



ABES Engineering College, Ghaziabad
Internal Quality Assurance Cell (IQAC)

Ref. No.: ABES/IQAC/ M-4/2019-20

Date: 07.05.2020

Minutes of 4th IQAC Meeting for the session 2019-20, held on 06.05.2020

The 4th meeting of IQAC for the session 2019-20 was held on May 06, 2020 through Google Meet at 12:00 Noon. 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. Sanjay Kumar	Ex-DRDO	Member (Stake holder-Parent)
7	Mr. R.R. Tanwar	Chairman, EEDB, IEI	Member (Local Society)
8	Ms. Shruti Jha	Sr. Brand Representative, Moon Beverages	(Member-Alumni)
9	Dr. Amrita Singh	Asst. 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	Sr. Assistant Professor, ME	Member (Faculty)
13	Mr. Ankit Tayal	Sr. Assistant Professor, EN	Member (Faculty)
14	Mr. Vinod Kumar	Sr. Assistant Professor, MCA	Member (Faculty)
15	Ms. Deepali Dev	Assistant Professor, IT	Member (Faculty)
16	Ms. Arpita Johri	Sr. Assistant Professor, ECE	Member (Faculty)
17	Ms. Surabhi Verma	B.Tech, III Year, EN	Member (Student)
18	Dr. S.K. Singh	DSW & HoD, ECE	Special invitee
19	Dr. R.K. Shukla	HoD, ME	Special invitee
20	Mr. Amit Bajaj	HoD, CE	Special invitee
21	Dr. Amit Sinha	HoD, IT	Special invitee
22	Dr. R. K. Singhal	HoD, MBA	Special invitee
24	Dr. Devendra Kumar	HoD, MCA	Special invitee
25	Dr. Pankaj Sharma	HoD, CSE & CEIT	Special invitee
26	Ms. Jaya Singh	HoD, AS	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

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 17.03.2020

3. Completion of academic activities for the session 2019-20
4. Suggestions for ensuing session 2020-21
5. Finalization of Online platform (ICT) uniformly at the Institute level.
6. Academic Audit in August 2020 (likely to be held in 2nd week)
7. Preparation and submission of AQAR 2019-20
8. Feedback on curriculum by various stakeholders & Analysis
9. Student Satisfaction Survey
10. Agenda points by department heads
11. Any other agenda point with the permission of the IQAC Chairman

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 17.03.2020.

The minutes of the last meeting of the IQAC held on 17.03.2020 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 of Previous Meeting Minutes, dated: 17.03.2020

A. No.	Action Plan	Responsibility	Remarks	Status (C \ IP \ NS)
2	Attention to be paid to the ATR points (for the IQAC meeting held o 15.11.2019) which are still in process	IQAC Coordinator Concerned Academic and Non-Academic Department Heads	Done	C
3	To ensure that necessary action has been taken against all observations of IQAC Internal Audit held during Dec 2019.	All Academic & Non-academic Heads	The departments are in the process of implementing the observations.	IP
4	To ensure that necessary action has been taken against all observations of ISO audit held in November 2019	All concerned Office Bearers	The departments are in the process of implementing the observations.	IP
5	Inclusion the brief report of the organized events in the IQAC Newsletters	IQAC Coordinator Dr. Nimisha	The content of the newsletter has been finalized & is in the process of designing.	IP

6	To timely prepare AQAR for 2019-20 and SSR	IQAC Coordinator, All criteria heads, All academic & non- academic heads.	The data to be required to fill AQAR (2019-20) has been requested from the concerned Office Bearers.	IP
7	Preparation for a central data base	IQAC Coordinator, All criteria heads, CA Dept., all academic & non-academic departments.	To be started	NS
8	To conduct SSS, collate its result and post the result on the college website.	IQAC Coordinator, Ms. Arpita Johri	SSS has been shared with the students. The responses are being recorded for analysis.	IP
9	To float the finalized appraisal form amongst faculty members by July, 2020	Director, All academic heads	The process to be started.	NS
11	Referring to the Compliance NBA Report of ECE & CSE by EN Dept. & IT Dept	HoD (EN) & HoD (IT)	Done	C

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

3. **Completion of Academic Activities for the session 2019-20:** Continuing with the lockdown, the progress of academic processes taken up through Google classroom, upgrad and Zoom were discussed. The guidelines for completion of laboratory work including mid-term and end-term viva, Seminar, Projects and procedure for internal assessment were discussed.

Action Required: (i) Proper completion of remaining academic activities through online platform (ii) Preparation of Internal marks (iii) Submission of Exam forms.

Responsibility: (i) Academic Department Heads

4. **Suggestions for ensuing session (2020-21):** Considering the uncertainty of the pandemic the plan for delivery of the courses were discussed. The urgency and need of developing the e-content in form of video lectures and e-notes was discussed. The departments need to ensure that proper e-content is available with the students before the session commences.

Action Required: (i) The departments to ensure the proper distribution of courses and delivery of e-content (ii) Academic Calendar to be shared with the Office Bearers

Responsibility: (i) Academic Department Heads (ii) Registrar

5. **Finalization of Online platform (ICT) uniformly at the Institute level:** A detailed discussion was held for adaption of a Uniform tool to be used at the institute level. Two platforms were finalized for the development and delivery of the content – MS Teams and Moodles.

Action Required: (i) Finalize and procure MS Team (ii) Customizing Moodle for our System (iii) Adaption at the Institute level

Responsibility: (i) The Director (ii) Mr. Amit Goel and team (iii) Academic Dept. Heads

6. **Academic Audit in August 2020 (likely to be held in 2nd week):** The next academic audit would be held in the 2nd week of August 2020. The completion of 2019-20 activities and preparation cum execution of ongoing academic activities would be audited.

Action Required: The audit planning/schedule to be shared with the departments

Responsibility: IQAC Team

7. **Preparation and Submission of AQAR 2019-20:** The AQAR for the session 2019-20 is to be submitted by the end of September 2020. The various activities, development programs and best practices held during the session were reviewed. The 1st draft is to be submitted to the Director by 31st August 2020 and the final draft by 15th Sept. 2020.

Action Required: The data collection is to be done from different departments and prepare the AQAR. To ensure the correctness of data received from the departments and proper submission by 30th September 2020

Responsibility: IQAC Coordinator and Academic Dept. Heads

8. **Feedback on curriculum by various stakeholders & Analysis:** With reference to the development of K-Series curriculum, the departments were suggested to review the current curriculum and send their suggestions to university for necessary incorporation. To get the responses from all the stake holders, it was decided to open the survey asap and get the comments by Alumni, Employer, Faculty and staff members, students and in fact the parents.

Action Required: The feedback forms on curriculum design and development are to be shared with the stakeholders through relevant departments, analyze the response and take action accordingly.

Responsibility: IQAC Team, Academic Dept. Heads, CCPD and AAA

9. **Student Satisfaction survey:** The student satisfaction survey has to be initiated for the session 2019-20. The analysis and action plan to be prepared and shown to the Director.

Action Required: The student satisfaction survey is to be shared with the students through IQAC.


Responsibility: IQAC Team and the Director.

10. **Agenda points by the departments:**

Discussion Points	Responsibility	Remarks & Status
EN Dept.: Conduction of Industry Alumni interaction Programs	Academic Departments	Webinar series may be conducted during the pandemic.
Conduction of Internship.		For Internship, the students

		may opt for the online trainings followed by a project. Complete guidelines would be shared later
CS Dept.: Courses offered by Coursera. The Coursera has given an opportunity to join their courses without any fee. The students and faculty members are expected to take its full advantage and register for the courses ASAP.	Academic Departments	All HoDs to ensure full utilization of the offer
ECE Dept: Regarding Website data, brochure and stipend for the M.Tech Programs. For ECE & CSE M.Tech. programs: <ul style="list-style-type: none"> • Website data to be sent/updated • Brochure/Pamphlet to be developed • Stipend mode may be used for 50% students 	Registrar, Head ECE & Head CSE	The necessary requirements to be shared with the Director, for further actions.

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


(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*

