

IQAC/2023-24/Odd/Sept/01

Date: 28-09-2023

MINUTES OF THE MEETING

A meeting was conducted on dated 29/09/2023 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. Deepak Sharma

Agenda:

1. Weekly attendance of students
2. CR meeting and action taken
3. Students Feedback 1
4. Preparation course files
5. Mentor mentees record
6. ERP module implementation
7. R&D activities of Quarter 1
8. Departmental activities (minor, IIC etc)
9. Calling and counselling Report
10. Course coverage Report

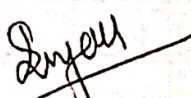
In the meeting following points were discussed.

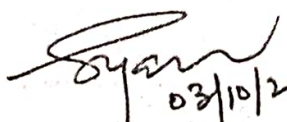


Agenda	Action Points	Field	Responsibility	Action Taken
1.	Review of previous IQAC meeting MOM	Academics	All HoDs	Director started the IQAC meeting by reading the review of the previous meeting's MOM dated 28/08/23.
2.	Weekly Attendance of students	Academics	All HoDs	All departments have compiled attendance weekly on Monday and calling has been done to parents those having attendance <60%. Strength of classes are now good. Also all faculty members have started uploading attendance on ERP.
3.	CR meeting Report and action taken	Academics	All HoDs	CR meeting has been conducted as per academic calendar by Director and Dean Academics. Its ATR is discussed with all HoDs for further action and resolved their queries. ATR submitted to higher authority
4.	Students Feedback1	Academics	All HoDs	All HoDs have taken feedback 1 from students on content delivery. ATR is prepared . Faculty has received advisory letter having <80% feedback for further improvement and appreciation letters are given whose feedback is >90%.
5.	Preparation of Course files	Academics	All HoDs	Dean Academics has checked course files and asked to do corrections wherever it was necessary
6.	Mentor Mentee record	Academics	All HoDs	All HoDs were asked to ensure that mentees record is correct and maintained by respective mentor to be completed by 15 th Oct 2023



7.	ERP module Implementation	Academics	All HoDs	All HoDs started to upload attendance of respective department in ERP module but still there are glitches and its resolving by ERP coordinator Mr Chinmay Pandey.
8.	R & D activities of Quarter 1	R&D	All HoDs	Weekly follow ups are taken by Mr Saswat Das regarding R&D activities and asked all to complete all targets of Quarter 1 before 30 th October 2023.
9.	Departmental activities	R&D	All HoDs	Daily follow ups are taken for departmental activities from Director office and asked to submit report on same day. All deptt. are doing as per plan. Report is submitted to Dr Pankaj Jha
10.	Calling and counselling Report	Academics	All HoDs	Weekly calling is done by mentors and report is submitted in HoD office. Counselling will be done after first sessional which is already planned from 9 th Oct 2023
11.	Course coverage Report	Academics	All HoDs	Course coverage is taken by all HoDs, and checked its as per LDS. Counselling faculty members those who are lagging, asked to take extra classes
12.	Other issues with permission of the chair			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