

Ref. No.: Tula's/IQAC/1223/01


Date: 06-12-2023

NOTICE

This is to inform you that the 38th meeting of IQAC will be held at IQAC Room at 03:00 pm on 08-12-2023. All the IQAC committee members are requested to attend the meeting.

The agenda points for the following meeting are as follows:

- IQAC.38.01: Confirmation of minutes of the meeting of 37th IQAC Meeting.
- IQAC.38.02: Discussion on the add-on course to choices circulation in the students.
- IQAC.38.03: Discussion on the faculty requirement for the upcoming odd session.
- IQAC.38.04: Discussion on the new prospectus design and promotional materials in the admission process for session 2024-25.
- IQAC.38.05: Discussion on the resources and infrastructure for the increase in the seats of different courses from the new academic year.
- IQAC.38.06: Discussion on the current state of a girl's common room & its maintenance and proposal for the session on women empowerment on women's day.
- IQAC.38.07: Discussion on upcoming activities to be conducted by the extension committee & discuss promotional channels and budget allocation for marketing efforts.
- IQAC.38.08: Discussion on the status of the binding of Library books and submit the list of required books.
- IQAC.38.09: Discussion on the data collection from the criteria head of NBA and initialize the process of filling NBA Qualifiers for the B. Tech. CSE programs.
- IQAC.38.10: Discussion on the preparation and conduction of SEE (External theory examination)
- IQAC.38.11: Discussion on the preparation of the Annual cultural fest "Sanskriti".
- IQAC.38.12: Discussion on the conduction of Hands-on Training on MATLAB simulation and programming tools.
- IQAC 38.13: 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

Vision

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

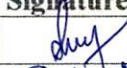



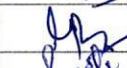



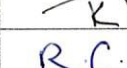

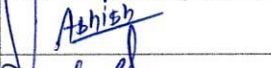

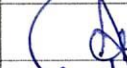


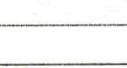


Mission:

- 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.

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Affiliated: × V.M.S.B Uttarakhand Technical University × Sri Dev Suman Uttarakhand University × Uttarakhand Board of Technical Education

38th Meeting of IQAC (Minutes of Meetings)


Date/Time	08/12/2023/ 03:00PM	
Venue:	IQAC Room	
Minutes taken by:	Ms. Samiksha	
Chairperson	Dr.Sandip Vijay	
Attendee:	Dept. & Designation	Signature
Dr. Sandip Vijay	Director	
Dr. Nishant Saxena	Dean Academics	
Dr. Ranit Kishor.	Dean Management & B.Sc. Agriculture	
Dr. Sunil Semwal	Dean R&D	
Dr. Anand Kumar Gupta	HOD, CSE	
Mr. Mukesh Pathela	HOD, Applied Science	
Ms. Preeti Kumari	HOD, CE	
Mr. Abhishek Chakravorty	HOD, ECE/EEE	
Mr. Ankit Jain	HOD, ME	
Dr. Satendra Kumar	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. Ashish Kumar	Chief Proctor	
Dr. Lalit Goyal & Mr. Gaurav Gupta	AS, ACOE	
Mr. Abhishek Sharma	Senior Librarian	
Mr. Arun Kumar	External Member	
Mr. Prabhanshu Kumar	Alumni Member	
Mr. Brijesh Kumar	Student Member IQAC	
Agenda:		
IQAC Meeting		
	Actions	

Issues	No.	Actionee	Due Date
IQAC.38.01: Confirmation of minutes of the meeting of 37 th IQAC Meeting.	1	Coordinator IQAC	08/12/2023
IQAC.38.02: Discussion on the add-on course to choices circulation in the students.	2	All HoD's	15/12/2023
IQAC.38.03: Discussion on the faculty requirement for the upcoming odd session.	3	All HoD's	15/12/2023
IQAC.38.04: Discussion on the new prospectus design and promotional materials in the admission process for the session 2024-25.	4	TPO	15/01/2024
IQAC.38.05: Discussion on the resources and infrastructure for the increase in the seats of different courses from the new academic year.	5	Registrar	18/01/2024
IQAC.38.06: Discussion on the current state of a girl's common room & its maintenance and proposal for the session on women empowerment on women's day.	6	ICC	05/01/2024
IQAC.38.07: Discussion on upcoming activities to be conducted by the extension committee & discuss promotional channels and budget allocation for marketing efforts.	7	Mr. Emmanuel Gabriel	15/01/2024
IQAC.38.08: Discussion on the status of the binding of Library books and submit the list of required books.	8	Sr. Librarian	22/01/2024
IQAC.38.09: Discussion on the data collection from the criteria head of NBA and initialize the process of filling NBA Qualifiers for the B. Tech. CSE programs.	9	NBA Criteria heads	26/02/2024
IQAC.38.10: Discussion on the preparation and conduction of SEE (External theory examination)	10	Exam Controller	13/12/2023
IQAC.38.11: Discussion on the preparation of the Annual cultural fest "Sanskriti"	11	Mr. Emmanuel Gabriel	—
IQAC.38.12: Discussion on the conduction of Hands-on Training on MATLAB simulation and programming tools.	12	Dean R&D	05/01/2024
IQAC 38.13: Any other matters from departments with the permission of the chair.	13	NA	—

Discussions/ Resolutions:

1. The minutes of the 37th IQAC Meeting were reviewed and confirmed without any objections.
2. There was a thorough discussion on implementing add-on courses to broaden students' choices. Various options were proposed and will be further explored by the concerned authorities. It was decided that the Add-on courses will be conducted in the even semester 2024.
3. The faculty requirements for the upcoming odd session were deliberated upon, considering the increasing demand for various courses. The concerned department heads will provide a detailed report on the faculty requirements.
4. Ideas for the new prospectus design and promotional materials were shared and will be refined for the admission process of the session 2024-25.

5. The need for additional resources and infrastructure to accommodate the increase in seats for various courses was discussed, and a plan of action will be formulated accordingly. Top floors of Block E, F,G will be used to accommodate the increase seats
6. The current state of the girl's common room and proposals for its maintenance were reviewed. Additionally, plans for a session on women empowerment on Women's Day were discussed and will be organized accordingly.
7. Upcoming activities by the extension committee were outlined, and strategies for promotion and budget allocation were discussed to ensure effective marketing efforts like Christmas, New year, Cleanliness drives etc.
8. The status of the binding of library books was assessed, and a list of required books will be compiled for necessary procurement.
9. Data collection from the criteria head of NBA and the initiation of filling NBA Qualifiers for the B. Tech. CSE programs were discussed, and actions will be taken accordingly.
10. Preparation and conduction of SEE (External theory examination) were discussed, and plans for smooth execution will be formulated.
11. Preparations for the Annual cultural fest "Sanskriti" was discussed, and ideas for its successful organization were shared.
12. The conduction of Hands-on Training on MATLAB simulation and programming tools was deliberated upon, and arrangements for the same will be made. Mr Manoj Kumar will be the trainer for the MATLAB session.
13. Departments were given the opportunity to raise any additional matters, and discussions were held accordingly with the permission of the chair.


(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 38th meeting of IQAC Committee (agenda item wise) held on 08/12/2023 is as follows:

S. No.	Discussed on agenda point	Action Taken
1	IQAC.38.01- Confirmation of Previous Meeting Minutes	No Action required
2	IQAC.38.02 - Implementation of Add-on Courses	Discussion on broadening students' choices through add-on courses was held. Various options were proposed and will be further explored. Google sheet circulated and responses were identified
3	IQAC 38.03- Faculty Requirement for Upcoming Session	Faculties are advised to spend more time to organize planned lecture and increasing the number of classes. Load distribution sheet was circulated by IQAC and as per load faculty requirement was filled.
4	IQAC 38.04- Prospectus Design and Promotional Materials	Ideas shared and to be refined for the admission process for the session 2024-25. No further report required.
5	IQAC 38.05- Infrastructure Enhancement	Discussed additional resources and infrastructure to support seat increase in various courses. Plan to use top floors of Block EFG. Benches & whiteboard and projector fitting was done in the new classrooms.
6	IQAC 38.06- Girls' Common Room and Women's Empowerment Session	Reviewed current state and maintenance plans for the girl's common room. Organizing session on women empowerment for Women's Day. Celebration of women's day was conducted by inviting chief guest Honourable VC of Doon University.
7	IQAC 38.07- Extension Committee Activities	Outlined upcoming activities and discussed strategies for promotion and budget allocations. No further reports required.
8	IQAC 38.08- Library Books Binding	Assessed the status and compiled a list of required books for procurement. List of books for binding was attached.
9	IQAC 38.09- NBA Qualifiers and Data Collection	Initiated data collection and filling of NBA Qualifiers for the B. Tech. CSE programs. All criteria heads were submitted their criteria files in the IQAC.
10	IQAC 38.10- External Theory Examination (SEE) Preparation	Discussed and formulated plans for smooth execution of SEE. Related documents like examination guidelines for students and invigilators, duty chart, seating plan, examination

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		copy requirement were made and circulated among respective persons
11	IQAC 38.11- Annual Cultural Fest "Sanskriti"	Discussed and shared ideas for the successful organization of the fest. No further report required.
12	IQAC 38.12- MATLAB Simulation and Programming Tools Training	Deliberated on arrangements-Mr. Manoj Kumar appointed as trainer for the training session on the MATLAB. It was conducted on 9-10 th January 2024.
13	IQAC 38.13- Additional Matters from Departments	Allowed departments to raise issues; discussions held as per chair's permission. No further points discussed



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