



IQAC/2022-23/Q2

Date: 26-04-2023

MINUTES OF THE MEETING

A meeting was conducted on dated 26/04/23 in room no. 205 under the chairmanship of Prof. (Dr) S. S. Tyagi, Director at 11AM.. The following members attended the meeting.

1. Dr. Mayank Agarwal
2. Prof.(Dr) S.S.Tyagi
3. Prof.(Dr) Seema Nayak
4. Prof.(Dr). Prabhat Kumar
5. Dr. Ajay Gupta
6. Dr. N.K.Sharma
7. Mr. Krishan Kumar
8. Dr. Deepak Sharma
9. Ms. Tabassum Abbasi
10. Mr.Rakesh Kumar Jha
11. Mr Dinesh Kumar Yadav
12. Dr Vibha Singh
13. Dr Vivek Rastogi
14. Mr Kailash Patnaik
15. Mr Saswat Das

Agenda:

1. Action plan of External Audit Report
2. Weak student list and remedial classes
3. Use ICT tool as per availability
4. Feedback analysis and action taken report
5. Experimental learning, Self learning, project based learning
6. Quiz/debate/group discussion
7. Mentor mentees file format
8. Final year project report format

In the meeting following points were discussed.

1. Director started the IQAC meeting by reading the action plan
2. All HODs were requested to submit the action plan of external academic audit report



3. All HODs were requested to submit the HOD feedback analysis and corrective measures of odd & even semester of 2022-23 session. (Both in hardcopy and softcopy).
4. Data related to ICT enabled tool for effective teaching learning process to be given by 07 Jan 2022.
5. All HODs were requested to submit weak students list with remedial classes records of odd semester of current session as well as third year of even semester. (Both in hardcopy and softcopy).
6. Maintain data related to participative learning like flipped classroom, group discussion, quiz etc.
7. Library audit and administrative audit is still pending of last session is still pending.
8. Mentor mentees file format is attached, kindly maintain the records.
9. Final year project report format is attached, kindly maintain the records.
10. As per discussion in the meeting, internal audit will be done on 13th May, 2023. For the same cluster of faculty members will be formed from all departments. In the internal audit maintain following records
 - Course files of odd & even semesters
 - Lab course files
 - Responsibility chart of the department
 - Mentor mentees file.
 - Department activity file as per NAAC format (already shared in last semester)
11. The meeting was concluded by giving vote of thanks by the coordinator IQAC.

Prof.(Dr.) Seema Nayak

IQAC Coordinator

CC: (Through email only)

MD sir, for information
All members of IQAC