

ABES Engineering College, Ghaziabad

IQAC CELL

No. ABES/IQAC/2018-19

Dated 5th Dec, 2018

Minutes of Meeting

Date of Meeting: 30.11.2018

Time: 02:45 PM

Venue: Conference Hall Bhabha Block

The 2nd meeting of the session 2018-19 of internal quality assurance cell (IQAC) was held on 30th Nov 2018. 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
3	Sh Sachin Goel	Member-Management Representative
4	Sh Raghunandan Kansal	Management Representative- Advisor-ABESEC-
5	Prof Gajendra Singh	Member-Dean(Acad)
6	Ms Rajshree Goel	Member-Manager(Strategy & Planning)
7	Prof. A. K. Arora	Coordinator – Professor (Director’s office)
8	Prof S.K.Sharma	Invitee-Head(Civil)
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 Gaurav Kansal	Invitee-Head(CBSE)
15	Mr Amit Goel	Invitee-CTO
16	Prof Neerja Jindal	Member - Professor (Director’s office)
17	Prof B.K.Singh	Member-Prof. (CE)
18	Prof R.R. Panda	Member - Prof. (AS&H)
19	Ms. Dipa Nitin Kokane	Member – Secretary, Asso. Prof. (ECE)
20	Mr Mradul Jain	Member – Assoc Prof.(CSE)
21	Dr. Amrita Singh	Member - Asso. Prof.. (MBA)
22	Ms. Upasana Sharma	Member - Asstt Prof. (ECE)
23	Mr Arun Pratap Singh	Member - Sr Asstt Prof. (ME)
24	Mr. Rajesh Kumar Maurya	Member - Sr. Asstt Prof. (MCA)
25	Mr. Gulshan Dubey	Member- Alumni Representative

26	Mr. Rajat Mathur	Member- Admin Officer
27	Prof S.K Ghose	Invitee-Prof. (Civil)
28	Dr Deepak Garg	Invitee-Assoc Prof(ECE)
29	Ms. Rakhi Kumari	SPOC-ECE
30	Ms. Deepali Dev,	SPOC-IT
31	Mr. Amit Agarwal	SPOC-CSE
32	Ms Anubha Gupta	SPOC-AS & H
33	Ms Pragati Deb Shrivastava	SPOC-EN
34	Mr Amit Bajaj	SPOC-Civil

- The meeting commenced with the opening remarks by the Prof Vijay Athavale, Chairman IQAC. He emphasized the importance of achieving the highest standards of quality in all academic and administrative processes. He said quality should be every ones concern and we all will work together to contribute in a best possible manner to create a quality culture in the College.
- 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. Best Practices of the College

1.1 In accordance with NAAC regulations, the accredited institutions are required to submit to the NAAC the Annual Quality Assurance Reports (AQAR) every year. Accordingly IQAC has submitted the AQAR (2017-18) to the NAAC on 1st Oct 2018. The document is available on www.abes.ac.in/IQAC

1.2 As per item no. 7.3 of the AQAR, we had to give two best practices of the College. Departments were requested to identify good practices followed in their departments. In total 14 titles were received out of which two were selected and included in AQAR 2017-18

The practices selected are-

1. *Organizing technical staff development program to enhance the skills & competencies of staff members. (EN Department initiative)*
2. *Academic Support to the slow learners (IT Department initiative)*

The details of the practices containing the objective of the practice, the context, the practice details, evidence of success and the problem encountered are part of the AQAR (2017-18) which is available on ABESEC website under IQAC tab.

All departments are advised to adopt these practices.

(Responsibility: All HODs)

2. Action Taken Report (ATR) of previous meeting held on 24.07.2018

Sl	MOM item	Action Taken	Responsibility for pending work(if any)
1	Organizing a workshop on 'Quality concerns and strategies for improvement for higher education'	The workshop was organized on 8 th Sep 2018. Fifty faculty from the departments attended the workshop. The speakers in the workshop were- Prof Gajendra Singh, Prof A.K.Arora, Prof R.K.Singhal & Prof Shailesh Tiwari.	-
2	Quality Benchmarking of critical academic activities	Except MBA & MCA departments, all other departments have completed the benchmarking.	HOD(MBA),HOD(MCA)
3	Rubrics to be developed. and used to assess the attainment of higher level skills.	Only ECE, EN & ME Departments are using rubrics.	HOD (IT, CSE, Civil, MBA,MCA Departments)
4	Format and procedure for beyond the syllabus coverage and gap identification should be devised.	Format developed by the IQAC and shared with the departments.	
5	For redefining of the COs, HOD (EN) to prepare a format and share with other Departments/IQAC.	Procedure suggested by HOD (EN) has been shared with the departments.	
6	The strategy for slow learners being followed by AS & H Department to be shared with other departments/IQAC.	Complied by HOD(AS & H)	
7	Strengthening of feedback system by collecting feedback from all stakeholders, analyzing and taking follow up actions	Complied by all departments except Civil & MCA Departments. MBA Department is not following College standardized formats in most cases.	HODs(Civil, MCA) HOD(MBA)
8	Conducting Student Satisfaction Survey(SSS) for the graduating students of 2014-18 batch	Organized by the AAA Cell in Sep 2018.	

9	Consideration of introduction of Faculty Satisfaction Survey	To be deliberated further.	
10	<p>I. Tutorial sessions in the time table should be provided as per University evaluation scheme.</p> <p>II. Due consideration should be given in the sessional marks for tutorials.</p>	EN, Civil, ME, AS & H and MCA Departments do not provide separate session for the tutorials.	Concerned HODS
11	A student counseling cell to be established in each department for the redressal of students' grievances.	Complied by the MCA, ECE & AS Departments. Not complied by the EN, ME, IT, CSE, Civil Departments.	HODs(EN,IT,ME,CSE,Civil)
12	Extension activities like HUHC should be augmented	No progress reported by the AAA Cell	Hon Secy(AAA)
13	Preparation of Code of Conduct books for stakeholders namely faculty and other functionaries of ABESEC	Faculty Resource Book is under preparation and is likely to be available from the next semester commencing in Jan 2019.	HR Cell

3. Status of compliance of first internal academic audit conducted in May 2018

The first internal academic audit was conducted in May 2018. The detailed reports of the audit were shared with the departments for needful action at their end. The departments were advised to send the ATR on the shortcomings/deficiencies to the IQAC. The Department wise status was discussed in the meeting.

The HODs are advised to ensure full compliance of the observations recorded in the audit reports and send a report to the IQAC.

(Responsibility: All HODs)

4. Plans of the College for 2018-19

Paragraph 8 of the AQAR contains the plans of the College for the session 2018-19 which are reproduced in Annexure-I. The plans of the College has been prepared based on plans submitted by the departments which are shown in Annexure-II.

It is seen that the department have indicated the plans in a generic manner without any numbers assigned. **Departments are advised to fix measurable target for each plan item. Concerted efforts should be made by the departments to achieve the targets so fixed.**

(Responsibility: All HODs)

5. Salient points of internal audit conducted in Sep 2018

The teams which conducted the internal academic audit are as follows-

Sl	Academic Activity	Internal Auditors
1	Curriculum aspects	Mr Mradul Jain(Convener), Dr B.K.Singh, Ms Upasana
2	Teaching –learning:	Dr Pankaj Sharma
3	Research, innovations, IPR	Dr Pankaj Sharma
4	Academic infrastructure & Learning Resources	Dr Neerja Jindal(Convener), Dr Vikas K Bhadoria
5	Student support facilities 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

5.1 OBE process

a) The auditors reviewed the various Teaching –Learning activities which are essential to strengthen the OBE processes. OBE Process in nut shell includes the following activities-

- Involvement of stakeholders in OBE process, formation of committee, evidence to show meeting invited, held, MOM etc, Functions of Committee: Defining/Reefing of PEOs/PSOs, Review of attainment of POs/PSOs
- Gap identifications before the start of the session
- Use of appropriate tools for assessment of POs
- Yearly calculation of attainment levels of POs
- Defining/Redefining COs of all curricular and extra-curricular activities
- Mapping of various activities with POs/PSOs

- Feedback from stakeholders-collection, analysis and follow up action
- b) Prof Arora Coordinator (IQAC) presented the department wise status on all above activities. There is varied degree of improvement in the departments. Rigorous efforts are required to implement and strengthen the OBE in its true spirit and also maintain the records as evidences.
- c) Detailed analysis was presented on feedback received from the stakeholders namely students, alumni, faculty, parents and the employers. It is expected that the Departments/Units concerned would be taking appropriate action as per the outcome of the analysis.

(Responsibility: All HODs)

5.2 R & D activities

The sponsored projects, IPR, consultancy and research publications are thrust areas in the R & D activities. These activities have different degree of weightage in NBA/NAAC/NIRF. The critical point common for NBA/NAAC/NIRF is the need to improve the quantity and quality of research publications. It was discussed that the senior faculty-Prof & Associate Professors are expected to take a leading role in motivating and guiding the fellow faculty in the department in this regard.

(Responsibility: All HODs)

5.3 Scholarly Journals in the Library

During the audit of the library it came to notice that there is need to streamline procurement of the journals in the library. In past NBA experts teams had made a remarks about non-availability of scholarly journals in the central library. This deficiency needs to be addressed by the department concerned in association with the Librarian.

(Responsibility: All HODs/Librarian)

5.4 Students Support facilities

The audit teams checked the following activities in the departments-

- Creating awareness among the students about academic regulations and guidelines as provided in the Student Resource Book (SRB)
- Mentoring System
- Formation of Departmental Student Grievance Redressal Cell
- Trainings/workshops organized for the students
- Guidance for students for GATE, Competitive exams etc.
- Soft Skill Development Training
- Professional Societies & Internship
- Industrial tours for students/Industrial Training

- Student participation in various committees
- Student participation in various sport activities/ cultural activities/ extension activities like NSS,HUHC etc

Status:

- ECE, MCA, AS, EN Departments have maintained most of the records for above activities.
- Civil, IT, CSE, ME Departments need to show further progress
- Mentoring system needs improvement in ME, CSE & Civil Departments.

(Responsibility: Concerned HODs)

5.5 Students' progression (Except placement)

The check list for contained two items-

- Data containing number of final year pass out students opting for higher studies

List of students admitted for higher studies showing year of passing, year of admission in PG course and university).

- Students qualifying for GATE & other competitive exams(CAT/NET/GRE/TOFEL)

Status:

Information is available in all departments except Civil Department. Data/file compilation needs to be improved in ME and IT Departments

(Responsibility: HOD (Civil, IT, ME))

5.6 Technical magazines publications

Status:

- EN, Civil, ECE,IT,ME Departments publish Technical magazines
- CSE has only soft copy.
- MCA do not publish any Technical magazine.

HOD (EN) suggested that the print copy of the departmental magazine should be sent to the parents to establish communication with them and make them aware about the developments. It was discussed that an annual college magazine should be published which should be shared with peer institutions. During the discussions it emerged that earlier (Till June2016) a technical magazine entitled 'Vision & Quest' was published by the College which has technical papers on various subjects.

It was decided that the issue of publication of annual magazine should be discussed separately and a decision taken.

5.7 Governance & Management and other units/committees

Dr R.R.Panda & Dr Amrita Singh reviewed the progress on the following aspects-

- Governance & Management: BOG meetings, Budgeting, Perspective and strategic plans, delegation etc
- Code of conduct books-Students, Faculty, BOG & other functionaries
- Institutional values: Green practices etc
- Functioning of various committees /cells of the college: WWGRC, SAC, LAC, Students' Grievance Redressal Cell, Faculty & Staff Grievance Redressal Cells, Sports Committee
- E-governance: Attendance, Admission, HR, Feedback
- Clubs' activities
- ABES Alumni Association
- HR Department
- Value addition cell
- Extension activities-NSS, HUHC

The auditors intimated their observations to the units during the visit. Unit Heads/Activity incharges are expected to take appropriate action on audit observations.

(Responsibility: Concerned Unit Head/Activity Incharge)

6. Audit of MBA Department

The audit was conducted by Ms Dipa N Kokane and Mr Arun Pratap Singh on 4-5 Oct 2018. Detailed check lists were prepared by the IQAC Cell based on current NBA document and the NAAC Quality Framework. The audit covered the following aspects of academic process-

- *Academic infrastructure and learning resources*
- *R & D and Innovations*
- *Students' Support facilities*
- *Students' Progression*
- *Alumni Connect*

Status

There are areas of concern in some aspects of OBE process, self-learning facilities for the students, Mentoring system, student's grievance redressal system, Sponsored research projects and Alumni connect. Detailed audit report has been sent to the HOD (MBA) on 15th Nov 2018 for needful action.

(Responsibility: HOD-MBA)

7. Audit of Girls Hostel

The audit was conducted by Dr Neerja Jindal and Dr R.R.Panda on 13th Nov 2018. Various aspects were checked. The auditors observed that the hostel is well managed in most respects. Audit report has been shared with the warden.

8. Agenda points from the departments

8.1 HOD (IT) said that there is a need that all R& D activities are coordinated at central level in the college. A senior faculty may be designated as SPOC (may be heading a group of few faculty) for all R & D activities. The functions of the SPOC may, *inter alia*, include maintaining all applications for funded projects applied for, in progress and completed in the past, details of publications etc at central level. The SPOC will guide the others regarding procedure to apply, how to fill the form and the dates of CFP (Call for proposal) of different funding agencies.

The proposal was noted and it was decided that this will be deliberated separately and a decision will be taken.

8.2 HOD (EN) said that at the end of each semester/session, the faculty requirement should be called through a hard copy format as per NBA/AICTE and University requirements. Though we are doing this activity, it is not in black & white as on date.

This proposal was accepted and it was decided every department shall determine the faculty requirement at the end of each semester/session and send the same to the HR Department in the format which is available. HR should review the format so that it conforms to the teaching load as prescribed by the management and circulate to all the HODs.

(Responsibility: HR)

9. Shri Neeraj Goel, President ABESEC said our aim should not be to achieve some numbers. Instead the efforts should be directed to effectively improve performance of the departments and the college as a whole to achieve the quality standards in real sense. He desired that the status of various activities as brought out in the presentation be discussed with each HOD individually so that concerted efforts are done by all to improve the quality in various aspects and a report may be sent to him. The President said it is for the first time he attended the IQAC meeting. In future he will try to attend meetings convened by the IQAC.

10. Shri Sachin Goel Vice President desired that all Professors and Ph.D faculty should individually make a presentation in every semester outlining the work done by them in the area of research and publications other than teaching load. HODs shall organize such review sessions by the Ph. D faculty.

(Responsibility: All HODs)

11. Prof Arora pointed out the ISO certification (Standard ISO 9001:2008) of ABESEC has expired on 23rd March 2018. Shri Sachin Goel said we should apply for the renewal of the certificate. The work will be coordinated by the IQAC Cell.

(Responsibility: Coordinator-IQAC)

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 **20th Dec 2018.**

The MOM has been approved by the Director.

(Prof A.K.Arora)

Coordinator (IQAC)

Copy to:

1. President Office for kind information of President ABESEC
2. Director office for kind information of Director ABESEC
3. Dean(Acad) for information
4. All HODs for information and necessary action
5. All IQAC Member/SPOCs/Participants of the meeting.
6. HR office/Librarian/Other Unit Heads

Plans of College for 2018-19

1. To strengthen the implementation of Outcome Based Education in its various aspects by streamlining its processes and by use of a suitable software.
2. To effectively monitor the various academic processes by conducting academic and administrative audits of the departments and other units of the College.
3. To organize funded international conferences/ national seminars/workshops/FDPs for students and Faculties.
4. To increase the number of Research publications in Indexed Journals by the faculty.
5. To increase the number of faculty having PhD qualification
6. To bring consultancy and Government funded research projects.
7. To enhance Industry-institute interaction in terms of increase in number of industrial visits by the students, the guest speakers from the industry and the MoUs.
8. To conduct entrepreneurship awareness camp and workshops.
9. To achieve better academic performance of the students in terms of pass percentage and Gross Average Intellectual Attainment (GAIA) per student as compared with previous.
10. To achieve higher placements as compared with previous year in terms of quality as well as quantity by providing good training program, monitoring and control .
11. To publish a Faculty Resource Book for the benefit of the faculty.
12. To establish an out station Alumni chapter.

Plans of the Departments for 2018-19

IT

1. 100% passing percentage to each year
2. Increase in GAIA.
3. Consultancy/Project fund from outside agencies.
4. Ph.D completion from pursuing faculty members.
5. One scopus paper from each faculty member and few SCI-indexed papers

CSE

- 1- **Increasing research Activity** - Although this implementation plan emphasizes research, it is acknowledged that research is intimately connected to teaching at the graduate and post graduate levels. Moreover, the linkage of research and teaching could be strengthened by enhanced training of teachers and involvement of students in appropriate research activities.
- 2- To take Grant from AICTE under Research & Institutional Development Schemes for the purpose of –
 - Modernization & Removal of Obsolescence Scheme (MODROBS)
 - Research Promotion Schemes (RPS)
 - Industry-Institute Interaction Schemes
 - To organize International Conference
- 3- To take Grant from Dr. APJ Abdul Kalam University, Lucknow for conducting FDP's and International conference.
- 4- Re-Assessment for NAAC.
- 5- Re-accreditation by NBA.
- 6- Participation in international competitions.

ECE

1. To increase the number of faculty having PhD qualification
2. To increase the number of Research publications in Indexed Journals by faculty
3. To increase the number of Research publications by students
4. To increase the number of industrial visits of students
5. To organize more training modules for the students on latest technology as per the requirement of industry.
6. To organize more number of Guest Lectures for industry and academia for the students on the current trends in technology
7. To organize more number of FDP's, Seminars, Conferences, Workshops for Faculty, Staff & students.

8. To make the students more responsible towards individual, family, society and nature by making them aware about value education so that they become a responsible citizen.
9. To Increase the number of MOU's so that faculty can be involved in different consultancy projects offered by these industries.
10. To motivate the students to develop projects which are relevant to society using sustainable technology.

EN

1. Effective implementation of OBE process
2. Implementation of rubrics/ case studies for comprehensive evaluation
3. Industry-institute interaction for bridging industry-academia gap
4. Recruitment of faculty with Ph.D.
5. Motivation of faculty members for publication in indexed journal
6. Improvement in academic performance of students
7. Emphasis on professional society activities to enhance student creativity
8. Initiation of student development program to improve
 - Average salary during placement
 - No. of students placed in core industries
 - No. of students joining higher studies
 - No. of students qualifying competitive examination like GATE, CAT, GRE, etc
 - Motivation for entrepreneurship, innovations in product design, etc

CIVIL

1. To organize FDPs
2. To improve the placement
3. Focus on PSUs and higher education through GATE
4. Accreditation of LAB
5. To bring consultancy and Government funded research projects.
6. To work on Start-Up activities
7. To organize student's career oriented workshops.
8. To organize industrial visits.
9. To organize technical events.
10. To improve publication from the Department.
11. To improve the pass percentage of the students.
12. To improve average percentage of the students.

ME

1. To work on Projects of Social Relevance.
2. To strengthen research lab by focusing on recent area.
3. To organize International / National conference
4. To conduct subject oriented industrial visits.
5. To achieve higher placements as compared to previous years.
6. To enhance selections in GATE/GRE/GMAT etc.
7. To conduct entrepreneurship awareness camp and workshops.
8. To incubate a company to benefit the society by solving problems.
9. To organize funded national seminars/workshops/FDPs for students and Faculties.
10. To get funding from DST/AICTE/ other Government funding agencies.

AS & H

1. Successful completion of Induction Program.
2. Focus on academically needy students so that the pass percentage is not negatively affected.
3. Focus on bright students so as to increase the number of students scoring 75% in semester examinations.
4. Improving overall GAIA.
5. Emphasis on MOOC for both students as well as faculty members.

MCA

1. Better Admission in terms of quality and quantity by giving scholarship to students.
2. Better placements in terms of quality as well as quantity by providing good training program, monitoring and control.

MBA

1. To work towards establishing international linkages with foreign universities.
2. Provide international exposure to faculty members and students by way of industrial visits and international seminars and conferences.
3. To provide international placements to some students.
4. Work towards improving industrial linkages.