

AJAY KUMAR GARG ENGINEERING COLLEGE, GHAZIABAD

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AKGEC/IQAC/2022-23/05

17 February 2023

INTERNAL QUALITY ASSURANCE CELL (IQAC) MOMs

The IQAC meeting for the session 2022-23 (Even Sem) was held on 15th February 2023. The following members of the IQAC were present during the meeting:

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

Agenda Points

- i. To present the Action Taken Report (ATR) of the IQAC Meeting dated 12 September 2022.
- ii. To see the progress of the International Conference on Advancements and Key Challenges in Green Energy and Computing (AKGEC 2023) which will be held on 24 & 25 February 2023 in the college.
- iii. To organize conferences and FDPs for the improvement of faculty members and students research by departments.

- iv. To consider the review and suggest improvements for different practices to enhance employability skill enrichment and quality of student projects along with students participation in various activities.
- v. Monitoring of Offline Classes for 2022-23 Even Sem.
- vi. Utilization of tech support for effective offline classes using smart boards.
- vii. To consider reports of NPTEL /Swayam Courses on different topics for B. Tech students.
- viii. To review placements status and prepare a strategy of placements for unplaced students by various departments.
- ix. To consider reports of FDPs organized and participated by various department faculty members.
- x. To increase the number of CCTV cameras for security purposes in the campus.
- xi. Planning of internal academic audit of the teaching-learning process.

Discussion Points/ Minutes of the Meeting

Agenda Point-i-

The chairman briefly discussed the actions taken at the meeting held on 12th September 2022 and recommended to adhere to the points discussed in the meetings.

Agenda Point-ii-

The IQAC members analysed with the progress of the forthcoming International Conference on Advancements and Key Challenges in Green Energy and Computing (AKGEC 2023) by EN department and they praised the efforts of the organizing team.

Agenda Point-iii-

IQAC team motivated all the departments to plan International conferences with indexing in Scopus/IEEE/Springer etc.

Agenda Point-iv-

In order to promote employability skill enrichment, the quality of student projects, and student engagement, IQAC members took proposals into consideration and gave instructions to all departments on how to follow guidelines for changes. They specially emphasized the quality of B. Tech projects.

Agenda Point-v-

The department should deliver good quality content (PPTs, PDFs of courses, Videos) under the supervision of senior faculty members of the monitoring committee. The Academic motoring committee should check the quality as per plan.

Agenda Point-vi-

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

Agenda Point-vii-

The Team checked the reports of NPTEL /Swayam Courses completed on different topics for B. Tech students in last semester (2022-23 Odd Sem). They expressed satisfaction also for the same.

Agenda Point-viii-

Team members thoroughly discussed about the strategy and planning for the placement of unplaced students. Also, inform HoDs to motivate students to sit in the placement process.

Agenda Point-ix-

IQAC members expressed their satisfaction on reports of FDPs organized and participated by faculty members of various departments of the institute.

Agenda Point-x-

The Team discussed the importance of CCTVs in the institute and expressed their satisfaction with the same with respect to security purposes.

Agenda Point-xi-

The team for the Internal Academic Audit of the Teaching-learning process will be formed. The schedule of the next IQAC audit is as follows:

2022- 23 (Even Sem)

S. No	Audit Duration	Date
1.	Sessional Test Exam	As per Academic Calendar
2.	Pre-University Test	As per 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) Properly formulated CO statements as per Bloom’s Taxonomy for both Theory and Lab subjects.
- (b) Mapping of COs with POs and PSOs as per NBA guidelines (DSP/NBA/2022/01 & DSP/NBA/2022/02) shared by the DSP.
- (c) Question paper of internal assessments (STs/PUT) prepared as per NBA guidelines (DSP/NBA/2022/03) with appropriate weightage given to questions from all possible Bloom’s levels.

- (d) Identification of theory topics beyond the syllabus and their inclusion in Lecture-Wise Schedule (LWS). Mapping of the additional topics with relevant COs and POs/PSOs is also to be documented in LWS.
- (e) Additionally, the details of the Lab(s) taken by respective faculty to be appended after the theory subject details in the same course file. The following details regarding the Lab subjects to be documented:
 - (i) List of Experiments as per AKTU Syllabus.
 - (ii) Identification of experiments beyond the syllabus and their relevance to COs and POs/PSOs.
 - (iii) Updated COs after including additional experiments.
 - (iv) Updated CO-PO/PSO mapping of the respective Lab Course.
- (f) Ensuring filling attendance on AKTU AMS/Edu Marshal portal.
- (g) Only P (Present), A (Absent) and Ac (Present with college duty) should be marked in the attendance register, no dot should be put & overwriting is to be avoided.
- (h) Topper, Bottomer, Hostlers, Discipline and Not registered cases to be marked.
- (i) Ensuring all entries on attendance registers (Theory and Lab).
- (j) All documents should be arranged as per the order of format with their proper strings.
- (k) Lecture wise schedule should be updated upto ST exam and signed by HoD.



Dr. P. K. Chopra
Director

Copy to:

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