



Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Ref No: COER-IQAC/Minutes/09

Date: 06-10-2021

The meeting under the chairmanship of Hon'ble Director General, Dr. S.P Gupta, was held on 10-06-2021 at IQAC Cell, and the following members were present:

1. Dr. B.M Singh, IQAC, Coordinator.
2. Dr. Mridula, IQAC, Co-coordinator.
3. Dr. Summiya Parveen, Asst. Professor, Department of Mathematics
4. Dr. Siddharth Jain, Head, Department of Mechanical Engineering
5. Dr. Taresh Singh, Head, Department of Computer Science and Engineering
6. Mr. B.D Patel, Head, Department of Electronics and Telecommunication Engg.
7. Mr. Prashant Kumar, Assistant Professor, Department of Civil Engineering
8. Mr. Rohit Kanauzia, Assistant Professor, Department of Computer Science and Engg.
9. Mr. Amit Kumar, Assistant Professor, Department Electrical and Elect. Engg
10. Mr. Varun Pratap Singh, Assistant Professor, Department Mechanical Engineering

Agenda Item 1: To discuss IQAC calendar for the period October 2021 to January 2022

After the detailed and deliberate discussion on the Institute Internal Quality Assurance Cell , the following decisions were taken.

Suggestions in the IQAC calendar were received from the members and are inculcated in the calendar. Academic calendar is attached herewith as 'Annexure A'.

Agenda item 2: Detailed and deliberate discussion on the Institute Internal Quality Assurance Cell's functions. Following suggestions were received from the members and were taken.

1. The chairperson of the meeting, motivated all members to organize the regular meeting to consider the deliverables and directed to deliver the best to students in academic achievements.

2. For effective implementation of Institute academics activities, it was decided that all department will submit the duly signed calendar by HoD and approved by the Director of academics activities plan to IQAC cell till 9th October 2021.
3. The IQAC cell will organize the Faculty Development Programme on Code of Ethic for the newly joined faculty members in the 2nd week of October 2021. The external can be invited for the same, if needed.
4. The departments will prepare a semester wise progress report mentioning the details of various academic and administrative progress of department. The copy of the same should be submitted to IQAC cell after the completion of each semester. The IQAC cell will share the performa of report.
5. In the third week of October 2021, the semester wise Internal Academics and Administrative audit will be conducted by the IQAC cell and if needed an external expert may be called for the same. The performa of audit will be shared by the IQAC to all the departments.
6. The IQAC cell will organize the Professional Development programme for the non-teaching and administrative staff of the Institute in the first week of November 2021.
7. The IQAC cell will conduct the Faculty Feedback survey of faculty twice in a semester, in which the participation of each student will be mandatory. Also, IQAC cell will plan a portal for analysis of the faculty feedback. If needed a external expert may be called for the same.
8. The Institute will expedite the process for achieving the objectives of MoU's. The department wise faculty can be nominated on achieving the objectives.
9. The departments will submit the plan for organizing the Remedial classes and the same will be organized in the fourth week of December 2021.

The meeting was concluded by vote of thank by the Chairperson.



Dr Mridula
IQAC Co-Coordinator

IQAC CALENDAR (October, 2021 to January, 2022)

Period	Plan of Action	Suggestion by IQAC Members
October First Week	Department Activity Calendar	Activity calendar must be signed by HoD and approved by Director.
October Second Week	Faculty Development program/ Awareness program on code of ethics. Orientation program for faculty newly joined faculty members	<ul style="list-style-type: none"> • To be conducted by IQAC • External Invited Speaker
October Third Week	Academic & Administrative Audit (AAA) of the departments	<ul style="list-style-type: none"> • Dissemination of AAA format to departments by IQAC
October fourth Week	<ul style="list-style-type: none"> • Documentation of the activities of the even semester, • Submission of signed hard copies at IQAC 	List of all activities till October 3 rd week and template will be sent to departments by IQAC.
November First Week	Professional Development Program for non-teaching staff	<ul style="list-style-type: none"> • To be conducted by IQAC
November third week	ISO Internal Audit	-
November Fourth week	Student feedback	<ul style="list-style-type: none"> • Online Mode
December First week	Review MoUs and collaborations and its achievements	<ul style="list-style-type: none"> • All functional MoUs to be reviewed and achievement of the objectives must be documented
December second week	Submission of planning for remedial classes at IQAC.	-
January First Week	Documentation of the activities of the odd semester, Submission at IQAC, Signed Hard Copy	<ul style="list-style-type: none"> • Department Semester Report
January Third Week	Preparation of Budget and Department activity Calendar next academic session	Session (2022-23)