

## **AJAY KUMAR GARG ENGINEERING COLLEGE, GHAZIABAD**

27<sup>th</sup> Km. Stone, Delhi-Hapur Bypass Road, P.O. Adhyatmik Nagar, Ghaziabad -201009

AKGEC/IQAC/2021-22/03

22<sup>nd</sup> September 2021

### **INTERNAL QUALITY ASSURANCE CELL (IQAC) MOMs**

The IQAC meeting for the session 2021-22 (Odd Sem) was held on 17<sup>th</sup> September 2021. The following members of the IQAC were present during the meeting:

1. Dr. P. K. Chopra, Director (Coordinator IQAC)
2. Prof. Neelesh Kumar Gupta, ECE Department
3. Prof. Anil Rai, EN Department
4. Asso. Prof. Inderjeet Kaur, CSE Department
5. Asso. Prof. Meenakshi Awasthi, ECE Department
6. Asso. Prof. Anupama Sharma, IT Department
7. Asst. Prof. Dushyant Singh Chauhan, ECE Department
8. Asst. Prof. Richa, ECE Department
9. Asst. Prof. Abhishek Tiwari, ECE Department
10. Mr. Rajeev Mishra, Manager Special Projects
11. Mr. Pradeep Bhardwaj, Manager Placements

#### **Agenda Points**

- Monitoring of Offline Classes.
- Utilization of tech support for effective offline classes.
- Development of e-content (Theory subjects) for the improvement of teaching learning process.
- Planning of audit of teaching learning process.

#### **Discussion Points/ Minutes of the Meeting**

##### **1. Monitoring of Offline Classes**

An academic monitoring committee needs to be formed who will monitor the classes, e-contents developed by faculty members, notes and other study materials.

**2. Utilization of tech support for effective offline classes**

Modern teaching ICT tools such as smart boards are to be incorporated in taking offline classes along with black boards.

**3. Development of e content (Theory subjects) for the improvement of teaching learning process.**

Department should deliver good quality e content (PPTs, PDFs of courses, Videos) under the supervision of senior faculty members of monitoring committee.

**4. Planning of audit of teaching learning process**

The team for IQAC audit on teaching learning process will be formed. The schedule of next IQAC audit is as follows:


**2021- 22 (Odd Semester)**

| S. No | Audit                     | Date                          |
|-------|---------------------------|-------------------------------|
| 1.    | After Pre-University Test | As per AKTU Academic calendar |

Following guidelines are to be strictly followed in the maintenance of both theory, practical attendance record and course file by each faculty member.

- (a) Ensuring filling attendance on AKTU AMS/ Edu Marshal portal on daily basis.
- (b) Time Table on Front Page (Left Hand Side) with string.
- (c) Subject Details/ Internal & External marks on Front Page.
- (d) Only P (Present), A (Absent) and A<sub>c</sub> (Present with college duty) should be marked in attendance register, no dot should be put & over writing is to be avoided.
- (e) Attendance for each month and Cumulative attendance up to ST-1, ST-2 & PUT should be marked carefully.
- (f) Student signature should be taken on flap up to ST-1, ST-2 & PUT.
- (g) Faculty and HoD signature on each flap.
- (h) All entries should be in pen.
- (i) Topper, Bottomer, Hostler, Discipline and Not registered cases to be marked.
- (j) All flaps, front page, time-table should be marked with concern string.
- (k) No A<sub>c</sub> is allowed without prior approval of Director except for final year placements.
- (l) All documents should be arranged as per the order of format.

- (m) Strings should be marked as per the order of format.
- (n) Updated with old PO & CO mapping should be attached in the course file.
- (o) Lecture wise schedule including extra topics should be updated upto ST-1, ST-2 & PUT.
- (p) Monthly attendance and marks should be compiled by black pen (Use of pencil should be avoided).



**Dr. P. K. Chopra**

**Director**

Copy to:

- i. All HoDs, faculty members
- ii. Industry members
- iii. Alumni