IIMT
COLLEGE OF ENGINEERING
Greater Noida
NBA & NAAC Accredited

Approved by: AICTE, MHRD, Govt. of India, Affiliated To : Dr. A.P.J. Abdul Kalam Technical University, Uttar Pradesh, Lucknow

IQAC/2022-23/Q1   Date: 10-09-2022

MINUTES OF THE MEETING

A meeting was conducted on dated 10/09/2022 in room no. 204 under the chairmanship of Prof. (Dr) S. S. Tyagi, Director at 11:30 AM. The following members attended the meeting.

1. Prof.(Dr) M.K.Soni
2. Prof.(Dr) S.S.Tyagi
3. Prof.(Dr) Seema Nayak
4. Prof.(Dr). Prabhat Kumar
5. Dr. A. P. Singh
6. Dr. N.K.Sharma
7. Dr. Deepak Sharma
8. Ms. Tabasssum Abbasi
9. Mr. Kailash Patnaik
10. Mr.Rakesh Kumar Jha
11. Mr Dinesh Kumar Yadav
12. Mr Ashok Mishra
13. Mr Saswat Das
14. Dr Vivek Rastogi
15. Mr Dinesh kumar Yadav
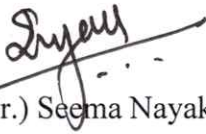16. Dr Padmesh Tripathi
17. Dr Mahendra Prasad Sharma

Agenda:

- ➤ Academic Calendar for session 2022-23
- ➤ Course file, lab course file, department event file, departmental duties, mentor mentees list and file
- ➤ Organization of FDPs, webinars on latest trends in engineering and management
- ➤ Registration of students for online courses (Swayam, MOOC, NPTEL)
- ➤ Attainment of COs,
- ➤ Weak student list and remedial classes
- ➤ Assignments Format
- ➤ Project diary
- ➤ PowerPoint presentation (25% syllabus)
- ➤ Use ICT tool as per availability
- ➤ Feedback analysis and action taken report
- ➤ Perspective learning: Flipped classroom, Self learning

- Quiz/debate/group discussion
- Academic audit, administrative audit, library audit for session 2021-22
- Question paper Moderation committee of the department
- Other issues with permission of the chair

In the meeting following points were discussed.

1. Director started the IQAC meeting by welcoming all members
2. IQAC Coordinator was brief about plan of IQAC cell.
3. All HODs were asked to prepare their department calendar based on college level calender
4. All HODs were requested to follow the formats of Course file, lab course file, department event file, departmental duties and maintain in the department Further asked to submit mentor mentees list and motivate mentors to maintain mentor file
5. All HODs were asked to organize of FDPs, webinars on latest trends in engineering and management
6. Motivate students for online courses (Swayam, MOOC, NPTEL)
7. Records of weak students and their action taken should be maintained on the basis of CO attainment
8. Assignments of all subjects must be in similar format which has given
9. As per sample of project diary maintain records of project work (7th & 8th sem)
10. Maintain records of power point presentation (25% of syllabus)
11. All HODs were asked to use and enhance ICT tools
12. All HODs were asked to maintain faculty feedback report and its corrective measures.
13. Perspective learning (Flipped classroom, Self learning) should be in teaching practice and maintain records
14. Quiz/debate/group discussion should be included in the teaching pedagogy

15. All the members were asked to conduct administrative audit, library audit for session 2021-22 and aacademic audit, after declaration of AKTU result
16. Dean COE was asked to maintain transparency of evaluation of answer sheet
17. The meeting was concluded by giving vote of thanks by the coordinator IQAC.

Prof.(Dr.) Seema Nayak

IQAC Coordinator

CC: (Through email only)

All members of IQAC