ims noida
INSTITUTE OF MANAGEMENT STUDIES
Recognised by UGC & Affiliated to CCS University, Meerut
GRADE 'A' INSTITUTE BY UGC-NAAC

Internal Quality Assurance Cell (IQAC)

MINUTES OF MEETING

Date: 10th June'19
Time: 12:00 PM
Venue: IQAC Cell

The following members were present:

1. Dr. Manju Gupta (Chairperson-IQAC)
2. Dr. Ruchi Tripathi (Coordinator-IQAC)
3. Mr. Pradeep Kr. Saraswat (Registrar)
4. Mr. Manish Gupta (Head Admin)
5. Dr. Preety Khatri (Member)
6. Ms. Pooja Juneja (Member)
7. Ms. Neerja Anand (Member)
8. Ms. Priti Rani Rajvanshi (Member)
9. Ms. Manisha Raghuvanshi (Management Representative)
10. Mr. Prakash Kumar (Alumni)

Agenda of the Meeting:

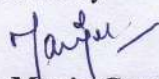Initiation and Planning of Knowledge Sharing Session Concept

Discussion:

Sr. No.	Particular	Discussion	Responsibility	Action Taken	Date of Submission
1.	To Initiate and plan the knowledge sharing sessions for the mutual exchange of ideas and information that could influence the teams learn in an organization.	As per discussion with the IQAC committee members and representatives of the various departments' it was brought into notice about the importance and benefits of implementing the knowledge sharing sessions.	Dean office/ Department Heads	Information about knowledge sharing will be floated by HODs' in their respective departments	12th June 2019 (Wednesday)
2.	Implementation of Knowledge sharing sessions.	As per discussion with the IQAC members and representatives of the various departments' it was finalized that the sessions would be held on every Saturday, so that there would be no hinderance in smooth conducting of regular classes.	Dean office/ Department Heads	Action plan: which included Faculty names and their dates for their sessions was decided.	14th June 2019 (Friday)

| 3. | Conducting 1st session of knowledge imparting | The IQAC team members and other participants decided that 1st knowledge sharing session should be conducted at the earliest i.e., the recent approaching Saturday | Dean office/ Department Heads | Date of 1st knowledge sharing session was decided | 22nd June 2019 (Saturday) |

Submitted by

[Dr. Ruchi Tripathi]
IQAC Coordinator

Approved by

[Dr. Manju Gupta]
Chairperson-IQAC

ims noida

INSTITUTE OF MANAGEMENT STUDIES
Recognised by UGC & Affiliated to CCS University, Meerut
GRADE 'A' INSTITUTE BY UGC-NAAC

Internal Quality Assurance Cell (IQAC)

MINUTES OF MEETING

Date: 9th Dec '19
Time: 11:00 AM
Venue: IQAC Cell

The following members were present:

1. Dr. Manju Gupta (Chairperson-IQAC)
2. Dr. Ruchi Tripathi (Coordinator-IQAC)
3. Mr. Pradeep Kr. Saraswat (Registrar)
4. Mr. Manish Gupta (Head Admin)
5. Dr. Preety Khatri (Member)
6. Ms. Pooja Juneja (Member)
7. Ms. Neerja Anand (Member)
8. Ms. Priti Rani Rajvanshi (Member)
9. Ms. Manisha Raghuvanshi (Management Representative)
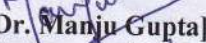10. Mr. Prakash Kumar (Alumni)

Agenda of the Meeting:

NAAC – Regarding training course on Robotics Process Automation (RPA)

Sr. No.	Particular	Discussion	Responsibility	Action Taken	Date of Submission
1	About RPA course & duration	Discussion about the demand of automation in industry and future growth for students and the duration of this course	Department & Dean Office	Will check the course and schedule provided by Automation Anywhere University (AAU)	Friday (13th Dec, 19)
2	Regarding RPA training course	Discussion on RPA training course for IT students	Dean office	Will take initiation and signed MoU of RPA training course	Wednesday (18th Dec, 19)
3	Benefit of this course for students	Discussion on how this course will benefit the students in their career and growth	Department	A brief introduction regarding this course will be initiated by the department for maximum participation of students in this course	Monday (23rd Dec, 19)

Submitted by

[Dr. Ruchi Tripathi]
IQAC Coordinator

Approved by

[Dr. Manju Gupta]
Chairperson-IQAC