

Hindustan Institute of Management & Computer Studies Minutes of the Meeting of IQAC

Ref: HIMCS/IQAC/2016/00015

Date: 02 August ,2016
Time: 11:00 am
Venue: MDP Hall, HIMCS
Agendas: Academic Planning and Review of teaching learning process

Chairperson: Prof. Naveen Gupta, Director-HIMCS

Coordinator: Mr. NK Mishra, Head, MCA Department-HIMCS

Members Present: Dr. Anju Jain, Associate Professor, RBS College
Mr. Nazir Ahmad, Park Exports, Agra
Mr. Rajeev Gupta, Madhusudan Motors, Agra
Mr. Sandeep Singhanian, Singhanian Exports, Agra
Prof. VK Sharma, Executive Vice President-SGI
(Representative of Mr. Prashant Gupta, Executive Director-SGI)
Dr. Abhilasha Singh, Head, MBA Department-HIMCS
Ms. Riju Agarwal-Member, Assistant Prof., MBA Department-HIMCS
Retd. Lt Col NP Singh, Dy. Registrar-HIMCS
Ms. Trapti Gautam, Student Alumni, HIMCS
Mr. Ankit Sharma, Student Alumni, HIMCS
Ms. Anmol Anand, Student, HIMCS
Ms. Ritika Jacob, Student, HIMCS

Point(s) Discussed & Suggestions put forth:

1. Members discussed the functions and role of IQAC in sustaining the quality of the academic programmes. Also need of setting a separate office for IQAC was discussed. As this would not only improve the level of smooth functioning of IQAC but also enhance the communication amongst the IQAC members and institute.
2. Taking in to consideration small size of the institute(Only two departments) the members have decided to conduct IQAC meetings bi-annually.
3. It was discussed and advised to have more focus on consultancy works, research and development activities by both Departments. Hence, focus was to increase the number of FDPs, MDPs. Also, there is a need of improving the promotion of these events to attract more participations from outside the Institute.
4. It was discussed that the faculty members should motivate the students to participate in qualitative academic activities. They should be motivated to participate in project competitions, research paper publication, paper presentations and different competitions organized different institutions.
5. Self-Development Programs for Faculty members, Students and staff members was also discussed and advised to organize different SDPs, FDPs and cultural events.
6. Institute is having a great track record regarding socio-development activities, same is required to carry forward in coming semester. Different social projects running in the institute were reviewed and proposed the presentations of the work done by the students in these projects.
7. Institute was advised to devise the mode of ensuring the credibility of teaching learning, its evaluation and outcome procedures through regular internal audits. Results of same should be shared with faculty members with areas of improvement.
8. It was suggested to take lead initiatives to promote innovations in student projects and to enhance entrepreneurship skills. Also, improve the career guidance and placement measures by having more emphasis on aptitude, soft-skills and technical-skills development of students.



9. It was also discussed that the institute should also focus on student centric co-curricular and extra-curricular activities. It was advised to incorporate different outcome-based learnings with these activities.
10. It was discussed that end semester examination result is one of the very important factors for analyzing the overall development of any students. So, there should be a close watch and analysis of result by both departments and should be shared with IQAC.
11. It was suggested to devise an action plan for the current academic year on the basis of different recommendations provided by the members of this meeting.

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(Dr. Naveen Gupta)

Chairperson, IQAC

HIMCS, Farah, Mathura

Hindustan Institute of Management & Computer Studies Minutes of the Meeting of IQAC

Ref: HIMCS/IQAC/2017/00001

Date: 16 January, 2017
Time: 12:30 pm
Venue: MDP Hall, HIMCS
Agenda: Improving Examination evaluation system and Experimental Learning Projects

Chairperson: Prof. Naveen Gupta, Director-HIMCS

Coordinator: Mr. NK Mishra, Head, MCA Department-HIMCS

Members Present: Mr. Nazir Ahmad, Park Exports, Agra
Mr. Bhuvnesh Agarwal,
Mr. Rajeev Gupta, Madhusudan Motors, Agra
Mr. Sandeep Singhania, Singhania Exports, Agra
Prof. VK Sharma, Executive Vice President-SGI
(Representative of Mr. Prashant Gupta, Executive Director-SGI)
Dr. Abhilasha Singh, Head, MBA Department-HIMCS
Ms. Riju Agarwal-Member, Assistant Prof., MBA Department-HIMCS
Lt Col NP Singh, Dy. Registrar-HIMCS
Ms. Trapti Gautam, Student Alumni, HIMCS
Mr. Ankit Sharma, Student Alumni, HIMCS
Ms. Anmol Anand, Student, HIMCS
Ms. Ritika Jacob, Student, HIMCS

Point(s) Discussed & Suggestions put forth:

1. It was observed that there is a need to motivate faculty members for doing good research work and publish research paper in reputed journals.
2. Students and Faculty members are also advised to attend valuable conferences and workshops of national and international repute.
3. List of different conferences and seminars conducted and scheduled to be conducted were discussed. The takeaway and areas of improvements in organizing these events were also discussed. It was advised that organizing committees should also emphasize on revenue generation through such events by getting external participants.
4. Experimental learning Projects, strengthening the learning through working on society were elaborated by the student members Ms. Trapti Gautam and Mr. Ankit Sharma.
5. Students Ms. Ritika Jakob and Ms. Anmol Anand discussed the different learning during different excursions and field trip organized by the institute.
6. End semester examination results, those were shared earlier was discussed and It was decided that the examination cell will focus on the evaluation system in upcoming session.
7. Registrar of the Institute shared that there will be special focus on environmental consciousness by maintaining its own RO plant, sewage treatment system and by making its transportation means fitted with CNG.
8. As a part of initiation of Women empowerment and Women welfare committee it was suggested to organize workshop on women problems and empowerment issues.
9. Status of maintenance work in the campus was discussed and Institute registrar was requested to complete it before the commencement of next semester.
10. A review of status of different events and works proposed in action plan were discussed and it was advised to prepare an action report accordingly.
11. AQAR for year 2016-17 was also presented Infront of the members for review and approval.


(Dr. Naveen Gupta)
Chairperson , IQAC

HIMCS, Farah, Mathura

Plan of Action by IQAC Achievement

Plan of Action 2016-17	Achievements
To construct a new office for IQAC	<ul style="list-style-type: none"> ✓ For the optimum utilization of resources, the office of member secretary of IQAC will operate as office. This will ensure smooth functioning and communication.
To focus on consultancy projects, research and development of faculty	<ul style="list-style-type: none"> ✓ To enhance quality research work Doctoral Conference was organized where no. of researches presented their specialized research papers. ✓ A Case Writing Workshops was organized at the institute ✓ Faculty members of institution promoted their research work in various referred journals. ✓ Most of the faculty members attended FDP, Workshops, and Training Programs etc. in reputed institutions.
To organize Conferences and FDPs for academic development	<ul style="list-style-type: none"> ✓ Organized number of FDPs for enhancement & development ✓ IMUN conference was organized to connect youth. ✓ The Institute participated in AIMA conference ✓ Conference on Business & 3 Ps : Planet, People & Profit was organised
To focus on student development and social action learning by fostering a culture of more inclusive, open and experiential learning	<ul style="list-style-type: none"> ✓ To aid on to experiential learning, various social projects like SOS bhojanalaye , Red-P, KAP, Rural Tourism, Nidhi, SOS temple were initiated
To organize paper presentation, seminars, guest talk and workshops for boosting the academic outlook of faculty and students in various aspects	<ul style="list-style-type: none"> ✓ An inter college level Case Writing Workshops was organised ✓ No. of Guest Talks on different subjects were organised for better learning ✓ Students participated in AIMA conference to gain new insights in the domain of management & technical enhancement.
To employ career guidance and placement measures for IT & Management students.	<ul style="list-style-type: none"> ✓ Career guidance, Training & Placement Drives, Soft Skill Development Programs, Mock Interviews were conducted to enhance the potential of the students for employment.
To arrange Educational Trips, Excursions, Industry visits etc. for experience learning	<ul style="list-style-type: none"> ✓ Arranged Excursions, Field Trips and Industry visits for providing live exposure to the students of MBA and MCA.
To organize Blood Donation camp	<ul style="list-style-type: none"> ✓ Blood Donation camp was organized at the institute and at SOS Raja Ki Mandi, station to maintain an adequate supply of blood & save the lives of those who are in need.
Students should be motivated to participated in different competitions	<ul style="list-style-type: none"> ✓ Students participated in different competitions at college level, state level & national level. ✓ Sports activities of AKTU was also promoted where students brought laurels to the institute
Review & analysis of Academic Results	<ul style="list-style-type: none"> ✓ Academic performances were reviewed and analyzed with the academic benchmarking
To organize the internal academic audits	<ul style="list-style-type: none"> ✓ Internal academic audit conduct by the IQAC