

AJAY KUMAR GARG ENGINEERING COLLEGE, GHAZIABAD

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

AKGEC/IQAC/2022-23/02

21st September 2022

INTERNAL QUALITY ASSURANCE CELL (IQAC) MOMs

The IQAC meeting for the session 2022-23 (Odd Sem) was held on 12th September 2022. The following members of the IQAC were present during the meeting:

1. Dr. P.K. Chopra, Director (Chairman, IQAC)
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

- (a) To present the Action Taken Report (ATR) of the IQAC Meeting held on 07 March 2022.
- (b) To plan research activities, organize International Conferences and FDPs for the development of faculty members and students and for promoting research at the College Level.
- (c) To consider and review the different ongoing practices and also to suggest improvements required to be done for enhancing the employability skill enrichment and quality of students' projects along with students' participation in various National Level activities such as SIH-2022.

- (d) Monitoring of offline classes for the session 2022-23 (Odd Sem) and put up suggestions for further improvements of Teaching-Learning practices.
- (e) Review of the ongoing Outcome Based Teaching, Learning, and Evaluation methodologies.
- (f) To review and analyze the status of admission in B.Tech. 1st year for the academic year 2021-22.
- (g) To consider proposals and suggestions regarding field projects/internships.
- (h) To review the status of on-campus placements.
- (i) To review and increase the number of CCTV cameras installed in the campus for surveillance and security purposes.
- (j) Planning of internal academic audit of the teaching-learning process.

Discussion Points/ Minutes of the Meeting

Agenda Point-a

The chairman briefly discussed the action taken on the agenda points of meeting held on 7th March 2022 and recommended these points for further discussion in the meeting.

Agenda Point-b

A proper plan was presented and IQAC Members gave suggestions on the same. IQAC suggested that, every year at least 2 research papers should be published in UGC CARE/SCOPUS/SCI indexed journals by each faculty member and the institute should also organize international conferences (Sponsored by IEEE, Springer, Elsevier and other reputed organizations) & encourage students also to work on research paper publication. IQAC members expressed their satisfaction on reports of FDPs organized and FDPs attended by faculty members.

Agenda Point-c

To consider suggested improvements for different practices to enhance employability, skill enrichment and quality of projects made by B. Tech students along with participation of students in various activities such as SIH-2022 through Idea Lab of the college.

Agenda Point-d

The department should provide good quality content (PPTs, PDFs of courses, Videos) to the students under the supervision of senior faculty members of the monitoring committee. The Academic Motoring Committee should check the quality as per plan and standard. IQAC members accepted all the received reviews for adopting technical teaching practices suggested

for further improvements. Modern teaching ICT tools such as smart boards are to be incorporated while taking offline classes along with chalk boards.

Agenda Point-e

Members of IQAC expressed their satisfaction on the already ongoing outcome-based teaching learning and evaluation processes and appreciated for proper implementation of the outcome-based education system in the college.

Agenda Point- f

IQAC expressed satisfaction on the status of admissions in B.Tech 1st year for the academic year 2021-22 and it was suggested that the admission cell is required to be more focused for quality admissions and increasing the admissions in traditional core branches.

Agenda Point- g

IQAC members accepted proposals and suggestions regarding the on field projects/internships by the students and instructed all HoDs for the same and asked them to maintain quality in this regard.

Agenda Point-h

Members of the IQAC discussed their thoughts/reviews regarding placements and made recommendations to the Training and Placement Cell for further improving the on-campus placements with better package.

Agenda Point-i

The team discussed the importance of CCTVs installed in the college for surveillance & security purposes and expressed their satisfaction with the same.

Agenda Point-j

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

2022- 23 (Odd 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 A_c (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/PUT exam and signed by HoD.


Dr. P. K. Chopra
Director

Copy to:

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