

# **AJAY KUMAR GARG ENGINEERING COLLEGE, GHAZIABAD**

**27<sup>th</sup> Km. Milestone, Delhi-Meerut Expressway, Ghaziabad-201015**

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**AKGEC/IQAC/2023-24/04**

**23<sup>rd</sup> February 2024**

## **MINUTES OF THE IQAC MEETING**

The IQAC meeting for Session 2023-24 (Odd Semester) was held on 9<sup>th</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 Sharma
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. Anuj
14. Mr. Dushyant Singh Chauhan
15. Ms. Uma Sharma
16. Mr. Praveen Kumar
17. Mr. Pronab Kumar Adhikari
18. Dr. Neeti Maheshwari

### **Minutes of the Meeting Agenda**

The meeting was started by the Director with a discussion on presentations regarding NAAC. He briefed everyone about the importance of presentations to be delivered by the IQAC team. It was discussed that the IQAC presentation on NAAC will cover all seven criteria as outlined in NAAC guidelines. Discussion with IQAC Members was held on each point of every NAAC Criteria in a detailed manner along with further improvements and benchmarking. The outcome of each criterion reflects our dedication to excellence and our ongoing efforts to meet NAAC's stringent evaluation standards. Then, the meeting continued with discussion on the following Agenda Points:

#### **Agenda Point (i)**

**Presentations on NAAC Criteria:** Detailed presentations were delivered during the meeting on all NAAC Criteria by Prof. (Dr.) Avadhesh Gupta and Prof. (Dr.) Anupama Sharma, respectively.

The summary of both presentations is outlined below:

- (a) Dr. Avdhesh Gupta's Presentation:

### **Criteria I: Curricular Aspects**

### **Criteria II: Teaching-Learning and Evaluation**

### **Criteria III: Research, Innovations and Extension**

### **Criteria IV: Infrastructure and Learning Resources**

(b) After that Dr. Anupma Sharma presented the remaining criteria's in the meeting:

### **Criteria V: Student Support and Progression**

### **Criteria VI: Governance, Leadership and Management**

### **Criteria VII: Institutional Values and Best Practices**

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

##### **Review and Discussion on AQAR:**

- A detailed review of the AQAR template was done and discussed by the IQAC members.
- Identification of strengths and areas for further improvement was done.
- Discussion was also held on strategies to address the challenges mentioned in the report.
- Concerned IQAC Members were asked to initiate the collection of relevant data, including academic program details, teaching methodologies, research outputs, infrastructure details, student support initiatives, governance structures, and institutional values.
- The need for Cross-verification of data and information presented in the AQAR was discussed.
- The strategies to be followed to ensure accuracy and consistency of data across different sections were also planned and discussed.
- Assignment of responsibilities and timelines for implementing necessary improvements was also done.
- Discussion held regarding the Finalization of the AQAR report.
- IQAC Members were directed to conduct a thorough review of the gathered information and documentation to ensure alignment with the NAAC criteria and identify any gaps or areas needing improvement. AQAR should be submitted to the Director's office by 20<sup>th</sup> Feb 2024 for review and finalization.

At the end of the meeting, the undersigned also gave some below-mentioned suggestions/instructions for further implementation in the future (roadmap for further IQAC tasks):

- i. In addition to the roles and responsibilities finalized for the FMs, the Registrar and Head HR will be the Core Members for NBA/NIRF//NAAC/AICTE/AKTU related tasks.
- ii. The next IQAC Meeting shall be held in March 2024, after filling of AQAR and preferably will be conducted in Small Groups / Team wise / Tasks or Activities wise to ensure a concrete outcome with progress done through discussions.
- iii. Staff Development Programs / Training Programs etc. should be regularly organized for Lab Staff and Office Assistants for improving their skills and abilities further.
- iv. The director discussed the need and suggested to start the special programs for advanced and slow learner students.

- v. Collaborative activities should be promoted both at the department and the college level.
- vi. QS-I Gauge Marking will be reviewed as the received feedback from the users.
- vii. The present Code of Conduct for the college students, faculty and staff also needs to be redefined after proper review.
- viii. FMs are to be motivated for writing Book Chapters / Books with esteemed publication houses.
- ix. Standard process needs to be formulated for collection of data for extra-curricular / co-curricular activities in terms of awards, medals and outstanding performance of students in such activities.
- x. Special programs need to be started for Career Counseling of students through T & P Department and students preparing for higher studies should be guided properly in all aspects for the preparation of higher studies and competitive exams. A student club may be formed in this direction. The same shall be discussed in small group with the members who are assigned the task.
- xi. The Grievance Redressal System / Mechanism of the college needs regular updation and must be made available online so that students can write their grievances through the portal.
- xii. E-governance needs to be promoted further more in the college.
- xiii. The Attendance System for IT Department is to be reviewed for implementation in other departments as well.

There being no agenda point left, meeting was ended at 3:00 PM.

A 9/23/24

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

**Copy to:**

- i. Director General (for kind information)
- ii. All IQAC Members