Institute of Technology & Science, Ghaziabad

Internal Quality Assurance Cell (IQAC)

Minutes of meeting

Academic Year: 2023-24

Date: 01ˢᵗ July, 2024

Time: 1300 Hrs

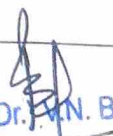Venue: Google Meet Platform

Members present:

Sr. No	Name	Designation
1	Dr. V N Bajpai	Chairperson
2	Dr. Ashish Kumar Jha	Coordinator
3	Prof. Varun Arora	Members
4	Mr. Pankaj Kumar	Members
5	Dr. Surendra Tiwari	Members
6	Mr. Piyush Kumar Srivastava	Members
7	Mr. Arpan Mittal	Members
8	Mr. Pranjal Singh	Members
9	Dr. Sunil Kumar Pandey	Members
10	Mr. Alok Narain	Members
11	Mr. CK Sabharwal	Members
12	Dr. Ajay Kumar	Members
13	Dr. D K Pandey	Members

Members absent: Mr. Abhishek Aggarwal, Mr. C.K. Sabharwal

1. Dr V N Bajpai, Chairperson of IQAC extended a warm welcome to the members present.
2. A report for the year 23-24 was presented before all the members by Dr. Ashish Kumar Jha.
3. Presentation covered the actions taken and outcome achieved against the plan of action as decided at the beginning of AY 2023. The summary follows:

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Plan of Action	Achievement/Outcomes
• Started Offline classes from 6th October 2023 for the first year of MBA programme • Starting offline classes from 15th October, 2023 for first year of MCA • MBA 2nd Year to be started after completion of Summer Internship and MCA 2nd Year has been started from 21st September, 2023 with value added modules. • SIP competition to be organized on 29th November, 2023 • Annual Alumni Meet- 2nd March, 2022 • Organizing HR Conclave on 25th November, 2023 • Organizing Research Conclave on 20th January, 2024 • Organizing I.T.S Utkrisht Marketing Awards on 20th January, 2024 • Organizing Business Summit in two functional areas on 11th February, 2024. • I.T.S YTH-22 on 23rd February, 2024 • Organising Annual Fest WYSIWYG-22 on 19th April, 2024. • Organizing Entrepreneurship summit on 6th April, 2024 • Organizing one international conference on 26th & 27th April, 2024.	• HR Conclave was organized on 25th November, 2023. • I.T.S Utkrisht Marketing Awards were organized on 20th January 2024 • Organized Business Summit on 17th February, 2024 as planned. • Organized online I.T.S YTH-24 on 23rd Feb, 2024 in place of original date decided due Meerut University final year Viva Voice • Entrepreneurship summit was organized 21st April 24 • To continue with workshops on languages for MCA students • VIBGYOR-2024- An inter-institutional Fest-4th Nov. • Online certification courses for students on industry relevant topics • Value added courses related to specialization for students. • Few topics to be covered in workshop mode of 10hrs for MBA IInd year each: Area head to decide the topics and submit the same by 10th October. • Increasing Alumni contribution through placement readiness program. • International conference " was organized on 26th and 27th April, 2024. • Different workshops on language labs were organized for MCA students • Several Alumni talks were organized using virtual and offline modes for MBA & MCA students. • Several online certificate programs/courses were completed by students and faculty. • Organised Annual Fest WYSIWYG-24 on 12th May, 2024 • Organised SIP competition on 29th November 23

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Plan of Action for the academic year 2024-25:

The plan of action for the year 2024-25 was developed based on the discussions and suggestions of the meeting:

- Starting the new batches of MBA & MCA as per University Guidelines
- Preparing students for industry through certification courses and workshops
- To fill the gap between academics and industry through more corporate talks.
- To involve alumni resources in more academic and placement activities.
- To introduce new value added courses in line with industry requirement.

Plan of Action Batch (24-26)	Achievement/Outcomes
• **Commencement of Classes**: 7th October 2024 • **Fresher's Party**: 9th October 2024 • **Navmi & Dusshera Holidays**: 11th - 14th October 2024 • **SIP Competition**: 16th October 2024 • **Workshop on IP**: November 2024 • **HR Conclave**: 16th November 2024 • Alumni meet: 7th December 2024 • **End of Classes**: 13th December 2024 • **Research Conclave**: 21st December 2024 • **Young Talent Hunt**: 15th February 2025 • **Holi Holidays**: 13th - 16th March 2025 • **1st Sessional Examination**: 18th - 22nd March 2025 • **Annual PG Fest WYSIWYG**: 29th - 30th March 2025 • **Entrepreneurship Summit**: 5th April 2025 • **Business Plan Competition**: 15th April 2025 • **International Conference**: 24th - 25th April 2025	

The following suggestions has been made by the members for holistic development of students in next academic year:

1. Industry Mentorship Program

- **Objective**: Bridge the gap between academic learning and industry requirements.
- **Structure**: Assign industry professionals as mentors to small groups of students. These mentors can provide guidance on career paths, offer insights into industry trends, and give advice on specific skills relevant to their field.
- **Implementation**: Create a mentorship platform to connect students with mentors. Include periodic check-ins and feedback sessions. Consider involving alumni with relevant experience as mentors.
- **Benefits**: Increases practical knowledge, builds professional networks, and prepares students for the job market.

2. Advanced Skill Development Workshops

- **Objective**: Enhance technical and professional skills that align with industry demands.
- **Focus Areas**: Topics like Artificial Intelligence, Machine Learning, Blockchain, Digital Marketing, Data Science, and Cybersecurity.
- **Structure**: Each workshop should be an in-depth 10 to 20-hour course, involving hands-on projects and case studies.
- **Certification**: Provide certifications for students who successfully complete each workshop.
- **Benefits**: Improves employability and ensures students have a competitive edge in the job market.

3. Interdisciplinary Projects

- **Objective**: Foster collaboration between different academic streams for comprehensive problem-solving.
- **Structure**: Form mixed teams of MBA and MCA students to work on projects that require both business acumen and technical expertise. For example, projects could focus on developing business solutions with a technical component, such as mobile apps, websites, or business intelligence tools.
- **Mentorship**: Include faculty from both domains to guide students.
- **Presentation**: Hold an annual "Interdisciplinary Innovation Day" to showcase projects.
- **Benefits**: Encourages teamwork, enhances problem-solving skills, and promotes innovative thinking.

4. Case Study Competitions

- **Objective**: Develop analytical skills by tackling real-world business challenges.
- **Structure**: Organize quarterly competitions where students work on case studies sourced from actual industry problems. Include areas like marketing strategy, financial analysis, business process optimization, and IT solutions.
- **Judging Panel**: Include a mix of faculty, industry experts, and alumni to evaluate the solutions.
- **Awards**: Offer certificates, internships, or scholarship incentives to winners.

- **Benefits**: Enhances critical thinking, improves presentation skills, and provides exposure to real-life business scenarios.

5. Alumni Mentorship Circles

- **Objective**: Utilize alumni expertise to guide students in specific domains.
- **Structure**: Create small mentorship groups focused on areas like finance, HR, marketing, IT, and entrepreneurship. Alumni would share their experiences, conduct workshops, and provide career guidance.
- **Frequency**: Monthly meetings, both online and offline, with informal Q&A sessions.
- **Benefits**: Builds a stronger alumni-student network, provides career guidance, and helps students understand various career trajectories.

6. Incubation and Start-up Support

- **Objective**: Support entrepreneurial students in turning ideas into viable businesses.
- **Structure**: Set up an incubation center with dedicated resources like office space, seed funding, legal guidance, and marketing support.
- **Events**: Host regular pitch competitions, start-up fairs, and workshops on business plan development, legal frameworks, and funding strategies.
- **Mentorship**: Involve successful entrepreneurs and venture capitalists for mentorship.
- **Benefits**: Encourages entrepreneurial thinking, provides practical business experience, and boosts start-up success rates.

7. Corporate Engagement Week

- **Objective**: Enhance corporate interactions and increase job readiness.
- **Structure**: Designate a week dedicated to corporate events, including guest lectures, workshops, mock interviews, resume-building sessions, and networking.
- **Involvement**: Partner with local and national companies to conduct interactive sessions and recruitment drives.
- **Follow-Up**: Conduct feedback sessions to address gaps and further refine students' skills.
- **Benefits**: Strengthens industry-academia relationships and directly prepares students for placements.

8. Focus on Soft Skills

- **Objective**: Equip students with essential communication and interpersonal skills needed in the workplace.
- **Topics Covered**: Communication, leadership, negotiation, time management, conflict resolution, teamwork, and presentation skills.
- **Format**: Regular workshops, role-playing scenarios, and seminars led by industry professionals.
- **Assessment**: Include soft skills as part of the evaluation criteria in projects and group work.
- **Benefits**: Improves students' professional demeanor, enhances leadership potential, and helps them handle complex workplace situations.

9. Faculty Development Programs

- **Objective**: Keep faculty updated with the latest trends and teaching methodologies in the industry.
- **Topics**: Use of technology in teaching, modern pedagogical techniques, industry-specific advancements, and the integration of research into teaching.
- **Format**: Workshops, seminars, and hands-on training sessions conducted by experts in relevant fields.
- **Frequency**: At least one session per semester, with a focus on emerging trends.
- **Benefits**: Enhances teaching quality, keeps curriculum aligned with industry trends, and promotes continuous learning.

10. Global Exposure Initiatives

- **Objective**: Broaden students' perspectives and understanding of global business environments.
- **Opportunities**: Establish exchange programs with international universities, organize global competitions, and facilitate participation in international conferences.
- **Guest Lectures**: Invite global experts for webinars and in-person sessions to discuss international market trends, global economy, and cross-cultural management.
- **Projects**: Encourage participation in projects or case studies involving multinational companies.
- **Benefits**: Increases global awareness, enhances cultural adaptability, and prepares students for multinational careers.

Implementing these initiatives can elevate the academic standards and provide a more holistic development platform, preparing students for the complexities of the modern professional world.

Meeting was closed with thanks to members present.

Dr. Ashish K Jha
Coordinator IQAC, ITS Ghaziabad

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