

ABES Engineering College, Ghaziabad

IQAC CELL

No. ABES/IQAC/2018-19

Dated 10th Aug 2018

Minutes of Meeting

Date of Meeting: 24.07.2018

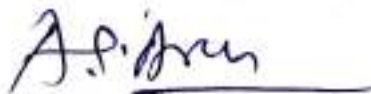
Time: 02:30 PM

Venue: Conference Hall Bhabha Block

The first meeting of the session 2018-19 of internal quality assurance cell (IQAC) was held on 24th July 2018. The meeting was chaired by Prof Gajendra Singh Chairman (IQAC). The following persons attended the meeting-

S.No.	Name	Status in IQAC & Designation
1	Prof (Dr.) Gajendra Singh	Chairman – Director
2	Sh Raghunandan Kansal	Management Representative- Advisor-ABESEC-
3	Ms Rajshree Goel	Member-Manager(Strategy & Planning)
4	Prof. A. K. Arora	Coordinator – Professor (Director's office)
5	Prof S.K.Sharma	Invitee-Head(Civil)
6	Prof(Dr) S.K.Singh	Invitee-Head(ECE)
7	Prof (Dr.) Hemant Ahuja	Invitee-Head(ENI)
8	Prof (Dr.) Amit Sinha	Invitee-Head(IT)
9	Prof (Dr.) R.K.Shukla	Invitee-Head(ME)
10	Prof (Dr.) Yogesh Mittal	Invitee-Head(MCAI)
11	Ms. Nitika Jain	Member - Registrar
12	Prof (Dr). Neerja Jindal	Member - Professor (Director's office)
13	Mr. Pankaj Sharma	Member Asso. Prof. (IT)
14	Ms. Dipa Nitin Kokane	Member - Secretary Asso. Prof. (ECE)
15	Dr. R.R. Panda	Member - Asso. Prof. (AS&H)
16	Mr. Rajesh Kumar Maurya	Member - Sr. Asstt Prof. (MCA)
17	Mr. Vikas S. Bhadoria	Member - Sr. Asstt Prof. (EN)
18	Ms. Upasana Sharma	Member - Asstt Prof. (ECE)
19	Ms Garim Shrivastav	Member - Asstt Prof. (CE)
20	Mr. Gulshan Dubey	Member- Alumni Representative
21	Mr. Rajat Mathur	Member- Admin Officer
22	Mr. Sanjiv Shrivastava	CCPD Department

- The meeting commenced with the address of Prof Gajendra Singh, Chairman IQAC. He said that ABESEC has to improve its NAAC accreditation grading from B to A and for this it is absolutely

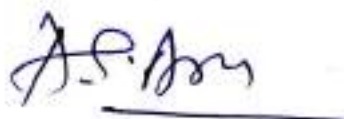


necessary that the departments align their activities in accordance with IQAC initiatives. IQAC is a tool to ensure growth of the college and by Dec 2018 Departments should develop such policies so that ABESEC becomes a role model for other colleges in this region. He emphasized the role of senior faculty of the department and desired that Professors and Assoc Professors should share more subject load and the Asstt Profs take more lab load. He desired that the lab activities should be the key area for the IQAC audit in the next round.

- Prof A.K.Arora Coordinator (IQAC) initiated discussions on the agenda points with the help of a power point presentation. The gist discussions is as follows-

1. Action Taken Report(ATR) of previous meeting held on 27.04.2018

Sl	MOM item	Action Taken
1	Organizing Audit of Departments and units	Audit has been organized mainly from 14 th to 31 st May 2018 and partly from 2 nd to 6 th July 2018. Audit reports were sent to all departments and concerned units on 14 th June 2018. Summary report was sent to Director and Management on 14 th June 2018.
2	Nominations of Departmental IQAC Coordinators	All departments nominated the SPOCs for the IQAC related activities.
3	Quality Benchmarking of critical academic activities	HODs have been requested to undertake this activity. A sample Benchmarking table was also sent. Departments are engaged in finalizing the benchmarks for 2018-19. Director desired that the Quality Benchmarking table received so far may be shared with the other departments.
4	IQAC Newsletter	1st issue published as per schedule on 1 st July 2018. The Newsletter shall be published quarterly in 2018-19 session.
5	Organizing seminar on "Strategies for the improvement in quality of engineering education"	<ul style="list-style-type: none"> An AKTU sponsored TEP-III FDP on 'OBE-Teaching, Learning and evaluation' was organized from 18th -22nd June 2018 by ME deptt. Fourteen (14) eminent speakers were invited covering the whole gamut of quality parameters. Sixty faculties from 23 Institutions from UP, Raj & Haryana participated. A work shop on the subject has been scheduled on 8th Sep 2018
6	Training of faculty in new NAAC SSR	A presentation for the benefit of faculty shall be organized in due course.



2. Salient points of internal audit conducted in May 2018

The audit teams which conducted the audit in specific audit activities are as follows-

Sl	Academic Activity	Internal Auditors
1	Curriculum aspects	Dr.Ashish Malik(Convener), Ms Upasana,Ms Garima
2	Teaching –learning:	Mr.Pankaj Sharma(Convener), Mr.Somendra Shukla, Ms.Dipa N Kokane
3	Research, innovations, IPR	Dr.Mohit Bansal(Convener),Dr.Ashish Malik
4	Academic infrastructure	Dr.Neerja Jindal(Convener),Mr Mridul Jain
5	Student support facilities and student progression	Ms.Dipa N Kokane(Convener),Mr. Rajesh Maurya
6	Governance & Management, Institutional values, Best practices, Extension activities, Alumni activities etc:	Dr. R.R.Panda (Convener),Dr. Amrita Singh

3. Academic Activities

- Prof Arora brought out salient points and highlighted the areas of quality concerns. He said that the audit reports reveal that further strengthening of OBE process was needed especially in the area of use of proper assessment tools and redefining of PEOs/COs and identifying curriculum gaps.
- Director advised the departments to develop and use tools like rubrics, case studies etc. Regarding case studies, he desired that a booklet/folder for case studies may be prepared narrating how the outcomes of an activity enhanced student learning. He said for the beyond syllabus coverage and gap identification, records should be kept showing justification. Format for the same may be sent by the IQAC to all departments. For redefining of the COs, Director advised HOD (EN) to prepare a format and share with other Departments/IQAC. Director hoped that the Departments are collecting feedback as per seven formats sent by IQAC and maintaining the records for the same for analysis and follow up action.

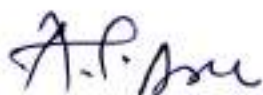
(Responsibility: All HODs, Coordinator-IQAC)

- It was discussed that the strategy for slow learners being followed by AS & H department is paying dividends as ABESEC continues to be on top in University 1st year results. Director advised HOD (AS & H) to share the same with other departments. Director suggested that there should be two separate folders/files one each for extra classes and remedial classes. A format for the same may be devised at central level which should contain date, time, subject taught, name of students who attended the class with their signatures etc.

(Responsibility: All HODs, Coordinator-IQAC)

- Prof Arora said feedback of the stakeholders is the key for quality improvement. It should be strengthened. He said introduction of 360 degree feedback system may also be considered. Director said it is a suggestion worth considering. He advised that Student Satisfaction Survey is to be revived. He said Faculty Satisfaction Survey may also be introduced.

(Responsibility: All HODs)



- e. Audit reports recommend that the department must adhere to the L-T-P guidelines of the University and the tutorials should be organized in real sense of requirement. Director said that the University guidelines in respect of L-T-P should not be compromised.

(Responsibility: All HODs)

- f. Director advised that there should be a student counseling cell for each department for the student grievances.

(Responsibility: All HODs)

4. Green Practices in ABESEC

- a. Prof Arora said that the auditors also checked the Green Practices being followed in ABESEC.
- b. Shri Raghunandan Kansal Advisor ABESEC informed that more than 90% of lighting load in the college is on LEDs. He also mentioned that for solid waste disposal a plot of ABES has been earmarked and is being used for the purpose. It was visited by the Commissioner, Ghaziabad Nagar Nigam who appreciated the initiative of ABESEC. The Advisor was concerned about use of paper which is on higher side in some departments. The Heads were advised to make note of this and bestow their personal attention to limit the use of paper to the barest minimum.

(Responsibility: All HODs)

- c. The report of the Admin Officer indicates that 14.6 % of total area of about 64000 sq-m is covered with trees and plants in the campus.
- d. The Admin Officer is advised to send a revised report on the green practices to the Coordinator IQAC.

(Responsibility: Admin Officer)

5. Extension activities in ABESEC

- a. Prof Arora said NAAC attaches utmost importance to extension activities. He said that these activities should be augmented for holistic development of the students. HUHC is one such activity which was accepted by the NAAC peer team in April 2016 as one of the best activities of ABESEC. Director agreed that these activities need to be coordinated in a more systematic manner.

(Responsibility: Concerned Coordinators)

- b. Director informed that our college has adopted 'Kushalya village' for the development under Snasad Adarsh Gram Yojana (SAGY) which is rural development programme of GOI broadly focusing upon the development in the villages which includes social, Cultural development and spread motivation among the people.

(Responsibility: Registrar and Mr. Rohit Rasogi)

6. Code of conduct Books

It was discussed that the Student Code of Conduct book entitled 'Student Resource Book (SRB-2018-19)' is under print. Similar code of conduct books shall be prepared for other stakeholders also.

(Responsibility: Registrar/HR)



7. ATR of audit report items

As mentioned above, the detailed audit reports have already been shared with the departments. The copy of ppt presented in the meeting has also been sent to the HODs on 25th July 2018. HODs and concern unit Heads are requested to send a report about action taken by 17th Aug 2018 to the Coordinator IQAC. Also the auditors will have a round of the departments in 4th week of Aug 2018 to have a bird's-eye view of the progress.

(Responsibility: All HODs, Coordinator-IQAC)

8. IQAC Calendar of activities for the session 2018-19

Prof Arora said that in 2018-19, IQAC proposes to undertake following activities

- Submission of Annual Quality Assurance Report (AQAR 3017-18) to the NAAC
- Internal Audit Schedule for session 2018-19
- Academic Audit: Sept 2018 (1st week), Jan 2019 (2nd week) and May 2019 (3rd week). Academic audit will be done both for UG and PG (MBA & MCA) programs.
- Administrative audit: It will be done for Administrative department, Hostels and Registrar Office. It will be organized once in a semester in Aug 2018 and Feb 2019.
- A Workshop on 'Quality concerns and strategies for improvement' has been planned for 8th Sept 2018
- IQAC Newsletter shall be published quarterly for Q3 & Q4 of 2018 and Q1 & Q2 of 2019
- Any other work assigned by the Director/Management

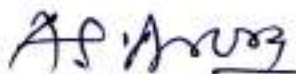
9. IQAC Quality Initiatives for 2018-19

While as all quality parameters are important, IQAC considers following aspects of academic activities need to be reviewed critically for implementation and continuous improvement.

1. Strengthening of OBE process
2. Development and application of Rubrics for program learning outcomes evaluation
3. Quality Benchmarking of academic activities and periodic review
4. Streamlining of Feedback system
5. Improvement in record keeping in the departments

10. The meeting ended with a vote of thanks proposed by Prof A.K.Arora Coordinator IQAC.

The MOM has been approved by the Director.


(Prof A.K.Arora) 10/Aug/2018
Coordinator (IQAC)

Copy to:

1. President Office for kind information of President ABESEC
2. Director office for kind information of Director ABESEC
3. All IQAC Members for information and necessary action
4. All HODs for information and necessary action