

**Brief Record of the 17<sup>th</sup> /2019 Meeting of the HODs held in the Secretary's Office on 04 Sep 2019 (Wednesday) at 03:00 P.M.**

**Present:**

Mr. Anupam Goel, Prof, Prof. (Dr.) BPS Sehgal, Prof. (Dr.) Dolly Phillips, Prof (Dr). Nishi Sharma, Prof (Dr.) Naveen Kumar Singh , Mr. Abhay Sharma, & Col.(Dr.) A. S. Malhotra.

1. **Confirmation of Minutes:** The Minutes of the 16<sup>th</sup> / 19 Meeting held on 21 Aug, 2019 as circulated, were Confirmed.

2. **Next Meeting: 18 Sep 2019 (Wednesday) at 3:00pm**

3. Based on the Agenda Submitted by the Deptts and discussion during the Meeting, the Decisions Taken for Action are summarized in the succeeding paragraphs:-

**3.1 Admissions:-**

From the Course wise details of Admissions made this year as compared to the previous year, there is an increase of almost 200 more admissions, particularly in MBA, MCA, BCA, BALLB and in new Course B.Com. Whereas a detailed Report analyzing the Admissions is under preparation but quite a lot of resulted from Digital Marketing & follow-up by the Tele-Callers besides all other conventional measures as well as by the efforts of Class Coordinators of BBA & BCA final year, in converting them into MBA & MCA (LE), However to sustain and carry forward, the following points be noted by all:-

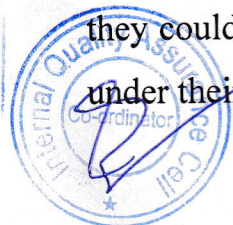
- a) We had much more number of Walk-ins due to above efforts, but their conversions into admissions were not in the desired proportion and it needs to be seriously looked into. **(Action: Admission Cell)**
- b) Our teaching has to be very strong with good qualified faculty and wherever required supplemented with Visiting Faculty, who could teach part of the syllabus in a series of lectures, so that not only our results are Good but Students also feel that they are getting something more than the Syllabus. **(Action: HODs, Management, IT, Law & Education)**



- c) For I.T. Courses, Senior Faculty with good Programming/ Coding skills be employed, Also, it could be supplemented with Visiting Faculty; **(Action: HOD, IT)**
- d) We have to greatly strengthen our T&P by establishing linkages, tie-ups with more number of known brand names, understand their requirement and Prepare our Students accordingly. Since the Students' strength is large now hence the challenge is to place all of them in large number of reputed companies with good salary packages. Atleast some of our Top Students need to be focused upon for this purpose. **(Action: HOD , T&P)**
- e) Get the details of various Types of On-line tests that are administered to Management & IT Students, for their Selections and train them for these. The help of professionals for training on Attitude/ Aptitude/ Reasoning/ Numerical Ability / Quantitative/ Personality/ Teams work, tests be taken instead of doing it locally with own faculty. **(Action: HODs, Management & IT)**

### 3.2 Update on Events lined up during Sep 2019:

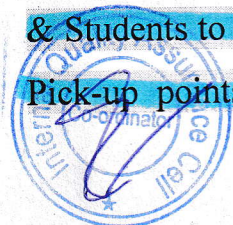
- a) **Technohack (6 & 7 Sep):** The Chief Guests, the Mentors and 37 Teams with approx 125 Participants have confirmed for the event. The inaugural function from 0930 -1030 on 6<sup>th</sup> Sep, will be held in the Auditorium & thereafter in the Computer Lab on 6<sup>th</sup> & 7<sup>th</sup> and Final Award Ceremony from 3 to 4 pm on 7<sup>th</sup> Sep will be again held in the Auditorium. The following points were mentioned for action:-
- a) All IT faculty , Support Staff & Volunteers and all MCA & BCA Vth Sem students should be asked to come at 0830hrs on 6<sup>th</sup> Sep to oversee the arrangements & be seated in the Auditorium by 0900hrs on 06 Sep.
- b) All HODs & Faculty not having Classes between 0930 to 1030 should be present for the inaugural session in the Auditorium.
- c) Regular Classes be conducted for all IT Students from 10:30hrs onwards. BCA I & IInd Sem Students be asked to come at 10:30hrs on 6 Sep; and
- d) The Fooding Arrangements for all the Participants be made in the Badminton Court as the Cafeteria will be being used by other Students/ Faculty.
- e) Outstation girl participants could be accommodated in our Hostel and for the boys, they could be suggested to look for accommodation in areas of Bajria, nearby hotels under their own arrangements.



- f) 7 Sep, though is the first Saturday of the month, will be a working Day for IT & Law Deptts. However all the Students of MCA & BCA final year could be called at 2:00pm on 7<sup>th</sup> Sep, so that they are seated in the Auditorium for the Prize Distribution/ Closing Ceremony, at appropriate time. (Action: HOD, IT)
- b) **Management Conclave (14 Sep)**: This will be held in Three Phases ie I- Start up Expo; II Stalls & III Business Plan Competitions (BPC). The Speakers for the Start up Expo & Judges for the BPC have confirmed their participation. Invitations have been extended to 56 Colleges/ Institution by visiting them in Delhi/NCR; 15 to 20 stalls are expected to be put-up and 18 Teams for the BPC have confirmed so far. Efforts are being made through Social Media and follow-up through Tele-callers to have greater participations. It was suggested that both pre and post Press releases be got published in Amar Ujala & Dainik Jagran. (Action: HOD, Management)
- c) **Vichar Vistaar- 25 Sep**: 60 Schools have been visited so far, On-line Registrations are being made, As per the observations made by some Schools last year, Separate Hindi & English Judges & Prizes, are being made this year & those Schools have been acknowledged for their suggestions. If a Judge is from a School from which a Team is also participating then his Assessments /Marks will be ignored. One internal judge from the Institute could also be included to make an odd number of three judges each. So far four teams have confirmed, but the target is to have greater number of School as well as more participants (one Team per School) than the previous year. (Action: HOD, CTE)
- d) **IT Seminar (25 Sep)**: The Visit to invite Participants from Delhi/NCR are going on and the work being done by various committees is being monitored regularly. An updation will be provided at regular intervals. (Action: HOD, IT)

### **3.3 Starting of Two Bus Services by the Institute:**

- a) One Bus from the Vaishali, Indirapuram side and another from Ghaziabad City side are proposed to be started soon during this Semester for transportation of our Faculty, Staff & Students to the Institute at 0900h & taking them back at 1700hr free of cost. The exact Pick-up points & Timings will be worked out in consultation with all the Stake holders;



- b) These Buses could also be send for bringing our Law Students from Metro Stations at Electronic City (Sector-62, Noida) and New Bus Stand, Ghaziabad on Saturdays / Sundays; and
- c) These could also be used for Industrial Visits if possible. (Action: All HODs)

### 3.4 Law Academy Points:

- a) Installation of ACs in few Class Rooms, Shifting Computers from Library to the Faculty Tables and Updation of Moot Court: All these works will be taken up during the next few days, as some of the other similar works in other Deptts had to be taken up on priority for the forthcoming Techno-hack & Management Conclave. This may be pursued with the concerned staff also. (Action: HOD, Law)
- b) Motivational Lecture by Mr. Sampson Dande: This was agreed to. The Date/Time be indicated so that some Faculty/ Students from other Deptts could also attend. (Action: HOD, Law)
- c) Improving the Strength of Students on Saturdays/ Sundays: Besides the proposal of Bus Service at 3.31 (b) above, subsidized lunch could also be provided to the Students coming on Saturdays/Sundays. The Students may be apprised of this & their response obtained. However, the most important part is the Visiting Faculty coming to teach these students on Saturdays/Sundays and the inputs they provide. (Action: HOD, Law)
- d) Starting of Dr. B.S. Goel National Moot Court Competition: The proposal was agreed to. It could be an annual event on a particular day with the Main Trophy for the Winners & a replica of that could be given to the winner for keeping it with them. It was desired that a detailed paper on the same be put up for its implementation. (Action: HOD, Law)

### 3.5 CTE:

- a) Value Added Courses: Since the approvals have been accorded for both the Courses, these be started soon. (Action: HOD, CTE)
- b) Installation of Sign Boards, Meritorious Boards: Requisition be put up to Mr. Joshi alongwith the Approval already given and then followed up till completed. (Action: HOD, CTE)



c) Letter to DIET with copy SCERT regarding differences in Internal Marks sent by the Institute & those awarded by the DIET, Hapur: This be taken up & personally explained to DIET, Hapur for taking suitable action. (Action: HOD, CTE)

d) Placement of B.Ed Students: The details of our Alumni & the Schools in which they are working be provided. Also a detailed paper be prepared & put up as to what are other avenues for our Students where they can be employed especially after doing the e-Content writing course & all other things that they learn on completion of the B. Ed programme. (Action: HOD, CTE)

### 3.6 IT Deptt:

a) Guest Faculty for Android Teaching: This proposal had already been agreed to in principle. The details of the Contents, Study Material, No of Classes required in This / Next Sem, No of Students & Courses from which they will come, Number of hours per week, Cost per Lecture/ Total cost etc, be put-up. (Action: HOD IT)

b) Requirement of PDP Instructor: All HODs including T&P were requested to look for a PDP Instructor utilising their Contacts/ Known Persons or with reference of those who were teaching at IPEM earlier. (Action: HODs, IT, Mgt & Law)

### 3.7 Management Deptt:

Proposal for International Conference to be conducted during Feb/ March 2020:  
First of all there should be clear understanding regarding the criteria/ requirement for an International Conference. Based on this and the Suggestions made/ discussions held during the Meeting, a detailed proposal be put-up. (Action: HOD Management)

### 4. Substantive Matters:

Plan of Action for Next one year: All HODs were requested to prepare a Detailed Plan of Action Paper covering All Aspects of their Deptt, indicating therein the Milestones and where will they like to see their Deptt & in what shape at the end of one year. Once this Plan of Action is finalized, then this should become as a basis for discussion during the HODs fortnightly meetings. (Action: All HODs)

The Meeting ended with the Vote of Thanks to the chair.

### Distribution:

- Secretary
  - Dean Academics & All Faculty- through email
- Copy to:-
- Dy Registrar

