



# Mangalmay Institute of Engineering & Technology

AN INSTITUTION OF MANGALMAY FOUNDATION TRUST

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Date: 19/03/2024

## MINUTES OF MEETING

Minutes of the 19<sup>th</sup> Meeting of the IQAC Held in the Board Room on Tuesday i.e. 19<sup>th</sup> March 2024 at 11:00 AM

The following Members were present:

S. No.	Names	Positions
1.	Prof(Dr.) Yuvraj Bhatnagar	Chairperson-Head IQAC
2.	Mr. Dhananjay Singh, Assistant Professor	IQAC Coordinator
3.	Dr. Riya Sapra, Associate Professor	Member, Internal Teacher
4.	Dr. Ishwar Singh, Associate Professor	Member, Internal Teacher
5.	Ms. Monika Mann, Assistant Professor	Member, Internal Teacher
6.	Mr. Abhishek Sharma, Head T & P Cell	Member, Internal Senior AO
7.	Mr. Bhupendra, TPO	Member, Internal Senior AO
8.	Mr. Ram Yadav, Accountant	Member, Internal Senior AO
9.	Mrs. Shikha Mangal, Mangalmay Foundation Trust	Member, Management Representative
10.	Mr. Ashok Gupta, Rotary Club, Noida	Member, Local Society Representative

The 19<sup>th</sup> meeting of IQAC was held on 19<sup>th</sup> March 2024 in the Board Room at 11:00 AM.

The Chairman of the IQAC presided over the meeting and extended a warm welcome to all the members present. After confirming the quorum, the Chairperson of the IQAC formally initiated the proceedings of the meeting.



**Agenda of the Meeting**

Item Numbers	Particulars
Item no. 19 (1)	Confirmation of minutes of 18 <sup>th</sup> meeting of IQAC held on 13 <sup>th</sup> November 2023.
Item no. 19 (2)	Action taken report of 18 <sup>th</sup> meeting of IQAC held on 13 <sup>th</sup> November 2023.
Item no. 19 (3)	Feedback of faculty/Student/Alumni/Employer
Item no. 19 (4)	Mentor Mentee records
Item no. 19 (5)	Planned Activities list
Item no. 19 (6)	ERP
Item no. 19 (7)	Value-Added Programmes, Workshops & FDPs which are to be held.
Item no. 19 (8)	NAAC Accreditation Process
Item no. 19 (9)	Any other matter with the permission of the chair

**Deliberations and Decisions Taken:**

**Item no. 19 (1) Confirmation of minutes of 18<sup>th</sup> meeting of IQAC held on 13<sup>th</sup> November 2023. –**

The IQAC Coordinator presented the minutes of the 18th meeting held on 13th November 2023. After reviewing, the minutes were unanimously approved by all present members.

**Item no. 19 (2) Action taken report of 18<sup>th</sup> meeting of IQAC held on 13<sup>th</sup> November 2023–**

The IQAC Coordinator presented the action taken report of the 18th meeting held on 13th November 2023. The report was reviewed and acknowledged by all members. The ATR minutes were unanimously approved by all present members.

**Item no.19 (3) Feedback of faculty/Student/Alumni/Employer**

In the meeting, the member secretary informed to all the committee members regarding the feedback process and their analysis process for the session 2023-24 from students/faculty/alumni/employer, the committee members were satisfied the process and approve it.

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**Item no. 19 (4)**

**Mentor-Mentee Records:**

The Mentor-Mentee records were presented for review during the meeting. The coordinator provided an overview of the current status, highlighting the progress and engagement between mentors and mentees. The records were reviewed and approved, with a suggestion to continue improving the system for better tracking of mentee development.

**Item no. 19 (5)**

**Planned Activities List:**

The list of planned activities was presented for discussion. The coordinator outlined the various events and initiatives scheduled for the upcoming period, including academic, co-curricular, and outreach programs. Each activity was discussed in detail, and members provided feedback and suggestions for improvement. The timeline and responsibilities for each event were also reviewed. It was agreed to proceed with the planned activities, with necessary adjustments based on the feedback received, ensuring smooth execution and effective participation.

The committee approved the list of planned activities during the meeting.

**Item no. 19 (6)**

**ERP:** it is informed to all the committee members by the chairman IQAC that the academic module of ERP is functional. The committee members showed their satisfaction on it.

**Item no. 19 (7)**

**Value-added programmes, Workshops & FDPs which are to be held.**

The upcoming Value-Added Programs, Workshops, and Faculty Development Programs (FDPs) were presented for review. The coordinator provided details on each program, including the objectives, target audience, and schedule. Members discussed the relevance of these initiatives to faculty and students, and suggestions for improvement were made.

The planned Value Added Programs/Workshops/ FDP were unanimously approved by all present members.

**Item no. 19(8)**

**NAAC Accreditation Process:**

The Chairman of the Internal Quality Assurance Cell (IQAC) informed all committee members regarding the successful completion of the NAAC visit held on 14th and 15th March 2024. The committee expressed its applause and appreciation to all the members for their dedicated efforts and contributions that

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led to the successful completion of the NAAC visit.

**Item no. 19(9)**

**Any other matter with the permission of the chair:**

No additional points were raised during the meeting.

The meeting was concluded with a vote of thanks to the Chairperson.

The date of the 20<sup>th</sup> meeting will be announced separately along with the agenda of the meeting.

  
**Coordinator IQAC**  
CC to

➤ **Hon'ble Chairman / All IQAC Members**

  
**Director IQAC**