Ref. No.: Tula's/IQAC/1222/02 **Date: 15.12-2022**

NOTICE

This is to inform you that the 34th meeting of IQAC will be held at IQAC Room at 03:00 pm on 20-12-2022. All the IQAC committee members are requested to attend the meeting.

The agenda points for the following meeting are as follows:

IQAC.34.01: Confirmation of minutes of the 33rd IQAC Meeting.
IQAC.34.02: To discuss the Feedback Collected form on Teaching & Learning and finalize the feedback form format for the program exits students in Odd Sem 2022-23.
IQAC.34.03: Discussion on the strategy to connect alumni students on the new alumni portal and conduct of Alumni meetings for the session.
IQAC.34.04: To discuss the involvement of alumni to help students understand corporate culture and skill required in it.
IQAC.34.05: Reconstitution and conduction of the Energy audit and Environment audit for the session 2022-23 with the help of external agencies.
IQAC.34.06: Discussion on the renewal of Hard journals and update library software from Libsys to KOHA Cloud Base.
IQAC.34.07: Discussion on the format for the budget requirement from the individual departments for the next session.
IQAC.34.08: Social awareness session for female students of the current session (ODD SEM 2022-23) and action taken.
IQAC.34.09: Discussion on the proposal of the National level hackathon and events to promote the development of the start-up ecosystem for the current session.
IQAC.34.10: Discussion on the signing MoU between the institute and Skillstone for the upliftment of the students.
IQAC.34.11: Discussion on the review of the construction of the newly built classrooms in E, F, G Blocks and allotment of these spaces for the next session.
IQAC 34.12: Discussion on the purchase of CAMU ERP software.
IQAC 34.13: Discussion on the conduction of Internal audit of all academic departments.
IQAC.34.14: Any other matters from departments with the permission of the chair.

(Dr. Nishant Saxena)
Co-ordinator, IQAC
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Copy to: Director: for information please,
All IQAC Committee Members

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34th Meeting of IQAC
(Minutes of Meetings)

Date/Time	**20/12/2022/3:00PM**	
Venue:	**IQAC Room**	
Minutes taken by:	**Ms. Samiksha**	
Chairperson	**Dr. Nishant Saxena**	
Attendee:	**Dept. & Designation**	**Signature**
Dr. Raghav Garg	Vice President Technology	
Dr. Nishant Saxena	IQAC Coordinator	
Dr. Pavan Kumar Chaubey	Registrar	
Dr. Ranit Kishor.	Dean Management & B.Sc. Agriculture	
Dr. Sunil Semwal	Dean R&D	
Dr. R.B. Singh	HOD, CSE	
Mr. Mukesh Pathela	HOD, Applied Science	
Mr. Ankur Gurjar	HOD, CE/Chief Proctor	
Mr. Abhishek Chakravorty	HOD, ECE/EEE	
Mr. Ankit Jain	HOD, ME	
Dr. Anita Chauhan	HOD, Agriculture	
Dr. K. R. Ansari	HOD, Management	
Dr. R.C. Pathak	HOD, BJMC	
Dr. Prerna Badoni	Chairperson, ICC Committee	
Mr. Brajendra Kr. Sharma	Chairperson, Feedback committee	
Mr. Vaibhav Kumar	TPO	
Dr. Lalit Goyal	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.34.01: Confirmation of minutes of the 33rd IQAC Meeting.	1	Coordinator IQAC	20/12/2022
IQAC.34.02: To discuss the Feedback Collected form on Teaching & Learning and finalize the feedback form format for the program exit students in Odd Sem 2022-23.	2	All HoD's	05/01/2023
IQAC.34.03: Discussion on the strategy to connect alumni students on the new alumni portal and conduct of Alumni meetings for the session.	3	TPO	—
IQAC.34.04: To discuss the involvement of alumni to help students understand corporate culture and skill required in it.	4	All HoD's	—
IQAC.34.05: Reconstitution and conduction of the Energy audit and Environment audit for the session 2022-23 with the help of external agencies.	5	Mr. Abhishek Chakravorty	May-2023
IQAC.34.06: Discussion on the renewal of Hard journals and update library software from Libsys to KOHA Cloud Base.	6	Librarian	April-2023
IQAC.34.07: Discussion on the format for the budget requirement from the individual departments for the next session.	7	All HoD's	09/01/2023
IQAC.34.08: Social awareness session for female students of the current session (ODD SEM 2022-23) and action taken. (MOM-33)	8	ICC	—
IQAC.34.09: Discussion on the conduction of the National level hackathon and conduction of events to promote the development of the start-up ecosystem for the current session.	9	CSE HoD	March-2023
IQAC.34.10: Discussion on the signing MoU between the institute and Skill stone for the upliftment of the students.	10	TPO	Feb-2023
IQAC.34.11: Discussion on the review of the construction of the newly built classrooms in E, F, G Blocks and allotment of these spaces for the next session.	11	Registrar	—
IQAC 34.12: Discussion on the purchase of CAMU ERP software.	12	Coordinator IQAC	—
IQAC 34.13: Discussion on the conduction of Internal audit of all academic departments.	13	All HoD's	13/01/2023
IQAC.33.14: Any other matter with the permission of the chair.	14	NA	—

Discussions/ Resolutions:

1. The minutes of the 33rd IQAC Meeting were reviewed and confirmed by all attendees without any objections.
2. Feedback collected on teaching and learning was discussed, and the format for the feedback form for program exit students in Odd Sem 2022-23 was finalized.

3. Strategies to connect alumni students on the new alumni portal and plans for the conduction of the Alumni meet for the session were discussed.
4. The involvement of alumni to help students understand corporate culture and required skills was discussed, and plans were made to engage alumni in relevant activities.
5. Plans for the reconstitution and conduction of the Energy audit and Environment audit for the session 2022-23 with the assistance of external agencies were discussed.
6. The renewal of hard journals and the update of library software from Libsys to KOHA Cloud Base were discussed, and necessary actions were planned.
7. The format for the budget requirement from individual departments for the next session was discussed and finalized.
8. Plans for social awareness sessions for girl students of the current session (ODD SEM 2022-23) were discussed, and actions taken were reviewed.
9. Discussion and Plans for the conduction of the National level hackathon and events to promote the development of the start-up ecosystem for the current session were discussed.
10. Discussion on the signing of MoU between the institute and Skillstone for the upliftment of the students was held, and necessary steps were outlined.
11. The review of the construction of the newly built classrooms in E, F, G Blocks, and the allotment of these spaces for the next session were discussed.
12. After a thorough analysis of all the ERP software, management, and top officials have decided to purchase CAMU software to smoothen the academic process.
13. It was discussed the importance of conducting regular internal audits to assess the effectiveness of academic processes, compliance with regulations, and the overall quality of educational delivery. Concerns were raised regarding the methodology and criteria to be used for the internal audit, ensuring fairness and objectivity in the assessment process.
14. 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.

20/12/22

(~~Dr.~~ Nishant Saxena)
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Copy to:
All actionee: for necessary action

ACTION TAKEN REPORT

The action taken report of 34th meeting of IQAC Committee (agenda item wise) held on 20/12/2022 is as follows:

1. Reference agenda point IQAC.34.01: The action taken report of the previous 33th IQAC meeting held on 12/09/2022 was read out, discussed the follow-up action on its resolutions and minutes of previous meeting were confirmed.
2. Reference agenda point IQAC.34.02: A detailed discussion was held on the feedback collected regarding Teaching & Learning. The committee agreed on a finalized format for the feedback form for program exit students for Odd Sem 2022-23, ensuring it covers essential aspects of the learning experience.
3. Reference agenda point IQAC.34.03: A strategy was developed to enhance alumni engagement through the new alumni portal. Plans for conducting alumni meetings were laid out, focusing on maximizing participation and interaction.
4. Reference agenda point IQAC.34.04: It was decided to involve alumni in interactive sessions with current students to share insights into corporate culture and the skills required therein. This initiative aims to bridge the gap between academic learning and practical applications in the workplace.
5. Reference agenda point IQAC.33.05: The committee resolved to reconstitute and conduct both energy and environment audits for the session 2022-23 with the assistance of external agencies, ensuring compliance with sustainability goals and regulations.
6. Reference agenda point IQAC.33.06: After thorough discussion, the committee agreed on the renewal of hard journal subscriptions and updating the library management software from Libsys to KOHA Cloud Base, enhancing library operations and accessibility.
7. Reference agenda point IQAC.33.07: A standardized format for submitting budget requirements by individual departments for the next session was discussed, agreed upon, and circulated among department heads, aiming for a more streamlined and efficient budgeting process.
8. Reference agenda point IQAC.33.08: A social awareness session for female students was conducted successfully. The session's effectiveness and impact were reviewed, leading to the planning of future sessions accordingly.
9. Reference agenda point IQAC.33.09: As discussed in IQAC meeting the conduction of national level hackathon (24 hours) to be held on (date) and for this event preparation are in progress.
10. Reference agenda point IQAC.33.10: The signing of an MoU with Skill Stone was discussed, focusing on how the collaboration could benefit students in terms of skill development and employment opportunities. The committee reviewed the terms and potential outcomes of the MoU.

11. Reference agenda point IQAC.33.11: The committee reviewed the construction status of the newly built classrooms in blocks E, F, and G. Plans for the allocation and utilization of these spaces for the next session were finalized, ensuring optimal use of the new facilities.
12. Reference agenda point IQAC.33.12: After evaluating the benefits and features of the CAMU ERP software, the committee decided to proceed with its purchase. This decision aims to enhance administrative efficiency and academic management within the institution.
13. Reference agenda point IQAC.33.13: Observation of academic. Lab. And library audit has been sent to all HoD for submitting their compliance report. The compliance report will be placed at the next IQAC meeting.
14. Reference agenda point IQAC.33.14: There was no issue raised by any member in the meeting, therefore the meeting concluded with a word of thanks to all.

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