

## Internal Quality Assurance Meeting: AY 2023-24

Date: 6<sup>th</sup> May, 2024

Time: 11 AM -12:30 PM

### MINUTES OF THE MEETING

Meeting of IQAC member were held on 6<sup>th</sup> May, 2024. Minutes and action taken report of previous IQAC Meeting held on 13<sup>th</sup> Dec 2023 were briefed to the members and approved.

The following items were discussed during the meeting:

#### 1. Academic Audit

- *The HoD's of the two department namely IT and EEE are required to submit the Criteria file as per the NBA format to NBA coordinator Dr Javed Ahmad*
- *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 was will be done at the end of the semester.*
- *Discussion on innovative and industry-oriented programs/ value addition program/ certificate courses for the students for the academic year 2024-25. HoDs are required to incorporate them in the academic calendar and submit it in the beginning of the semester.*
- *HODs presented the report of training and placement in their respective department and discussed the status of placement students. Emphasis was on strengthening the training and placement for students and arranging internships and industrial training for students.*

#### 2. Internal Evaluation

- *Minor Exams to be conducted as per schedule communicated and all the grievances (if any) of the students for the said exams are to be properly documented.*
- *Documentation of grievances of students for the End Term Examination also needs to be done for the current Academic Year 2023-24,*
- *Appraisal Forms of faculty and staff need to be filled by 31st July, 2024.*
- *All the HoD's are required to submit the reports of FDP's / Workshop's/ MDP's / Seminars/Conferences organized in the Academic year 2023-24.*

#### 3. Alumni Networking

- *Alumni meet to be organized in the academic session 2024-25 to recognize the contribution of ex-students in the professional world. Prof. (Dr.) Amit Gupta, Dr. Anju Bharti and Ms. Nidhi Sengar will coordinate for the same.*

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