

INSTITUTE OF APPLIED MEDICINES AND RESEARCH,
9Km Stone, Delhi-Meerut Road, Duhai, Ghaziabad

Date: 1/6/2023

Notice

Meeting of INTERNAL QUALITY ASSURANCE CELL (IQAC) members will be held on 5th June 2023 at 3.00 pm.

Venue: IQAC CELL

Following members are invited for the meeting

S.no.	Name Of Members	Position in the Committee
1	Dr. Abha Vashishth	Principal
2	Dr. Monika Sharma	Coordinator
3	Dr. Shweta Kulshreshtha	member
4	Dr. Neha Gupta	member
5	Dr. Mansi Srivastava	member
6	Mr. Abhishek Singh	member
7	Mrs. Usha Pandey	member
8	Mrs. Surbhi Roy	member
9	Mr. Tarun Sethi	member
10	Mr. Praveen	member
11	Mr. Jeet Chaudhary	member
12	Miss Priya Harish Nagarkoti	Member (Student)
13	Mr. Imran Saifi	Member (Student)
14	Harshit Singh	Member (Alumni)
15	Satyaprakash	Member (Alumni)

Agenda

- IQAC Plan for new academic Year 2023-24
- Students Induction for Fresher's for all courses
- Online Teaching and Learning
- Mentor – Mentee List to be published
- Students to register themselves in SWAYAM and NPTEL Online course

Cc: All IQAC Members

Abha Vashishth
Principal



INSTITUTE OF APPLIED MEDICINES AND RESEARCH,
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IQAC Meeting Summary

Meeting of INTERNAL QUALITY ASSURANCE CELL (IQAC) members was held on 5th June 2023

Minutes of Meeting

IQAC Plan for New Academic Year 2023-24

- It was decided to implement a comprehensive IQAC plan focusing on academic excellence, quality enhancement initiatives, and student-centric activities.

☐ **Students' Induction for Freshers for All Courses**

- The induction program for the new batch was planned to familiarize students with institutional policies, resources, and co-curricular opportunities.

☐ **Online Teaching and Learning**

- A proposal to enhance online teaching tools and methods was approved, ensuring effective delivery of online classes and resource accessibility.

☐ **Mentor-Mentee List to Be Published**

- It was resolved that the finalized Mentor-Mentee list will be published by the start of the session, fostering academic and personal guidance for students.

☐ **Students to Register for SWAYAM and NPTEL Online Courses**

- All students will be encouraged to register for SWAYAM and NPTEL courses, with faculty members assisting in the selection of relevant topics.



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Attendance Sheet

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9	Mr. Tarun Sethi	member	
10	Mr. Praveen	member	
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Action Taken Report on the decisions of IQAC meeting held on 5th June 2023

IQAC Plan for New Academic Year 2023-24

- **Objective:** Develop and implement strategies for quality enhancement.
- **Action Items:**
 - Conduct brainstorming sessions with faculty and staff to identify key focus areas.
 - Set specific quality benchmarks for academic and administrative activities.
 - Prepare a calendar for IQAC activities and periodic reviews.
- **Responsibility:** IQAC Coordinator and Committee Members

Student's Induction for Freshers for All Courses

- **Objective:** Facilitate a smooth transition for freshers into the institution.
- **Action Items:**
 - Design an engaging induction schedule including orientation sessions, campus tours, and interaction with faculty.
 - Involve senior students to guide freshers.
 - Share program details with students and faculty well in advance.
- **Responsibility:** Program Coordinators

Online Teaching and Learning

- **Objective:** Strengthen the online teaching infrastructure and methods.
- **Action Items:**
 - Organize training sessions for faculty on effective online teaching tools (Zoom, Google Classroom, etc.).
 - Ensure that all course materials are uploaded and accessible to students.
 - Monitor student engagement and address challenges in online learning.
- **Responsibility:** IT Department and Faculty Members

Mentor-Mentee List to Be Published

- **Objective:** Build a supportive academic environment through mentoring.
- **Action Items:**
 - Allocate students to mentors based on their courses and preferences.
 - Publish the list via notice boards and online portals.
 - Conduct an initial mentor-mentee meeting to set expectations.
- **Responsibility:** Academic Coordinators and Program Heads

Students to Register for SWAYAM and NPTEL Online Courses

- **Objective:** Promote skill enhancement and self-learning through online platforms.
- **Action Items:**
 - Conduct an orientation session for students on SWAYAM and NPTEL platforms.
 - Provide a list of recommended courses for each program.
 - Faculty to assist students in registration and track their progress.
- **Responsibility:** Faculty Mentors and Program Coordinators



INSTITUTE OF APPLIED MEDICINES AND RESEARCH,
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Date: 18/9/2023

Notice

Meeting of INTERNAL QUALITY ASSURANCE CELL (IQAC) members will be held on 20th September 2023 at 3.00 pm.

Venue: IQAC CELL

Following members are invited for the meeting

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14	Harshit Singh	Member (Alumni)
15	Satyaprakash	Member (Alumni)

Agenda

- Organizing Internal Hygiene Workshop for female staff, Faculties and students.
- Conduct a 30 Hours add on certificate program for all courses
- Academic audit
- Institute website
- Result analysis for previous year

Cc: All IQAC Members



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IQAC Meeting Summary

**Meeting of INTERNAL QUALITY ASSURANCE CELL (IQAC) members was held on
20th September 2023**

Minutes of Meeting

☐ Organizing Internal Hygiene Workshop for Female Staff, Faculties, and Students

- It was agreed to organize a hygiene awareness workshop focusing on health and wellness for female staff, faculty, and students.

☐ Conduct a 30-Hour Add-On Certificate Program for All Courses

- The committee approved the introduction of a 30-hour certificate program tailored to complement each course, focusing on industry-relevant skills.

☐ Academic Audit

- A detailed academic audit was scheduled to evaluate teaching practices, course outcomes, and overall academic performance.

☐ Institute Website

- The need for updating and enhancing the institute's website to improve accessibility and showcase achievements was emphasized.

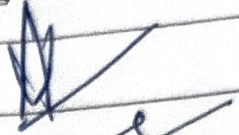

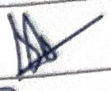

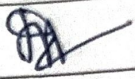
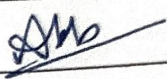
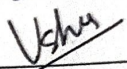
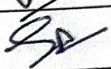
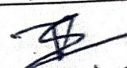
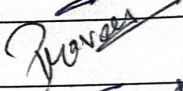

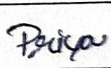
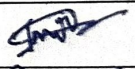
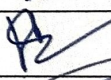

☐ Result Analysis for Previous Year

- It was resolved to conduct a detailed analysis of the previous year's results to identify areas of improvement and enhance student performance.



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15	Satyaprakash	Member (Alumni)	



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Action Taken Report on the decisions of IQAC meeting held on 20th Sep 2023

☐ **Organizing Internal Hygiene Workshop for Female Staff, Faculties, and Students**

• **Action Taken:**

- The workshop was successfully conducted by the management department for all course students and faculties
- Topics covered included personal hygiene, menstrual health, and wellness tips.
- Participation included more than 100 attendees from staff, faculty, and student groups.

☐ **Conduct a 30-Hour Add-On Certificate Program for All Courses**

• **Action Taken:**

- The certificate programs were initiated by each department as per the need of current market which can enhance the practical knowledge of the students and successfully completed by them and the students were provided the certificate for the same.
- 40-45 students from various courses enrolled and earned their certificates.

☐ **Academic Audit**

• **Action Taken:**

- The academic audit was conducted by the IQAC Coordinator
- Comprehensive feedback was collected on teaching methodologies, curriculum coverage, and student engagement.
- Recommendations for improvements have been shared with the respective departments.

☐ **Institute Website**

• **Action Taken:**

- The institute's website was updated on 15th October 2023.
- New features added include student testimonials, faculty profiles, and course-specific information.
- Efforts were made to ensure the website is mobile-friendly and accessible to all users.

☐ **Result Analysis for Previous Year**

• **Action Taken:**

- A detailed result analysis was completed by each department for each course.
- Key findings were shared with faculty to address gaps in student performance.
- Additional support mechanisms, such as remedial classes, have been introduced for students needing assistance.



INSTITUTE OF APPLIED MEDICINES AND RESEARCH,
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Date: 13/1/2024

Notice

Meeting of INTERNAL QUALITY ASSURANCE CELL (IQAC) members will be held on 19th January 2024 at 3.00 pm.

Venue: IQAC CELL

Following members are invited for the meeting

S.no.	Name Of Members	Position in the Committee
1	Dr. Abha Vashishth	Principal
2	Dr. Monika Sharma	Coordinator
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12	Miss Priya Harish Nagarkoti	Member (Student)
13	Mr. Imran Saifi	Member (Student)
14	Harshit Singh	Member (Alumni)
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Agenda

- Planning of cultural and sports events
- Hospital visits planning and plantation drive as a part of outreach activity
- Remedial course planning
- Career counseling sessions
- Feedback from teachers and students

Cc: All IQAC Members



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IQAC Meeting Summary

Meeting of INTERNAL QUALITY ASSURANCE CELL (IQAC) members was held on
19th January 2024.

Minutes of Meeting

☐ **Planning of Cultural and Sports Events**

- It was decided to organize a series of cultural and sports events throughout the academic year, focusing on holistic student development and interdepartmental collaboration. A tentative schedule will be finalized by this session.

☐ **Hospital Visits Planning and Plantation Drive as a Part of Outreach Activity**

- The committee resolved to plan hospital visits for healthcare awareness and organize a plantation drive to promote environmental sustainability. Dates and logistics will be coordinated by respective teams.

☐ **Remedial Course Planning**

- A proposal for remedial courses to support academically weaker students was approved. Faculty members will identify students and begin classes from first week of February 2024.

☐ **Career Counseling Sessions**

- Career counseling sessions were planned to guide students on academic and professional growth. Experts and industry professionals will be invited for workshops and one-on-one mentoring.

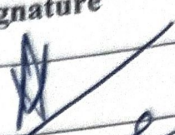
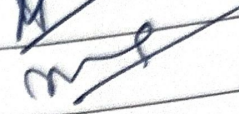



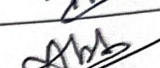
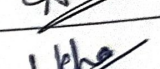



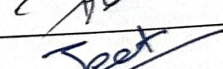
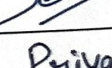
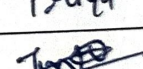


☐ **Feedback from Teachers and Students**

- It was agreed to collect structured feedback from teachers and students to assess teaching quality and improve learning outcomes. The feedback mechanism will be implemented by each and every department by the end of the semester.



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Action Taken Report on the decisions of IQAC meeting held on 19th Jan 2024

☐ **Planning of Cultural and Sports Events**

• **Action Taken:**

- A calendar of cultural and sports events was finalized and shared with students and staff on 2nd February 2024.
- Events such as sports Day, Annual Fest, Dance Diva, Badminton tournament were successfully conducted, ensuring active participation from all departments.

☐ **Hospital Visits Planning and Plantation Drive as a Part of Outreach Activity**

• **Action Taken:**

- Hospital visits were organized by Physiotherapy department with students gaining hands-on exposure to healthcare settings.
- A plantation drive was conducted resulting in 60 saplings planted on campus and in nearby areas.

☐ **Remedial Course Planning**

• **Action Taken:**

- Remedial classes commenced focusing on core subjects identified as challenging for students.
- Weaker students enrolled, and progress is being monitored through regular assessments.

☐ **Career Counseling Sessions**

• **Action Taken:**

- Career counseling sessions were conducted on regular bases, featuring industry experts and faculty mentors.
- Topics covered included resume building, interview skills, and exploring career opportunities in various fields.

☐ **Feedback from Teachers and Students**

• **Action Taken:**

- Feedback forms were distributed and collected by the end of the semester and session.
- The analysis was completed, and recommendations were shared with faculty and administrative teams for action on improvement areas.



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Date: 28/3/2024

Notice

Meeting of INTERNAL QUALITY ASSURANCE CELL (IQAC) members will be held on 1st April 2024 at 3.00 pm.

Venue: IQAC CELL

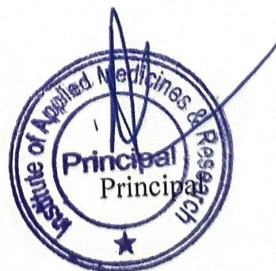
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Agenda

- Progress towards Syllabus completion
- Planning of workshops and FDP for faculties
- Planning of upcoming exams
- Placement drive- mega job fair
- Planning of annual fest- Dreamzspark 2024

Cc: All IQAC Members



**INSTITUTE OF APPLIED MEDICINES AND RESEARCH,
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IQAC Meeting Summary

Meeting of INTERNAL QUALITY ASSURANCE CELL (IQAC) members was held on 1st April 2024.

Minutes of Meeting

Progress towards Syllabus Completion

- Faculty members shared their updates on syllabus completion for their respective courses.
- Challenges in completing the syllabus due to unforeseen holidays and student engagement issues were discussed.

Planning of Workshops and FDP for Faculties

- The need for faculty development programs (FDP) and skill-enhancement workshops was emphasized.
- Key areas such as digital teaching tools, research methodology, and subject-specific updates were identified.

Planning of Upcoming Exams

- The timeline for upcoming internal and external examinations was reviewed.
- Challenges in managing examination schedules due to overlapping events were noted.

Placement Drive – Mega Job Fair

- The placement team proposed organizing a mega job fair involving multiple companies to provide opportunities for final-year students.
- Suggestions for inviting diverse companies across industries were made.






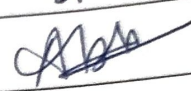
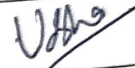


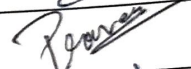
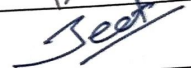


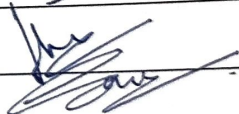

Planning of Annual Fest – Dreamzspark 2024

- The annual fest was proposed to include cultural, technical, and sports events along with a platform for showcasing student talents.
- Budgetary and logistical constraints were discussed.



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Action Taken Report on the decisions of IQAC meeting held on 1st April 2024.

1. Progress towards Syllabus Completion

• **Action Taken:**

- Mid-term syllabus completion reviews were conducted in the month of March 2024.
- Faculty members utilized extra classes and remedial sessions to address gaps.
- By 30/03/2024, 60% of the syllabus was reported as completed across all courses.

2. Planning of Workshops and FDP for Faculties

• **Action Taken:**

- Two workshops were successfully organized:
 - **Digital Teaching Tools Workshop**
 - **Research Methodology FDP**
- Feedback from participants highlighted the usefulness of the sessions, and plans for more workshops are underway.

3. Planning of Upcoming Exams

• **Action Taken:**

- Examination schedules for Insert Internal/External Exams were finalized and communicated on planned date.
- Question papers were submitted by faculty members by the set deadline, and invigilation duties were assigned.
- Exams were conducted smoothly as per planned.

4. Placement Drive – Mega Job Fair

• **Action Taken:**

- The mega job fair was successfully organized by the college.
- 45 companies from various industries participated, offering various positions.
- Students secured placement offers during the event. Pre-placement training sessions were conducted before the fair to enhance student preparedness.

5. Planning of Annual Fest – Dreamzspark 2024

• **Action Taken:**

- Committees for cultural events, logistics, sponsorship, and promotions were formed and began operations before the event.
- Event themes and schedules were finalized by the cultural committee.
- Promotional campaigns and sponsorship agreements are in progress, ensuring Dreamzspark 2024 is on track for the fest.

