

ABES Engineering College, Ghaziabad

IQAC CELL

No. ABES/IQAC/2018-19

Dated 24th May, 2019

Minutes of Meeting

Date of Meeting: 30.04.2019

Time: 03:00 PM

Venue: Conference Hall Bhabha Block

The 3rd meeting of the session 2018-19 of internal quality assurance cell (IQAC) was held on 30th April, 2019. The meeting was chaired by Prof Vijay Athavale Chairman(IQAC). The following persons attended the meeting.

S.No.	Name	Status in IQAC & Designation
1	Sh Neeraj Goel	President ABESEC
2	Prof Vijay Athavale	Chairman – Director ABESEC
3	Sh Sachin Goel	Management Representative-V.P.ABESEC
4	Sh Raghunandan Kansal	Management Representative- Advisor-ABESEC
5	Prof Gajendra Singh	Member-Dean(Acad)
6	Prof. A. K. Arora	Coordinator – Professor (Director’s office)
7	Prof Shailesh Tiwari	Invitee-Head(CSE)
8	Prof Pankaj Sharma	Invitee-Head(MCA)
9	Prof Jaya Singh	Invitee-Head(AS & H)
10	Prof Hemant Ahuja	Invitee-Head(EN)
11	Prof Amit Sinha	Invitee-Head(IT)
12	Prof R.K.Shukla	Invitee-Head(ME)
13	Prof R.K.Singhal	Invitee-Head(MBA)
14	Prof Sunil Kr Ghose	Invitee-Prof(Civil)
15	Dr Nerja Jindal	Member-Prof(Director Office)
16	Mr Ajit Shukla	Member-Head(MFE)
17	Dr Somendra Shukla	Member-Prof(ECE),Coordinator-CETL
18	Prof Binod K.Singh	Member-Prof. (CE)
19	Prof R.R. Panda	Member - Prof. (AS&H)
20	Ms. Khushboo Bansal	Member-Asstt. Prof. (ECE)

21	Dr Vikas Singh Bhadoria	Member-Assoc.Prof. (EN)
22	Dr. Amrita Singh	Member - Asso. Prof. (MBA)
23	Ms. Upasana Sharma	Member – Sr Asstt Prof. (ECE)
24	Mr. Gulshan Dubey	Member- Alumni Representative
25	Ms Nitika Jain	Member- Registrar
26	Mr N.P.Singh	SPOC-ME
27	Ms. Rakhi Kumari	SPOC-ECE
28	Ms. Deepali Dev,	SPOC-IT
29	Mr. Amit Agarwal	SPOC-CSE
30	Ms Pragati Deb Shrivastava	SPOC-EN
31	Mr Mahendra Kr Gupta	Invitee-Head-ASL
32	Mr Ashwin Perti	Invitee-A-HOD(IT)
33	Mr Manish Zadoo	Invitee-Assoc Prof(ECE)

- Prof A.K.Arora Coordinator (IQAC) welcomed the participants of the meeting and requested the Chairman IQAC to address the gathering.
- In his opening remarks, Prof Vijay Athavale, Chairman said it is appreciable that all stakeholders in the College were working towards improvements in quality of the academic process. The departments and the other units of the College are required to submit the data to be submitted to various agencies with time constraint Over a period of time, this becomes a habit requiring less efforts in updating the data. He advised the Departments to pay full attention to the mails received from the Coordinator (IQAC.).
- Prof A.K.Arora initiated the 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 30th Nov. 2018

All Departments have submitted the ATR of the MOM of the meeting held on 30th Nov 2018. Some points which need attention are as under:

- a. Feedback is to be collected from all stakeholders (*MCA & Civil Departments*)
- b. Formation of Students Grievances Redressed Cell (*MCA, CSE & IT Departments*)
- c. Rubrics development & related issues (*Civil, CSE & IT Departments*)
- d. Records regarding Students support activities (*ME Department*)

(Responsibility: Concerned HODs)

2.Target achievements for 2018-19 & plans for 2019-20

In the last meeting, the plans submitted by the Departments for 2018-19 were reviewed. It was observed that the plans submitted were in a generic manner. Departments were advised to fix measurable targets for each plan item. All departments have complied the same.

- a. Coordinator (IQAC) requested the departments to submit the status of achievement against each target item. The quantitative targets (2018-19) are contained in the Annexure for ready reference.
- b. Sh Neeraj Goel desired that while submitting the achievements for 2018-19, the Departments should also submit the targets for 2019-20.
- c. Sh Sachin Goel desired that for the sake of uniformity in all Departments, the common critical plan items for 2019-20 may be identified and circulated to all Departments. The Departments will indicate the quantitative target for each item and inform to the IQAC.

(Responsibility: Coordinator-IQAC, All HODs)

3.Presentations by the Ph. D. faculty

It was desired by Shri Sachin Goel that Ph.D faculty should individually make a presentation outlining the work done by them and future plans in the area of research and publications other than teaching load. He further stated that he would like attend the presentations and a schedule for the same may be finalized.

(Responsibility: Coordinator-IQAC, All HODs)

4.Feedback Analysis

Prof Arora presented the feedback analysis for odd semester 2018-19 for Course Exit survey and the Student Feedback about faculty .Students' feedback about the Courses and the Faculty is mostly up to the mark.

5.AICTE formats for Faculty Feedback and 360⁰ Performance Appraisal a.Student Feedback Format

Prof Arora informed that vide Gazette of India notification, March 1, 2019, AICTE has recommended the format for Student Feedback. The contents of the format were discussed. Sh Neeraj Goel desired that the ABESec Students Feedback format may be aligned with the AICTE format.

(Responsibility: All HODs)

b.AICTE parameters for 360⁰ Performance Appraisal

The Gazette notification referred above also contains the recommendations about parameters to be used for performance appraisal of faculty. The ABESec performance appraisal parameters were also presented. It emerged that the ABESec format has no weightage for Student Feedback and ACR. The discussions concluded with the decision that the ABESec format for performance appraisal may also be reviewed and aligned with AICTE parameters.

(Responsibility: HR, All HODs)

6.Preparation for the 2nd cycle for accreditation by NAAC

In accordance with the decision of Director & the Management, the academic departments and the Units of ABESEC have submitted the information about the NAAC parameters as per SSR.A report for the same was presented by Prof Arora.

Sh Neeraj Goel desired that a road map for the preparation for the 2nd cycle for accreditation may be finalized and progress should be reviewed every 3-month.Director said that department wise meeting shall be arranged to understand the requirements.

(Responsibility: All HODs)

7.Smart Class room in ABESEC

In the SSR, we need to submit the no. of ICT enabled class rooms and *Smart Classrooms* in the College. Prof Arora informed that there are 57 class rooms in College and all have LCD projectors and Wi-Fi but none has a smart board. The requirement is to be reviewed. A video of Smart Class room was also shown in the meeting for the benefit of participants of the meeting.

(Responsibility: Coordinator-CETL)

8.Records of student progression to higher studies and students qualifying for GATE & Central/State Govt. examinations

During the presentation of status on the above items, Sh Raghunandan Kansal Advisor desired that there should be a mechanism to keep a record of these achievements by the graduating students. Dean (Acad) mentioned that presently the information is collected from AAA Cell.

(Responsibility: All HODs)

9.ISO 9001:2015 certification of ABESEC

Prof Arora informed that the Stage-1 audit was held on 26th&27th March 2019.The auditors from the Rheinland have issued an Audit note. All audit observations have been complied and a compliance report sent to the Auditor which has been accepted.Stage-2 & Final stage audit is scheduled on 6th, 7th & 8th May 2019.

All Departments are advised to keep the ISO documented information and other departmental records updated.

(Responsibility: Coordinator-IQAC, All HODs)

10.Use of Ion Cudos Software

The Ion Cudos software was procured by the College last year. Sh Sachin Goel wanted to know the extent of use of the software. Dean (Acad) informed that 100% faculty of CSE & ECE Departments are using the software and in EN Department also it has been put to use to the maximum extent.

11. Agenda points from the Departments

a. MCA Department

Dr Pankaj Sharma HOD (MCA) desired that there should be a dedicated space for Student Grievance Redressal Cell in every Department, the file system in all the departments should be standardized keeping in view the requirements of the NBA/NAAC and ISO. Further the procedures used in the department should also be standardized.

Dr Pankaj emphasized the need to set up an R&D cell at College level for guiding & validating research publications and keeping records of publications (SCOPUS/SCI etc.).

b. Information Technology Department

Dr Amit Sinha HOD (IT) said that the existing feedback formats about the faculty members and the courses, should also have weightage of students' feedback towards any subject and faculty member based on one to one interaction of HOD with students.

It was discussed that to avoid any subjectivity in the Student Feedback format which is ERP based, HOD's assessment about faculty based on his/her one to one interaction with the students can be given weightage separately.

c. EN Department

Dr Hemant Ahuja HOD (EN) said that the Course exit survey format may be redesigned for initial 5 points as these points relate to faculty feedback. Course exit survey may be limited to course attainments and kept in course file.

It was discussed that the above observation of the HOD (EN) may be kept in view while reviewing the feedback forms as mentioned in item 5(a) above.

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

It is requested that an action taken report may be sent to the Coordinator (IQAC) by all concerned by 25th June 2019.

Sd/-

(Prof A.K.Arora)

Coordinator (IQAC)