











Ref. No: - MIET/IQAC/69

Date: 26.11.2020


Minutes of the proceedings of the 6<sup>th</sup> IQAC Meeting held on 21<sup>st</sup> November 2020 at 10.00 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. Namesh Miglani          | (External Expert)                             |   |
| 5. Mr. Girish Tyagi            | (Coordinator- IQAC)                           |     |
| 6. Shri Puneet Agarwal         | (Professor & Member BOC)                      |   |
| 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 6<sup>th</sup> IQAC meeting.

The points discussed in the meeting are here under:-

  
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**Agenda 6.1 & 6.2: To approve minutes of the 5<sup>th</sup> IQAC meeting held on 15.02.2020 & to review the status of action taken on minutes of 5<sup>th</sup> IQAC Meeting.**

- The minutes of the 5<sup>th</sup> IQAC meeting which was held on 15.02.2019 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 6.3: 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 6.4: To discuss the re-assessment of NAAC grade and to make schedule and deadline for submission of IIQA & SSR.**

The above subject has been discussed in a very detailed manner & the following suggestions and recommendations received from the external expert and the management:

- It was decided to apply for the improvement in NAAC grade and accordingly work to be carried on at the earliest.
- All documentation work of IIQA / NAAC is to be maintained and to be verified on or before 20<sup>th</sup> December 2020. (Documentation required for the last 5 years i.e. from academic year 2015-16 to 2019-20).
- There should be improvement in H-index, i-10 index and the overall citations on Scopus for the faculty publication of papers in the journals.



- A recommendation regarding purchase of Scopus database is to be made in the Board of Governance (BOG) meeting.
- The final presentation is to be checked and mapped with SOP before excluding it from total marks.

**Agenda 6.5: 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 1<sup>st</sup> 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 6.6: To discuss the suggestion given by the peer team during the NAAC Visit.**

- New editions of reference books and text books to be checked in library.
- Students should be targeted to use online source of library. For this assessment of slow learner can be done on the basis of the assignment done through digital library. Library period shall be added in the regular timetable.
- NPTEL lecture series can be included in online library.
- Creation of research culture has to be established. Also faculty members must be involved in the academic exchange & the collaboration works.

**Agenda 6.7: To assure the achievements of PEOs from alumni database & the decision on strategies.**

- All the members was discussed this matter and decided that all the Alumni database analyzed properly in prescribed format and used to validate the PEO's and should be represented in the next meeting.

**Agenda 6.8: 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 6.9: To make decision on participation in QS ranking for the next academic year.**

- All the members of IQAC discussed on this issue and expressed their opinion for the participation in QS ranking to be kept on hold for the next two years.

**Agenda 6.10: To consider & approve parameter covered in the half yearly report 'Vetting'.**

The following suggestions have been received from the members:-

- Instead of term exhibition, "the Event organized at state and national level" can be written. Also numbers of projects should be considered separately.
- Book chapters to be included in this point.
- A miscellaneous head to be created for budget of library in NBA.
- FDP organized, conducted and attended should also be included in the Vetting sheet.
- For the Non-teaching staff, training on updating/ skill enhancement trainings should be conducted like trainings of laboratory technicians for recording lab videos, MCAT training, Code Tantra training sessions etc. Certificates to be awarded for all the training participants.
- Administrative trainings for teaching and non-teaching staff should be increase. Training of IQAC audit, ERP training for faculties, ICT, Training for the HOD's on leadership skills and on new SOP's, Administrative trainings for non-teaching on new courses etc. Certificates to be awarded for all training participants
- Getting the consultancy work with neighboring industries & institutes shall be explored.
- The prescribed format is approved by the member present to enhance the quality education of the institution.

**Agenda 6.11: 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.
- Expert member suggested that the HoDs & their team should carry out the SWOC analysis of their department carefully and find out the possibilities for the opportunities to be created for the conducive academic & research environment.

**Agenda 6.12: Proposal for upcoming event under IQAC.**

**6.12.1: Planning for webinar on innovation in Pedagogy.**

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

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

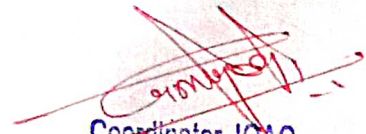
- The expert member & the management suggested that at present there is no any urgency to go for QCI member.

**6.12.3: Initiatives have been taken for establishing a NABL accredited lab for Testing.**

- Vice-Chairman shown the concerned about the NABL accreditation for the laboratories especially regarding the Food Safety Laboratory & Environmental Engineering Laboratory. It is decided to speed up the process in this direction.

**6.12.4: Organization of one day seminar on quality assurance of educational Institute.**

It is proposed to organize 5 Days FDP on "Accreditation & Ranking Framework". All the faculties from MIET & also other institutions will take active part. In this 5 days FDP the topics related to NAAC, NBA & NIRF ranking will be discussed with the help of external experts members from renowned organizations.

  
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**6.12.5: Discussion on other events under IQAC not covered above.**

- Presentations/ sessions should be conducted for students of PG programs.
- Copyright of manuals can be done and a session can be conducted.
- Timeline should be given to accredited departments for their review on annual basis.

**Agenda 6.13: To discuss the new program added.**

Coordinator - IQAC shown with the details about the new program added from this academic year onwards (2020-21). Data Science, AI + ML, AI & IOT these new programs were added, for these four new programs got the approval from the AICTE.

**Agenda 6.14: 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.
- Calculation shall be done by taking data only those students who were placed.
- Questions should be added in the Google form: Opted for placement: Yes/No, Placement done: Yes/No.

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.

**Agenda 6.15: To review the teaching & learning process during the pandemic situation.**


Coordinator - IQAC presented the details about the teaching & learning process carried out in the institution successfully during the pandemic situation in front of all the members.

**Agenda 6.16: To review the research progress of the institute.**

- Presented the details about the research progress in the institute for the last one year.

**Agenda 6.17: To review the IOPs, SETs and new MoU signed.**

- Total IOP's running to be added.

  
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- Consolidated year wise datasheet to be made.
- In place of word "training", "Value added courses" should be written in all the documents.


**Agenda 6.18: To consider any other item with the permission of the chair.**

- Discussed and finalized about the academic and administrative audit report to be carried out in this academic year. External members shall be invited for carry out this audit.
- Discussed and finalized about the replacement of logo of MIET group of institution with MIET original logo.
- Fast learner, slow learner, their remedial classes, innovation in pedagogy should be added and the students' progress shall be monitored on regular basis.
- It is decided that Copyright to be included in patent column.
- 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.
- Management taken some welfare measures for the faculty and staff during pandemic period.
- Half an hour yoga sessions for all students to be conducted daily by online mode and this yoga slot should be added in the time table.
- Suggestions by IQAC on research promotion Scheme: - It is suggested that members of advisory board shall be covered all the streams. It is also suggested to review the sharing of consultancy amount as per the institute policy.

  
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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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