

IQAC Meeting

Date: 26/11/2024

Minutes of Meeting

Date: 23/11/2024

Time: 10:30 AM

Venue: Director's Office

Attendees:

Dr. N. S. Rathore – Director	Dr. Vishal Jain, Head HSS
Dr. Manish Varma, Dean Academics & Head EE	Dr. Harshita Shrimali, Head MBA
Dr. Deepak Paliwal, Head ME	Mr. Arvind Singh Pemawat, Head, CDC
Dr. Mayank Patel, Head, CSE	Dr. Vijendra K Maurya, Associate Professor ECE *
Dr. Raunak Jangid, Head, EE	Dr. Vishnu Agarwal, Associate Professor
Dr. Jitendra Singh, Head MCA	

* Present in the absence of Prof. Pradeep Chhawcharia, Assistant Director Research and Head ECE

At the outset Director welcomed all HoD's and enquired about the completion of the course curriculum of each department. He asked them to present the data in the format of course completion circulated by Dean Academics. All HoD's briefed about the academic progress made so far in the present semester.

Thereafter, the following items were discussed-

- The Director reviewed the details presented in the format by Dr. Raunak Jangid, Head EE, followed by Dr. Deepak Paliwal for Mechanical engineering department, Dr. Manish Varma, Head of Civil Engineering, Dr. Mayank Patel, Head CSE, and Dr. Harshita Shrimali, Head MBA.
- He emphasised the importance of finishing the course at least a month before the examinations are scheduled in order to have sufficient time for revision of the course, the doubt-clearing session and for solving previous years papers.
- At this point, the director gave a 5-point guideline (TO-DO list) that should be followed after the course syllabus is completed. This practice should become a norm for all departments in the future, which is as follows:
 - Ensure revision is made after completion of the course before commencement of final RTU examinations.
 - Organise a doubt-clearing session for all students in each course, this can be made in either online or offline mode.
 - Question papers of 4-5 previous years should be solved with the students in class.
 - Prepare a Sample paper based on RTU pattern.
 - Conduct a mock examination for the students and create awareness about the decorum and ethics to be maintained in the examination.

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d) Further into the meeting, the director informed the Heads of Departments about his observations of the department and faculty performance during his different rounds in the college which is reported as follows:

- The Teachers carry their mobile phones to class in ringing mode despite repeated reminders that all phones should be kept on silent mode. Additionally, unless it is a matter of an emergency, the incoming calls should not be answered during the lecture is in session.
- There is very poor attendance and attendance reduces from 3rd to 5th semester to almost negligible in the final year.
- The Head of the Department of ECE was not available in his class many times.

e) The director on discussing the course completion status of the Mechanical Engineering department learned that a considerable portion of the course was to be completed but the students had been sent for a MSME Training outside the campus. He remarked that the completion of the syllabus must be the top priority because the students have to pass the examinations, and academic performance should not be compromised for additional training. In future all departments should make it a practice to organise training in between semester or when course is completed in semester.

f) The Head of MBA, Dr. Harshita, informed that the revision of the course was done after completion of four-(4) units and a second revision will be completed before the main examinations. The director remarked that the previous results/ academic performance was not satisfactory and was as low as 48% in class. We should work accordingly to improve it, which she has taken in right spirit.

g) Furthermore, the academic result of the First Year students was below expectation particularly for students who have opted for Civil Engineering. The director advised that the Heads of each Department should take initiative and show more involvement in the performance of the students of the First Year because such poor performance will bring down the overall result and eventually affect placements in the future. The heads should make efforts to interact with the students of the First Year, get their feedback, and resolve the academic issues faced by the students, if any.

h) Average Attendance of entire semester for each department was calculated from the Daily Attendance Reports and it was dismal, ranging from 76% in the First Year to 48% in the Third Year. For E.g. for EE department attendance was 88% (3rd Sem), 70% (5th Sem) and 19% (Final Year) whereas for ME it was 59% (3rd Sem), 38% (5th Sem) and 0% (Final Year).

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- i) At this point, the director shared his recent experience at Thapar University and explained how well they articulated AI applications to improve the academic performance and involvement of students in various academic and other activities with tools like the Intelligent Tutoring System, Adaptive Learning Platform, Simulation and Virtual Reality System to teach complicated subjects and concepts and for enhancing thinking ability. Similarly, use of Gamification, Personalised Learning paths, Language Learning tools to improve student's learning ability, and Spaced Repetition, Interactive Learning Materials and Real-time Feedback are conducted to assess and enhance the Retention Power of students. Finally Instant Feedback, Automatic Grading and Predictive Analysis to boost scoring speed of students.
- j) In the 7th Semester response of students attendance was negligible. Therefore, the Heads of Departments must do some strategic planning to improve the attendance in the final year like conducting some programme or training etc.
- k) Additionally, the director requested all Heads of Departments to regularly conduct department meetings with the faculty and staff. The Minutes of Meetings must then be shared with the Director so that the can review the performance and decide on corrective plan of action to improve academic performance of each department.
- l) It was further observed that since the attendance is poor, it is likely that the faculty members have not met all their students in person. All faculty members must make an effort to meet and know their students (in person) to establish better communication.
- m) Since the examinations will be beginning in second week of December, no co-curricular or extracurricular activities will be conducted during this period and all focus must be on academics and preparation for examinations.

Regards,



Dr. Deepak Paliwal

Copy for information

- i. Finance Controller
- ii. All HoD's and faculty members present at the meeting.