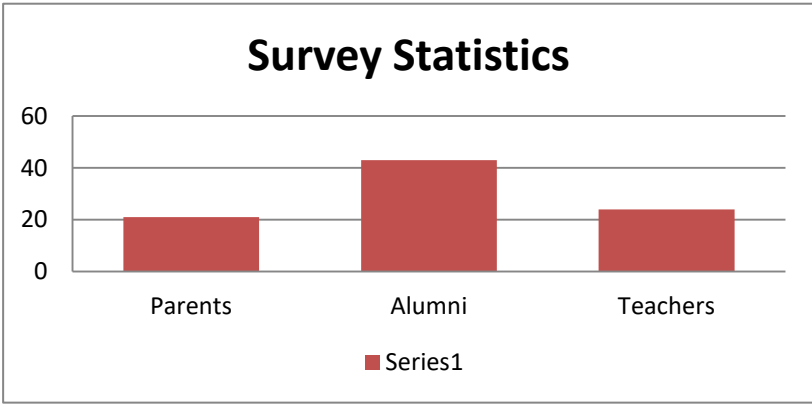**Meeting of the IQAC to be held on Jan 7.1.2021 at 2.00 pm under the Chairmanship of the Chairman IQAC in the Conference Room**

S.NO	Major Head	Agenda	Action Taken
1.		Initial Briefing	
2	**Curricular aspect**	Feedback 04 formats – • Parents • Alumni • Teachers • Employer	Feedback forms has been created and circulated. Inputs received till date: Parents:21 Nos. Alumni: 43 Nos. Teachers: 21 Nos
3.	**Teaching learning & Evaluation**	Syllabus Coverage (through Google form)	Submitted to Dean(academics)
		Status of Micro project	Subject wise micro-projects are being allotted to all students of 2nd & 3rd year.
		Status of Final Year Projects	All groups of both diploma & BTECH final year have completed phase
		Conduction of practical	As discussed practical shall be conducted after necessary policy decision taken.
		Examination/ Evaluation Reforms initiated by the Institution	First Terminal Test – T1 for diploma program was conducted through

		✓ Open Book Examination, ✓ Sample Validation after evaluation	• Online Multiple Choice Questions • Randomization and Question Banking
		Average percentage of attendance of students	90 percent of students are active in online learning. 10 percent are passive due to inaccessibility of internet in their locality.
		Result Analysis	Diploma: Completed winter 2019 result analysis Summer 2020 result will be analyzed after receiving gazette

Research, Consultancy and Extension

- Faculty participation in conferences and symposia

No. of Faculty	International level	National level	State level
Attended			
Presented papers/Rating			
Resource Persons			

- Initiatives of the IQAC in Sensitizing/Promoting Research Climate (PRC) in the institution
- Details regarding major//minor projects
- Revenue generated through consultancy (IRG)
- No. of collaborations (MoU) / twinning arrangements HOD/Teqip Coord

All regular Faculty members of CSE Department have webinars.
1. Signed three MoUs. One each with APWD, ALHW and Globe Consultancy.
2. Signed 01 MoUs with PCS Global Kolkata Ltd.
3. Prepared DPR for RURBAN Project for district Administration
4. Establishment of IWRRC
5. Organized one national conference
6. Conducted one state level webinar (Civil Engg)
7. Received in principle approval for consultancy based project on IOT based Automation of WTPs, APWD
8. Organized 02 National workshops (CSE)

Infrastructure and Learning Resources

- Plan for increase in infrastructure facilities in Campus area, Class rooms, Laboratories, Seminar Halls

- Requirement of BOOKs as per I scheme Curriculum(if not given earlier)
- Plan for Lab upgradation of Labs and infrastructure

- **Upgrading Language Lab – (~27L)**
- **Community Radio Station (~32 L)**
- **100 bedded each Hostel (Boys/ Girls) (~11 cr)**
- **Incubation Facility (~84L)**
- **Hotel Management Block (~15 Cr)**
- **Library Block (~5.5 cr)**

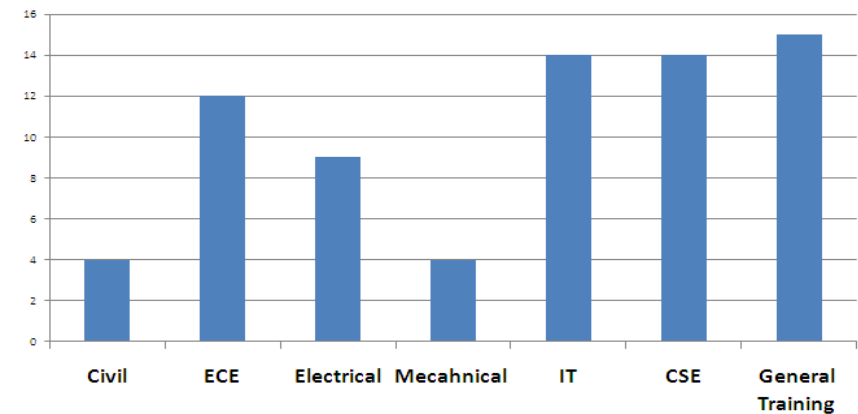| Student Support and Progression	• Tracer study details of placement and the progression • Demand ratio and drop out ratio of last year admission • Details of student support mechanism for coaching for competitive examinations and beneficiaries. • Details of campus placement

Diploma Programme

Year	No. of students appeared for final semester Exam	No. of students passed	Pass %	No. of students employed	Self employed	Higher studies	Apprenticeship training	Information not available	Placement in (%)
2017-18	179	147	82	47	0	47	5	48	63%
2018-19	173	125	72	31	03	42	08	41	67%

Degree Programme

Year	No. of students appeared for final Exam	No. of students passed	Pass %	No. of students employed	Self employed	Higher studies	Apprenticeship training	Information not available	Placement in (%)
2017-18	86	58	67	25	0	25	1	07	87%
2018-19	80	48	65	26	00	11	01	10	79%

Online Training Program Proposed since March'2020

Future Plans
  • **Faculty training**
  • **- Online ATAL Training on Future Skills**
  • **Students Training**

			• **-Future Skill Training by Master trainer Faculty** • **-MOOCS/NPTL courses** • **Placement** • **-Online Finishing School Modules for Final Year students by expert faculty** • **- Online Internship** • **- Online Work From Home options for students.**

	Governance, Leadership and Management	• Policy for retaining records of resource material used by Teachers for taking classes and record keeping of the information in course file during the pandemic situation
		
		• Discussion on the revised guidelines of NAAC. AQAR approval and uploading in NAAC portal
		
		• Achievement of different departments/ sections for last three years.
		• Departmental Development plan for the year 2021-2022.
		
		• Revising the Integrated records in line with NAAC, NBA, AISHE, NIRF.
		• Conduction of IMS Audit – Findings of previous Audit.
		• To decide preparation and publication of code of conduct handbooks for different stakeholders. - Note: Under the revised guidelines NAAC requires the handbooks for various stakeholders (students, parents, employers and alumni) under Criterion VI relating to Governance, Leadership and Management
		• Updation of IQAC page in website.
			• **Details of course contents**
			    • Online contents - documents, audio, video, google form data
			• **Course File**
			    • Hard copy of the course file to be updated by all faculties, Filled A04 to be maintained in file, question papers with CO/ABT mappings to maintained in file.
			• **Storing online contents**
			    • All the online content delivery stuffs and record of performance should be deposited with the department Academic Member and to be maintained in an external HDD with proper indexing
			• **Guidelines for evaluating Microprojects/ SCA**
			    • To be clearly documented and maintained in Course File
			
			Plans for Promoting Research Culture
			• One Idea Generation Workshop for students every semester - Feb 2021
			• Mentoring workshop on research ideas by professionals from the industry /CSIR - Apr/May 2021
			• Interdisciplinary research lab - Incubation Facility
			• To provide a platform for sharing available research facilities
			• To recommend incentives for outstanding research articles, projects, research proposals and patents and procure plagiarism

			checker • To identify application based research thrust areas, promoting research, evaluating and disseminating research outcome on emerging areas.
		Any other item with the permission of the Chair. Status of Filling of Process Improvement Formats by concerned officers/ Incharges	Discussion on NAAC guidelines • College may volunteer for re-assessment, after completing at least one year, but not after the completion of three years. • Re-assessed institution cannot come for another re-assessment in the same cycle. • Mandatory submission of all previous AQAR . • Institutions that volunteer for re-assessment will not be eligible for fee waiver and reimbursement of accreditation expenses. AQAR Submission • Collection of data from all section/ Dept from 2017 onwards • Collating year wise information • Approval of AQAR • Online entry • Uploading in website.

IQAC Co-ordinator