

**AJAY KUMAR GARG ENGINEERING COLLEGE, GHAZIABAD**  
**27<sup>th</sup> Km. Milestone, Delhi-Meerut Expressway, Ghaziabad-201015**

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AKGEC/IQAC/2023-24/03

13 February 2024

**MINUTES OF THE IQAC MEETING**

The IQAC meeting for Session 2023-24 (Odd Semester) was held on 2<sup>nd</sup> February 2024. The following members were present during the meeting:

1. Dr. Hemant Ahuja
2. Dr. Neelesh Kumar Gupta
3. Dr. Shraddha Dixit
4. Dr. Avadhesh Gupta
5. Dr. Anupama Shanna
6. Dr. Himani Garg
7. Dr. Gopal Babu
8. Dr. Vani Bhargava
9. Dr. Saroj Bala
10. Dr. Shiwani Singhal
11. Ms. Gaganpreet Kaur
12. Dr. Jitender Chhabra
13. Mr. Dushyant Singh Chauhan
14. Mr. Praveen Kumar
15. Mr. Pronab Kumar Adhikari

**Minutes of the Meeting Agenda**

The meeting initiated with the welcome address by the Director and his sharing about the importance and objectives of IQAC. He also shared his views on how academic and research needs are changing and how to evolve with the challenging needs of education and sustain quality in all our actions. The meeting then continued with the discussion on the following agenda points related to IQAC tasks:

**Agenda Point (i)**

- a. Discussion on the proposal to hold quarterly IQAC meetings throughout the year.
  - It was decided at least one IQAC meeting will be conducted in 03 months so that all important activities, their proper plan of action and progress done in this regard can be discussed & implemented.
- b. Planning and Evaluation of IQAC contributions annually.
  - It was discussed that proper planning for the execution of IQAC tasks will be the responsibility of the respective IQAC members.
  - The significant contribution made by the IQAC will be evaluated bi-annually in every academic session.

#### **Agenda Point (ii)**

- a. Review of the IQAC's action plan at the start of the academic year for Quality Enhancement.
  - For proper and timely completion of all IQAC activities (NBA, NAAC, NIRF, Academic Audits and Other activities) task-specific teams will be formed who will submit the plan of action and will be responsible for the execution of the said tasks.
  - The IQAC Coordinator will float the sheet for the distribution of responsibilities. IQAC Members may self-nominate their names for the activities they believe can take suitably.

#### **Agenda Point (iii)**

- a. Enhancement of focus on Outcome Based Education (OBE).
  - It was discussed that FMs needs to be more sensitized about Outcome Based Education (OBE). As on date, it's on paper only and every FM should be aligned and through with the OBE Processes & needs.
  - It was decided that FDPs/Workshops/Seminars will be conducted to promote OBE both at the department level as well as the college level on regular basis.
- b. Periodic reviews of teaching-learning processes, operational methodologies, and learning outcomes through IQAC.
  - It was discussed that academic processes and methodologies should be reviewed on regular intervals for the better & effective implementation.
  - It was decided that these processes / methodologies will be modified, if required as per suggestions of the concerned team members in order to further improve the quality of teaching and learning.
- c. Documentation of incremental improvements in various activities.
  - The need and importance of properly maintaining documents and it was realized that there should be a uniformity in maintaining the documents at the department level.
  - It was therefore decided that a proper documented record of all significant achievements done will be maintained in the departments as well as in the IQAC (in some cases) by the respective responsible IQAC members.
  - IQAC will provide a list of documents to be maintained by the departments.

#### **Agenda Point (iv)**

- a. Planning and organization of workshops/seminars on Research Methodology, Intellectual Property Rights (IPR), and Entrepreneurship by IQAC.
  - It was discussed that this activity is sometimes neglected and workshops/seminars should be conducted as per proper benchmarking.
  - It was decided that workshops/seminars/FDP etc will be conducted on Research Methodology, Intellectual Property Rights (IPR), and Entrepreneurship by IQAC and the IPR Cell of the college through various departments.

#### **Agenda Point (v)**

- a. Organization of professional development/administrative training programs for non-teaching staff.
  - It was discussed that it is very important to enhance the skills and technical abilities of lab staff members through trainings and Staff Development Programs (SDPs).
  - It was decided that at least 01 Training Program / SDP shall be conducted by each department in an Academic Year.

#### **Agenda Point (vi)**

- a. Academic planning and monitoring in accordance with the academic calendar by departments.
  - It was discussed that proper Academic planning and monitoring in accordance with the academic calendar and the ongoing schedules should be done by each department.
  - It was decided that Lesson Plan and Syllabus coverage will be reviewed on regular basis and the Online Monitoring of Classes through Camera will be done centrally by IQAC.
- b. Review of attendance, student performance in internal and external exams, and actions taken by departments accordingly.
  - It was decided that attendance, student performance in internal and external exams will be monitored by the department on regular basis with proper records, as per the standard process already defined.
  - It was decided that proper and timely actions will be taken by the departments for students having poor attendance and academic performance and details of action taken will be shared with the Dean Academic after Internal Exams. Action taken for toppers and bottomers will also be monitored.
  - Assessment and allotment of classrooms and other academic requirements for class conduct will be done under IQAC.
  - Issuance of guidelines for timetable preparation, load distribution, etc., along with providing standard formats, will also be done under IQAC.

#### **Agenda Point (vii)**

- a. Review of the benchmarking process, including target setting and achievements by departments.
  - The importance of benchmarking process and setting of targets both for the departments and college level was discussed and a team will be formed to develop the benchmarking.
  - It was decided that the targets will be set both for the departments and the college at the beginning of Academic Year.
  - It was also decided that achievements done by the department against the set targets will be analyzed and reviewed after the end of session to ensure proper outcomes.
- b. Evaluation of the effectiveness of guidance for competitive exams and career counselling to be provided by departments.
  - It was decided that proper process to guide the students for competitive exams and career counselling will be developed as no formal process exists in college for the same.
  - The effectiveness of the processes in this regard by the departments will be evaluated regularly by IQAC.

#### **Agenda Point (viii)**

- a. Discussion on separate coordination efforts concerned with NAAC, NIRF, and NBA as suggested by the Director.
  - The need and importance of having separate coordinators for major IQAC activities such as NAAC, NIRF, and NBA was discussed.
  - It was decided that to ensure the proper and timely completion of all IQAC activities/tasks proper distribution of work will be done i.e. duties/responsibilities will be assigned to all IQAC members.

#### **Agenda Point (ix)**

- a. Audit Procedures and related points for the effective implementation of quality initiatives.
  - It was decided that Internal Academic Audit will be done in two ways
    - (i) FMs Course Files and Attendance Registers

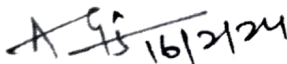


- (ii) Department Audits based on Quality Parameters in the Teaching Learning Process at the end of the Academic Session.
- Formats for the Department Level Audit Report were also discussed and finalized.

After discussion on Agenda Points, the following immediate action points were finalized:

1. The Distribution of IQAC Tasks/Activities among Faculty Members regarding the above-mentioned points was discussed in the meeting and the proposed distribution is enclosed herewith.
2. It was discussed that the Director will meet the small teams for individual activities for which the teams will be presenting their plan of action and roadmap for one Academic Year along with the IQAC Coordinator.
3. AQAR is to be filled by 29<sup>th</sup> February 2024 so criteria-wise AQAR should be provided to the Director for review by 20 February 2024.
4. NBA accreditation of the IT/ME/EN/ECE/CSE departments is valid till June 2025. For further extension, this time the departments will have to prepare full-fledged for the NBA Visit of 03 days, the application of which will be filed in December 2024.
5. The extended IQAC Team including 06 Faculty members will be assisting directly in Teaching and learning-related tasks like Room Allocation, Time Table Template, Examination Reforms, and all Academic Endeavors.
6. Benchmarking is to be prepared by IQAC for each department before the next IQAC Meeting in March 2024 after filling AQAR.
7. It has been decided that the Presentations on various NAAC criteria(s) will be given by Dr. Awadesh Gupta and Dr. Anupama Sharma, respectively in the next meeting to be held on 09 February 2024.

There being no agenda point left, meeting was ended at 1:30 PM.

  
**Dr. Hemant Ahuja**  
**Director**

**Copyto:**

- i. The Director General
- ii. IQAC Members