

Internal Quality Assurance Meeting: AY 2022-23

Date: 4th May 2023

Time: 11 AM -12:30 PM

MINUTES OF THE MEETING

Meeting of IQAC member were held on 4th May 2023. Minutes and action taken report of previous IQAC Meeting held on 13th Dec 2022 were briefed to the members and approved.

The following items were discussed during the meeting:

1. NBA Accreditation

- *It was decided to apply for the Compliance status for further NBA Accreditation of the two departments IT and EEE*
- *Furthermore, three NBA Accredited department CSE, ECE and MAE will act as a mentor to IT and EEE department in the entire process of accreditation.*

2. Academic Audit

- *Heads of Departments will submit complete data of their respective departments including End Term Results with analysis to IQAC and Website Admin.*
- *Academic Audit of all Academic Departments and Offices will take place at the end of the semester.*

3. Internal Evaluation

- *Bloom's Taxonomy should be followed for preparation of Question Paper.*
- *Proper documentation is to be maintained regarding internal evaluation.*
- *Proper documentation regarding grievances of the students must be maintained in a structured format.*

4. Miscellaneous

- *All kinds of surveys related to teacher / student etc. will be conducted and its record must be maintained by respective Heads of the Departments.*
- *All data prepared at different levels departmental / administrative / library etc. must be shared with Website Admin and IQAC.*
- *The Schedule of all kinds of co-curricular activities will be announced in the beginning of Academic Year and be strictly adhered to.*
- *All employees will submit their respective appraisal forms for 2022-23 to their reporting authority by June 30, 2023.*

The members appreciated all the quality initiatives taken up by the institution. The meeting ended with the vote of thanks by Prof. Neelam Sharma.


Prof (Dr) Amit Gupta
IQAC Convener