

Council & IQAC Meeting

MINUTES OF MEETING

Date: 2nd June 2025

Date: Saturday 31st May, 2025

Time: 10.30 AM

Venue: Board Room

Attendees:

- Dr. S.M. Prasanna Kumar – Director
- Prof. Pradeep C, Assistant Director Research & HoD-ECE
- Dr. Manish Varma, Dean Academics & Head CE
- Dr. Deepak Paliwal, Head ME
- Dr. Mayank Patel, Head CSE
- Dr. Raunak Jangid, Head, EE
- Dr. Vishal Jain, Head HSS
- Dr. Harshita Shrimali, HOD MBA
- Dr. Mukesh Choudhary, Head MCA
- Dr. Arvind Singh Pemawat, Head CDC

A meeting was scheduled to plan and prepare for the new academic year 2025-26. The following discussion ensued at the meeting:

A. Subject Allotment:

1. Each department must identify the important and difficult subjects; identify the subject expert available in the department and allot accordingly. If an expert faculty is not available, then we can invite the subject expert from external source to conduct lectures through online mode.
2. Provide excellent quality notes to students which must be shared at the right time after a particular topic is covered. Material sharing, preparing detailed and comprehensive PPTs, provide links that are interesting and informative etc. should be ready before the semester begins.
3. Each teacher's preparation of study material must be checked by the HoD.
4. Feedback of students must be taken every week by Head of Department and make changes according to the feedback. Any requirement requested by the student must be made available so that it improves quality of academics of institute.
5. Dr. Harshita suggested that faculty must ensure that all additional reading material be read in class among the students by the faculty.
6. Dr. Manish Varma suggested that during practical classes the students must work on all equipment available in labs.

B. Academic Plan

1. Important subjects must be covered in the morning sessions when students are more focused.
2. Arrange for tutorials in a serious manner. Each class may be divided into 2 slots and taught by hand-holding method.
3. Add technical and non- technical training as part of the timetable.
4. Invite one experts for lecture each week covering the future technology subject matters.
5. Plan 2-3 industrial visits each Semester for students to learn more through exposure.
6. Sports and library hour should be included in timetable.
7. Internal Assessment Exam schedule must be planned in advance and must be aligned with the schedule of other departments.
8. Open Book Test must be conducted in a time other than regular lecture slots. Ideally it must be done in the library hour.
9. Dr. Raunak Jangid suggested that a 100-question MCQ (with correct answers) must be prepared covering all topics of a subject. This test must be conducted weekly on a day of holiday/ Sunday.
10. Total tests to be conducted:
 - a. Internal Assessment Test - by Exam Cell
 - b. Unit Test - During regular class by Faculty
 - c. MCQ self-assessment - On Sunday through Online mode
 - d. Open Book Exam - During Library hour by faculty
11. Teacher's Record Book must be prepared for each subject and be checked by the HoD periodically. It was suggested that an attendance column must be added to this record book to mark the daily attendance of the students.

C. Feedback: After reading the feedback of the students the following steps must be implemented in each department:

1. Units must be repeated according to the need of the students. One period must be used for repetition of unit after completion of each unit. At the same time share the study material with the students during this session. It was advised that study material should not be given before the lecture and it should be done in class.
2. Question Paper coverage should be increased and can be part of the Unit – Repetition Class.
3. Industry related discussion should be done in the classroom so that all students are aware about the latest technologies and practices of the industry.

D. Projects: The details of all projects was already submitted and the director emphasised that the projects allotted to students should have academic value and result in gainful learning.

E. Trainings: The details of all trainings planned for the new academic year was already submitted to the Director. The details of such trainings must also be maintained by TPO department.

F. International and National Conferences: Each department has been conducting an International conference each year. It was further suggested that each department should conduct at least 3 National Conferences and they may apply for funding the same from AICTE.

G. Innovation & CII Lab activities: Students must not miss classes for attending CII activities. They should be done after class hours. A special bus has been arranged for students who stay longer in the campus for doing Innovation work. Encourage students and prepare them well to participate in Hackathons, Ideathons, etc.

H. Annual Day, Sports Day, Freshers welcome etc.: All important events to be planned and conducted as each year. Alumni Meeting can be planned for this year around winter break in December. This year we could organise the Meet at for the Jaipur Chapter.

I. Attendance Monitoring:

1. Needless to say that if classwork is good, quality of teaching is good so attendance will be good.
2. The departments at their level may circulate the attendance rules at the beginning of each academic year / at the beginning of each semester.
3. The bright students must be given full support, whilst it is crucial for all faculty members to support academically slow learners by regular follow-up, extra classes etc.
4. It will be very beneficial for students if the faculty member carries with him/ her a model of the project/ machine// part of gadget that can be shown to students for better understanding or make use of images/ display or demonstrative videos for impactful teaching.

J. Dr. Mukesh Choudhary, Head MCA, suggested that a Pedagogy session could be planned during the second half of each Saturday to improve the teaching quality of the faculty members.

K. Results of gettotest : All heads of departments were instructed to collect the list of students who scored well in the *gettotest* in innovation and entrepreneurial abilities. These students must be called for a meeting with the Director in the CSE Seminar Hall.

1. The purpose is to organise an event where external funding agencies, entrepreneurs, established business come to mentor and guide the ideas of these students to enable more start-up to be developed through the institute.

2. All departments must collaborate to organise the entire programme from pitching the ideas to the final stage of launching the products or setting up the entrepreneurship.
3. Students must be prepared for making excellent presentations to pitch their ideas in a convincing manner.
4. Who to invite? : Entrepreneurs, start-ups, Investors, established business from the local region who would like to support new budding entrepreneurs.

L. Alumni Meet: the Alumni Meet for this year can be planned to be held in the month of December, around Christmas Holidays in the college campus itself.

M. Internship: All departments must aim to get students to apply for internships at better companies and at higher packages.

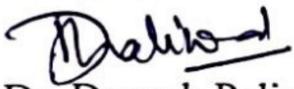
N. Wonder Cement Ltd.: They are planning to invest 250 Crores to implement Automation particularly in AI domain. The Heads are requested to connect with Wonder Cements to organise a selection process for our institute. And at the same time prepare the students rigorously for the selection process.

O. Internship at RUIDP: 42 of our students were recently selected for Internship at Rajasthan Urban Infrastructure Development Project of which 30 were girl students. This news must be shared and promoted on social media. Dr. Charu Khamesra must be informed regarding this immediately.

P. III Semester Training: The Director suggested the Heads of Departments to engage the students in important tasks to enhance their skills and abilities. Make Skill Development an important factor to work on for this training sessions.

The meeting ended with a vote of thanks to the Chair.

Prepared by


Dr. Deepak Paliwal,
Head, ME

With Approval of

Dr. S.M. Prasanna Kumar
Director