

Brief Record of the 09/2019 Meeting of the HODs held in the Secretary's Office on 15 May 2019 (Wednesday) at 03:00 P.M.

Present: Mr. Anupam Goel, Prof.(Dr.) Sugandha Goel, Prof.(Dr.) R.P Upadhyay, Prof.(Dr.) Dolly Phillips, Prof.(Dr.) Nishi Sharma , Ms. Meenu Kakkar, Mr. Abhay Sharma, Dr. Isha Chaudhary (CCSU Exams), Dr. Shweta Tyagi (Admissions) & Col.(Dr.) A. S. Malhotra.

1. **Confirmation of Minutes:** The Minutes of the 8th /19 Meeting held on 03rd May, 2019 as circulated, were Confirmed.
2. **Next Meeting: 29th May 2019 (Wednesday) at 3:00pm**
3. Based on the discussion during the Meeting, the Decisions taken for Action are summarized in the succeeding paragraphs:-
 - 3.1 **Feedback on the On-going CCSU Exam at our Centre and from our own Students regarding the Question Papers and their Performance**
 - (a) Dr. Isha Chaudhary (Special Invitee) as Additional Supdt informed that for CCSU Exams, the Examinations are being conducted quite smoothly with the cooperation of our Faculty/ Staff. The University Representative is very happy. The University is regularly monitoring the camera feeds in real time and all Invigilators have to be very vigilant. Also Video Recording of opening of the Question Papers (for the first time) is being sent to the University, as desired by them. Upto 22nd May, 2019, there are large number of students appearing, but after that upto 30th May, 2019, there will be lesser numbers. Hopefully the Exam will go on smoothly in the coming days also; and
 - (b) The HODs informed that so far the feedback from our Students is that the Question Papers are quite straight forward and are all from what has been taught in the Class. The Regular Students are expected to perform much better. **(Action: All HODs)**
 - 3.2- **Preparations for the 6th Pratibha Protsahan Samaroh - 18 May 2019 (Saturday)**
 - a) Ms Meenu Kakkar – Convener, informed that Action has been taken on all the points given in the Minutes of the previous meeting. Regular feedback is being taken on daily basis from the Conveners of various Committees and so far things are going as per schedule. The most important aspect now is to follow-up with the Students, who have been called and whose data is available with us through School Visits, Anveshan ,

Admission Cell , Consultants and Personal Contacts, especially when such an event is being organized by some institutions/ colleges on the same day. Taking note of all the points mentioned during this meeting, including announcement of Concessions, Fooding Arrangements, Presentation by Career-Karts etc, it is expected that the Event will be a great success, since everyone is putting his/ her best effort. **(Action: Convener and All HODs)**

3.3 Admissions-2019

Dr. Shweta Tyagi - Co-Convener, briefed about various actions being taken by the Admission Committee / Cell. These were supplemented /updated by Dr. Dolly Phillips- Convener, and the HODs. The main emphasis was on Conversion of Walk-ins or those who Contact us Telephonically after visiting our Website, Face book , other Social Media, Google Search or to whom we contact telephonically or replying to their emails , SMSes, or Consultants . Since the Results of all the Boards have been declared, more vigorous efforts on all fronts are required at the Admission Committee and Deptts. level for Admissions-2019. The HODs were once again requested to assign duties to each & every faculty of their Deptt. for generating Admissions. Since the CCSU Exams are going to be over in next few days, the Mentors of BBA, BCA and Class Coordinators who were given specific number of our BBA & BCA Final Year Students for conversion to MBA, PGDM and MCA (LE), must start working for admission to our PG Courses. This must be regularly monitored by the HODs I.T. and Management. Also the Class Coordinator of BBA, BCA & BALLB first year, have to work hard with their students to bring admission this year, from the School from where they studied earlier. However, the follow-up for admissions to all other Courses must continue vigorously **(Action; All HODs)**

3.4 Starting of the two PG Diploma Courses

- (a) A detailed proposal for each of these two Courses viz. “Digital Marketing’ and ‘Business Analytics’ be put up by the HOD, Management; and
- (b) These two Courses be offered as Specialization Courses in our PGDM programme and for that the Syllabus of the Subjects to be included in the 3rd & 4th Sems, be also worked out and put up. Both these be made ready by 30th May 2019 **(Action: HODs, Management)**

3.5 Reports on Training and Placement and Plan for the Next Semester:

Since the Placement of MBA/PGDM &MCA Students as well as of selected students of BBA/BCA have been completed and Internship arrangements for some UG Students have been made;

- a) The intervening period till beginning of next semester should be spent by the T & P Cell in establishing contacts with more Companies including those located in Dadri, Sikandrabad, Bulandshahr and Sahibabad Industrial Areas as well as as help in the Admissions through existing contacts with the Industry and our Alumni ;
- b) Our first year Students of BBA & BCA should be given some Projects by the Deptts, which could involve some Survey work, during the vacation period of June- July 2019;
- c) Detailed Action Plan for the Next Semester- T & P Calendar be drawn up in consultation with the HODs for each of the four Units of IPEM and discussed in the Admission Committee Meeting with the Dean Academics / DG. The Input/ Feedback from the passing - out Students be also obtained. **(Action: Head T & P, I.T. Mgt, Laws & Edn.)**
- d) Value Added Programmes (VAPs) for the Next Semester: In keeping with the earlier decisions, the HODs were requested to list out all the VAPs planned to be conducted during the next Semester. All Students have to attend the VAPs, since these are mandatory and are for improving their Skills & Performance in the Regular Courses as well as for providing them an edge over others in Placements / Internships . The HODs were also requested to work out the Resource Persons, Duration, Timings, Topics to be covered etc. for conduct of each of these Courses. **(Action: All HODs)**

3.7 Conduct of the Psychometric Test for B.Ed & BTC Students:

The HOD, CTE informed that it is planned to conduct the first test on 16th May 2019 between 1 & 2 p.m. for B.Ed Students and later for others. The necessary arrangements with the Computer Lab, Examination Incharge CCSU & Careerkarts have been made. **(Action: HOD, CTE)**

3.8 Submission of Exam Forms for B.Ed & BTC Students:

The HOD CTE informed that almost all Exam Forms of B.Ed 2nd year as well as of B.Ed 1st year (collected so far) and of BTC, have been submitted to the Registrar's Office. It was desired that all those who have not submitted their forms so far, should be pursued. Also as decided earlier, the No Dues/ Clearances have to be obtained before acceptance of forms by the Coordinators. Emphasis must be made on the first year Students, that they have to accurately fill their forms especially with regard to the Migration and the Enrolment Numbers etc. Wherever required Affidavits have to be enclosed. The Faculty Class- Coordinators must check each from carefully before submission to the Registrar's office. **(Action: HOD, CTE)**

3.9 Uploading of Sessional, Practical Marks for UG & PG Courses:

The HODs Managements and I.T. informed that the Sessional Marks prepared by the Subject teachers and moderated by the HODs, (as per norms) had been seen by the Dean Academics/ DG and the Marks for the PG Courses are being uploaded but for UG Courses these will be uploaded as soon as the link is provided by the CCSU. It was desired that all these must be checked/ rechecked for accuracy before submission to the University. **(Action: HODs, I.T. and Management)**

3.10 Measures to improve Attendance in Classes / Sessionals / Activities:

After deliberations, the following measures were decided for implementation wef the next Semester:-

- (a) The Attendance of all Students of BTC and B.Ed will be taken through the Bio-Metric System, daily;
- (b) The Attendance of the Students of all courses will be taken by each Class Teacher by obtaining the Signatures of Students in every class daily;

- (c) The Fortnightly Attendance Records shall be displayed appropriately at Notice Boards/Whatsapp messages. The Monthly Report will be sent to the Parents of The Students, by the Faculty Class Coordinators under supervision of the respective HODs;
- (d) In case of first year Students of all Courses, they will be penalized for Absence / Late Comings. For the second year Students, initially Warning letters will be issued with Copy to their Parents and in Chronic cases, Fines will be imposed. For the final year Students, the Warning letters for Absence / Late Comings will be issued. Some norms be worked out for uniform implementation among all Deptt. wef next Semester; and
- (e) Proper Records will have to be maintained by the Deptt. for implementation, so that in case of any representation by a Student or his Parent, sufficient documentary evidence is available . **(Action: HODs, Mgt, I.T. CTE, and Laws)**

3.11 Allocation of Courses, Preparation of Academic/ Activity Calendars incl Students Club Activities and Seminars / Workshops / Guest Lectures and Deptt / Institute Level Functions:

All these be prepared and put up by 30th May 2019 **(Action: All HODs)**

3.12 Uploading of Class Notes by the Class Techers of the Subject taught by them during this Semester:

This should be done by all the Class Teachers and monitored by the Class Coordinators /HODs.The Faculty could mail their Notes to Mr. Dev Tyagi at dev.tyagi@ipemgzb.ac.in) for doing the needful. **(Action: All HODs)**

3.13 Farewell - Management , I.T. and Education Students:

The farewell to the final year students by their next junior batch be held on 07th June 2019 for Management and I.T. Students- one during Pre-lunch and the other during post lunch. The Farewell for B.Ed & BTC (?) he held on 11th June 2019. Since these are Students function, they should be asked to manage these. **(Action: HODs, Mgt, It and CTE)**

3.14 Journals of Law, Management, I.T. and CTE:

- (a) The IPEM Law Journal –Jan 2019 issue has since been received, it should be distributed as per approved distribution list, which should include Important

Libraries such as Bar Council of India, Supreme Court, High Courts of Delhi, Allahabad, Lucknow, Dist. Courts of Ghaziabad , NODIA, Bulandshahr, some nearby NLUs, Law Faculty / Depts. of D U Jamia , JNU , CCSU , some private Universities, all Law Institutes/ Colleges NCR, besides those whose Papers have been published, Advisory Committee Members and Eminent Guests / Visitors to IPEM etc. **(Action: HOD, Law)**

(b) For the 'Journal of IPEM' of Management Deptt, both 2018 and 2019 issues be brought out at the earliest & distributed as per an approved list. **(Action: HOD, Mgt)**

(c) The HOD CTE informed that the Articles for July 2019 issue in the 'IPEM Journal for Innovation in Teacher Education' are being reviewed by the Review Board Members and the approved Articles will be sent for publication by the first week of June 2019, so that the July 2019 issue of the Journal comes out in time.

(Action; ADD CTE)

(d) The HOD I.T informed that they will start the work for bringing out the Dec- 2019 issue of the 'IPEM Journal of Computer Application and Research.

(Action: HOD. I.T)

- It was also noted that we receive a large number of Papers which are presented or read out in absentia, during the Seminars. Since only a limited number of Papers, (after checking for plagiarism) , are published in one issue of a journal, the remaining Papers can be kept as repository for the next issues , This will also enable all Journals to be brought out in time **(Action: All HODs)**
- Mr. Deepanshu Paliwal should take further action for dealing with the UGC in respect of all the four Journals. (Action: Mr Deepanshu Paliwal)
- The Meeting ended with the Vote of Thanks to the chair.

Distribution:

- Secretary
- Dean Academics & All Faculty- through email

Copy to:-

- Dy Registrar

(Col. (Dr) A.S. Malhotra)
Director General