

MINUTES OF MEETING

From: IQAC

To: All the Concerned

No. IQAC/MoM/2021-22/01

Date: 23 November 2021

MINUTES OF MEETING (IQAC) 2021-22 (Odd Semester)

Offline/ Online Meeting	Day & Date:	Friday 29 October 2021	Time:	11:00 am - 02:00 pm
	Venue:	Conference Hall 'A' Block		
	Zoom Meeting ID:	917 3335 6708		
	Passcode:	IQAC		
Chaired By:		Group Director	Coordinated By:	Director (IQAC)
Attendees:		Meeting was held in hybrid mode. List of Attendees is attached herewith (Annexure – I refers).		

S. No.	Points Discussed	Action to be taken By	Expected Deadline
1.	<p><u>Academic Audit Reports</u> Academic Audit Reports of all the departments were presented by Assoc. Dean (AQAC). A summary of this report was also adduced during the meeting and the same is attached herewith (Annexure-II refers).</p>		
	<p>Following remarks were also made by Group Director:</p> <p>1.1 BoS for B.Tech. I Year was not formulated.</p>	AD (B. Tech. I Year)	30 October 2021
	<p>1.2 Location for Vision & Mission Flex (of department as well as institute) should be finalized so that each and every one can view and read it.</p>	Director (Admin)	10 November 2021
2.	<p><u>Administrative Audit</u> Dr VK Singh, Director (Admin) presented the details of Administrative Audit. The Administrative Audit for Academic Session 2020-21 was carried out by the Committee presided by Dr Shailesh Tandon, HOD BBA. It covered 42 parameters. The major observations of the Committee were as under:</p> <p>2.1 More number of Lifts needed 2.2 More Smart rooms required 2.3 Auditorium required 2.4 Parking areas to be improved 2.5 More CCTV Cameras needed especially in Girls Hostel 2.6 Fire Fighting Arrangements need improvement 2.7 More indoor facility needed in Boys Hostel & Washrooms need improvement.</p>	---	---


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	<p><u>ATR – Administrative Audit</u></p> <p>Dr V.K. Singh brought out that following actions have already been initiated, as per recommendations:</p> <p>A. More Smart rooms have been provided</p> <p>B. Three cameras each have already been provided in Boys and Girls Hostels.</p> <p>C. Washrooms have been improved in RKBH and more indoor facility have been provided.</p> <p>Following suggestions were given by Members:</p> <p>1. Routes around Academic Blocks need to be cleared of the dumped stores</p> <p>2. Water stagnation / seepage in the buildings needs to be addressed</p> <p>3. Technological upgradation and relocation for the existing cameras to be considered.</p> <p>4. Path to Labs need to be improved.</p>	<p>Director (Admin), Admin Officer, Maintenance Officer, Central Stores</p>	<p>10 November</p> <p>01 December</p> <p>15 November</p> <p>01 December</p>
3.	<p><u>Energy Audit Report</u></p> <p>3.1 Energy Audit has submitted following recommendations:</p> <p>3.2 Reduce contracted demand to 700 KVA, against sanctioned Load – 944 KVA. Annual saving around 9.5 lakhs</p> <p>3.3 Installation of IGBT based device for reactive power management.</p> <p>3.4 Deposit Electricity Bill within due date, to avoid penalties</p> <p>3.5 D, Replace tube lights with choke by LED Tube lights – Annual saving around Rs 14 lakhs</p> <p>3.6 Replace Rheostatic regulators by Electronic Regulators – 1500 Nos</p> <p>3.7 Replace 25% (575 nos) old fans by energy efficient Fans every year.</p> <p>3.8 Replace repairable / defective 36 Nos AC by energy efficient 3 Star ACs and replace 40 Nos AC without star rating by 3 Star ACs every year. Both the above steps would have pay back of around 3 years</p> <p>3.9 Provide 250 KW Solar Power Plant.</p> <p>3.10 Provide Solar Water geysers in Hostel and Mess</p> <p>3.11 J. Replace 200 Nos Desktop by Laptops</p>	<p>----</p>	<p>----</p>
	<p><u>ATR – Energy Audit</u></p> <p>Dr VK Singh, Director (Admin) brought out that following actions have already been initiated, as per recommendations:</p> <p>(a) Power Supply Authorities have already been approached for reduction of contracted demand to 700 KVA.</p> <p>(b) Replacement of choke Tube lights by LED tube lights have already begun and since submission of audit report 400 LED tube lights have been procured.</p> <p>(c) Only starred ACs are being procured now.</p> <p>(d) 56 KW Solar Power Plant has been installed on the roof of ‘C Block’.</p> <p>(e) Other recommendations are also being followed up.</p>	<p>----</p>	<p>----</p>

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	It was suggested by the Members that a device should be placed with the existing ACs to keep their temperature setting around 24° C (to reduce power consumption). Group Director assigned this responsibility to HOD EE and EC as a project.	HOD EE & EC	----
4.	<u>Green Audit</u> 4.1 Ecomen Laboratories Pvt. Limited Aliganj, Lucknow has been issued the work order 4.2 Data has been provided to the Vendor and the visit to the campus is being coordinated.	----	----
5.	<u>Review of format of Academic Audit</u> 5.1 Finalization of the methods (Direct and Indirect both) for assessment of COs and attainment of POs.	Convener (R&D Cell)	11 November 2021
	5.2 A column (Reference File) should be introduced to map the files of the department with respective parameters.	Assoc. Dean (AQAC)	10 December 2021
	5.3 A parameter for Departmental Magazine should be added.	President (IIC), Convener (R&D Cell), HoD (EC) & Assoc. Dean (Academics).	
	5.4 Reconciliation of the parameters under head “[H] Research Innovation and Extension”	Convener (VEC) President (IIC)	
	5.5 Two separate heads for Value Education and IIC activities should be added for evaluation of faculty/students’ participation status in department/college level and outside activities.	Assoc. Dean (AQAC)	
	5.6 The parameters C2, C4, D2 & F1 of Academic Audit format shall be modified according to Students’ Manual.		
	5.7 A new parameter Action Taken Report (ATR) of Mentor-Mentee Meeting should be added to parameter G7.		
	5.8 Weighted Average Method shall be applied from next session to calculate the Academic Audit Score at current stage (when most of the departments are not conforming to all parameters).		
	5.9 When all the departments conform to all the parameters, then normal average method shall be applied again.		
	5.10 From next session onwards, an External Academician (from outside the college) will also be invited as an External Expert Member of Academic Audit team.		
6.	<u>New Measures for Quality Improvement of Teaching & Non-Teaching Staff</u> 6.1 At least 01 NPTEL as well as 01 Value Education Courses should be mandatory and the same should be added to the benchmarks in targets IONs.	Assoc. Dean (Academics)	10 December 2021
	6.2 In house training programs should be organized: (a) In Value Education Courses. (b) For Lab Instructors/Technicians/Other Non-Teaching Staff Members.	Convener (VEC) All HoDs	----

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	6.3 Appreciation Certificates for Good Performers in Tests of Lab Instructors/Technicians/Other Non-Teaching Staff Members.	Director Admin. Chairs (Test of Technical Staff)	25 November 2021
	6.4 Departments should propose and encourage new training programs (may be interdisciplinary) for all staff members. 6.5 External experts can be invited to conduct such programs with honorarium or any memento etc.	All HoDs	----
7	<u>Research, Project & Innovation</u> 7.1 A policy should be released to provide financial support for any new project/innovational idea of a student recommended by any Faculty/HoD/Technical Expert. 7.2 This will be reviewed on case to case basis and decision shall be made as per the direction of Group Director.	Convener (R&D Cell)	30 November 2021
8.	New initiatives for activities, documents and record keeping: 8.1 Departments can take Alumni data from Training & Placement Cell. 8.2 All departments need a presentation from EC & CS departments to be well versed in the record keeping and document filing process. 8.3 HoDs should empower the departmental representatives of IIC for active participation. 8.4 A separate file for IPR, Innovation and Startups should be prepared in the department. 8.5 Data of participation as well as achievements (ascertained from IIC) should be filed properly and maintained at the department level. 8.6 Departmental magazines should be initiated in each department (apart from college magazine) and publicized on college website as well. 8.7 Students' team should be in the editorial team. 8.8 Proper space for Participation and Achievements of all the students in all the Co/Extra-Curricular activities should be given in this departmental magazine. 8.9 Co/Extra-curricular activities should be planned in vacant slots of Time-Table to include IIC/Magazine/any other national agenda activities. 8.10 <u>Students' Manual</u> A booklet mentioning all the information related to students (assessment/evaluation system, subject names, credit system, POs, working days, attendance/leave criteria, passing, promotion, MOOCs Courses etc.) should be prepared at department level in soft/hard copy and disseminated among students through Google Classroom. 8.11 Creation of all records as One View History for each and every student [personal /academic /result /achievement /disciplinary action (if any)] by coordinating all the departments.	Director (T&P) HoDs (EC & CS) All HoDs All HoDs AD (B.Tech. I Year) Registrar	---- 10 December 2021 ---- ---- 22 November 2021 29 November 2021

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	8.12 Initiation for institutional membership of WoS, Scopus and ORCID.	Central Library	25 November 2021
9.	<u>Suggestions from Alumni</u> Information should be collected from Alumni for the steps to be taken in deciding the right field to achieve right position.	Director ((T&P)	----
10.	<u>Other Points</u> 10.1 SAAC will coordinate an orientation meeting with departments for all newly joined faculty members, regarding functioning of College ERP on upcoming Saturday(s).	SAAC	20 November 2021
	10.2 Routine meetings (preferably weekly or periodically) in all departments and offices should be well documented for reference & recordings with respect to: 10.2.1 Agenda Points (to be released prior to meeting) 10.2.2 Minutes of Meeting (to be released after the meeting and shared with all the concerned). 10.2.3 Action Taken Report (ATR) to maintain the quality and timeliness in all the activities.	All HoDs	----
	10.3 Action Taken Report (ATR) should be prepared for each cycle of Mentor Mentee Meeting.	All HoDs	----

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Prof. (Dr.) Bhavesh Kr. Chauhan
Group Director


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<u>Attendees of IQAC Meeting dated 29 October 2021</u>		
S. No.	Name of Members	Designation
1	Prof. (Dr.) Bhavesh Kumar Chauhan	Chairman [Group Director]
2	Prof. (Dr.) V. K. Singh	Secretary [Director IQAC/Admin.]
3	Er. Ranjan Tripathi	Assoc. Dean-Academics
4	Prof. Gaurav Mishra	Faculty Member Rep. [HoD-MCA]
5	Dr. Atul Kumar	Faculty Member Rep. [HoD-CSE]
6	Er. Parmod Kumar	Faculty Member Rep. [Assoc. Dean-AQAC]
7	Dr. L. Chandiramani	Faculty Member Rep. [COE]
8	Dr. Ashish Awasthi	Faculty Member Rep. [Assoc. Dean-SAAC]
9	Prof. Manish Sharma	Admin. Rep. [Director-CR & Placement]
10	Dr. Satish Chand	Admin. Rep. [Registrar]
11	Dr. Ashish Avasthi	Admin. Rep. [Chief Warden-Boys Hostel]
12	Ms. Aparna Pal	Admin. Rep. [Asst. Librarian]
13	Prof. (Dr.) Firoz Ahmad	Admin. Rep. [System Administrator]
14	Mr. Ojaswa Deep Singh (Online)	Rep. [Alumni]
15	Mr. Ankit Yadav (Online)	Rep. [Students]
16	Mr. Rajeev Sharma (Online)	Rep. [Employers/Industry]
17	Mr. Anil Kumar Singh (Online)	Rep. [Employers/Industry]
18	Mr. V. P. Singh	Rep. [Stake Holders-Father of a Student (1812210030: Aparna Singh, CS-71)]
19	Dr. Sandeep Gupta (Online)	Rep. [External Professor/Faculty Member]
20	Er. Bhaskar Pandey	Special Invitee [President-IIC]
21	Dr. Shailesh Tandon	Special Invitee [HoD-BBA]