



**ABES ENGINEERING COLLEGE, GHAZIABAD
INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Ref. No.: ABES/IQAC/ M-3/2019-20

Date: 18.03.2020

Minutes of 3rd IQAC Meeting for the session 2019-20, held on 17.03.2020

The 3rd meeting of IQAC for the session 2019-20 was held on March 17, 2020 at 2.45 pm in the Conference Room, Bhabha Block. The meeting was chaired by Prof. (Dr.) Shailesh Tiwari, IQAC Chairman.

The following members were Present during the meeting:

| S.No. | Name | Designation | Status in IQAC |
|-------|------------------------|-------------------------------|------------------------------|
| 1 | Dr. Shailesh Tiwari | Director, ABESEC | Chairman |
| 2 | Dr. Hemant Ahuja | HoD, EN | Coordinator |
| 3 | Mr. Sachin Goel | Vice President, ABESEC | Member (Management) |
| 4 | Ms. Nitika Jain | Registrar, ABESEC | Member (Administration) |
| 5 | Mr. Kapil Garg | Admin Officer, ABESEC | Member (Administration) |
| 6 | Mr. R.R. Tanwar | Chairman, EEDB, IEI | Member (Local Society) |
| 7 | Mr. Rajat Sikka | Head, Academic Relations, TCS | (Member – Employer) |
| 8 | Mr. Sanjay Kumar | Ex-DRDO | Member (Stake holder-Parent) |
| 9 | Dr. Abhijeet Das | Professor, MBA | Member (Faculty) |
| 10 | Dr. Nimisha | Associate Professor, ASH | Member (Faculty) |
| 11 | Dr. Amit Agarwal | Associate Professor, CSE | Member (Faculty) |
| 12 | Ms. Gaganpreet Kaur | Associate Professor, ME | Member (Faculty) |
| 13 | Mr. Ankit Tayal | Sr. Assistant Professor, EN | Member (Faculty) |
| 14 | Mr. Vinod Kumar | Sr. Assistant Professor, | Member (Faculty) |
| 15 | Ms. Deepali Dev | Assistant Professor, IT | Member (Faculty) |
| 16 | Ms. Arpita Johri | Sr. Assistant Professor, | Member (Faculty) |
| 17 | Ms. Surabhi Verma | B.Tech-III Year, EN | Member (Student) |
| 18 | Sh. Raghunandan Kansal | Advisor | Special invitee |
| 19 | Dr. S.K. Singh | DSW & HoD, ECE | Special invitee |
| 20 | Dr. R.K. Shukla | HoD, ME | Special invitee |
| 21 | Mr. Amit Bajaj | HoD, CE | Special invitee |
| 22 | Dr. Amit Sinha | HoD, IT | Special invitee |
| 24 | Dr. R K Singhal | HoD, MBA | Special invitee |
| 25 | Dr. Devendra Kumar | HoD, MCA | Special invitee |
| 26 | Dr. Pankaj Sharma | HoD, CSE & CEIT | Special invitee |
| 27 | Mr. Mahendra Gupta | Head, ASL | Special invitee |
| 28 | Mr. Sanjiv Erry | Head, CCPD | Special invitee |
| 29 | Mr. Amit Goel | CTO, CBSE | Special invitee |
| 30 | Mr. Pramod Sharma | Head, Library | Special invitee |

Few members of IQAC could not attend the meeting due to their pre-occupancy in some other important work.

Agenda:

1. Confirmation of Quorum & Welcome address by the Chairman IQAC
2. Approval, Review & ATR of previous minutes of meeting, meeting date 15.11.2019
3. Opening view by the senior members of IQAC & HoDs
4. Salient points of IQAC Internal Audit held during Dec 2019
5. Salient points of ISO audit held in November 2019
6. IQAC programs organized till date and future events
7. Discussion on revised NAAC Manual (*For IIQA submission after 01.01.2020*)
8. Central database for updated information
9. Student satisfaction Survey
10. Final appraisal form based on AICTE 360⁰ appraisal system
11. Regarding expected NBA Compliance visit of EN and IT
12. Any other points with the approval of the Chair

1. Confirmation of Quorum & Welcome address by the Chairman IQAC

After ascertaining that the requisite quorum for the meeting was present, the Chairman called the meeting to order. Chairman welcomes all members and given consent to start the meeting.

2. Approval, Review & ATR of previous minutes of meeting, meeting date 15.11.2019

The minutes of the last meeting of the IQAC held on 15.11.2019 was circulated to all the members and also read out. There were no objections to the minutes, hence confirmed by the Chairman of the meeting and the same was taken on record by IQAC.

Review & ATR of Previous Meeting Minutes, dated: 15.11.2019

| S. No | Action Plan | Responsibility | Remarks | Status (C \ IP \ NS) |
|-------|--|---|---|----------------------|
| 1 | Salient Points of AQAR (2018-19) to be presented. | (i) IQAC Coordinator (ii) Concerned Department Heads | Done | C |
| 2 | IQAC Programs to be organized in November & December, 2019 to be discussed. | (i) IQAC Coordinator (ii) Concerned Department Heads | Done | C |
| 3 | The plan for ISO Audit (November 28-30, 2019) to be discussed | Ms. Arpita Johri | Done | C |
| 4 | Appraisal form based on AICTE 360 ⁰ Appraisal system to be discussed. | Director | Director shared the draft of 360 ⁰ Appraisal system with the concerned office bearers. | IP |
| 5 | Review of Feedback and Survey forms to be discussed | IQAC Coordinator | Done | C |

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|----|--|-----------------------------------|--|----|
| 6 | <u>IT Dept.:</u> It was proposed that to start the functioning of Institute Innovation Council (IIC), a meeting with the concerned authorities was to be convened. | IIC, IQAC | Done | C |
| 7 | <u>ME Dept.:</u> To improve the quality of final year projects, a fund should be allocated under the discretion of HoDs, based on the performance and utility of project. | All HoDs | The point was noted & the funding recommendation will be under discretion of HoDs. | IP |
| 8 | <u>ASL:</u> The documents related to Innovation & Entrepreneurship weightage in the Institute's mission and its action plan about "National Innovation & Startup Policy" was to be shared with Director. | Mr. Mahendra Gupta | The document was shared with Director for further discussions in this regard. | IP |
| 9 | <u>MCA Dept.:</u> It was proposed to Computer Society of India (CSI) to IQAC to help to organize conferences, conventions, lectures, projects, awards. etc. | MCA, IQAC | It was decided that MCA will help IQAC to lead the CSI activities in the future. | IP |
| 10 | <u>EN Dept.:</u> E-certificates and certificate referencing was to be finalized. | IQAC | This is in the discussion phase. | IP |
| 11 | <u>Registrar:</u> The observations made by AICTE Experts on their visit on November 9, 2019 to be discussed. | Management & other office bearers | The observations to be mailed to the concerned office bearers to take the necessary actions. | C |

Note: C – Completed, IP – In Progress, NS – Not Started

- 3. Opening View by the senior members of IQAC & HoDs:** Senior members and HoDs presented their view on the activities conducted in the odd sem, 2019-20. HoDs appreciated the efforts put by IQAC to streamline the accreditation process and put forward their valuable suggestions for further implementation.
- 4. Salient points of IQAC Internal Audit held during Dec 2019:** The common critical points that were observed during the IQAC Internal Audit were discussed in the meeting. It was also shared that the department wise observations have been mailed to the respective Heads for implementation.

Action Required: To ensure that necessary action has been taken against all observations.

Responsibility: All Academic & Non-academic Heads

5. **Salient points of ISO audit held in November 2019:** Few important points that were observed during the ISO audit done by Mr. Vinay Pathak (External Auditor) were shared. It was also mentioned that the collated observations have been mailed to the respective Office Bearers for implementation.

Action Required: To ensure that necessary action has been taken against all observations.

Responsibility: All concerned Office Bearers

6. **IQAC programs organized till date and future events:** IQAC Coordinator presented a brief report on the organized events as well as planned events. It was also shared that these reports will be incorporated in the IQAC newsletters too.

Action Required: Inclusion the brief report of the organized events in the IQAC Newsletters

Responsibility: IQAC Coordinator, Dr. Nimisha

7. **Discussion on revised NAAC Manual (For IQA submission after 01.01.2020):** IQAC Coordinator presented a brief presentation on the Key Indicator Points for Criteria 1-7 of the revised NAAC manual. It was shared that AQAR for the session 2019-20 will be submitted in September, 2020 & SSR by December, 2020.

Action Required: To timely prepare AQAR for 2019-20 and SSR

Responsibility: IQAC team, Academic, vertical and functional head of the departments

8. **Central database for updated information:** It was unanimously decided in the meeting that a central database will be prepared at the college level and it will be continuously updated so that the retrieval of data will not be cumbersome task for any official purpose.

Action Required: Preparation for a central data base

Responsibility: IQAC Coordinator, All criteria heads, CA Dept., all academic & non-academic departments.

9. **Student Satisfaction Survey:** The questionnaire for Student Satisfaction Survey (SSS) was displayed. IQAC Coordinator also shared the importance of SSS and discussed the mechanism through which IQAC will target to collect SSS, review its results and post the result on the college website.

Action Required: To conduct SSS, collate its result and post the result on the college website.

Responsibility: IQAC Coordinator, Ms. Arpita Johri

10. **Final appraisal form based on AICTE 360⁰ appraisal system:** After assembling the observations shared by the Office Bearers, Director presented the finalized appraisal system. It was decided in the meeting that now the appraisal form will be floated amongst the faculty members by July, 2020 for the needful action at their end.

Action Required: To float the finalized appraisal form amongst faculty members by July, 2020

Responsibility: Director, All academic heads

- 11. Regarding expected NBA Compliance visit of EN and IT:** HoD (EN) & HoD (IT) shared their concerns on the upcoming compliance NBA visit. The director suggested to go through the ECE and CSE reports as their NBA Compliance visit was held recently in March, 2019.

Action Required: Referring to the Compliance NBA Report of ECE & CSE

Responsibility: HoD (EN) & HoD (IT)

The meeting was concluded with the Vote of Thanks by the Chairman, IQAC.



(Prof. Hemant Ahuja)
IQAC Coordinator



(Prof. Shailesh Tiwari)
IQAC Chairman

MoM prepared by : Ms. Arpita Johri

CC:

- 1. Director Office*
- 2. All HoDs and functional Heads*
- 3. All members of IQAC*
- 4. All Faculty members*

