# IIMT
## COLLEGE OF ENGINEERING
### Greater Noida
— Aim For Excellence —

IQAC/2023-24/Q1

Date: 1-09-2023

## MINUTES OF THE MEETING

A meeting was conducted on dated 29/08/2023 in Room no. 204 under the chairmanship of Prof. (Dr) S. S. Tyagi, Director at 2 PM. The following members attended the meeting.

1. Dr. S.S.Tyagi
2. Dr. Seema Nayak
3. Dr. A.P.Singh
4. Dr. Prabhat Kumar
5. Dr. Ajay Gupta
6. Dr. N.K.Sharma
7. Dr. Mahinder Sharma
8. Mr. Krishan Kumar
9. Ms. Tabasssum Abbasi
10. Mr. Rakesh Kumar Jha
11. Mr Dinesh Kumar Yadav
12. Mr Rajesh Wahie
13. Dr. V.P. Singh

### Agenda:

1. Review of previous IQAC meeting MOM
2. IQAC plan of activity
3. ERP System
4. Course file, Lab course file, Lab Evaluation sheet
5. Mentor Mentee System
6. Slow Learner / Advanced Learner
7. List of Departmental coordinators
8. R & D activity and Club Activities
9. Workshop / Seminar
10. Collaboration with Industry / Agencies
11. Value Added Course min 30 hrs
12. Grievance if any
13. ICT facility
14. Review on Infrastructure development
15. Other issues with permission of the chair

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In the meeting following points were discussed.

| Agenda | Action Points | Field | Responsibility | Action Taken |
|---|---|---|---|---|
| 1. | Review of previous IQAC meeting MOM | Academics | All HoDs | Director started the IQAC meeting by reading the review of the previous meeting's MOM As per that completion of course files of session 2022-23 is pending from all HoDs except HoD ECE. Director asked all HoDs to submit course files completion certificate to him till 4/09/23. Dean Academics suggested to prepare list of faculty members and their teaching subjects with code to check course files |
| 2. | IQAC plan of activity | Academics | IQAC coordinator | IQAC Coordinator prepared plan of IQAC cell activities for the Session 2023-24 as below<br>• To organize workshop on NAAC<br>• To organize Session on Attainment of Course Outcomes<br>• To organize Session on Bloom's Taxonomy and preparation of quality question papers<br>• To organize workshop on Rubrics for performance assessment<br>• To organize Staff development program on Maintaining labs and soft skills<br>• To organize faculty development program as a nodal center of NITTTR (Responsibility: IQAC) |

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| 3. | ERP System | Academics | All HoDs | New IIMT ICloudems ERP is implemented from session 2023-24. All members were instructed to follow the same and upload all data relevant to their departments |
|---|---|---|---|---|
| 4. | Course file (LP,LDS etc), Lab course file, practical Evaluation sheet | Academics | All HoDs | All HoDs were asked to follow the formats given by IQAC like Course file, Lab course file, and practical evaluation sheet. Also asked to motivate faculty members to strictly follow the lecture plan and maintain all records in course files |
| 5. | Mentor Mentee System | Academics | All HoDs | All HoDs were asked to maintain the records of mentor mentees and prepare documents as per IQAC format. Also asked to solve all problems of mentees and do their counselling |
| 6. | Slow Learner / Advanced Learner | Academics | All HoDs | Director asked to all the members to give more attention on slow learners and arrange remedial classes for them and for advanced learners provide them extra technical training and do carrier counselling |
| 7. | List of Departmental coordinators | Academics | All HoDs | All members were requested to submit their department coordinators list as per availability of faculty members and keeping in mind all the verticals like ERP, time table, placement, floor incharge, alumni coordinator etc. |
| 8. | R & D activity and Club Activities | R&D | All HoDs | Further focused on R&D activities, Club activities as per given targets and achieve it within given time frame. Also update the department club's committees |
| 9. | Workshop / Seminar | R&D | All HoDs | All HoDs were asked to organize workshops and seminars on latest trends in their field |
| 10. | Collaboration with Industry / Agencies & Value Added Course (min 30 hrs) | Training | Head Training | Director requested to Mr Rajesh Wahie (representative of T&P) to do collaboration with industry for all departments and organize value added courses for the students |

| 11. | Grievance if any related to academics | Academics (ERP, examination) | All HoDs & Prof. Incharge-Exam | Online grievance system is available on ERP, director asked all members to solve the issues of students<br><br>Further Director asked Professor Incharge-Examinations of IIMT college of engineering to revise the print of answer copies as per need of NAAC to solve exam related queries |
|-----|---------------------------------------|------------------------------|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12. | ICT facility | Academics | All HoDs | To improve the teaching and learning process , all were asked to improve ICT facility |
| 13. | Review on Infrastructure development | Admin | HoDs & Admin Team | HoDs were asked to develop their infrastructure as per NBA, NAAC requirements and give request to team Administration. |
| 14. | Plagiarism software | R&D | All HoDs & Librarian | Plagiarism software Turnitin is available in library , all were requested to send articles through HOD mail only |
| 15. | Other issues with permission of the chair | | All members of IQAC | The meeting was concluded by giving vote of thanks by the coordinator IQAC |

Prof.(Dr.) Seema Nayak

**IQAC Coordinator**

Prof.(Dr.) S.S.Tyagi

**Chairman IQAC**

CC: (Through email only)

All members of IQAC

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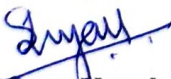13. Dr. V.P. Singh

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2. IQAC Coordinator prepared plan of IQAC cell activities for the Session 2023-24 as below

   - To organize workshop on NAAC
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   - To organize Session on Bloom's Taxonomy and preparation of quality question papers
   - To organize workshop on Rubrics for performance assessment
   - To organize Staff development program on Maintaining labs and soft skills
   - To organize faculty development program as a nodal center of NITTTR (Responsibility: IQAC)

3. New IIMT ICloudems ERP is implemented from session 2023. All members were instructed to follow the same and upload all data relevant to their departments (Responsibility: All HoDs)

4. All HoDs were asked to follow the formats given by IQAC like Course file, Lab course file, Lab evaluation sheet. Also asked to motivate faculty members to strictly follow the lecture plan (Responsibility: All HoDs)

5. All HoDs were asked to maintain the records of mentor mentees and prepare documents as per IQAC format. Also asked to solve all problems of mentees and do their counselling (Responsibility: All HoDs)

6. Director asked to all members to give more attention on slow learners and arrange

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remedial classes for them and for advanced learners provide them extra technical training and do carrier counselling (Responsibility: All HoDs)

7. All members were requested to submit their department coordinators list as per availability of faculty members and keeping in mind all the verticals like ERP, time table, placement, floor incharge, alumni coordinator etc. (Responsibility: All HoDs)

8. Further focused on R&D activities, Club activities as per given targets and achieve it within given time frame. Also update the department club's committees (Responsibility: All HoDs)

9. Director requested to Mr Rajesh Wahie (representative of T&P) to do collaboration with industry for all departments and organize value added courses for the students (Responsibility: Head Training)

10. Online grievance system is available on ERP, asked all members to solve the issues of students (Responsibility: All HoDs)

11. To improve the teaching and learning process , all were asked to improve ICT facility (Responsibility: All HoDs)

12. Professor Incharge- Examinations of IIMT college of engineering is asked to revise the print of answer copies as per need of NAAC (Responsibility: Prof. Incharge- Exam)

13. HoDs were asked to develop their infrastructure as per NBA, NAAC requirements and give request to team Administration. (Responsibility: HoDs & Admin Director)

14. Plagiarism software Turnitin is available in library , all were requested to send articles through HOD mail only (Responsibility: All HoDs & Librarian)

15. The meeting was concluded by giving vote of thanks by the coordinator IQAC.

Prof.(Dr.) Seema Nayak
IQAC Coordinator

Prof.(Dr.) S.S.Tyagi
Chairman IQAC

CC: (Through email only)
    All members of IQAC

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