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INTERNAL QUALITY ASSURANCE CELL (IQAC)
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Date: 15.07.2020

Minutes of the proceedings of the 5th IQAC Meeting held on 12th July 2020 at 11.00 AM in the Conference Room (Academic Block A).

Following members were present:

1. Shri Vishnu Saran Agarwal   (Chairman – MIET Meerut)
2. Dr. Mayank Garg   (Executive Director & Chairperson – IQAC)
3. Dr. D.K. Sharma   (Advisor – IQAC)
4. Dr. NameshMiglani   (External Expert)
5. Mr. GirishTyagi   (Coordinator- IQAC)
6. Shri Puneet Agarwal   (Professor & Member BOG)
7. Dr. Devendra Arora   (Professor & Dean – MIET Business School)
8. Dr. Amit Ahuja   (Professor & Head, Department of ECE)
9. Dr. Arun Vishwanath Parwate   (Professor & Head, Department of CE)
10. Dr. Sunil Kumar   (Associate Professor, Department of CSE)
11. Dr. Neha Mittal   (Associate Professor, Department of ECE)
12. Dr. Durga Prasad   (Assistant Professor, Department of ME)
13. Mr. Avinash Kumar   (Assistant Professor, Department of EE)
14. Ms. Rupali Sharma   (Assistant Professor, Department of Pharmacy)
15. Ms. Babli Kumari   (Assistant Professor, Department of IT)

The Executive Director & Chairperson of IQAC Dr. Mayank Garg welcomed all the members of the Internal Quality Assurance Cell (IQAC) and also highlighted the importance of the meeting. Then Director requested Mr. Girish Tyagi, Coordinator-IQAC to present the details as per the agenda of the 5th IQAC meeting.

The points discussed in the meeting are hereunder:-

Agenda 5.1 :To approve minutes of the 4th IQAC meeting held on 19.10.2019 & to review the status of action taken on minutes of 4th IQAC Meeting.

- The minutes of the 4th IQAC meeting which was held on 19.10.2019 were briefly summarized by the Coordinator - IQAC and External Expert; Dr. Neemesh Miglani had given some suggestions about the action taken of the previous IQAC meeting.

Agenda 5.2: To review the NBA status of different departments.

The present status of the accreditation by NBA has been discussed. At present, we got the NBA status for 4 UG Department namely Information Technology, Biotechnology& Electronics & Communication Engineering and UG program for pharmacy. Director has informed that currently three (03) UG Departments namely Computer Science &Engineering, Mechanical Engineering & Electrical Engineering applied for the NBA. The SAR is duly submitted and waiting for expert committee visit. External Expert had given the suggestion that the percentage of the accredited programs is to be calculated by excluding the PG Programs.

Agenda 5.3: To discuss the strength, weakness, opportunity & challenges again as per NAAC grade report.

The IQAC Coordinator explained SWOC analysis as given by the NAAC Peer Committee during the first cycle of Accreditation in the year 2018. The external member, Chairman, Vice Chairman & Director gave their valuable suggestions for the further improvement in the institution development.

- Three weeks Induction Program to be conducted online for the students& strengthen the process to identify the fast and slow learner students and action to be taken.
- It is proposed to strengthen bridge courses for the students of 1st year to clear their fundamentals.
- The expert member suggested for organizing 2-3 weeks duration orientation program for newly joined faculty members every year before the beginning of the academic year.
- The expert member suggested to conduct the 3 value added courses for B.Sc. students during the academic year and the minimum duration of value added
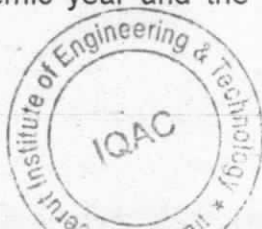
courses shall be 30 hours. Certificates has to be issued for all the students who will attend the value added courses.

- Here onwards, all the MoU should be signed on stamp paper of Rs. 100/-
- It is decided to apply 12-B Certificate from the University Grant Commission. UGC provides financial assistance to only those colleges which are included in the list maintained by the UGC under 12-B of the Act, 1956.
- Suggested to present the placement details graphically particularly for placement salary package.
- It was recommended for the quality enhancement of institute and the external expert pointed out that all the quality radar should be represented graphically as a comparison before and after accreditation.
- It was decided that we must go for international accreditation for Pharmacy program. (IPAC, ACPE-ISP, CCAPP, AHPGS and APC)
- It was also decided that the journal published from the department of management studies reconsider for UGC CARE list as it was previously in the list of UGC.

Agenda 5.4: To discuss the methodology for the collection of data from the department required by different agencies like NAAC, NBA, NIRF and other ranking agencies.

- It is decided to have a common format to collect the data from all the departments. Director requested the IQAC Coordinator to circulate the required formats & to get the details from all the departments at the earliest.

Agenda 5.5: To consider & approve the new formats for SWOC analysis of the Department.

- Survey forms of questions and the departmental team to be constituted for SWOC analysis.
- It is also suggested that SWOC analysis of each department is to be done by MBA department. The members agreed upon to give representative to Prof. Dev Arora, Dean Business Administration.

Agenda 5.6: Proposal for upcoming event under IQAC.

      6.6.1: Planning for webinar on innovation in Pedagogy.

- Sessions on pedagogy, attainment shall be organized in future.

      6.6.2: Initiative has been taken for getting the membership of Quality Council of India (QCI).

- The expert member & the management suggested that at present there is no any urgency to go for QCI member.

Agenda 5.7 To discuss the findings of exit survey.

- In the exit feedback form, there should be a suggestion box for students to write about the reasons if they provide rating below "good". The suggestion regarding the necessary changes which institute adopt should also be asked from students.
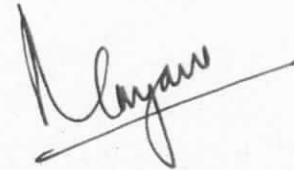
Suggestion by external expert: All patents which are granted their request to be done to BOG for incubation to convert them into startups. Innovation encouraged to be converted into startups.

- Fast learner, slow learner, their remedial classes, innovation in pedagogy should be added and the students' progress shall be monitored on regular basis.
- Feedback on curriculum during pandemic and its analysis is to be carried out.
- Data of faculty joined or left should be included.
- Review of attainment of outcomes to be presented by HOD's
- Extension activities (Neighborhood activities) in pandemic should be included.
- Career counseling of students for placement and higher studies shall be given top priority.

Finally the **IQAC Coordinator**, **Mr. Girish Tyagi** proposed the vote of thanks to the chair and the meeting came to an end.

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Chairperson- IQAC
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