**INTERNAL QUALITY ASSURANCE CELL**

The meeting of Internal Quality assurance cell was conducted on 29/03/17 by 11:00 AM in the VC office and the following members were present.

 1.       Prof. M. Kidwai (Vice Chancellor)                   -               Chairperson

2. Dr. Deepa Sharma - Member

3.       Prof. Archana Jain                                              -               Member

4.       Prof. S. Parmar                                                   -              Member

5.       Prof. Aditya Sharma                                           -               Member

6.       Prof. Vikas Kaushik                                           -                Member

7.       Prof. A.K. Chauhan                                            -               Member

8.       Prof. Anshu Teotia                                             -                Member

9.       Prof. Renu Mavi                                                 -               Member

10.       Prof. S.K. Toor                                                 -             Member

11.    Mr. Ashok Kumar (Registrar)                            -              Member

12.    Prof. T.S. Easwari                                                -               Members Secretary

**The minutes of the meeting:**

IIMT University which is oriented towards enrichment of innovative professional practices in the constituent courses is working with deviation from the classical set up with focus on student professional moulding than simple student education through the various courses conducted. Hence the members were insisted on the following.

1.      College working orientation towards implementation of **vision and mission** of the University.

2.      The **Quality bench marks** for academic activities:

**Practical classes and labs**: Implementation and compliance to maintenance of SOP of instruments, Lab manual updation, technical staff  Job card maintenance and instrument validation was insisted.

**Academic calendar** framing and implementation in constituent colleges with inclusion of guest lectures on industry oriented knowledge updation, personality improvement activities etc.

 **Quality circle promotion**:  Framing of internal quality circles for quality implementation review and follow up activities.

 **Activities documentation leading to quality improvement**:  The research publication of every department with student activities like cultural, sports, co-curricular & extra curricular were insisted for systematic documentation for facilitating easy review and improvement.

3.      **Institutionalizing** **Quality initiatives**: This was discussed to be implemented through:

 Integration of **modern methods of teaching**, learning and evaluation through, smart board teaching, LCD classes, video lectures, online classes, Group discussion and brain storming sessions.

Ensuring the adequacy **maintenance and functioning of support infrastructure** for the above through internal purchase & maintenance department.

4.      **Development of** **state of Art laboratories**: The R & D lab of engineering and pharmacy are getting improved through external funding from MSME and from management to get upgraded as state of Art laboratories.

5.      **Training & Research centre**- **Entrepreneurship development**. Through the MSME funding for business incubator in engineering & pharmacy and start up initiatives the student entrepreneurship moulding is currently carried out and insisted for improvement in engineering & pharmacy.

6.      Creation of **IQAC window** in our IIMT University website was insisted to network department.

7.      **Computer Training Programme** for Non-teaching staff was discussed with MCA department.

8.      Implementation of **term-wise teaching plan and research activities** were insisted.

9.      Training of Non-teaching staff for **Automation process** at institutional level was discussed.

10.  The **Mentoring/tutor-ward system** which is currently implemented was discussed for betterment.

11.  **Feedback system** with Multi-cornered feedback including feedback from parents, Alumni, employers, students were framed & insisted for implementation.

12.  A review of **Training and placement cell** of constituent colleges were made & motivated for 100% placement.

**Member Secretary                                                                           Chairperson**