

# AJAY KUMAR GARG ENGINEERING COLLEGE

## MINUTES OF HoD's MEETING HELD ON 06<sup>th</sup> Oct 2023

14 Oct,23

HoDs' meeting was held on 06<sup>th</sup> October 2023. The following were present:

Dr. RK Agarwal	Director General
Dr. Hemant Ahuja	Director
Prof. SL Kapoor	Dean 1 <sup>st</sup> Year
Prof. IP Sharma	Dean Hostels and Library
Dr. Anu Choudhary	HoD CSE
Dr. Rakesh Srivastava	HoD Civil
Dr. Pallab Biswas	HoD ME
Prof. Neelesh Gupta	HoD ECE
Prof. Rahul Sharma	HoD IT
Prof. BK Sharma	HoD MCA
Asso. Prof. Som Ashutosh	TIFAC CORE
Dr. Shashank Sahu	Prof. In-charge CSE
Dr. Anupma Sharma	Prof. In-charge CSIT
Dr. Avdhesh Gupta	Prof. In-charge CSE (AI & ML, DS)
Dr. TR Pandey	Director AKGIM

The Director General welcomed all present and mentioned that now onwards we will be reviewing the progress on old agenda points of previous meeting before discussion on the new agenda points. The Director General mentioned that Dr Hemant Ahuja will take stock of the progress on old points and brief the Director General about the progress on the points. The Director General further desired that all points told by him must be actioned on urgent basis. The Director General further mentioned that leadership should grow and all HoDs should act as engines for their respective departments, and show continuous progress of their respective department. The Director General further advised all HoDs to delegate the work/ responsibility and keep monitoring closely and be fully involved and informed for better office. The Director General further advised not to delegate each and every thing and we must think which task to be delegated and which should not be delegated. All problems faced during execution of the task must be solved at the earliest.

**1. Perception for the College.** Prof Rahul Sharma mentioned that to improve the perception of the college the faculty likes need to increase. The DG mentioned that all faculty are to mandatorily like the website and give good comments. The Director General mentioned that Prof Rahul Sharma has to take a lecture for all faculty on the

  
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subject. The Director General further stated that good publications / research papers in journal and patenting must be progressed.

**2. Alumni Networking.** The Director General stated that Dr Hemant Ahuja, Dr. Pallab Biswas and Prof Rahul Sharma are to make a time bound plan to formulate an effective and strong Alumni Networking. The Director General further expressed that out station Alumni can be guided and encouraged to run their local Alumni chapters.

**3. Review of syllabus.** The Director General discuss on the feedbacks on syllabus taken by our students, alumni, faculty members and from recruiters. By gathering feedback from students, teachers, employers, and alumni, institutions ensure that the syllabus is continuously improved to meet academic standards, industry needs, and societal expectations. This feedback process fosters a holistic educational experience and equips students to excel in their chosen careers.

- Most students appreciated the syllabus's relevance to their academic goals, but a few suggested updates to incorporate emerging industry trends like Artificial Intelligence and Data Analytics. Students expressed a need for more practical components such as projects, internships, and case studies to complement theoretical learning. Some students reported the need for updated textbooks and access to online learning platforms.
- Teachers found the syllabus well-organized but suggested slight restructuring to allow more time for critical topics. A few educators raised concerns about the syllabus being too extensive for the allotted time.
- Employers appreciated the foundational knowledge imparted by the syllabus but highlighted the need for enhancing soft skills and real-world problem-solving abilities. Feedback emphasized gaps in areas like teamwork, communication, and advanced technical skills required for specific job roles.
- Alumni found the syllabus helpful in their initial career phases but suggested incorporating more interdisciplinary subjects to remain competitive in a dynamic job market. Many alumni recommended including modules that prepare students for postgraduate studies and competitive exams.

The feedback collected from stakeholders highlights the need for a dynamic, industry-relevant syllabus that balances theoretical knowledge with practical skills. By acting on these recommendations, the institution can ensure its curriculum remains robust, prepares students for real-world challenges, and aligns with stakeholder expectations.

**4. Dealing with UFM and Absentees cases during STs and PUTs.** The Director General asked all HoDs to take strict action against the absentees and UFM cases. Primarily the parents of the students found using UFM and / or having less attendance

  
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/ debarred cases may be intimated through letters and UFM cases must be expelled from then exam and Rs1000 per UFM may be fined.

**5. Students Attendance in Placement Process/ Personal Interviews.** The Director General mentioned that the college placement has been good but further improvement is needed. The Director General advised all HoDs to contribute in improving the placement of their department students. The Director General mentioned that effective utilisation of PDP classes will certainly improve the possibility of placement. The Director General asked all HoDs to nominate faculty coordinators for PDP classes. The Director General further desired that all eligible students must appear in placement process. The Director General asked all HoDs to carry out a thorough analysis of students getting rejected during placement process and find out at what stage the student/students have been rejected and why. The Director General advised that all placement companies coming to college should be taken for a round to all the labs of TIFAC CORE and Block Chain.

**6. Presentation.** By Dr Rakesh Srivastava. Dr Rakesh Srivastava mentioned that the placement company have given adverse comments about the fundamental knowledge of the subject of students of our college. Also the students have casual attitude while coming for placement / personal interview. Some of the students were found in non-formal (casual) dress. The Director General asked HoDs of ME, EN and Civil Engineering to formulate a 10 hours course module on basic fundamentals before 20 Oct 2023. The Director General desired that the module should be conducted by the respective HoD personally. The Director General further advised that many New faculty have joined the college and these faculty need to be inducted properly to bring them up to our college standard. The Director General further emphasized in his concluding remarks that all HoDs should visit the classes of the faculty every week. There being no further point the meeting came to an end at 11:30 am.

Prof IP Sharma  
Dean Hostels & Library

  
Director  
Ajay Kumar Garg Engg. College  
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