



IQAC/2023-24/Q3

Date: 15-04-2024

MINUTES OF THE MEETING

A meeting was conducted on dated **15/04/23** in room no. 205 under the chairmanship of Prof. (Dr) S. S. Tyagi, Director at 11AM.. The following members attended the meeting.

1. Prof.(Dr) S.S.Tyagi
2. Prof.(Dr) Seema Nayak
3. Prof.(Dr). Prabhat Kumar
4. Dr. Ajay Gupta
5. Dr. N.K.Sharma
6. Dr Girish Gautam
7. Dr. Deepak Sharma
8. Ms. Tabassum Abbasi
9. Mr. Rakesh Kumar Jha
10. Mr Dinesh Kumar Yadav
11. Mr Saswat Das
12. Dr.Ambrish Sharma
13. Ms Laveena

Agenda:

- Review of previous meeting
- NAAC SSR, NAAC preparation
- Academic External audit
- Project Report format
- Feedback from various stakeholders (Curriculum, facility , content)
- CO PO attainment
- Audit of non teaching departments
- Initiative for Higher education
- Review of Lab manuals
- Strengthening the T&P and arranging industrial training for students.
- Gender audit
- Data verification for student satisfaction survey (SSS)

In the meeting following points were discussed.

1. Director started the IQAC meeting by welcoming the all members



2. IQAC coordinator reviewed the points of previous meeting
3. Director asked all members to submit all data for NAAC SSR
4. All HoDs were requested to submit the external academic audit report till 30 April. ASH and ECE department already submitted the same
5. IQAC coordinator asked all to follow the AKTU project report format for final year students
6. Dr. Tabassum Abbasi will be feedback coordinator and asked her to take all feedback on ERP only. Regarding the same take feedback from 60% students in the department, 5-6 alumni and employers. This task should be completed till 15th May
7. Director asked all to complete CO-PO attainment of their department. For guidance asked IQAC coordinator to organize session on the same topic.
8. All non teaching departments asked to do audit of their departments
9. CRC Head was asked to take initiative for the higher education of the students
10. All HoDs were asked to review the all lab manuals.
11. CRC Head was asked to strengthen the T& P cell for training and placement
12. Registrar was asked to do Gender Audit for session 2022-23 and 2023-24 and submit report within week.
13. Further Registrar was asked to send students data to all HoDs for verification purposes of SSS (student satisfaction survey)
14. The meeting was concluded by giving vote of thanks by the coordinator IQAC.

Prof.(Dr.) Seema Nayak

IQAC Coordinator

CC: All members of IQAC (Through email only)