Minutes of IQAC Meeting held on 17.10.2023 (Tuesday)

The first meeting of IQAC for Academic Session 2023-24 was held on October 17, 2023 (Tuesday) in the Conference Room. The meeting was chaired by Dr. Vikram Bali, Chairman IQAC. Following members attended the meeting:

1. Shri Sanjay Agarwal : Treasurer-IMS Society
2. Shri Apurve Goel : Member -IMS Society
3. Dr. Vikram Bali, Director : Chairman – IQAC
4. Dr. S.N. Rajan, Dean (Academic) : Member
5. Dr. Sonali Mathur, HoD CSE) : Member
6. Dr. Sonia Juneja, HoD (CS/CSD) : Member
7. Dr. Pramod Singh, HoD (ECE/EN) : Member
8. Dr. Kavita Saxena, HoD (MCA) : Member
9. Dr. Vivek Pandey, Addl. HoD (ME) : Member
10. Mr. Mohit Mittal, Asstt. Prof. (CSE) : Member
11. Mr. Manoj Kr. Choudhary, Asstt. Prof. (MBA) : Member
12. Dr. Ajay Kumar, Asstt. Prof. (ECE) : Member
13. Mr. Basant Yadav, Student : Member
14. Mrs. Jyoti Saxena : Parent
15. Dr. Deepti Aggarwal, Professor (CSE) : Member
16. Mr. Ankit Jain, Head (CDC) : Member
17. Dr. Siddharth Vats, Asst. Prof. (BT) : Member
18. Mr. Manoj Kukreja, Registrar : Member
19. Dr. Amit Sharma, Associate Professor : Coordinator- IQAC

Agenda of the meeting:

1) Confirmation and approval of Minutes & Action Taken Report of 13th IQAC Meeting of (for session 2022- 2023).
2) Re-constitution of IQAC.
3) Faculty database for R&D activities.
4) To appraise faculty appointment as per rule & regulation.
5) Updation of dead stock registers.
6) Activities conducted under MoU.
7) To conduct bridge course activities for newly admitted students.

8) Alumni Meet.
9) Streamline students' projects for emphasizing Paper Publication, Patents, Innovation model development & Start-up.
10) Implementation of Activity Calendar in addition to Academic Calendar.
11) To review and analyze the status of admission in B.Tech, MBA & MCA first year for Academic Session 2023-24.
12) Review of ongoing outcome-based Teaching Learning & Evaluation methodologies.
13) Approval of revised Vision & Mission, PEO, PSO of CSE Department.

Agenda 1: Confirmation and approval of 13th IQAC Minutes of Meeting & Action Taken Report (for session 2022-2023)

Resolution:

The minutes of the last meeting of the IQAC held on 29th May, 2023 were circulated among all the members and read out. There was no objection to the minutes, hence confirmed by the Chairman-IQAC of the meeting and the same was taken on record by IQAC.

Action Taken Report of 13th IQAC Meeting

Agenda No.	Description	Action Taken
2	**AQAR Data Collection & Preparation**	Data collection for 2022-23 is in final stage and will be submitted on NAAC portal in time.
4	**Summer Internship of 2nd & 3rd Year Students**	The summer internship of B.Tech final year was organised for 191 students by Techno Funnel, MCN Solutions and CETPA. Due to AKTU examinations summer internship of 2nd and 3rd year students could not be conducted, therefore, students were engaged in mini projects.
5	**Report of Placement of Students for the year 2022-23**	370 students were placed in session 2022-23 in which highest package was Rs.11 lakh and lowest package was Rs.1.8 lakh.
6	**Budget Requirement by the Departments for Next Financial Year**	Requisition of budget has been taken from all departments and same has been approved.

7	**Monitoring of 1st & 2nd Year Classes & suggestion for further improvement of Teaching Learning Practices**	- All departments should regularly monitor the attendance of students. The fortnight attendance of students is submitted to AMC. Short attendance students are regularly called by Mentors and Class Coordinators. - To enhance the employability skills of students, all departments in collaboration with TID has arranged Soft Skills Training outsourced from TPC Global and In-house Technical Training on Full Stack Development using MERN by Techno funnel. - To ensure the quality of projects to be completed by final year students, students are encouraged to work on societal projects. As a result, many research papers were published in different National/ International Conferences/ UGC approved Journals by final year students passed out in 2023 batch. - All the departments have planned regular Workshops/Seminars/Guest lectures for students to improve their communication, GD Skills as well as technical skills to make them employable. - Faculty members have been assigned as Smart India Hackathon (SIH) Mentors to help the student group to solve the problem statement of SIH.
8	**Resources & Infrastructure Requirement of all the Departments**	Request regarding resource and infrastructure was given by each department well in advance and the same has been provided.

Agenda 2: Re-constitution of IQAC.

Dr. Vikram Bali, Chairman-IQAC welcomed all the members of newly reconstituted IQAC. He requested external members to provide their valuable suggestions in all aspects to uphold the quality mandate of institute in all the spheres.

Agenda 3: To appraise faculty appointment as per rules and regulations.

All the members consented to appoint faculty members keeping in view course workload provided by concerned department and as per the rules and regulations of AICTE.

Agenda 4: Updation of dead stock registers.

Dr. Vikram Bali, Chairman-IQAC suggested to Registrar to ask all the concerned HoDs to update the dead stock registers as a result of new purchase made.

Action: Mr. Manoj Kr. Kukreja & all HoDs

Agenda 5: Activities conducted under MoU.

Dr. Vikram Bali, Chairman-IQAC, asked all the HoDs to plan activities according to MoUs which have already been signed for the session 2023-24. He further added to get more MoUs signed with academic and research institutions. He also suggested Dr. Ajay Kumar to prepare a list of activities conducted in various MoUs in session 2023-24.

Action: Dr. Ajay Kumar

Agenda 6: To conduct bridge course activities for newly admitted students.

Dr. S.N. Rajan, Dean (Academic) informed that all activities related to bridge course have already been conducted for newly admitted students in B.Tech, MBA and MCA.

Agenda 7: Alumni Meet.

Alumni enrollment was discussed in detail by Dr. Vikram Bali, Chairman-IQAC to increase the strength of alumni. Keeping in view the significance of alumni activities in NAAC, he suggested that all the HoDs should motivate pass out students towards

such activities. In addition to this, he talked about the success of Alumni Meet held at Ghaziabad and Bengaluru in the month of September & October, 2023. He informed further that he also asked Alumni Coordinator to plan two alumni meet - one at Pune and other one at Hyderabad in the month of January-February, 2024.

Action: Dr. Manoj Kumar Choudhary

Agenda 8: Streamline students' projects to emphasize Paper Publication, Patents, Innovation model development & Start-up.

Dr. Vikram Bali, Chairman-IQAC, advised all the HoDs to motivate students for publication for their final projects. He also suggested all the faculty members to guide students for their active participation in R&D activities. Further, he emphasized the prominence in finding the best possible solutions for contemporary societal problems.

Agenda 9: Implementation of Activity Calendar in addition to Academic calendar.

Dr. Vikram Bali, Chairman-IQAC, requested all the HoDs to prepare activity calendar keeping in view the academic calendar so that relevant activities could be conducted at appropriate times. He also focused on the importance of the activity calendar for the accreditation process and explained how it will help in implementing OBE effectively.

Action: All HoDs

Agenda 10: To review and analyze the status of admission in B.Tech, MBA, MCA first year for academic session 2023-24.

The status of admission in B.Tech/MBA/MCA for the session 2023-24 was discussed and it was found that almost all the seats are full in all courses. Taking into consideration the above status, Admission Cell was asked to focus on quality admissions in ME and ECE branch.

Agenda 11: Review of ongoing outcome-based Teaching Learning & Evaluation methodologies.
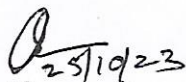
Ongoing Outcome Based Teaching Learning Process was reviewed by all the members of the IQAC and they admired the proper implementation of the same in the institute.

Agenda 12: Approval of revised Vision & Mission, PEO, PSO of CSE Department.

Dr. Amit Sharma, Coordinator-IQAC presented the revised Vision & Mission, PEO, PSO of CSE Department which were approved by the Chairman-IQAC.
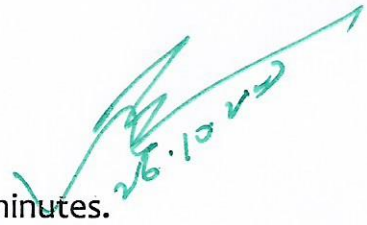
The meeting was concluded with a vote of thanks proposed by Dr. Amit Sharma, Coordinator-IQAC.

Minutes of Meeting prepared by:

(Dr. Amit Sharma)
Coordinator-IQAC

Copy to:
1. Chairman-IQAC for kind information and approval of minutes.
2. All the IQAC Members and Special Invitees
3. All Concerned and HoDs for necessary action accordingly.
4. Office File