

**Brief Record of the 15th/ 2021 Meeting of the HODs held on 10<sup>th</sup> August 2021 (Tuesday) at 11:30 am in Conference room**

**Present:**

Prof.(Dr.) Sugandha Goel, Mr. Aviral Goel, Prof. (Dr.) Dolly Phillips, Prof. (Dr.) Nishi Sharma, Prof (Dr.) Pooja Sharma, Prof. (Dr.) Neelam Seam, Mr. Shashank Chaudhary, Mr. Saurabh Mishra.

1. **Confirmation of Minutes:** The Minutes of the 14<sup>th</sup> Meeting held on 27<sup>th</sup> July 2021 were circulated and confirmed.
2. **Next Meeting** to be held on 24<sup>th</sup> Aug 2021.
1. **UG NAAC:**

- It was apprised that almost 90% of the points of action (Management / Computer Application/CTE) related to data procurement for NAAC Peer Team Visit have been completed. The focus is on completing the course files for all the subjects.

**Law NAAC:**

- Law department is working on completing their mentorship and course file with focus on preparing their slow and fast learner point based on the basis of their past results and backlogs and is maintaining the proper time table for the remedial classes.

It was suggested that the feedback forms of the students, faculty, alumni and parents need to be maintained on regular basis from the department side and the feedback of employers will be collected by T& P department.

The course file of each subject for the current session is required to be maintained from the beginning of the current session. Moreover, all the documents should be first checked by HOD and then forwarded to IQAC cell for their suggestions. It was also decided that all documents shall be placed in record room in hard copy as well as in digital form.

2. **Status of Finalization of Value Added Courses for Management and Computer Application & Planning for Training and Placement Activities for the New Academic Session:**

**Value Added Courses (Mgmt.):** Following Value Added Courses which are Industry relevant like Business Analytics (Marketing Analytics/ HR Analytics/ Finance Analytics) are finalized for the current session.

**Value Added Courses (Computer Application Department):** It was apprised that as per the current industry demands and job opportunities available in the market Node JS is finalized for MCA students.

It was suggested that for bridging the gap between university curriculum and industry demands weneed to identify the value added courses for BCA also. By the end of the August , value added





courses will be started and the batch size should not be less than 30 students. It was also decided that Google Certification courses can be provided to the students to increase the weightage of their resumes.

It was also desired for CTE students, job / internship opportunities should be explored in publication houses ,Educational websites where B.Ed Pass out students could be placed as content writer or Content Editor.

A separate Training & Placement Officer for Law is also required. HOD Law and Mr. Saurabh need to explore in this reference.

### **3.Feedback on the LL.B CCSU Examination from 31st July 2021:**

The Superintendent of examination reported that the LLB examination of CCS university started from 31<sup>st</sup> July 2021 and will continue till 13<sup>th</sup> Aug 21. It was further apprised that a team of 13 invigilators and 3 relievers are performing all their duties related to the smooth conduct of the examination.

It was suggested by Dean ma'am that the data of final year BALLB and LLB students should be collected and efforts should be made to convert them to MBA program.

### **4.Feedback of the conduct of BBA & MBA External Viva:**

It was apprised that the external viva of BBA was conducted on 7<sup>th</sup> August 2021 in offline mode in the institute premises and the viva of MBA was conducted on 9<sup>th</sup> August 2021 in online mode by 3 external examiners.

It was suggested and decided to maintain proof of the online viva by keeping screenshots for record purpose.

### **5.Planning/ Feedback of the conduct of BCA & MCA External Viva:**

It was apprised that the External Major Project Viva of MCA 6<sup>th</sup> Semester has been conducted through online mode via Microsoft Teams today i.e. 10<sup>th</sup> August 2021 at 1.00PM. All students were advised to keep their videos on during their presentations.

The External Practical Viva-Voce of MCA 2<sup>nd</sup> Sem for two labs i.e. DBMS and Data Structure and Analysis of algorithms is scheduled on 14<sup>th</sup> August 2021 at 9.30 AM and 12.30 PM. respectively. The date for OOPS labs needs to be finalized after discussion with the external examiner. The date of External Viva of BCA 6<sup>th</sup> Sem has been finalized on 16 August 2021 in offline mode.

### **6.Curbing the tendency of delaying the Generation of Receipts for payments related to Academic and Activities Fees:**

The matter of delay in issuing of receipts for payment of fees and other activities like registration fees of international conference was discussed in detail. It was decided that the class coordinator/event coordinator will take regular updates from account department and collect the



receipt of the received payments from the account department and send to the students/participants as acknowledgement. The class coordinators/event coordinators will also keep a record with them.

#### **7. Feedback of Online Teaching of B.Ed Classes:**

It was apprised that online classes of B.Ed students are being conducted in two shifts: morning shift 9.30am to 11:30am for section A and afternoon shift 11:30am to 1:30pm for section B and limited number of students in small groups are being called to campus from 1<sup>st</sup> Aug 2021. Further, it was reported that 35 students of D.EL.ED. are doing their 30 days internship in various government schools. Recently a competition of "Teaching Skills" was conducted and the videos of the best performers are being finalized.

It was suggested that for uploading the videos on Institute's website and Facebook, its quality and contents should be verified from the department end.

#### **8. Submission of Faculty Self Appraisal Performa and conduct of Faculty interaction with Dean Academics:**

All the HODs were instructed that Faculty Self Appraisal Performa should be filled in softcopy and print out of the same should be submitted to the Dean academics in sealed envelope.

It was further directed by Dean ma'am that average marks of the different parameters of HOD evaluation should be calculated in the appraisal form.

#### **9. Feedback on the Activities Conducted:**

##### **a. International Webinar on 31st July 2021**

It was apprised that International Webinar on Intrusion Detection Using Machine Learning was organized by Computer Application Department in collaboration with CSI, Ghaziabad Chapter on 31<sup>st</sup> July 2021. Mr. Sanjay Razdan, Sr. Architect from HCL Technologies, Noida was the resource person. In total 535 registrations were received out of which 180 faculties, research scholars and students attended the event. The webinar had international participation from Phillipines, Kosawa, Albania, Muscut, Tanzania, South Korea and Pakistan. Total feedback forms received 156.

E-Certificates were given to all the participants.





#### **b. International Webinar on 6th August 2021**

It was apprised that International webinar on Digital Responsibility was organized by CTE Department on 6<sup>th</sup> August 2021. Dr. Shweta Mishra ,Guest Faculty, University of Mauritius, Mauritius and Banasthali University, Rajasthan was the resource person. In total 725 National and International Faculties, Research Scholars and students were registered. The webinar was attended by 162 and 142 feedback forms received including international participation from Sri Lanka, United Arab Emirates, Oman, Greece, Algeria, Malaysia, Namibia, Bangladesh , Pakistan Russia, Maldivves, Phillipines. E-Certificates were given to all the participants.

It was suggested by Dean ma'am to all the departments that submission of feedback form for any activity from the participants is mandatory and E-Certificates will be given to only those candidates who have filled their feedback form.

#### **c. Webinar on Save the Girl Child on 6th August 2021**

It was apprised that IPEM Law Academy organized National Webinar on Save Girl Child on 6<sup>th</sup> August 2021 in Collaboration with District Legal Services Authority, Ghaziabad. Ms.Neha Rungta, Secretary DLSA, Gzb, Ms.Sunita Dutta Mediator, DLSA, Gzb, Mr. Mukesh Saini, Panel Lawer were the external speakers. A total of 216 registrations were made and approx. 100 participants attended the session.

#### **d. 8th Pratibha Protsahan Samaroh on 7 Aug 2021.**

It was apprised that CTE and Computer Application Department organized 8<sup>th</sup> Pratibha Protsahan Samaroh on 7<sup>th</sup> August 2021. The total registrations were 232, the students presented in ZOOM were 65 and the number of registered participants in the quiz were 132.

It was further discussed that student's data should be shared with the admission team so that they can counsel or interact with them to raise our admissions in different courses. It was suggested that we should send our brochure along with the prizes to the winners.

#### **10. Forthcoming Activities/ International Conferences:**

##### **a. 2nd Dr. B. S. Goel Memorial National Virtual Moot Court Competition on 28th – 29th August 2021:**

It was apprised that till now 19 Teams with Full payments from all over India have registered for the event. 8 to 10 Judges and advocates need to be finalized. Necessary preparations for proper conduct of the event are being made.

It was suggested that the department can also approach to Mr. S.K Aggarwal, one of our Advisory Board Member for his valuable inputs and suggestions.





**b. International Conference on “Computing and Data Science” on 25 September 2021 and subsequent preparations.**

It was apprised that till now 54 Full Papers and 6 Abstracts have been received. Payments of 20 Papers has also been received. 4 Papers have been sent for Scopus Publication.

It was suggested that at least 12 papers should be selected for IPEM Journal and also start working on compilation of papers for conference book .Further it was suggested that concrete follow-up needs to be made for receiving the payments of all the participants well in advance.

**c. International Conference on IPR on 17 December 2021 and subsequent preparations.**

It was apprised that till now 30 registrations have been received and 2 International Speakers have been confirmed. Exploration is being done for finalizing the National Speakers as well.

**d. International Conference on 26 February 2022.**

It was apprised that till now 8 Abstracts have been received (5 National and 3 International). It was discussed that promotion of International Conference has started on Social Media & WhatsApp groups. For publishing the quality research papers in Web of Science, UGC Care list and Scopus, tie- ups have been done. A paper review committee constituting academic experts has been finalized and details of IC 2022 have also been sent to Nilai Field, Malaysia for promotion of the conference at Global Level. Programme Schedules as well as other details of the Conference have been sent to all the Speakers.

**e. International Conference on 25 Mar 2022. (CTE)**

It was apprised that collaboration with Global Education Research Association (GERA) has been confirmed. Poster of the conference was circulated during the webinar which was held on 6<sup>th</sup> August 2021. The links for registration and payment will be circulated in next week.

It was suggested that department should plan the webinar to be conducted in every 45days. It was further decided that each department should separately maintain their database of email ids of research scholars, faculties for the promotion of the institute research activities. It was also discussed that student participation should be mandatory in each activity conducted by department.

**11. Status of International Conference Books printing which has been pending for quite long.**

HOD Law was directed to complete the task of printing of book of International Conference on priority basis.



Dean Ma'am suggested that all departments should invite at least one research paper from International Scholars and also have atleast one international academician in the Editorial Board of the Journal.

**12. Admissions 2021:** The details of Placement of Hoardings and other Activities related to Admissions were apprised in detail by the Convener, Admission Cell and it was also informed that Admissions are being generated in all the Courses of the Institute. Now the focus is on Printing advertisement, half and full page ads in newspapers .Rigorous calling, follow-up, counseling is being done for generating footfall leading to Admissions for session 2021-22.

**13. Commencement of New Academic Session on 16 Aug 2021 (Tentative) - Preparations for the Commencement of new Academic Session 2021-22: Subject Allocations, Faculty Recruitments, Lesson Plans etc.**

A comprehensive review of all the preparations for the commencement of new academic session 2021-22 were carried out and it was decided as under:

- a) The time table coordinators of all four departments will have a joint meeting and finalize the time table in consultation with each other in order to avoid the clashes.
- b) Each faculty member should be allotted atleast one subject of his/her choice and other subjects may be allotted by the HOD as per the requirement.
- c) For Re-registration of the existing students the class coordinators were directed to encourage use of online process and if needed, they may call the students in small groups in the afternoon to the institute premises.

**14. Consolidation of the Academic & Activity Calendar 2021 -22.**

The academic calendar has been finalized and it was decided that activities of Unnat Bharat Abhiyan (UBA) should be incorporated in the academic calendar and copies of the same should be shared with Ms. Shalini , Mr. Dev and Mr. Jagdish to ensure proper coordination and display on the front office notice board.

**15. Fresh Points:**

- a) It was decided that standard template will be followed by all the faculty members in their power-point presentation of daily academic activity which will include a uniform format for the title slide and the content slide.
- b) It was decided that the orientation kit will be handed over to the new students whenever they visit the campus and the same can be collected from the concern department.
- c) Dean Ma'am directed that faculty member should avoid taking short leave in the first half and if they have some important task they may avail the short leave in second half.





As far as the practice of taking leaves frequently should be avoided as it hampers the academic work of the institute.

d) It was decided that if any faculty member wants to pursue higher studies he/she should take the consent from the institute.

e) It was directed that students feedback must be taken 2 times per semester in online mode. Parents feedback is also mandatory. It was further suggested that T&P cell should also interact with the students to discuss about the problems they are facing and take the feedback from them.

f) It was suggested that each faculty member must access the DELNET and AKTU registered faculties can access E -NALANDA.

**Deliverables by the end of this week:**

- Names of two faculty members from each department who are technically sound to take care of admissions in online mode.
- Students Grooming Activity calendar for "Excellent 50"/ CRC Activity calendar so that the objective of Quality Training & Placement in Session 2021-22 is achieved. (T&P).
- Details of concerned agency for value added course, Course Coverage Plan, Financials etc. need to be submitted both for Management & Computer Application (T&P).
- Roster of departments for Major Events of the Institute.(Management)
- Roster of Faculties to visit the library frequently and update their entries in library registers.(CTE, Law, Management, Computer Application)
- Time Tables of BBA/BCA/BALLAB (3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup> and 9<sup>th</sup> sem) to be circulated latest by 13<sup>th</sup> Aug 2021.
- Faculty Appraisal Summary scores to be forwarded to Dean Academics.

**The Meeting ended with the Vote of Thanks to the Chair.**

**Distribution:**

- Secretary
- Dean Academics, HODs & All Faculty- through email and whatsapp
- Director

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



**Brief Record of the 17th/ 2022 Meeting of the HODs**  
**held on 23<sup>th</sup> March 2022(Wednesday) at 3:15 pm at Conference Room**

**Present:**

Mr. Anupam Goel, Prof. (Dr) Sugandha Goel, Prof. (Dr)R.K. Singhal, Prof. (Dr.) Dolly Phillips, Prof. (Dr.) Nishi Sharma, Prof. (Dr) Minaxi Tomar, Mr. Shashank Chaudhary, Mr. Surendra Kumar & Mr. Saurabh Mishra and special invitee Dr. Sangeeta Solanki.

1. **Next Meeting: to be held on 5<sup>th</sup> April 2022.**

2. **Confirmation on the minutes of the 15<sup>th</sup> Meeting held on 8<sup>th</sup> March 2022 were circulated and confirmed.**

3. **Review and feedback on NAAC Peer Team Visit on 21<sup>st</sup> & 22<sup>nd</sup> March 2022:**

In the opening remark, Secretary Sir has appreciated the efforts made by whole team for NAAC Accreditation. The session has started with the feedback given by all presents. The followings majors points shared by all concerns:-

- a) We need to improve faculty research publications specially referred to computer application department.
- b) More faculty member should start making efforts for patents.
- c) IQAC coordinator should made a detailed analysis of all activities and feedbacks received with an action plan to improve further and shall be submitted to the Director by 26, March 2022.
- d) In the assessment of internal marks, out of 25 marks, atleast 5 marks shall be dedicated towards measurement of skill enhancement among students.
- e) We should prepare a rubric for measurement of outcome in all important activities/ skill based trainings / projects/ internships etc.
- f) From the whole NAAC Visit it appears that the NAAC manual has not been read completely by all concern. Therefore, it is requested to all HODs they should thoroughly read the NAAC manual and explain to all their faculty members. Faculty members should also be directed to read NAAC manual carefully.
- g) It is suggested that each faculty should publish atleast one Research Paper per year in UGC Care / Scopus Index Journals.
- h) The IQAC is re-constituted and each HOD will be representing as IQAC head of the department in the central all IQAC meetings. He will be responsible to train the faculty members. All head with IQAC coordinator should meet daily for half an hour to discuss the interpretation of each criteria and develop strong & deep understanding of each criteria/sub criteria.





- i) It is suggested that the separate record for the academic year 2020-21 shall be maintained by the respective department for finalising the AQAR (2020-21), shall be submitted to the IQAC coordinator for the final record and submission. It is also suggested that we should start preparing the records for the year 2021-22 parallelly.
  - j) We should study and see the possibility of N-list subscription as suggested by NAAC Peer Team.
  - k) It is suggested by NAAC Peer Team that Institute can have free band width of high speed internet from NMEICT (National Mission on Education through Information & Communication Technology) of MHRD.
  - l) It is also suggested by NAAC team that we must have collaboration with National Cyber Defence Resource Centre for providing various resource person for conduct of Guest Lecture / Seminar / Conference on Cyber Security. The task would be handled by HOD Computer Application.
  - m) It is decided that HODs will calculate the score of AQAR of UG-NAAC (2020-21) and thereafter the score will be vetted by IQAC Coordinator & finally submitted to Secretary Sir.
  - n) It is decided that for the PG Programme HOD Management & Computer Application should nominate one faculty for NBA Accreditation process and its work should start immediately.
  - o) It is apprised to the whole house that SIM software is updated with new features like messaging, updation of fee, attendance etc. It would be implemented shortly and all faculty members would be made aware about its application & usage.
4. All pending PDCs should be deposited immediately. If cheque (s) are bounced, send an intimation through a registered letter to such students. Such letters should be sent positively by Saturday 26 March 2022. It is also suggested to please direct students that they have to pay cheque bouncing charges alongwith due amount immediately but after 31 March 2022 fee would not be accepted.
  5. It is apprised that in case of B.Ed Ist year all pending fee would be cleared by 1<sup>st</sup> week of April 2022.
  6. It is apprised that the complete fee of MBA and MCA First year have been paid.
  7. It is apprised that the examination forms of B.Com (**Ist, IInd and IIIrd Year**) have been submitted except one form of B.Com (III year)
  8. The average attendance of BBA/BCA IInd & IIIInd year is around 60-65% and in case of MBA/MCA IInd year it is 30-35%. It is apprised that now classes would be held in the regular scheduled time and we hope attendance will improve further.
  9. The classes of BBA, BCA Ist year, will start from 28 March 2022 (Monday) & in case of MCA Ist year the classes will start from 4 April 2022 (Monday) and for MBA Ist year classes will start from April 2022 ( Thursday).



10. The syllabus for core papers of B.Ed 1<sup>st</sup> year is almost 90% completed and for the teaching subject the syllabus is comprised of theory and practical (40 % Theory & 60 % Practical) and practical part (micro-teaching) will start from 28<sup>th</sup> march 2022. The time table related to micro teaching is circulated with the students.
11. In case of D.El.Ed. there are 24 students admitted for the session 2021-22, the documents of 22 students were submitted to DIET Hapur and 10 students out of 22 are having some minor problems in documents. They will be rectified and submitted to DIET in a day or two. Documents of balance two students have also been received and now will be submitted to DIET shortly.
12. The PDP classes for BBA II Sem will start from 4<sup>th</sup> April 2022 and that of MBA IInd Sem will start from 11<sup>th</sup> April 2022. The classes of IT skills for BBA IV & VI Sem will start 4<sup>th</sup> April 2022 onwards and that for MBA II Sem from 11<sup>th</sup> April onwards. The Classes of PDP and IT skills for B.Com II Sem will start at the time of commencement of their II Sem Classes, tentatively from April end.
13. The following Value Added Programmes for Computer Application department would start in this even semester.
  - a) BCA IV Sem - PDP
  - b) BCA VI Sem - Web Designing
  - c) MCA IV Sem - Advanced Node.js  
Java & Android
  - d) MBA & MCA II Sem – PDP
  - e) LLB /BALLB- yet to be decided by the Law Deptt.
14. It is discussed and finalised that separate meeting would be held to discuss all the admission related points/ agendas.
15. The following are apprised by CRC head:
  - a) Total companies for Internship -
    - Management – 7, IT- 4, LAW- 4 (legal firms) for law students under the 10 lawyers.
    - Total students placed in the Companies - 2021- 22 (MCA – 02, BCA – 15, MBA - 06, BBA – 02, B.COM – 05).
    - There will be a Guest Lecture by Mr. Nikhil Kashyap, Director Karat Lawz Academy on topic” Law of Contract” at Glance” in IPEM Law Academy, Ghaziabad on 30/03/2022.





## 16. Law Academy:

- Law department apprised that 45 contacts for admission were received through visit to Saket Court on 22/03/2022.
  - The edited book received from printer for second review and it will be sent back by Saturday 26 March 2022 to printer.
  - It is informed by Law department that the total 45 registrations are received for Internal legal case analysis, scheduled for 24<sup>th</sup> March 2022.
  - The Law department apprised that the first alumni talk of Alumni series is scheduled on 26 march 2022 at 2:00pm (offline). The alumni is Mr. Arun Sharma practicing advocate at Delhi High Court.
  - 2<sup>nd</sup> Webinar on Emerging Careers in Law is scheduled on 27<sup>th</sup> March 2022. The speaker Mr. Anand Duggal practicing advocate at Supreme Court and the number of registrations are 209 till date.
17. Invitations through students will start be made from 25<sup>th</sup> & 26<sup>th</sup> March 2022 where students will be visiting different Institutes (more than 70 Institutes) for inviting participation in ULLAS 2022. Promotion of the Fest through social media platforms has been started. The other arrangements like music band, photographer etc have also been finalised and the budget has also got approved.
18. International E-conference by CTE: Total 82 registrations are done, full paper received 75 (11 International 57 National, 7 Internal). All the preparations related to International Conference are completed. The conference will start at 9:00am on 25<sup>th</sup> March 2022.
19. It was apprised that Technohack Phase I 2022 will be held on 7<sup>th</sup> May 2022 and Technohack Phase II 2022 will be held on 25-26 November 2022.
20. The international conference of computer application department is scheduled on 24<sup>th</sup> September 2022 and call for paper has been sent. It is suggested that call for paper should be sent on Institutional common data. The theme of the Management International E-Conference 2023 with specific title and date will be finalised by 26<sup>th</sup> February and thereafter working for further proceedings will be started.

Any other item with the permission of Chair.

**Dr. R.K. Singhal)**  
**Director**

### CC to

- Secretary
- Dean Academics
- Director General
- All HODs

