

IQAC/2023-24/Q4

Date: 21-05-2024

**MINUTES OF THE MEETING**

A meeting was conducted on dated 21/05/24 in room no. 204 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). A.P. Singh
4. Prof.(Dr). Prabhat Kumar
5. Dr. Ajay Gupta
6. Dr. N.K.Sharma
7. Mr Krishnkant Karothiya
8. Dr. Tabassum Abbasi
9. Mr. Rakesh Kumar Jha
10. Mr Dinesh Kumar Yadav
11. Dr.Ambrish Sharma
12. Mr. Ashish Kr. Srivastav

**Agenda:**

- Review of previous meeting
- NAAC SSR, NAAC preparation
- Value added courses
- Action plan of Academic External audit
- Project Report format
- CO PO attainment
- Gender specific activity
- State wise culture events
- Outreach activity
- Data verification for student satisfaction survey (SSS)
- NPTEL courses enrollment

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, it is found that External academic audit still pending from all departments except ASH & ECE. It is strictly instructed by Director to do it till 30<sup>th</sup> May 2024 positively and submit the report with action taken
3. Director asked all members to prepare all data as per NAAC SSR
4. IQAC coordinator asked all to follow the AKTU project report format for final year students and take signature of external examiner on the report.
5. Mr Dinesh Kumar Yadav was asked to take session on CO-PO attainment department wise to solve their queries.
6. All members were asked to do **five** value added courses per Year College wise and keep its records with certificates. Also ensure 35 % strength of the total strength. Mr Dinesh Kumar Yadav suggested to motivate students for enrollment in NPTEL courses, it will also considered as value added course
7. Dr Seema Nayak asked to conduct **eight** activities on specific topics like Research Methodology, IPR, Ethics etc. per year and prepare their report
8. Director asked to conduct Gender Specific activities at college level and suggested that Dr Vandana Saxena will coordinate it.
9. Further asked to organize state culture events at college level like Ganesh Puja, Durga Puja etc. Dr Deepak Sharma , HOD ASH asked to organize such events like state dance, special food of the state, fancy dress etc.
10. Outreach activities are already in process
11. Dr. Tabassum Abbasi will be feedback coordinator and asked her to complete all feedback on ERP only which is still pending
12. Dr Mahinder Sharma HOD IT and in charge of training was asked to complete value added courses which are going on in the department
13. Further all HoDs were asked to send reply of mail received by students from NAAC



regarding SSS (student satisfaction survey)

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

Prof.(Dr.) Seema Nayak

IQAC coordinator, IIMT College of engineering, Gr. Noida

CC:

- Group Director
- Director
- All members of IQAC (Through email only)