

Ref. No.: Tula's/IQAC/0922/02

Date: 10-09-2022

NOTICE

This is to inform you that the 33rd meeting of IQAC will be held at IQAC Room at 03:00 pm on 12-09-2022. All the IQAC committee members are requested to attend the meeting.

The agenda points for the following meeting are as follows:

- IQAC.33.01: Confirmation of minutes of meeting of 32nd IQAC Meeting.
- IQAC.33.02: Discussion on Class Monitoring by the Dean's, HoD's.
- IQAC.33.03: Discussion on Innovation in the teaching and learning process and its implementation.
- IQAC.33.04: Discussion on course file collection & evaluation for the previous year.
- IQAC.33.05: Discussion on the conduction of departmental activity (Workshop / Industrial Visits and Expert talk).
- IQAC.33.06: Discussion on Library book Procurement for new students and ask for new book titles.
- IQAC.33.07: Reconstitution / restructuring of PERC/ICC / Proctorial members for all academic departments.
- IQAC.33.08: Recommendation of Faculty Teaching feedback.
(Discussion on the feedback mechanism of the faculty members teaching various courses)
- IQAC.33.09: Discussion on the activities to be conducted by Committee Extension.
- IQAC.33.10: Examination Committee formation approval.
- IQAC.33.11: Updating the department's vision, mission, PEO, and PSOs for all academic departments.
- IQAC.33.12: Verification of the updated course outcomes by course coordinators.
- IQAC.33.13: Discussion on the conduction of the Alumni meet Retrace for the session 2022-23.
- IQAC.33.14: Discussion on the purchase of ERP software for the institute.
- IQAC.33.15: Discussion on the preparation of the international conference IEEE- ICACCM 2022
- IQAC.33.16: Discussion on the conduction of placement activities as per the finalized placement calendar.
- IQAC.33.17: Any other matter with the permission of the chair.


Co-ordinator, IQAC
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Copy to:

- Director: for information please
- All IQAC Committee Members

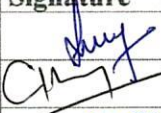
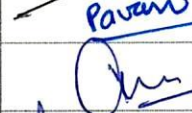
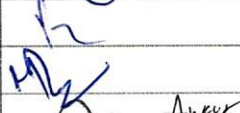

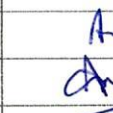
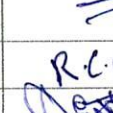

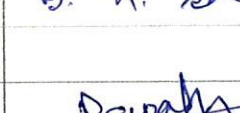

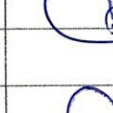
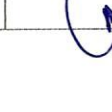


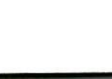
Vision

- To emerge as an academic centre producing world class professionals promoting innovation and research.

Mission:

- To promote intellectual and skilled human capital generation employment and entrepreneurship.
- To be educational centre of excellence of multi ethnicity and diversity.
- To establish as technology driven teaching learning institution.
- To provide world class platform for research and innovation.
- To inculcate social, environmental, heritage values.

**33rd Meeting of IQAC
(Minutes of Meetings)**

Date/Time	12/09/2022/3:00PM	
Venue:	IQAC Room	
Minutes taken by:	Ms. Samiksha	
Chairperson	Dr. Sandip Vijay	
Attendee:	Dept. & Designation	Signature
Dr. Sandip Vijay	Director	
Dr. Nishant Saxena	IQAC Coordinator	
Dr. Pavan Kumar Chaubey	Registrar	
Dr. Ranit Kishor.	Dean Management & B.Sc. Agriculture	
Dr. R.B. Singh	HOD, CSE	
Mr. Mukesh Pathela	HOD, Applied Science	
Mr. Ankur Gurjar	HOD, CE	
Mr. Abhishek Chakravorty	HOD, ECE/EEE	
Dr. Sunil Semwal	Dean R&D	
Mr. Ankit Jain	HOD, ME	
Dr. Anita Chauhan	HOD, Agriculture	
Dr. K. R. Ansari	HOD, Management	
Dr. R.C. Pathak	HOD, BJMC	
Mr. Vaibhav Kumar	TPO	
Dr. Prerna Badoni	Chairperson, ICC Committee	
Mr. Brajendra Kr. Sharma	Chairperson, Feedback committee	
Dr. Sachin Kumar	Chief Proctor	
Dr. Deepak Aggarwal	AS, ACOE	
Mr. Abhishek Sharma	Senior Librarian	
Mr. Arun Kumar	External Member	
Mr. Divyanshu Gupta	Alumni Member	
Mr. Nikhil Mathur	Student Member IQAC	

Absent:		Reason		
Agenda:				
IQAC Meeting				
Issues	Actions			
	No.	Actionee	Due Date	
IQAC.33.01: Confirmation of minutes of meeting of 32 nd IQAC Meeting.	1	Coordinator IQAC	12/9/22	
IQAC.33.02: Discussion on Class Monitoring by the Dean's, HoD's.	2	All HoD's	20/9/22	
IQAC.33.03: Discussion on Innovation in the teaching and learning process and its implementation.	3	All HoD's	26/9/22	
IQAC.33.04: Discussion on course file collection & evaluation for the previous year.	4	All HoD's	07/10/22	
IQAC.33.05: Discussion on the conduction of departmental activity (Workshop / Industrial Visits and Expert talk).	5	All HoD's	20/9/22	
IQAC.33.06: Discussion on Library book Procurement for new students and ask for new book titles.	6	Librarian	20/9/22	
IQAC.33.07: Reconstitution / restructure of PERC/ICC / Proctorial members for all academic departments.	7	Committee Head's	—	
IQAC.33.08: Recommendation of Faculty Teaching feedback. (Discussion on the feedback mechanism of the faculty members teaching various courses)	8	Mr.B.K. Sharma	October 2022	
IQAC.33.09: Discussion on the activities to be conducted by Committee Extension.	9	Mr. Emmanuel Gabriel	15/9/22	
IQAC.33.10: Examination Committee formation approval.	10	Exam controller	15/9/22	
IQAC.33.11: Updating the department's vision, mission, PEO, and PSOs for all academic departments.	11	All HoD's	30/9/22	
IQAC.33.12: Verification of the updated course outcomes by course coordinators.	12	All HoD's	15/9/22	
IQAC.33.13: Discussion on the conduction of the Alumni meet for the session 2022-23.	13	TPO	—	
IQAC.33.14: Discussion on the purchase of ERP software for the institute.	14	Coordinator IQAC	—	
IQAC.33.15: Discussion on the preparation of the international conference IEEE- ICACCM 2022.	15	Dean R&D	November 2022	
IQAC.33.16: Discussion on the conduction of placement activities as per the finalized placement calendar.	16	TPO	30/9/22	
IQAC.33.17: Any other matter with the permission of the chair.	17	NA	—	

Discussions/ Resolutions:

1. The minutes of the 32nd IQAC Meeting were reviewed and confirmed by all attendees without any objections.
2. Various strategies for effective class monitoring during the odd semester were discussed. It was decided to implement a system of regular classroom observations and student feedback mechanisms to ensure quality education delivery.
3. Ideas for fostering innovation in the teaching and learning process were exchanged. It was agreed to encourage faculty members to incorporate innovative teaching methods and technologies in their classrooms to enhance student engagement and learning outcomes.
4. The process of course file evaluation for the first cycle was discussed, and suggestions for improvement were put forward. It was decided to streamline the evaluation process and provide adequate training to the faculty members involved.
5. Plans for departmental activities such as workshops, industrial visits, and expert talks were discussed. It was agreed to organize a series of workshops and invite industry experts for talks to enrich the learning experience of students.
6. The procurement of library books for new students and suggestions for new book titles were discussed. It was decided to assess the current needs of students and acquire relevant books accordingly.
7. The reconstitution and restructuring of PERC/ICC/Proctorial members for all academic departments were discussed. It was decided to review the existing structure and make necessary adjustments to ensure effective functioning.
8. The feedback mechanism for faculty teaching various courses was discussed. It was agreed to implement a comprehensive feedback system to gather input from students and peers for faculty evaluation and improvement.
9. Plans for activities to be conducted by the Committee Extension were discussed. It was decided to organize outreach programs and community engagement initiatives to foster collaboration with external stakeholders.
10. The formation of the Examination Committee was approved unanimously.
11. The updating of the department's vision, mission, PEOs, and PSOs for all academic departments was discussed. It was decided to review and revise the statements to align with the current objectives and goals.
12. The verification of the updated course outcomes by course coordinators was discussed. It was agreed to ensure that the course outcomes are clearly defined, measurable, and aligned with program objectives.
13. Plans for the conduction of the Alumni meet for the session 2022-23 were discussed. It was decided to organize the event to facilitate networking among alumni and provide opportunities for professional development.
14. It was decided that the in-house ERP software would be purchased and implemented from the current session.

15. Preparations for the International conference IEEE ICACCM 2022 were discussed. It was decided to form organizing committees and initiate planning activities to ensure the success of the conference.
16. The meeting commenced with a review of the finalized placement calendar. Participants discussed the various placement activities outlined in the calendar, including job fairs, campus recruitment drives, and industry interaction sessions. Concerns were raised regarding the scheduling of events to ensure maximum student participation and engagement.
17. Additional matters were raised and discussed with the permission of the chair.

The meeting concluded with action items assigned to relevant individuals or committees for follow-up. The next meeting date and agenda items were also proposed for consideration.


(Dr. Nishant Saxena)
Co-ordinator, IQAC
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Copy to:

All actionee: for necessary action

ACTION TAKEN REPORT

The action taken report of 33rd meeting of IQAC Committee (agenda item wise) held on 12/09/2022 is as follows:

1. Reference agenda point IQAC.33.01: The minutes of the 32nd IQAC Meeting were reviewed and confirmed without any objections from the attendees.
2. Reference agenda point IQAC.33.02: Implemented a system for regular classroom observations and student feedback mechanisms to assure the quality of education delivery.
3. Reference agenda point IQAC.33.03: Encouraged faculty members to adopt innovative teaching methods and technologies to improve student engagement and learning outcomes.
4. Reference agenda point IQAC.33.04: The evaluation process for course files for the first cycle will be streamlined, and faculty members involved will receive adequate training for improvement.
5. Reference agenda point IQAC.33.05: Organized workshops, industrial visits, and expert talks to enrich students' learning experiences. Industry experts have been invited for upcoming sessions.
6. Reference agenda point IQAC.33.06: Enhanced the library's collection based on the needs of new students and faculty recommendations, ensuring access to the latest resources and literature.
7. Reference agenda point IQAC.33.07: Reviewed and adjusted the structure of PERC/ICC/Proctorial bodies across all academic departments to ensure their effective functioning.
8. Reference agenda point IQAC.33.08: Implemented a comprehensive feedback system for faculty, incorporating student and peer inputs for faculty evaluation and improvement.
9. Reference agenda point IQAC.33.09: Planned and set to organize outreach programs and community engagement initiatives, fostering collaboration with external stakeholders.
10. Reference agenda point IQAC.33.10: The formation of the Examination Committee was approved unanimously, and the committee has been constituted.
11. Reference agenda point IQAC.33.11: Initiated a review and revision of the department's vision, mission, PEOs, and PSOs to ensure alignment with current objectives and goals.

12. Reference agenda point IQAC.33.12: Ensured that course outcomes are clearly defined, measurable, and aligned with program objectives through verification by course coordinators.
13. Reference agenda point IQAC.33.13: Planned the alumni meet to facilitate networking among alumni and provide professional development opportunities.
14. Reference agenda point IQAC.33.14: Decided to purchase and implement in-house ERP software starting from the current session 2022-23 to streamline administrative and academic processes.
15. Reference agenda point IQAC.33.15: Soft skill training is provided to students. On Campus Drives are conducted for final year students.
16. Reference agenda point IQAC.33.15: Formed organizing committees and initiated planning for the successful conduct of the international conference IEEE ICACCM 2022.

Additional Matters: Any additional matters raised and discussed with the permission of the chair will be addressed accordingly.



Dr. Nishant Saxena
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