Date: 23/12/2021

NOTICE

From : Chairperson-IQAC	To : All Concerned

Subject : Regarding Internal Quality Assurance Cell (IQAC) Meeting

All the Internal Quality Assurance Cell (IQAC) members are hereby informed that IQAC Meeting has been scheduled for **30th December 2021(Thursday) at 3.00 p.m. in the Board Room**. Meeting will be chaired by the Chairperson-IQAC.

Agenda:

1. Review of AQAR 2020-21
2. Discussion on Increase on Alumni Engagement in the Institute
3. Review of Student Welfare Activities
4. Presentation/ Submission of NIRF Data 2022
5. Planning of Curriculum Feedback for Academic Year 2021-22
6. Exam Guidelines Paper Format, Automation
7. Previous Year Research Progress Review and Set Targets for Next Year
8. Any other points with the permission of the Chair.

Kindly attend the meeting as per the above schedule

(Dr. Vinod M. Kapse)
IQAC Chairperson

Copy through ERP/Email:

- Hon'ble M.D/A.M.D (for kind information please)
- Executive VP (for kind information please)
- Director General (for kind information please)
- All Directors, All Deans, All Associate Deans & All Heads (for kind information please)
- All IQAC members and special invitees (for kind information please)
- Registrar for record
- All Notice Boards

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Minutes of IQAC Meeting

Date (Day) : 30th December 2021 (Thursday)
Time : 03:00 p.m.
Venue : Board Room

Agenda:

1. Review of AQAR 2020-21
2. Discussion on Increase on Alumni Engagement in the Institute
3. Review of Student Welfare Activities
4. Presentation/ Submission of NIRF Data 2022
5. Planning of Curriculum Feedback for Academic Year 2021-22
6. Exam Guidelines Paper Format, Automation
7. Previous Year Research Progress Review and Set Targets for Next Year

Members Present:

Dr. Vinod M. Kapse	**Prof. Kumud Saxena**	**Prof. Anjana Rani gupta**	**Prof. Ritesh Rastogi**
Prof. Rashmi Mishra	**Prof. V. K. Pandey**	**Prof. Rakesh Singh**	**Prof. Imaran Ali**
Prof. Vivek Ranjan	**Prof. Vikas Sagar**	**Prof. K. P. Singh**	**Prof. Rajesh Kumar**
Mr. Vinay Tiwari	**Mr. Ashish**	**Dr. Neema Agarwal**	**Ms. Sofia Pillai**

Agenda	Point of Discussion/ Decision Taken	Decision Taken
Review of AQAR 2020-21	The IQAC Chairperson discussed with the members, the AQAR has been compiled by IQAC Coordinator. IQAC Coordinator present the AQAR to all the members. All 7 criterion has been discussed with the members. The members gave their suggestions for improvement in AQAR. The IQAC Chairperson asked IQAC Coordinator to incorporate all suggestions before submission of AQAR.	Incorporation of suggestions and submission **Action by:** IQAC Coordinator
Discussion on Increase on Alumni Engagement in the Institute	The IQAC Chairperson shared that Alumni Engagement is one of the integral factors for the progression of any institute. The alumni involvement may be increased through guest lectures and involvement in projects. The special mentorship sessions regarding current industry trends also need to organize. All heads are suggested to connect with their Alumni to increase the engagement. Alumni Cell Head also suggested to coordinate with alumni for the conduction of activities	Conduction of activities by Alumni **Action By: Alumni Cell Head**

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Review of Student Welfare Activities	IQAC Chairperson invited to Dean Student Welfare to share the initiatives taken in the current academic year. Dean SW shared that the planning of Institute Social Responsibility (ISR) activities is also conducted in this academic session. The students are encouraged to actively participate in both Cultural and extension activities. The IQAC Chairperson suggested to conduct Voters Campaign and activities related to awareness of environment.	Planning of suggested activities: **Action By: Dean Sw**
Presentation/ Submission of NIRF Data 2022	IQAC Chairperson shared that NIRF coordinator has prepared the NIRF data. The NIRF coordinator presented the compiled data to all members. The data is verified by all stakeholders. The Chairperson gave suggestions for changes in few key parameters. The NIRF coordinator also discussed that deadline to submit the form with the suggested improvements.	Improvement with suggested changes **Action By:** NIRF Coordinator
Planning of Curriculum Feedback for Academic Year 2021-22	The IQAC chairperson suggested to all academic heads for the planning of curriculum feedback for the academic session 2021-22. The curriculum feedback needs to collect from all the stakeholders i.e. Students, Faculty Members, Employers and Alumni. The feedback is important for the planning of curriculum in the next academic session. All academic heads need to plan the feedback before the end of academic year from all stakeholders.	Planning of Curriculum Feedback **Action By:** Academic Heads
Exam Guidelines Paper Format, Automation	The IQAC Chairperson discussed the need for uniform and clearly defined examination guidelines and a standardized question paper format across departments/programmes. Emphasis was placed on ensuring alignment of question papers with the approved course outcomes, Bloom's Taxonomy levels, and the requirements of Outcome-Based Education. The IQAC Chairperson also discussed that use of automated systems for question paper generation/formatting, question bank management, paper scrutiny, approval, secure distribution, and examination data management was considered.	Planning of Question Paper Format **Action by:** Controller of Examination

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Previous Year Research Progress Review and Set Targets for Next Year	The IQAC Chairperson reviewed the research activities and progress achieved during the previous academic year. The committee emphasized the importance of maintaining the quality and impact of research while encouraging faculty members to actively participate in research and innovation activities. The committee further discussed setting realistic and measurable research targets for the forthcoming academic year.	Planning to set research targets **Action by: Dean R&D**

The meeting ended with a vote of thanks delivered by Coordinator, IQAC.

(Chairperson, IQAC)

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