

IQAC Meeting

Date: 01/03/2023

Minutes of Meeting

Time: 12:45 PM

Venue: Board Room

Attendees:

Dr. N. S. Rathore – Director	
Dr. P.K Jain – Director, MBA	<i>P.K Jain</i>
Mr. B.L Jangir, Finance Controller	
Mr. Arvind Singh Pemawat – Head CDC	<i>Arvind Singh Pemawat</i>
Dr. Manish Varma, Head - CE	<i>Manish Varma</i>
Dr. Mayank Patel, Head - CSE	<i>Mayank Patel</i>
Dr. Amrut Anilrao Purohit, Head – ECE	<i>Amrut Anilrao Purohit</i>
Mr. Prakash Sundaram, Head – EE	
Dr. Deepak Paliwal, Head – ME	<i>Deepak Paliwal</i>
Dr. Harshita Shrimali, Head –MBA	
Dr. Paras Kothari, Head –MCA	<i>Paras Kothari</i>
Dr. Vishal Jain, Head - H&S	<i>Vishal Jain</i>
Dr. Radha Choudhary, Head – Chemistry	<i>Radha Choudhary</i>
Mr. Mohit Mathur – PRO & Admissions	<i>Mohit Mathur</i>
Dr. Chintal Patel – System Admin	<i>Chintal Patel</i>
Mr. Latif Khan, Assistant Registrar	
Dr. Vijendra Maurya, Assoc. Prof ECE	<i>Vijendra Maurya</i>
Mr. Ravi Teli, Assistant Prof ECE	<i>Ravi Teli</i>
Mr. Neeraj Pandya	<i>Neeraj Pandya</i>

Points of discussion:

A Review of 20/2/2023 meeting

B

1. Approval letters of AICTE (session 2022-23) will be taken from Mr. Neeraj Pandya by Mr. Ravi Teli
2. Letter to RTU of enrolment challan number (Branch wise list of students admitted in session 2022-23 with final count) (a) B.Tech , M.Tech , MBA, MCA, Lateral entry (b) Proof of challan College copy, RTU Exam copy, RTU Acc. (c) list of enrolled students after challan (d) filling of online enrolment form. All above documents will be taken from Mr. Latif Khan/Mr. Sabir by Mr. Ravi Teli.
3. Proof of number of SC, ST, OBC students will be taken from Mr. Latif Khan. by Mr. Ravi Teli.
4. Follow documents are decided for Special Programmes for advanced learners and slow learners (MBA Dept Responsibility)

Document 1 needed from all departments

- **Advanced learners:** Notice of Student Clubs, Presentation of advanced learner students, Group Discussion by advanced learner students, student coordinators during field visits.
- **Slow learners:** Remedial class after mid-term (Notice containing the details of slow learners), Notice of mini projects, Progress report of slow learners after project (1 in each year)

Details must be mentioned in TRB and all HOD will check the details

5. Template 2.4.1 to be filled by each department in the spread sheet NAAC criteria 2 (2022-23) shared to all by Dr. Deepak Paliwal.
6. Following documents need to be prepared for Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences (MBA Dept.)

7. Report of Induction Program to be taken from Dr. Vishal Jain.

Document 2 needed from all departments

- Workshop (1 or 2)
- Expert talk (1 or 2)
- Alumni talk (1 or 2)

Students' participation in external and internal events (1 or 2)

8. **Document 3** needed from each department: (MBA Dept.)

- Online classes (create one page information)
- Online assessment and quizzes (one Page information)
- Online Test (one page information)
- Online workshop (one Page information)
- Online activity (One page information)
- Teaching in offline class while using online content (one page information)
- Online test for placement drive (2 page information) from CDC

9. MCA Dept :

(a) Student-Mentor details session (2022-23) –. To be filled in spread sheet NAAC criteria 2 (2022-23) shared by Dr. Deepak Paliwal.

Document 4:

(b) Department MOM stating Mentor details of session (2022-23), Notice for students stating the details of Mentor in class-room Notice Boards by all department.

(c) Mentor –File status to be checked by HOD

10. Template 2.4.2 and 2.4.3 by each department

- Experience letters of all faculty members-Mr. Neeraj Pandya after template
- Appointment letters of all faculty members- Mr. Neeraj Pandya after template

Document 5: PhD certificates of all faculty members by each department

11. Mechanism of internal assessment is transparent and robust in terms of frequency and mode. MCA Dept.

Document 6 Single document needed from all departments:

Mechanism

- a) Time Table of Mid Term exams
- b) Exam cell notice of setting of question paper
- c) Mid Term Papers I and II (sample)
- d) Five Assignments of any one subjects (Sample)

- e) Notice of sharing project titles among students and asking them for any project they wish to do in final year.
f) Panel for practical exams

Document 7: Single document needed from all departments:

Deal

- a) Re-evaluation form- external
 - b) Copy view process- external
 - c) Notice of copies shown to students by HOD- internal
 - d) Front page of mid-term copy indicating change in marks. -internal
 - e) Notice of revised marks on notice board -internal
 - f) TRB page photo of Mid Term Marks. -internal
 - g) Internal assessment of practical exams
 - h) Mid- term improvement test notice
 - i) Extra laboratory class notice for improving practical knowledge
 - j) Project progress (internal evaluation)
12. Assessment sheets of 2021-22 to be ready. MCA Dept. 2022-23 as per revised mid-term scheme.
13. Template 2.6.3 –MCA Dept.

Regards,


Dr. Deepak Paliwal