

Date : February 24, 2024

Minutes of IQAC Meeting (12th) held on February 24, 2024 in HRD Room

An IQAC meeting (12th) was conducted on February 24, 2024 in HRD Room wef 11:00 am. The agenda of this meeting and attendees is attached herewith.

The outline of the discussions held / outcome of the meeting are mentioned hereunder :

1. The report of Internal Audit (session 2023-24, Odd Sem) of various departments conducted by IQAC through respective Deans during Jan-Feb, 2024 was shown. Its observation / key recommendations are attached herewith.
2. The procedures / formats pertaining to Curriculum Planning, Academic Monitoring, Academic Data and OBE related formats (including OBE-08), as attached herewith, were approved with the consent of all concerned. These are to be used for regular record-keeping / academic monitoring purposes.
3. There is no updating in the assessment tools, attainment levels, pattern of question paper and quality of question papers and assignments (internal assessment) etc. Hence, ongoing adopted procedures are to be followed. However, dept may update these with the approval of DQAC concerned.
4. All the HODs were requested for :
 - a. Framing / Reviewing / Updating / CO-PO-PSO Mapping of 2023-24 Session (i.e. II / III / IV Year of 2023-24; as per OBE-03) and its submission to IQAC with display at MIET Website.
 - b. CO-PO/PSO Mapping of batch passing out in 2023-24 (as per OBE-04; including I / II / III / IV year of 2020-2024 batch) and its submission to IQAC with display at MIET Website.
 - c. CO-PO/PSO Attainment of batch passed-out in 2022-23 with Observations and Measures to be taken (OBE-07 with OBE-05/06) and its submission to IQAC
5. Analysis of various feedbacks (submitted by concerned stake-holders) with Measures # Odd Sem : 2023-24 was shown and was approved by IQAC.
6. Work related to mentor – mentee and weak and bright students (Identification Criteria, List and Measures to be taken) – as per C-01 and C-02; was discussed and approved by IQAC for further compliance.
7. As result has not been yet declared by AKTU, so Result Analysis of batch passing out in 2023-24 (Odd Sem) is not available.
8. The Curriculum Gap (as obtained from HODs) were communicated to AKTU (email dated August 10, 2023) by the Director.
9. IQAC shared the approved Curriculum Planning (including academics) and Academic Measures – 2023-24 (Odd and Even Sem, both) for further compliance.
10. Checklists for Course File Preparation and Review at Dept Level (2023-24, Odd and Even Sem) was shared and approved for further compliance at department level.
11. The shown Annual Report Data was approved by IQAC.



12. Progress Report / Compliance of Strategic Plan was shown in IQAC and everyone found it satisfactory.
13. Course files are to be prepared as per prescribed checklist (attached herewith). The quality of contents is to be reviewed at department level through respective DQAC.
14. All the HODs were requested to take-care of all the measures to fill the identified curriculum gap, to improve the academic performance of the students concerned and to ensure conduct of activities / events / trainings / seminar / workshop / expert lecture / industrial visit / internship / skill learning / delivery of content beyond syllabus, value added courses / multi-disciplinary projects / projects and/or courses related to IKS etc. Further, take all suitable measures as per the observations of PO-PSO attainment and actions to be taken (keeping / maintaining all the records concerned at department level).

The meeting was adjourned at 12:30 pm with thanks to everyone. The minutes of meeting are prepared and approved by undersigned.


(Dr. Brijesh Singh)

Director

Copy for information and necessary action to :

- ⇒ Hon'ble Chairman and Vice-chairman
- ⇒ All the IQAC Members

Handwritten signature

Attendance of IQAC Meeting (12th) held on February 24, 2024 in HRD Room

S. No.	Name	Designation	
1	Shri Vishnu Saran	Chairman, MIET	V Saran
2	Shri Puneet Agarwal	Vice Chairman, MIET	Puneet
3	Dr. Brijesh Singh	Director	Brijesh
4	Mr. Praveen Kr Chakravarti	IQAC - Coordinator	Praveen
5	Dr. Mukesh Rawat	Professor, Department of CSE	Mukesh
6	Dr. Vipin Kumar Garg	Professor, Department of Pharmaceutical Technology	Vipin
7	Dr. Neha Mittal	Professor, Department of ECE	Neha
8	Dr. Shailendra Kumar	Professor, Department of ME	Shailendra
9	Dr. Tanmay Dev	Professor, Department of EE	Tanmay
10	Mr. Avinash Kumar	Assistant Professor, Department of EE	Avinash
11	Dr. Swati Sharma	Associate Professor, Department of IT	Swati
12	Dr. Deepak Yadav	Associate Professor, Department of CH	Deepak
13	Dr. Madhubala Sharma	Associate Professor, Department of MBA	Madhubala
14	Mr. Gaurav Goel	Associate Dean, First Year	Gaurav
15	Dr. Avinash Singh	Professor, Department of Bio Technology	Avinash
16	Dr. Ashima Kathuria	Professor, Department of Bio Technology	Ashima
17	Dr. Rambir Singh	Professor, Department of EE (for Dept of CSE-AI and CSE-AIML)	Rambir
18	Mr. Rohit Aggarwal	Assistant Professor, Department of CSE	Rohit
19	Mr. Shailendra Singh	Assistant Professor, Department of CSE	Shailendra
20	Dr. Garima Garg	Principal, Department of Pharmacy	Garima
21	Mrs. Akansha Agarwal	Head-Training and Placement Department	Akansha
22	Dr. Piyush Gupta	Centre Superintendent - Examinations	Piyush
23	Mr. Madhur Dubey	Assistant Professor, Department of ME	Madhur
24	Dr. Asad Amir	Professor, Dept. of Biotechnology	Asad
24	Mr. Sanajay Vashisth	Registrar - HR	Sanajay
25	Mr. Shyapoojan Singh	Registrar - Student Affairs	Shyapoojan

24/02/24