vice Chancellor informed the members about the construction of new office for IQAC.	The Committee has started working on Renovation of website. The construction of new Office of IQAC has started.



12th Meeting of IQAC
Date: January 24, 2020

Minutes of the 12th Meeting of Internal Quality Assurance Cell (IQAC) held on 24 January 2020 (Friday) at 11.30 AM in the Board Meeting Room, Shankar Bhawan, IFTM University, Moradabad.

Following members were present in the IQAC meeting:

1. Prof. Mahendra Prasad Pandey, Vice Chancellor	Chairman
2. Prof. Rahul Kumar Mishra, Pro Vice Chancellor	Member
3. Mr. Sanjeev Agarwal, Registrar	Member
4. Mrs. Manju Kothiwal	Member
5. Dr. Anuj Srivastava, Controller of Examinations	Member
6. Dr. K P Singh, Finance Officer	Member
7. Prof. Manjula Jain	Member
8. Prof. Nikhil Rastogi	Member
9. Prof. Intezar Mahdi	Member
10. Prof. Vikas Gupta	Member
11. Prof. Sushil Kumar	Member
12. Prof. Navneet Verma	Member
13. Prof. Anurag Verma	Member
14. Mr. K K Bansal	Member
15. Prof. MIH Ansari	Member
16. Prof. Vaibhav Trivedi	Member
17. Dr. Tanzeel Ahamad	Member
18. Dr. Virendra Singh	Member
19. Dr. Salma Khan	Member
20. Mr. Sanjay Arora, Senior Director NIC, Moradabad	Member
21. Mr. Ajay Bharti, Associate Vice President, Ion Exchange India Industrialists/Stakeholders	Member
22. Dr. Suneet Shukla	Director/Coordinator IQAC
23. Prof. Rakesh Kumar Yadav	Secretary IQAC

Prof. Shyam Bihari Mishra 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 12th meeting of IQAC.

IC-XII (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 20.11.2019 were confirmed by the members.

(Annexure-1)


Vice Chancellor
IFTM University
Moradabad.



IC-XII (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 20.11.2019. (Annexure-2)

IC-XII (03): To apprise the members about the submission of AQAR for 2018-19 and to discuss the areas of concern.

Resolution: The secretary of IQAC informed the members about the submission of AQAR for 2018-19 which is available on the website of IFTM University. In the presentation Prof. Yadav informed the members about the areas of concern which were being identified during filling of AQAR. Mr. K K Bansal, Director T & P, informed about the different measures being taken for the placement of students for next session such as visits of placement officers to various industries in Ghaziabad and Sahibabad for signing MoUs with IFTM University.

Prof. Anurag Verma informed that publishing research papers in journals of national and international repute can improve h-index of the university.

Mr. Sanjay Arora asked about the concept and importance of h-index which was explained by Prof. Anurag Verma and Dr. Suneet Shukla.

Dr. Salma Khan suggested for the allocation of separate budget to each school for the purchase of books and journals, etc. Mrs. Manju Kothiwal asked all the directors to send the requisition for books / journals (which are necessary for students and concerned council) to the librarian in a timely manner.

(Annexure-3)

IC-XII (04): To discuss the measures to motivate the faculty to participate in conferences and publish research (publications).

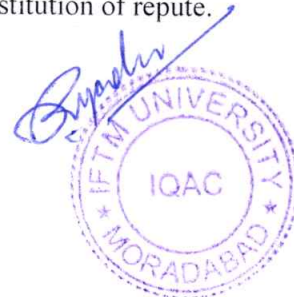
Resolution: The Hon'ble Vice Chancellor informed the members about the measures taken by the management to motivate the faculty members to participate in conferences. He mentioned the names of some faculty members who have been given financial assistance and special leaves to attend conferences and FDPs. He also informed the members about the notification issued by the registrar on 15.01.2020 regarding different decisions taken in a meeting with all directors on 14.01.2020 for the improvement of different areas of concern identified in AQAR 2018-19. The secretary IQAC read the notice circulated on 15 January 2020. In the notice it was mentioned that all the directors send the details of activities of their school in the first week of every month.

Mrs. Manju Kothiwal emphasized that if any school fails to submit the details within the time limit, then action may be taken against the concerned person. All members agreed to this. (Annexure-4)

IC-XII (05): To discuss the measures to develop linkage & MoUs with Industry and other institutions.

Resolution: Prof. Navneet Verma informed about the guest lecture of Dr. Sunil Sharma, Professor, Guru Jambheshwar University of Science & Technology, Hissar. Prof. Manjula Jain informed about the guest lecture of Dr. Salma Ahmed, Professor Aligarh Muslim University. The Vice Chancellor appreciated these efforts to develop linkage with other institutions and suggested other directors to follow the same. He asked that every school should have at least one MoU with industry / other institution of repute.


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Mr. K K Bansal informed the members that the School of Agricultural Sciences & Engineering is in the process of signing MoU with NBRI, Lucknow for sharing of research facilities & for collaborative activities for research, faculty exchange, student exchange

IC-XII (06): To discuss the measures to provide consultancy to Industry and other institutions.

Resolution: Mr. K K Bansal informed the members that the School of Agricultural Sciences & Engineering held discussions with different agro business companies for providing consultancy. Prof. Yadav discussed the different ways to start consultancy and to generate revenue through consultancy & corporate training by actively engaging faculty members in consultancy.

IC-XII (07): To discuss the measures to obtain research grants.

Resolution: The Vice Chancellor apprised the members about the research grant from SERB (DST) received by Dr. Nabeel Ahmad, Associate Professor, School of Bio-Technology.

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

Resolution:

- i. Mr. Sanjeev Agarwal, Registrar, informed about the committee for review and up-gradation of University website.
- ii. The Vice Chancellor informed the members about the construction of new office for IQAC.

The meeting ended with the vote of thanks proposed by the Dr. Suneet Shukla, Director/Coordinator of IQAC.

Yadav
(Secretary, IQAC)

Suneet Shukla
Vice Chancellor
IFTM University
Moradabad.



ACTION TAKEN REPORT

The following actions have been taken as per agenda and the suggestions given in the 11th IQAC meeting which was held on 20.11.2019.

S.No.	Agenda / Suggestions of the Meeting	Action Taken
1	<i>To confirm the minutes of the last meeting.</i>	The minutes of the last meeting of the IQAC held on 20.11.2019 were confirmed by the members and the same have been circulated by email to all the members.
2	<i>To take note of the action taken report (ATR) of the last meeting.</i>	The members took note of the action taken on the decisions made during the last meeting of IQAC and the same have been circulated by email to all the members.
3	<i>To apprise the members about the 'Fit India Movement' event.</i>	The Fit India Movement was live telecasted and the students attended with full enthusiasm.
4	<i>To apprise the members about the academic audit 2018-2019.</i>	The reports related to the academic audit 2018-19 have been compiled and circulated among the directors of different schools.
5	<i>To invite suggestions and seek data for AQAR 2018-2019</i>	The nodal officers of various schools provided the data to be filled in the AQAR 2018-19.
6	<i>Any other matter of concern.</i>	There was no other matter of concern.

Syadaw
(Secretary, IQAC)



11th Meeting of IQAC
Date: November 20, 2019

Office of the Internal Quality Assurance Cell (IQAC)
IFTM University, Moradabad

Minutes of the 11th Meeting of Internal Quality Assurance Cell (IQAC) held on Wednesday 20 November 2019 at 11.30AM in the Board Meeting Room, Shankar Bhawan, IFTM University, Moradabad.

Following members were present in the IQAC meeting:

1. Prof. Mahendra Prasad Pandey, Vice Chancellor	Chairman
2. Prof. Rahul Kumar Mishra, Pro Vice Chancellor	Member
3. Mr. Sanjeev Agarwal, Registrar	Member
4. Dr. Anuj Srivastava, CoE	Member
5. Dr. K. P. Singh, Finance Officer	Member
6. Dr. Salma Khan	Member
7. Prof. Manjula Jain	Member
8. Prof. Nikhil Rastogi	Member
9. Prof. Intezar Mahdi	Member
10. Prof. Sushil Kumar	Member
11. Prof. Rajkumari Singh	Member
12. Prof. Shyam Bihari Mishra	Member
13. Prof. Navneet Verma	Member
14. Prof. Anurag Verma	Member
15. Mr. K.K. Bansal	Member
16. Prof. MIH Ansari	Member
17. Prof. Vaibhav Trivedi	Member
18. Dr. Tanzeel Ahmad	Member
19. Prof. Vikas Gupta	Member
20. Mrs. Manju Kothiwala	Member
21. Mr. Sanjay Arora, Senior Director NIC, Moradabad	Member
22. Mr. Ajay Bharati, Associate Vice President, Ion Exchange India Industrialists/Stakeholders	Member
23. Dr. Suneet Shukla	Director/Coordinator IQAC
24. Prof. Rakesh Kumar Yadav	Secretary IQAC

The meeting began with warm welcome extended to all the members by the Vice Chancellor. Prof. Rakesh Kumar Yadav, Secretary, IQAC placed the agenda points of the 11th meeting of IQAC.

IC-XI (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 16.08.2019 were confirmed by the members.

(Annexure-1)


Vice Chancellor
IFTM University
Moradabad.



IC-XI (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 16.08.2019
(Annexure-2)

IC-XI (03): To apprise the members about the 'Fit India Movement' event.

Resolution: Prof. Rakesh Kumar Yadav, Secretary, IQAC informed the members about the Prime Minister Narendra Modi's 'Fit India Movement' which was launched on the occasion of National Sports Day (29.08.2019). It was live telecasted in IFTM University and about 161 students and 25 faculty members attended it.

IC-XI (04): To apprise the members about the academic audit 2018-2019.

Resolution: Dr. Suneet Shukla, Director IQAC informed the members about the academic audit 2018-19 which was held in the month of October, 2019. The different teams conducted the academic audit and submitted their reports to IQAC. In all schools academic activities were generally good such as the academic calendar was being followed, classes were taken regularly as per the time table and most of the faculty members are involved in attending seminars, workshops and conferences.


IC-XI (05): To invite suggestions and seek data for AQAR 2018-2019.



Resolution: Dr. Suneet Shukla informed the members about the filling of AQAR 2018-19. He requested the members and the directors to provide the valuable information and the data related to the activities held in different schools for the same.

IC-XI (06): Any other matter of concern.

Resolution: There was no other matter of concern.

The meeting ended with the vote of thanks proposed by the Dr. Suneet Shukla, Director/Coordinator of IQAC.


Vice Chancellor
IFTM University
Moradabad.


Secretary, IQAC


ACTION TAKEN REPORT

The following actions have been taken as per agenda and the suggestions given in the 10th IQAC meeting which was held on 16.08.2019.

S.No.	Agenda / Suggestions of the Meeting	Action Taken
1	<i>To confirm the minutes of the last meeting.</i>	The minutes of the last meeting of the IQAC held on 16.08.2019 were confirmed by the members and the same have been circulated by email to all the members.
2	<i>To take note of the action taken report (ATR) of the last meeting.</i>	The members took note of the action taken on the decisions made during the last meeting of IQAC and the same have been circulated by email to all the members.
3	<i>To discuss plan of action for academic year 2019-2020.</i>	The academic calendar as well as examination calendar was mailed to the directors of all schools and the activities were held according to the calendars.
4	<i>To discuss about STRIDE</i>	IQAC has not received any proposal about STRIDE from any of the schools.
5	<i>Any other matter of concern.</i>	There was no other matter of concern.

Syadun
(Secretary, IQAC)



10th Meeting of IQAC
Date: August 16, 2019

Minutes of the 10th Meeting of Internal Quality Assurance Cell (IQAC) held on Friday 16 August 2019 at 11.30AM in the Board Meeting Room, Shankar Bhawan, IFTM University, Moradabad.

Following members were present in the IQAC meeting:

1. Prof. Mahendra Prasad Pandey, Vice Chancellor	Chairman
2. Prof. Rahul Kumar Mishra, Pro Vice Chancellor	Member
3. Mr. Sanjeev Agarwal, Registrar	Member
4. Dr. Anuj Srivastava, CoE	Member
5. Dr. K. P. Singh, Finance Officer	Member
6. Dr. Salma Khan	Member
7. Prof. Manjula Jain	Member
8. Prof. Nikhil Rastogi	Member
9. Prof. Intezar Mehdi	Member
10. Prof. Sushil Kumar	Member
11. Prof. Rajkumari Singh	Member
12. Prof. Shyam Bihari Mishra	Member
13. Prof. K.P. Singh	Member
14. Prof. Navneet Verma	Member
15. Mr. K.K. Bansal	Member
16. Prof. MIH Ansari	Member
17. Dr. Tanzeel Ahmad	Member
18. Prof. Vikas Gupta	Member
19. Mrs. Manju Kothiwala	Member
20. Mr. Sanjay Arora, Senior Director NIC, Moradabad	Member
21. Mr. Ajay Bharati, Associate Vice President, Ion Exchange India Industrialists/Stakeholders	Member
22. Prof. Manoj Kumar	Director/Coordinator IQAC
23. Prof. Rakesh Kumar Yadav	Secretary IQAC

The meeting began with warm welcome extended to all the members by the Vice Chancellor. Prof. Rakesh Kumar Yadav, Secretary, IQAC placed the agenda points of the 10th meeting of IQAC.

IC-X (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 29.04.2019 were confirmed by the members. (Annexure-1)

IC-X (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 29.04.2019 (Annexure-2)


Vice Chancellor
IFTM University
Moradabad.



IC-X (03): To discuss plan of action for academic year 2019-20.

Resolution: The academic calendar was placed before the members. The members were asked to follow it strictly. **(Annexure-3)**

IC-X (04): To discuss about the Scheme for Trans-disciplinary Research for India's Developing Economy (STRIDE).

Resolution: The Vice Chancellor informed about STRIDE (Scheme for Trans-disciplinary Research for India's Developing Economy) and asked the members to take advantage of the scheme and submit the proposals. He informed about the previous initiatives related to STRIDE and asked the members to take cognizance of the notice related to STRIDE circulated by IQAC on 05-07-2019 and a meeting of Directors held on 12-07-2019 regarding the same. **(Annexure-4)**

IC-X (05): 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.


Vice Chancellor
IFTM University
Moradabad.



ANNEXURE-02

ACTION TAKEN REPORT

The following actions have been taken as per agenda and the suggestions given in the 9th IQAC meeting which was held on 29.04.2019.

S.No.	Agenda / Suggestions of the Meeting	Action Taken
1	<i>To confirm the minutes of the last meeting.</i>	The minutes of the last meeting of the IQAC held on 29.04.2019 were confirmed by the members and the same have been circulated by email to all the members.
2	<i>To take note of the action taken report (ATR) of the last meeting.</i>	The members took note of the action taken on the decisions made during the last meeting of IQAC and the same have been circulated by email to all the members.
3	<i>To apprise the members about the submission of AQAR for 2017-18 and to discuss the areas of concern.</i>	The areas of concern which were being identified during filling of AQAR were listed and discussed with all the directors of schools for necessary action.
4	<i>To apprise the members about the Academic Audit for the session 2018-19 (Odd SEM).</i>	The members have been informed about the academic audit of odd semester and the final report would be submitted after the academic audit of even semester.
5	<i>To apprise the members about the suggestions given by the Research Committee regarding constitution of Research Clubs at school level.</i>	The research clubs have been constituted at different schools and the various research activities have been initiated. Some of the schools have sent the report of activities conducted by their research club. The coordinators of research clubs

Syadno
Secretary IQAC



		have been asked to submit the reports to IQAC.
6	<i>To discuss plan of action for admissions for session 2019-20.</i>	The Principals' meet has been conducted by the Director, Admissions. The academic tour of various schools has been organized for creating awareness about different programs offered by IFTM University. All the directors and faculty members took active participation in counseling of undergraduate students for student progression.
7	<i>Any other matter of concern.</i>	There was no other matter.

Sydeh
 (Secretary IQAC)
