



**INSTITUTE OF MANAGEMENT Education**  
Approved by AICTE & Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow  
Affiliated to CCS University

## IQAC MEETING NOTICE

DATE: 3<sup>rd</sup> July 2022

This is to inform all the members that IQAC meeting will be held on 4<sup>th</sup> July 2022 at 3.30 pm in IQAC cell. Composition of various committees will be the agenda of the meeting.

Attendance is mandatory

  
Tanu Gupta

IQAC COORDINATOR

## Minutes of meeting

DATE: 4<sup>th</sup> July 2022

Meeting of IQAC held at 4<sup>th</sup> July 2022 @3.30 pm in IQAC cell. Agenda of the meeting was to discuss the composition of various committees for the smooth functioning of the institution.

Following members attended the meeting-

1. Ms Tanu gupta (IQAC coordinator)
2. Dr Leena Sharma
3. Dr Awnish Singh
4. Ms Amita Chaudhary
5. Dr Nina Singh
6. Dr Ekta Jain
7. Dr Priyanka Singh
8. Ms Vandana Rastogi
9. Ms Kanika Jindal
10. Ms Deepti Kapoor
11. Ms Purnima Kaushik
12. Mr Honey Kumar
13. Ms Charu Vaish



14. Ms Naina Kaushik

15. Ms Neelam Dutt

It was discussed in the meeting to suggest names for the constitution of various committees for the smooth functioning of the institution so that in the upcoming session new students and teachers wont face any problems in academic, cultural, sports, discipline, research area. Members voluntarily gave names for each of the following committees/boards-

Proctorial Board

Sports committee

Research committee

Grievance Redressal committee


Women assistance cell

Cultural comiitee

Academic Committee

Extension Activity committee

The meeting ended with finalisation of members in the above committees and vote of thanks in chair.

  
Tanu Gupta  
IQAC Coordinator

**IQAC MEETING NOTICE**

DATE: 1<sup>st</sup> August 2022

This is to inform all the members that IQAC meeting will be held on 2<sup>nd</sup> August 2022 at 3.30 pm in IQAC cell. Planning for upcoming session will be the agenda of the meeting.

Attendance is mandatory

  
Tanuja Gupta

IQAC COORDINATOR

## Minutes of meeting

Date: 2<sup>nd</sup> August 2022

Meeting of IQAC held on 2<sup>nd</sup> August 2022 @3.30 pm in IQAC cell. Agenda of the meeting was to discuss the preparations for upcoming session 2022-23.

Following members attended the meeting-

1. Ms Tanu gupta (IQAC coordinator)
2. Dr Leena Sharma
3. Dr Awnish Singh
4. Ms Amita Chaudhary
5. Dr Ekta Jain
6. Dr Priyanka Singh
7. Ms Vandana Rastogi
8. Ms Kanika Jindal
9. Ms Deepti Kapoor
10. Mr Honey Kumar
11. Ms Naina Kaushik
12. Ms Neelam Dutt



The meeting was held to share the preparation for the upcoming session 2022-23. Department heads Dr Leena Sharma (Management) and Ms Amita Chaudhary (IT) told that they have already scheduled a meeting for the discussion of subject allotment and time table preparation. Faculties teaching in all departments have shared their subject choices and expertise with HoDs.

It was also discussed in the meeting that classes must run smoothly and faculties are suggested not to take leaves during running session except in case of emergency.

The meeting ended with finalisation of date for the next meeting of IQAC and with mutual discussion it was decided to conduct a meeting in October 2022.

Tanuja Gupta

IQAC Coordinator



## IQAC Meeting Notice

Date: 10<sup>th</sup> October 2022

This is to inform all the members that IQAC meeting will be held on 11<sup>th</sup> October 2022 @3.00 pm in IQAC cell. Discussion for the preparation of NAAC assessment of Cycle III will be the agenda of the meeting. All members are required to be present.

  
Tanu Gupta  
IQAC Coordinator

## Minutes of meeting

Date: 12<sup>th</sup> October 2022

Meeting of IQAC held on 11<sup>th</sup> October 2022 @3.00 pm in IQAC cell. Agenda of the meeting was to discuss the preparations for NAAC Assessment cycle III.

Following members attended the meeting-

1. Ms Tanu gupta (IQAC coordinator)
2. Dr Leena Sharma
3. Dr Awnish Singh
- 4.. Ms Vandana Rastogi
5. Ms Kanika Jindal
6. Ms Naina Kaushik
7. Ms Purnima Kaushik
8. Ms Urvashi Sharma
9. Mr Honey Kumar
10. Ms Neelam Dutt
11. Ms Amita Chaudhary
12. Ms Charu Vaish
13. Ms Megha Jain
14. Dr Ekta Jain





15. Dr Nina Singh

16. Dr Priyanka Singh

The meeting was held to share the preparation for the upcoming NAAC assessment cycle III which is due in January-February 2023. Members briefed their work criteria wise. All members are instructed to complete all the criteria work on time and side by side complete file work also.

The meeting ended with finalisation of date for the next meeting of IQAC and with mutual discussion it was decided to conduct a meeting in November 2022.

Tanu Gupta

IQAC Coordinator



**IQAC Meeting Notice**

**Date: 2<sup>nd</sup> November 2022**

**This is to inform all members that IQAC meeting will be held on 3<sup>rd</sup> November 2024 @3.00pm in IQAC cell.**

**Agenda of the meeting:**

- **Report the status of criteria work**
- **Other preparations for NAAC assessment**
- **Status of file work**

**Attendance is mandatory for all.**

  
**Tanu Gupta**

**IQAC Coordinator**

## Minutes of meeting

Date: 5<sup>th</sup> November 2022

Meeting of IQAC held on 3<sup>rd</sup> November 2022 @3.00 pm in IQAC cell. Agenda of the meeting was to discuss the preparations for NAAC Assessment cycle III. Also all updates of file work were taken from respective criteria members.

Following members attended the meeting-

Ms Tanu gupta (IQAC coordinator)

Dr Nina Singh

Ms Megha Jain

Ms Vandana Rastogi

Ms Urvashi Sharma

Mr Honey Kumar

Dr Leena Sharma

Dr Priyanka Singh

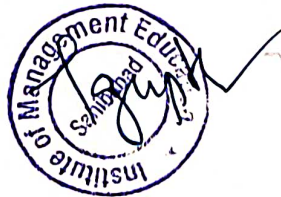
Dr Ekta Jain

Ms Kanika Jindal

Ms Naina Kaushik

Ms Purnima Kaushik

Dr Awnish Kumar Singh





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Ms Neelam Dutt

Ms Amita Chaudhary

Ms Charu Vaish

The meeting was held to share the preparation for the upcoming NAAC assessment cycle III which is due in January-February 2023. Members briefed their work criteria wise. Criteria 1 showed all their respective files of lesson plans, time tables, content registers etc to the IQAC coordinator. Criteria 5 also shared their progress of placement files and student progression work. All other criteria members also shared their work progress and are instructed to complete all the criteria work on time.

The meeting ended with finalisation of date for the next meeting of IQAC and with mutual discussion it was decided to conduct a meeting in November mid to check the details of work again.

  
Tanu Gupta  
IQAC Coordinator

IQAC Meeting Notice

Date: 18<sup>th</sup> November 2022

This is to inform all members that IQAC meeting will be held on 19<sup>th</sup> November 2024 @3.00pm in IQAC cell.

Agenda of the meeting:

- Report the status of criteria work
- Status of file work

Attendance is mandatory for all.

  
Tanya Gupta

IQAC Coordinator

## Minutes of meeting

Date: 21<sup>st</sup> November 2022

Meeting of IQAC held on 19<sup>th</sup> November 2022 @3.00 pm in IQAC cell. Agenda of the meeting was to discuss the preparations for NAAC Assessment cycle III. Also all updates of file work were taken from respective criteria members.

All criteria members attended the meeting except following due to some emergency issues-


Dr Nina Singh

Ms Megha Jain

Ms Charu Vaish

The meeting was held to share the preparation for the upcoming NAAC assessment cycle III which is due in January-February 2023. Members briefed their work criteria wise. It was observed that almost all criterias are working absolutely tremendous on their respective criterias. Some relaxation was also given to members in lecture timings to complete the work on time.

The meeting ended with finalisation of date for the next meeting of IQAC and with mutual discussion it was decided to conduct a meeting in December 2022.

  
Tanu Gupta  
IQAC Coordinator

**IQAC Meeting Notice**

Date: 1<sup>st</sup> December 2022

This is to inform all members that IQAC meeting will be held on 2<sup>nd</sup> December 2022 @3.00pm in IQAC cell.

**Agenda of the meeting:**

- Report the status of criteria work
- Status of file work

**Attendance is mandatory for all.**

  
**Taru Gupta**

**IQAC Coordinator**

## Minutes of meeting

Date: 3<sup>rd</sup> December 2022


Meeting of IQAC held on 2<sup>nd</sup> December 2022 @3.00 pm in IQAC cell. Agenda of the meeting was to discuss the preparations for NAAC Assessment cycle III. Also all updates of file work were taken from respective criteria members.

All criteria members attended the meeting.

The meeting was held to discuss the status of work done in all criterias and status of file work. Members briefed their work criteria wise. Almost all criterias were in the final stage of their file work.

It was instructed to all members to get their works approved through IQAC cell for the smooth functioning of things.

The meeting ended with finalisation of date for the next meeting of IQAC and with mutual discussion it was decided to conduct a meeting in January 2023.

  
Tanu Gupta  
IQAC Coordinator



**IQAC Meeting Notice**

Date: 10<sup>th</sup> January 2023

This is to inform all members that IQAC meeting will be held on 11<sup>th</sup> January 2023 @3.00pm in IQAC cell.

Agenda of the meeting:

- Report the status of criteria work

Attendance is mandatory for all.

  
**Tannu Gupta**  
  
IQAC Coordinator

## Minutes of meeting

Date: 12<sup>th</sup> January 2023

Meeting of IQAC held on 11<sup>th</sup> January 2023 @3.00 pm in IQAC cell. Agenda of the meeting was to discuss the preparations for NAAC Assessment cycle III. Also all updates of file work were taken from respective criteria members.

All criteria members attended the meeting.

The meeting was held to discuss the status of work done in all criterias and status of file work. Members briefed their work criteria wise. Almost all criterias were in the final stage of their file work.

It was instructed to all members to get their works approved through IQAC cell for the smooth functioning of things.

The meeting ended with a vote of thanks in chair.

  
Tanu Gupta  
IQAC Coordinator

**IQAC MEETING NOTICE**

**2022-23 (EVEN SEM)**

DATE: 1/03/2023

This is to inform all the members that IQAC meeting for upcoming even semester will be conducted on ~~1st~~ <sup>2nd</sup> March 2023 at 3.00 pm to discuss the planning for upcoming semester.

  
**TANU GUPTA**

**IQAC COORDINATOR**

Date: 2/03/2023

Minutes of Meeting of IQAC meeting held on 2/03/2023 at IQAC Cell @3.00pm to discuss the planning for upcoming session.

**Agenda of Meeting-**

1. To decide about the beginning of even semester.
2. Conduction of classes on time as per time table provided by time table committee.
3. Planning for conduction of extension activities.
4. Providing quality research papers for the upcoming volume of IME journal.
5. Conduction of FDPs/Workshops under IQAC cell.

Following members of various criterias and members of IQAC were present in the meeting-

1. Ms Tanu Gupta (IQAC Coordinator)
2. Dr Leena Sharma (Member IQAC)
3. Dr Awneesh Singh (Member Invited)
4. Dr Nina Singh (Member Invited)
5. Dr Ekta Jain (Member Invited)
6. Ms Amita Chaudhary (Member IQAC)
7. Ms Vandana Rastogi ( Member IQAC)
8. Ms Naina Rani (Member IQAC)
9. Ms Shivangi (Member Invited)
10. Ms Sonia Pal (Member Invited)



Date: 2/03/2023

Minutes of Meeting of IQAC meeting held on 2/03/2023 at IQAC Cell @3.00pm to discuss the planning for upcoming session.

## Agenda of Meeting-

1. To decide about the beginning of even semester.
2. Conduction of classes on time as per time table provided by time table committee.
3. Planning for conduction of extension activities.
4. Providing quality research papers for the upcoming volume of IME journal.
5. Conduction of FDPs/Workshops under IQAC cell.

Following members of various criterias and members of IQAC were present in the meeting-

1. Ms Tanu Gupta (IQAC Coordinator)
2. Dr Leena Sharma (Member IQAC)
3. Dr Awneesh Singh (Member Invited)
4. Dr Nina Singh (Member Invited)
5. Dr Ekta Jain (Member Invited)
6. Ms Amita Chaudhary (Member IQAC)
7. Ms Vandana Rastogi ( Member IQAC)
8. Ms Naina Rani (Member IQAC)
9. Ms Shivangi (Member Invited)
10. Ms Sonia Pal (Member Invited)



11. Ms Kanika Jindal (Member IQAC)
12. Mr Devesh Kansal (Member Invited)
13. Ms Purnima Kaushik (Member Invited)
14. Ms Deepti Kapoor (Member Invited)
15. Ms Charu Vaish (Member Invited)
16. Mr Sushant Dabral (Member Invited)
17. Ms Neelam Dutt (Member Invited)

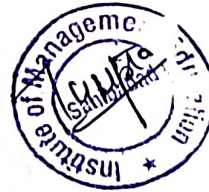
Meeting started with a warm welcome of all esteemed members in the meeting.

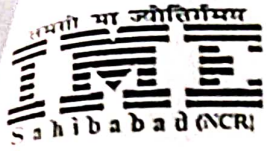
1. The meeting was held to discuss the planning & implementation of upcoming even semester. It was unanimously decided to start the semester from 4<sup>th</sup> March 2023. It was discussed in the meeting to conduct classes as per time table provided to the faculties.

2. It was instructed to run classes in accordance with the time-table provided by time table committee.

3. It was decided to select any 5 villages in nearby area to conduct extension activities under the supervision of extension activity committee. Extension activity committee proposed to conduct following extension activities in the upcoming semester.

- Nukkad Natak
- Swachta Abhiyan
- Free food distribution
- Free stationery distribution
- Health & hygiene awareness program





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- Legal Awareness camp

4. Research committee members discussed their plan for the XVI volume of IME Journal. Faculty members were asked to submit quality research papers for the journal. It was also decided to recommend IME Journal for UGC CARE list.

5. IQAC cell decided to conduct FDPs/workshops on following topics in upcoming semester-

- Research Methodology
- Entrepreneurship
- IPR

Meeting ended with a vote of thanks in Chair and a proposal to conduct next meeting of IQAC in month end to check the work done on above points.

  
Tanu Gupta  
IQAC Coordinator



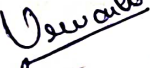

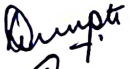

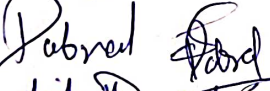
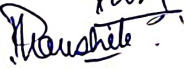



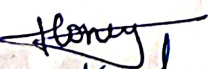


11<sup>th</sup> March, 2023

## CIRCULAR

### FOR STAFF

The IQAC of Institute of Management Education has been reconstituted w.e.f. 11/3/2023 for 2022-2023. All concerned to please note. Ms. Tanu Gupta please handover the charge of IQAC to Ms Vandana Rastogi.

  
Director(Admin)

1. Dr. Nirmal Singh 
2. Kavita 
3. Uswarkhi Sharma 
4. Sonu Pal 
5. Deepthi Kapoor 
6. Naina Rani 
7. Suskant Dubey 
8. Purnima Kaushik 
9. Dr. EKTA JAIN   
11/03/2023
10. Tanu Gupta 
11. Vandana Rastogi 
12. Honey Kumar 
13. Devesh Kansal 
14. Anita Chaudhary 



Ref No.: IME/IQAC-Notification/2023

10<sup>th</sup> March, 2023

**NOTIFICATION**

This is to notify that IME IQAC Cell is reconstituted w.e.f. 11/3/2023.

Member Name	Designation	Signature
Mr. V.P. Rajesh	Management Representative	
Dr. M.K. Modi	Industrialist	
Mr. Rohit Prasad	Local Society Representative	
	Principal	
Ms Vandana Rastogi	IQAC Coordinator	<i>Vandana</i>
Ms Leena Sharma	Member	<i>Leena</i>
Ms Amita Chaudhary	Member	<i>Amita</i>
Ms Naina Rani	Member	<i>Naina Rani</i>
Ms Kanika Jindal	Member	<i>Kanika</i>
Ms Urvashi Sharma	Member	<i>Urvashi</i>
Mr. Dinesh Sharma	Administrative Staff Representative	<i>Dinesh</i>
Mr. Mohit Dwivedi	Alumni	
Ms Adrash Pandey	Student Representative	

All concerned to please note.

  
  
Vice Chairman

**NAAC CRITERIA WISE MEMBERS LIST 2022-23**

CRITERIA	NAME OF CRITERIA	NAME OF MEMBERS	Signature
1	CURRICULAR ASPECTS	MS URVASHI SHARMA	<i>Urvashi</i>
		MS NEELAM DUTT	<i>Neelam</i>
2	TEACHING , LEARNING & EVALUATION	MS AMITA CHAUDHARY	<i>Amita</i>
		MR HONEY KUMAR	<i>Honey</i>
3	RESEARCH, INNOVATION & EXTENSION	DR AWNISH KUMAR	<i>Awnish</i>
		MR SUSHANT DABRAL	<i>Dabral</i>
		MR PRAVEEN KR MAURYA	<i>Praveen</i>
4	INFRASTRUCTURE & LEARNING RESOURCES	MS MEGHA JAIN	
		MS CHARU VAISH	<i>Charu</i>
		MS DEEPTI KAPOOR	<i>Deepti</i>
5	STUDENT SUPPORT & PROGRESSION	DR LEENA SHARMA	<i>Leena</i>
		MS KANIKA JINDAL	<i>Kanika</i>
		MS PURNIMA KAUSHIK	<i>Purnima</i>
6	GOVERNANCE, LEADERSHIP & MANAGEMENT	MS NAINA RANI	<i>Naina Rani</i>
		MS SONIA PAL	<i>Sonia</i>
		MR DEVESH KANSAL	<i>Devesh</i>
7	INSTITUTIONAL VALUES & BEST PRACTICES	DR NINA SINGH	<i>Nina</i>
		DR EKTA JAIN	<i>Ekta</i>
		MS SHIVANGI KUSHWAHA	<i>Shivangi</i>
IQAC COORDINATOR		MS VANDANA RASTOGI	<i>Vandana</i>

*Vandana Rastogi*  
 IQAC COORDINATOR  
 VANDANA RASTOGI

**IQAC MEETING NOTICE**

**2022-23 (EVEN SEM)**

DATE: 14/03/2023

This is to inform all the members that IQAC meeting for upcoming even semester will be conducted on ~~14~~ 20<sup>th</sup> March 2023 at 3.00 pm to discuss the planning for upcoming semester.

  
Vandana Rastogi

**IQAC COORDINATOR**



IQAC Meeting.  
@ 2pm.

20/3/2023

Members present —

- ① Vandana Rastogi.
- ② Amrita Choudhary
- ③ Nana Raw
- ④ Shrinagiri IT
- ⑤ Soma Pal
- ⑥ Leena Stammes
7. Kavitha
- ⑧ Sr. EKA
9. Dewesh Kansal
10. Purnima Kaushik
- ⑪ Dr. Anush
- ⑫ Deepthi Kapoor
13. Charu Vaish
14. Sushant/Dabral
15. Neelam

Vandana

Amrita

Shrinagiri

Soma

Leena

Kavitha

EKA

Dewesh

Purnima

Anush

Deepthi

Charu

Sushant

Dabral

Neelam

15 members present.

Vandana  
20/3/2023



**IQAC MEETING NOTICE**

**2022-23**

**DATE: 24/03/2023**

This is to inform all the members that IQAC meeting will be conducted on 25<sup>TH</sup> March 2023 at 3.00 pm in IQAC Cell. All members are required to be present.

  
**Vandana Rastogi**  
  
**IQAC COORDINATOR**

25/03/2023

IQAC Meeting  
 @ 3.00 pm

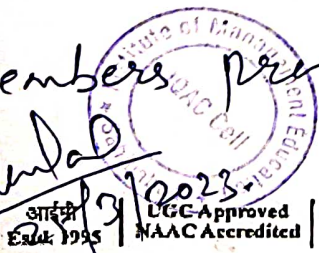
Members present -

- 1) Vandana Rastogi<sup>a</sup>
- 2) Naina Rai
- 3) Devesh Kansal
- 4) Shwangi Kishwaha
- 5) Charu Vaish
- 6) Deepthi Kapoor
- 7) Leena Sharma
- 8) Purnima Kaushik
- 9) Urvashi Sharma
- 10) Anita Chaudhary
- 11) Honey Kumar
- 12) Dr. Anant Singh
- 13) Sushant Dabral
- 14) Dr. Ekta
- 15) Neelam

Vandana  
 Naina  
 Devesh  
 Shwangi  
 Charu  
 Deepthi  
 Leena  
 Purnima  
 Urvashi  
 Anita  
 Honey  
 Anant  
 Sushant  
 Ekta  
 Neelam

Members present 15.

Vandana  
 25/03/2023



**IQAC MEETING NOTICE**

**DATE: 4/04/2023**

**This is to inform all the members that IQAC meeting will be held on 10<sup>th</sup> April at 3.00 pm in IQAC cell. Criteria wise files of 2021-22 are required for the meeting. Kindly bring updated files with you.**

  
**VANDANA RASTOGI**  
**IQAC COORDINATOR**

IQAC MEETING ON 10<sup>th</sup> April 2023  
@ 3pm.

Members present —

① Vandana Rastogi

Vandana

② Deepthi Kapoor

Deepthi

③ Shivangi Kulkarni

Shivangi

④ Devash Kansal

Devash

⑤ Megha Jain

Megha

⑥ Uswashi Sharma

Uswashi

7) Nisha Rani

Nisha

8) Dr. EKIA JAIN

Dr. EKIA

