

AJAY KUMAR GARG ENGINEERING COLLEGE

MINUTES OF HoD's MEETING HELD ON 15 Feb 2022

HoDs' meeting was held at 9: 00 am on 15 Feb 2022. The following were present:

Dr. RK Agarwal	Director General
Prof. PK Chopra	HoD ECE & EI
Prof. SL Kapoor	Dean 1 st Year
Prof. IP Sharma	Dean Examinations, Hostels, Library
Prof. Anu Choudhary	HoD IT
Prof. Devendra Singh	HoD ME
Prof. Hemant Ahuja	HoD EN
Prof. Mamta Bhusry	Head Center Support Cell
Prof. Rakesh Srivastava	HoD Civil
Prof. Sunita Yadav	HoD CS
Prof. BK Sharma	HoD MCA
Prof. Pramod Bhatia	Dean R & D
Prof. Ashiv Shah	Head TIFAC CORE
Prof. TR Pandey	Director AKGIM

The Director General welcomed all and expressed happiness about the resumption of offline classes in the college. However, the Director General expressed serious doubts about the possibility of the college getting a good ranking in NIRF since the Skill centers established in the college under TIFAC Core do not have much weightage in NIRF ranking assessment process. Also, the college does not have any appreciable number of research and development activities, Patents, number of funded projects of University / AICTE/ DST, publishing of books, training and consultancy activities etc. The Director General further advised all Heads of the Departments to put in additional dedicated efforts in the aforesaid areas. The Director General mentioned that the outcome in these areas is directly related to the interest and involvement displayed by each faculty of the college. The Director General informed that with immediate effect the appraisal report proforma will be reformatted keeping in mind the evaluation process to assess the achievements of the faculty in these research and development areas. The Director General stated that Dr Hemant Ahuja has prepared a detailed presentation under consultation with him which will be presented / discussed in the end of today's HoDs meeting.

Point 1. Management of Open Electives:

The Director General mentioned that in the time ahead, the subjects of multi-disciplinary / interdisciplinary nature will be in increasing demand to have greater chances of employability of a student. The University is likely to start more number of humanities / management courses. All these likely changes in future are to be handled by the existing / available faculty of the college. Director General advised all HoDs to study the list of all open electives mentioned in the evaluation scheme of the university and allocate all / maximum open electives to their department faculty. The students should not be given restricted options for the choice of open electives. The students should also be offered social media / digitalization subjects. The Director General asked all HoDs that from next academic year (2022 - 23), all management / entrepreneurship subjects should be taken by the AS& H and also by other department's faculty. However, maximum open electives are to be taken by the department faculty. The Director General stated that for next 8 -10 months, the college is likely to be offline. Hence all Departments must start the routine activities /

practices of the department which have been earlier during offline mode such as mentorship classes, department societies, college societies, review of classes by the Heads of the departments. HoDs meeting with toppers and bottommers etc .The Director General expressed concern about poor academic results of the college despite the quality of intake being comparatively much superior than other neighboring good colleges. The Director General cautioned all HoDs to ensure that our college academic results must be the best if the intake quality of our college is best. The Director General advised that all internal sessional tests (ST-1 , ST-2 and PUT) must have maximum questions from past question papers of the university End Sem Exams with adequate rationale of difficulty level. Also, after ST-1,ST-2 and PUT are over , each faculty must solve and discuss the entire question paper in the class and prior to conclusion of the academic semester, the faculty must conduct one or two hours test of his subject./subjects having questions from ST-1, ST-2 and PUT. The Director General mentioned. that a policy regarding the conduct and weightage of this final test will be issued soon .

Point 2. Presentation by Prof. PK Chopra:

Prof PK Chopra gave a detailed presentation about the requirements of various kinds to be presented during forthcoming compliance visit of NBA team. Prof. PK Chopra advised that all departments should update their departmental websites, soft copy of important documents to be available on Google drive and all departments must complete the actions on the observations of the last NBA inspection team visit before the forthcoming visit of NBA Team.

Point 3. Presentation by Prof Hemant Ahuja : Prof Hemant Ahuja gave a detailed presentation on the newly revised format of appraisal report of faculty . The revised format of the appraisal report is quite exhaustive and is in conformity with outcome based performance of a faculty . Prof Hemant Ahuja stated that the revised format will be finalised by the Director General after the suggestions of the HoDs regarding reformatting of appraisal report are received for his consideration.

There being no further point, the meeting came to an end at 11:45 am.



Prof I P Sharma
Dean Examinations, Hostels & Library


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MINUTES OF HoD's MEETING HELD ON 20 OCTOBER 2022

HoDs' meeting was held on 20 October 2022. The following were present:

Dr. RK Agarwal	Director General
Prof. PK Chopra	Dean Special Projects
Prof. SL Kapoor	Dean 1 st Year
Prof. IP Sharma	Dean Examinations, Hostels, Library
Prof. Anu Choudhary	HoD IT
Prof. Pallab Biswas	HoD ME
Prof. Hemant Ahuja	HoD EN
Prof. Rakesh Srivastava	HoD Civil
Prof. Sunita Yadav	HoD CS
Prof. BK Sharma	HoD MCA
Prof. Ashiv Shah	Head TIFAC CORE
Prof. Neelesh Kumar	HoD ECE & EI
Prof. Shashank Sahu	Professor Incharge CSE (AI&ML, DS)
Prof. Sachin Kumar	Professor Incharge CS
Prof. Anupama Sharma	Professor Incharge CSIT
Prof. TR Pandey	Director AKGIM

Point 1. Students Attendance. The Director General mentioned that students attendance in class has been a grey area which needs attention. The Director General expressed concern that HoDs are not putting in required efforts to improve the attendance of students in the class. The Director General advised all HoDs to spend some time on each paper sheet of students attendance and try to improve upon every time. The Director General asked all HoDs to issue warnings to faculty whose class attendance are poor and also confirm the truthfulness of the class attendance by comparing with the camera recordings of the classroom. The Director General further advised to pay special attention on the cases where students attendance is below 65% and examine the possibility of making up of the attendance to avoid the possibility of the student getting debarred from the End Semester Exams of the University. If there are cases of less than 60% attendance then such students should be asked to withdraw from the semester. The Director General asked Head T&P to debar the students from placement those have been debarred from the STs.

Point 2. Preparation of Coffee Table Book. The Director General mentioned that approximately 150 pages will have to be drafted by a professional writer. The Director General asked all HoDs to give a narrative on their department growth and various achievements of the department. The Director General advised that write -



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Reports should be more pictorial than subjective. The Director General further advised all HoDs to include the achievements / awards of their Departmental societies and how the Alumni of the respective departments / branches are performing in their career. The Director General desired that a write-up on T & P functioning/ progress must also be prepared. The Director General asked Prof V K Parashar to prepare a write-up about DSW activities , sports activities and , achievements The Director General asked Prof IP Sharma to prepare a write-up about corporate activities such as refugees camp and Adarsh School etc. If required necessary help / data may be obtained from Prof BK Sharma regarding Unnat Bharat Abhiyan. The Director General asked all HoDs to provide the data of laurels and awards of their respective department to Prof P K Chopra.

Point 3. New Appraisal System. The Director General mentioned that the incentive if any would be given to the faculty based on assessment and recommendations of the HoDs. However, warnings will be issued by the Director General based on the score of the faculty. HoDs are to counsel their faculty accordingly to improve their performance.

Point 4. Presentation by Dean Academics. The Dean Academics gave a detailed presentation regarding clarification on certain aspects of new appraisal system. The Director General asked all HoDs to provide the list of their faculty who are having lower academic load and more virtual load. The Director General asked HoDs to give the names of the faculty who have taught extra topics in addition to the syllabus topics. The Director General further asked all HoDs to give extra marks to the faculty who have taken extra classes on new design or innovative topics.

Point 5. Department Targets & Achievements. The Director General asked all HoDs to set their future targets higher than past achievements and continuously work to achieve their department targets.

Point 6. Silver Jubilee Celebrations. The Director General asked all present to put in their best efforts in making the Silver Jubilee Celebrations a success. The Director General advised all HoDs to encourage and motivate their department personnel to celebrate and enjoy the forth coming Silver Jubilee Deepawali Function on 21st October 2022.

There being no further point, the meeting came to an end at 1300 hours.



Prof IP Sharma
Dean Examinations,
Dean Hostels, Dean Library

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MINUTES OF HoD's MEETING HELD ON 03 FEBRUARY 2023

20th Feb 2023

HoDs' meeting was held on 03 February 2023. The following were present:

Dr. RK Agarwal	Director General
Prof. PK Chopra	Dean Special Projects
✓ Prof. SL Kapoor	Dean 1 st Year
Prof. IP Sharma	Dean Examinations, Hostels, Library
Prof. Anu Choudhary	HoD IT
Prof. Pallab Biswas	HoD ME
Prof. Hemant Ahuja	HoD EN
Prof. Rakesh Srivastava	HoD Civil
Prof. Sunita Yadav	HoD CS
Prof. BK Sharma	HoD MCA
Prof. Ashiv Shah	Head TIFAC CORE
Prof. Neelesh Kumar	HoD ECE & EI
Prof. Shashank Sahu	Professor Incharge CSE (AI&ML, DS)
Prof. Sachin Kumar	Professor Incharge CS
Prof. Anupama Sharma	Professor Incharge CSIT
Prof. TR Pandey	Director AKGIM

Point 1. The Director General mentioned that the HoDs meetings are being held regularly. However, it will be desirable if a particular day in a month is fixed for the HoDs meeting. The Director General desired that first Friday of the month may be fixed for holding HoDs meeting. The Director General further clarified that if Friday happens to be a closed holiday then the meeting may be organized on one day before on Thursday.

Point 2. The Director General stated that NIRF ranking of the college is very important. The people from outside also enquire from us about our college NIRF ranking. The college has been filling data and applying for NIRF ranking but our College ranking has been comparatively low. The college has an exceptional infrastructure and students results also have been quite encouraging. Our college has been getting maximum students in various merit lists of the University Top 10 and various meritorious medals in academics as well as sports and other extracurricular activities. Despite the above stated facts the college NIRF ranking being low, needs analysis and introspection at individual level and particularly by each Dean and HoD. The Director General advised all present to think, analyse and earn the

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areas where we need focussed attention and approach for securing higher NIRF ranking. The Director General warned all present to be totally dedicated to their targets and achievements.

Point 3. Presentation by Dr Hemant Ahuja : Dr Hemant Ahuja , Dean Academics gave a detailed presentation to improve the NIRF ranking of the college . He emphasised upon the following:

(a) **Students Admissions:** Dr Hemant Ahuja stated that less intake in admissions and deficiency in authorized students intake adversely affect the NIRF ranking of the college . The Director General asked all Heads of Departments to put in their best efforts to improve the admissions in the college. The Director General further emphasized upon to concentrate more on the improvements in admissions in core branches ie Mechanical, Civil and Electrical. The Director General mentioned that besides Admissions Cell of the college, all HoDs also have to put in extra efforts to motivate the candidates to report to Admission Cell for admissions particularly in ME, Civil and EN branches.

(b) **Faculty Students Ratio (FSR):** The Director General mentioned that FSR to be mandatorily maintained is 1:20. However, for further improvement of the NIRF ranking, the FSR can be maintained 1:15. The faculty recruited in addition to 1:20, are to be deployed on R&D activities. The Director General advised all HoDs to recruit more faculty to make FSR 1:15 and task these extra faculties above 1:20 for patenting, sponsored projects and Tifac Core activities etc. The Director General further stated that each HoD must have a target for at least 5 to 6 publications per faculty per year in the long term and at least 1 to 2 publications per faculty per year in short term basis. The Director General further mentioned that faculty and students must be encouraged to publish research papers. The Director General asked Dr Hemant Ahuja to fix a target for publishing students research papers. The Director General further suggested that a faculty should not publish his / her research paper in department journal and then publish in outside journals. However, it should be other way by first publishing in outside journal and then in department journal. Dr Hemant Ahuja advised all Hods to register on E- Vidwan. The Director General further advised Dr Hemant Ahuja to ask all research faculty of the college to register as Reviewers of research papers / publications. The Director General appreciated the systematic presentation of various aspects to improve upon the NIRF ranking of the college by Dr Hemant Ahuja. Dr TR Pande, Director, AKGIM suggested that a small training for faculty may be planned to guide and motivate them to publish research papers and for other R&D activities. The Director General asked Dr Hemant Ahuja to plan a small training for all the faculty of AKGEC and AKGIM. The Director General further desired that the college should plan a target for 2 to 6 Patents per year and 20-25 research publications per year so that each department ensures publishing research papers at least 3-5 per year.

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4. Silver Jubilee Projects Exhibition: The Director General asked Prof PK Chopra to invite some reputed jury members for the projects exhibition planned on 22nd February 2023.

5. Students Placements: The Director General stated that placements of the students is not the responsibility of training and placement Cell only. It needs a collective team effort by all. HoDs must invite good companies to improve the placement status of their department students.

6. Improvement in NIRF Ranking: The Director General asked all HoDs to fix their departmental targets on each aspect elaborated by Dr Hemant Ahuja in his presentation to improve the NIRF ranking of the college.

7. Appraisal System for HoDs: The Director General stated that new appraisal system for faculty has worked well and faculty have been suitably awarded and appreciated who have done well and got top positions. Similar appraisal system is needed for HoDs also. All HoDs must plan their targets. The performance of the HoDs will be evaluated based on strength of targets and their levels of achievement. However, there will be some mandatory tasks of HoDs. Director General asked HoDs to give suggestions for framing the appraisal system for HoDs so that the final approved appraisal system for HoDs can be discussed in the next HoDs meeting.

8. Students Attendance, 1st Yr & 2nd Yr.:

The Director General asked all HoDs to monitor the attendance of first and second year students and identify the students who are likely to get debarred from University End Semester Exams.

9. College Students Societies: The Director General mentioned that college student's societies have been performing very well, however department technical societies need improvement. Director General advised to add some more activities for department technical societies.

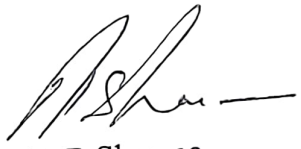
10. Coffee Table Book: The Director General stated that the work of coffee table book must be completed faster and at the earliest. The Director General advised Prof SL Kapoor to call the vendor to discuss about the coffee table book. The Director General reminded to all concerned to provide their respective data for preparation of coffee table book to Prof PK Chopra.

11. Functioning of College ERP System: All the HoDs mentioned that college ERP system has not been functioning well and hence is not reliable. The Director General asked Prof PK Chopra to head the ERP team. Director General asked Prof Sachin Kumar and Prof Shashank Sahu to be the members of team to be formed under Prof PK Chopra with Dr Rajesh as replacement of Dr Inderjeet Kaur.

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12. Conduct of STs and PUTs: Most of the HoDs stated that only ST-1, ST-2 and PUTs are adequate enough as internal tests for awarding of sessional marks to the students. Conduct of STTs does not only consume more Academic hours but also requires additional expenditure on stationary and man hours for invigilation and evaluation duties etc. The time and faculty effort consumed for STTs can be more gainfully utilized for teaching purpose and revision of the syllabus. Conduct of ST-1, ST- 2 and PUTs was considered adequate.

There being no further point, the meeting came to an end at 1:00 p.m.


Prof I P Sharma
ME , Department


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MINUTES OF HoD's MEETING HELD ON 03 JUL 2023

11th July 2023

HoDs' meeting was held on 03 July 2023. The following were present:

Dr. RK Agarwal	Director General
Prof. PK Chopra	Dean Special Projects
Prof. SL Kapoor	Dean 1 st Year
Prof. IP Sharma	Dean Hostels, Library
Prof. Hemant Ahuja	Dean Academics, HoD EN
Prof. Anu Choudhary	HoD IT, Dean Examinations
Prof. Pallab Biswas	HoD ME
Prof. Rakesh Srivastava	HoD Civil
Prof. Sunita Yadav	HoD CS
Prof. BK Sharma	HoD MCA
Prof. Ashiv Shah	Head TIFAC CORE
Prof. Shashank Sahu	Professor Incharge CSE (AI&ML, DS)
Prof. TR Pandey	Director AKGIM

The Director General welcomed all present and stated that the Even Semester 2022-23 is approaching towards completion and we need to review various achievements and challenges which were experienced during the academic year 2022-23. The following points were discussed.

Point 1: University visiting team: The Director General stated that visit of University formation team has been postponed twice. Now, the university visiting team can be expected to visit the college at a short notice. The basic purpose of the visit is to carry out an academic audit of the college to assess the required parameters such as availability of adequate area, basic academic facilities and possibility of futuristic expansion of the college to become a private University. The Director General mentioned that if the team is large and they wish to visit the college in groups then some Senior functionaries of the college will have to accompany the visiting team groups for conduct of their tour in the college campus.

Point 2. Students Attendance and Performance During Sessional Tests / PUTs: The Director General mentioned that the students sincerity and honesty is reducing about the attendance and performance in sessional tests. The Director General expressed his doubt and concern whether Heads of the departments are involving themselves to improve the attendance and performance of their respective students. The Director General cautioned all HoDs to be fully concerned about depleting attendance and performance of their department students and take full charge and responsibility of their department. The Director General stated that there are some students who secure only 3 / 4 internal marks as calculated through IMC and Director in order to pass such students in internal assessment. The Director General further

Point 7. Alumni Networking: The Director General expressed concern and dissatisfaction about poor networking of the alumni. The Director General asked Prof Pallab Biswas to get more involved and put in result oriented concerted efforts to create a strong alumni networking. The Director General stated that some of the IITs and private state universities Alumni chapters are doing quite well. The Director General advised to form a Local Alumni chapter and involve the college students to improve Alumni networking.

Point 8. Ph.D Pursuing Faculty: The Director General mentioned that a good number of faculty of various departments are pursuing their Ph.D for which they are required to attend classes during Ph D course followed by periodical meetings with their supervisors. The Director General asked all Heads of the departments to frame their department academic time tables in such a way that Teaching / Learning process is not adversely affected and faculty also get adequate opportunity to pursue their Ph.D efficiently.

Point 9. Formation of a Committee for University Formation: The Director General mentioned that the college is putting in its best efforts to become a private University. After the visit of University formation team, Some of the functionalities of the college will be given certain responsibilities to complete important tasks required before / after formation of the university. The Director general asked all concerned Heads of the departments to start working on the following areas.

(a). In-depth review of B.Tech 1st year applied science subjects by the respective Heads of the departments.

(b). Framing of B.Tech 1st year syllabus.

(c). Trimming of the existing curriculum / course and adding of alternate subjects / topics of more utility / suitability. The Director General mentioned that Dr Gopal Babu has been told to add some subjects / topics related to Indian culture, Indian Constitution and Human values etc.

Point 10. Poor Attendance in Open Elective Subjects: The Director General expressed concern about poor attendance of students in open elective subjects and he mentioned that Head of the department of the faculty teaching the open elective subject and the Heads of the departments whose students are studying that open elective subject are to work in consultation and communication with each other to improve the attendance of the students.

Point 11. Appraisal Report Format of Heads of the Departments: The Director General mentioned that the new format of appraisal report of faculty has been quite effective in factual and analytical assessment of all round performance of a faculty of the college. The Director General further mentioned that the appraisal report format for Heads of the departments has also been reviewed and reformatted. The

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Director General mentioned that the revised format will be forwarded / emailed to all Heads of the departments for their suggestions. The Director General asked Prof Hemant Ahuja to give a presentation regarding the revised appraisal format for the Heads of the departments. The detailed presentation by Prof Hemant Ahuja was discussed in the meeting and Heads of the departments also gave their suggestions for further improvement in the revised format for appraisal of the HoDs. The Director General stated that new format of HoDs appraisal will be effective from the academic session 2022 -23 onwards.

Point 12. Retest of Students for STs and PUTs: The Director General ruled that there will not be any retest for STs and PUTs unless the prior approval of the Director General has been obtained by the respective Head of the department on extreme compassionate grounds. The Director General also asked Dean examinations to inform all students that if any student is found using UFM in STs / PUT then he / she will be fined Rs 5000 /- per UFM case.

Point 13. Presentation by HoDs: Prof PK Chopra and Prof Anu Chaudhary gave detailed presentations of their respective department on various agenda points which were intimated to all concerned in advance. The Director General advised that all HoDs must learn and pick up good points from the presentations of each other so that all presentations are prepared in standard quality formats. The Director General mentioned that presentation by remaining Heads of the department will be organised in the next HoDs meeting which will be held shortly.

Point 14. In his concluding remarks the Director General mentioned that the college will be organising yearly display of good / innovative projects and startups in the college football ground as it was done during odd semester of academic year 2022 - 23. The Director General further advised that number of faculty publishing papers should be increased. Also, all the HoDs must go through the list of CII and GMA members who could help them in organising the industrial visits of the students. These names can be discussed with the Director General since he is in contact with them being a member of CII and GMA. The Director General mentioned that his contacts can be useful in organising the Industrial visits of the students. The Director General further asked all HoDs to submit department faculty load status with SFR and requirement of additional faculty for academic year 2023 - 24. The Director General advised all Heads of the department to try new type of programs / projects by their department societies.

Point 15. There being no further point, the meeting came to an end at 13:30 hrs.


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Prof IP Sharma
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