

Minutes of MRM of 5th IQAC Meeting & 2ND Integrated Management System conducted on 31st Aug 2019 at 10.30 AM in the Mini Conference

Room

Officials Present:

The list of officials present is attached as annexure A.

ACTION TAKEN REPORT

At the outset the MR welcomed the team. The meeting started with discussing the status of previous year objectives followed by the agenda items circulated on 13.08.2019

S.No	Activity	Status	Responsibility	Decision	Status	IQAC Cross Reference
I	MAJOR DECISIONS TAKEN					
1	Department Level	Opening Comments Framing of New Objectives for CAY/ revisiting Vision/Mission for the department (if reqd.) should be made collectively considering everyone's view as per NBA & NAAC. Input for Strategic Plan for next two years for the department. Admission Trend Technical Event/Overall Activities Calendar for the session 2019-20	HODs CP (Adm) HoD/DeanSA	- All the departments are advised to submit the inputs sought in the agenda at least 1 week before the scheduled MR meeting. - All the HOD's are requested to seek justifications from the faculties who did not attended the meeting & submit the same to Principal. - No change in Vision & Mission. MR to keep the copies of final V & M - Strategic plan meeting shall be held within 3 months. - The admission trend to be compared with 2018-19 to understand the quality of intake. - Dean SA to prepare a compliance report of all the events conducted as per the event calendar.	Submitted	
II	ACADEMIC					
1	Teaching & Learning -Course File	Status of course file for both degree and diploma Target Date of completion of CO/PO attainment for the previous session 2018-19		- Course file should be duly checked before uploading in order to avoid the inconvenience caused to the student. - The impact on CO/PO should be monitored for VAC courses offered.	Course file duly signed by HOD has been uploaded	IQAC Clause 2.12 Contribute/Monitor/Evaluate the Teaching & Learning processes
3	Evaluation - Result Analysis	Comparison of Expected Result Vs Actual Result Departments are requested to carry out result analysis of previous semester and	to discuss in the meeting	The input from concerned faculty for grey subject analysis should be taken. All the faculties having such subject shall carry out 5-point analysis by 25.10.2019. A meeting in this regard shall be	Grey Subject Analysis done	2.12 IQAC format as per Annexure

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		identify grey subjects along with measurable action plan		conducted on 27.10.2019.		
4	Evaluation - Terminal test	Question Paper preparation and validation should be done against COs as well as Bloom's Taxonomy Examination/ Evaluation Reforms if any initiated by the Institution/Dept (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)	HOD's	- CO-PO should be well articulated in the relevant IR for validation of question papers by MR. - For validation of question papers a committee should be constituted at the department level & submit the same to MR & Principal by 27/10/2019. MR to issue guidelines as per Bloom's taxonomy.	Question Paper validation committee has been constituted by each dept.	IQAC CRITERIA 2
5	Project Monitoring	Effective Monitoring of Project Quality & Progress – Degree/Diploma Micro project for i-Scheme subjects of Diploma	Status to be discussed in the meeting	- Coordinator (III Cell)/ Dean (SA) should ensure the conduct of project exhibition every year. - The micro projects should be monitored at department level, the assessment marks to be entered in U3	Project exhibition could not be conducted due to pandemic. MP/US marks entered	IQAC CRITERIA 7
STUDENT SUPPORT & PROGRESSION						
1	Attendance Monitoring	Average percentage attendance of students in CAY 2018-19 No. of Defaulter in first year No. of defaulters in higher semester (IV/VI/VIII) Transition rate from 1 st year to higher semesters for the session 2018-19	HoDs Dean Academic & SIS Admin	Ms. S. Aishwarya to submit a report on approach to improve the Transition Rate by 30/10/2019	CRITERIA 5 Presentation cum Report submitted by S. Aishwarya on 30/10/2019	IQAC CRITERIA 2.10 5.8 (organize gender sensitization)
2	Monitoring of ADD-ON subjects	Status of conduction of VAC courses – MOOCs/TFJ/KST etc.	Respective in charges	- HOD to monitor VAC marks & attendance. Students having attendance more than 90% should be given certificates. MOOCs courses to be taught under VAC. It should be conducted in alternate semester for diploma & B.Tech courses.	Done	IQAC CRITERIA 7
3	NSS/SoCh Activity on Saturday & Other Student Activities	NSS/SoCh coordinators to discuss the status. Co-Curricular calendar	Respective Coordinators Dean(SA)	- SoCh calendar/ NSS calendar for last semester to be submitted to MR. - Co-curricular activities calendar to be monitored and compliance report to be prepared for the same by 28/10/2019	SoCh prepared & submitted not done due to pandemic	5.9
4	AICTE Mandatory IP –	Feedback of Students and Follow up activities	Coordinator(IP) 2019	MR to obtain IP compliance report from the IP team.	Done	

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III	INSTITUTE UP GRADATION					
1	Status of NBA Accreditation – Diploma And Degree	Diploma – Renewal status Degree – Status of SAR and Preparedness for the NBA Audit	HODs		Under Process SAR completed & inter dept review being done	
2	NIRF & NAAC	NAAC Coordinator to discuss on the preparations required for next cycle of NAAC Actionable points to improve NIRF ranking	NAAC / NIRF Coordinators	Research Activities and Media Coverage at National Level to be increased	Steps are being taken to improve	
IV	CORRECTIVE PREVENTIVE ACTION					
1	Feedback from Stake Holders	Students feedback: should be an integrated in IMS and linked with next sem registration and/ or No Dues. Parent's feedback shall be taken during parent's meet. Employers Feedback Alumni Meetings	HODs to give input on critical feedbacks and share probable dates for each.	Shri. Yunus to implement The HOD's to give the dates of stakeholder meeting within 2 days of the issue of this minute. It was decided to have stakeholder meeting every year from this academic session.	Done Done	CRITERIA 6
2	Status of Internal Audit	Major Observations and NCRs raised if any.	To discuss on the corrective Action planned	The internal audit dates should be incorporated in the academic calendar from next academic session onwards.	Done	CRITERIA 6 clause 6.7
3	Non conformity raised in ISO 9000 Internal Audit carried in Apr '2019	MR to display the data	To discuss on the corrective Action planned	No major NCR booked.	—	
V	RESOURCE AND INFRASTRUCTURE REQUIREMENT					
1	Requirement Projection	Department wise projection of infrastructure required may be prepared accordingly fund requirement may be sent to AAO Each dept. to project R & D Fund		Already submitted to AAO	—	IQAC CRITERIA 4.3 & 4.4

Activity	Status	Responsibility	Decision	Status	IQAC Cross Reference
Setting up of Community Radio Station	Status and Action Plan	CRS coordinator	Purchase of equipments to be carried out	Under process	
TRAINING & PLACEMENT	Status of Training /Internship & Placement activities for the last session 2018-19 Plans for the current session 2019-20	TPO		Shared	IQAC CRITERIA 5.7
	Conferences/Seminars/Workshops conducted by Dept.	HOD (Dept Coordinators)		Planned online	
ADDITIONAL POSSIBILITIES	MR to share the draft prepared for inputs	MR	MR to send e-circular	Done	
RESEARCH PUBLICATION	List of Research Publication published in the year 2018-19	All Faculty Members	At least each faculty should publish one paper per year. After the paper publication, the same should be updated in the software. This should be reviewed in APAR.	Circulars	CRITERIA 3
AWARDS & RECOGNITION MECHANISM FOR STAFF & DEPARTMENT	TEACHING: Research Publications: Top 2 contributors in each department Sponsored Research Projects/ Consultancy Projects: Top 2 contributors in each department Best Teacher Award: One from each department Best Department: Engg/Non-Engg		The draft template for the Awards and additional responsibilities for different function to be circulated for obtaining inputs from faculties and inputs so received should be incorporated and submitted for final approval to Principal for approval before 31/10/2019	Placed before BoG	CRITERIA 3 & 7
	NON TEACHING Monetary awards for outstanding contributors on National Days	To be discussed	The committee approved the proposal however the guidelines will be framed for selecting the staff members.	"	
Environmental Initiatives	Setting up of Biogas Plant-Status	Ms. Rita	Jal shakti abhiyan calendar to be prepared and review meeting with Principal to be scheduled.	Communicated	6.14, 7.4, 7.5
	Swachata Internship	Dean(SA) & Ms.	Mr. Manu Vashisht to join Mr. Rajib Bag team in Jal Shakti Abhiyan.		
	Jal Shakti Internship Towards Carbon Neutral Campus (CNC)	Rita Biswas	Shri. B.K Jena, Ms. S Raji, Dr. Shrabani, Dr. Manu, Shri. S. Malhotra, Shri. Benia, Shri. Praveen & Dr. Deepanshu to carry out survey for CNC		
	To give the status of relevant	Campus Officer			

iv'ity	Status	Responsibility	Decision	Status	IQAC Cross Reference
	environmental performance its compliance obligations.				
Y OTHER ENDA	GATE/ESKILL Coaching Installation of CCTV in Classrooms & Labs Student Counselling & Career Guidance Website updation Activation of IIC Signing of MoU with Industry All the teaching and non-teaching staff are hereby requested to give their inputs/ suggestion/ issues related to quality/ Campus environment improvement may send their inputs on or before 21 st . Points/ Issues submitted well in advance only will be taken up as any other agenda during the MR/IQAC meeting.		To be started from Sep 2019 The lady faculties strongly felt that CCTV should be there in classrooms & Labs – the committee approved the installation of the CCTVs cameras. The details & photos of all the events organized in the Institution should be uploaded in the Institute website IIC meeting to be scheduled – Dean(R&I) MoUs to be signed with industries like Sciencetech, Inspira, Bluetown company, AIMIL for CSE,ECE & Civil departments respectively by 25/10/2019. MoU format to be given by TEQIP - Table Agenda Room beside Cell I lab to be made operational as R & D Lab for CSE dept – HOD(CSE) - MR to give a press note for recruiting a psychologist on part time basis (Rs.1000 per hour). - Library meeting to be done twice in a month. - Circular for condemnation to be issued by Campus officer after taking an account of items for condemnation in the current semester.	Circulars shall be initiated Done Done } Done	IQAC CRITERIA 5.4, 5.6

is issued with the approval of Principal.

IQAC CHAIRMAN

(Signature)

IQAC Coordinator/MR