

# **AJAY KUMAR GARG ENGINEERING COLLEGE, GHAZIABAD**

27<sup>th</sup> KM Stone, Delhi-Meerut Expressway, Adhyatmik Nagar, Ghaziabad - 201015

AKGEC/IQAC/2024-25/003

21<sup>st</sup> August 2024

## **MINUTES OF THE IQAC MEETING**

The IQAC meeting for Session 2024-25 (Odd Semester) was held on 21<sup>st</sup> August 2024. The following members were present during the meeting:

- |                            |                                |
|----------------------------|--------------------------------|
| 1. Dr. Hemant Ahuja        | 9. Dr. Shiwani Singhal         |
| 2. Dr. Neelesh Kumar Gupta | 10. Dr. Jitender Chhabra       |
| 3. Dr. Shraddha Dixit      | 11. Dr. Uma Sharma             |
| 4. Dr. Anupama Sharma      | 12. Ms. Gaganpreet Kaur        |
| 5. Dr. Himani Garg         | 13. Mr. Dushyant Singh Chauhan |
| 6. Dr. Gopal Babu          | 14. Mr. Parveen Kumar Dhull    |
| 7. Dr. Vani Bhargava       | 15. Mr. Pronab Kumar Adhikari  |
| 8. Dr. Saroj Bala          |                                |

### **Minutes of the Meeting Agenda**

The meeting began with a welcome address by the Director. He briefed everyone about the agenda of the IQAC meeting, which focused on planning for the upcoming semester. He also shared his views on accomplishments from the previous semester and what needed to be done in the upcoming semester to ensure academic quality. It was noted that there were some changes in NAAC guidelines.

The meeting continued with discussions on the following agenda points:

#### **Agenda Point (i)**

**Review of IQAC Composition for the Session 2024-25:** After reviewing the composition, it was confirmed that there would be no changes to the IQAC composition for the session 2024-25. The existing members would continue to serve in their roles.

#### **Agenda Point (ii)**

**Uploading of IQAC MoM/ATR on the College Website:** It was confirmed that the IQAC Minutes of Meeting (MoM) and Action Taken Report (ATR) would be uploaded to the college website by October 2024. The concerned team would ensure timely updates.

#### **Agenda Point (iii)**

**Review of IQAC Activities:** Dr. Neelesh Kumar Gupta, IQAC Coordinator, provided a brief overview of the IQAC activities conducted during 2023-24 since February 2024. The details of activities are as follows:

- **Filling of Engineering Colleges Ranking Survey-2024 with Outcomes/Results:**
  - **Competition Success Review Survey-2024:**
    - Top Engineering Colleges Ranked by State UP: 02
    - Ranking of Top Engineering Colleges of Super Excellence: 04
    - Placements, USP, Social Responsibility, Networking & Industry Interface: 18
  - **The Week - Hansa Research Survey-2024:**
    - Private Engineering College UP: 03
    - Private Engineering College Delhi NCR: 06
    - Private Engineering College North Zone: 12
    - Private Engineering College All India: 80
    - All India Engineering College Rank: 108
  - **India Today - MDRA Best College Ranking:**
    - Private Engineering College All India: 49
    - All India Engineering College Rank: 77
  - **Times Engineering Survey-2024:**
    - Top Engineering Institute Overall Rankings: 149
- Preparation and Submission of AQAR (2023-24) on NAAC Portal
- Normalization of Marks with Review and Compilation at College Level
- Classroom Allotment and Finalization of Timetable Formats along with the Selection of Open-Elective Subjects for II, III, and IV-Year Students
- Establishing Benchmarking on Actions Taken by HoDs for Pre- and Post-ST/PUT Exams
- Compilation of College Booklet – Sampark Data
- Compilation of NIRF Data
- Completion of Audit Process in Session 2024-25
- Benchmarking Update Task
- Organizing Training Programs on Cyber Security and Project Management by IQAC Members
- Three-Day FDP on Research Methodology Conducted by IQAC
- Two Workshops Conducted Under OBE by IQAC Members

After reviewing the report, the Director directed that a head be appointed for each survey conducted for college rankings. The appointed head would be responsible for analyzing survey results, identifying gaps, and ensuring corrective actions to improve rankings in future evaluations.

#### **Agenda Point (iv)**

**Preparation of AQAR for the Session 2023-24:** The concerned criteria heads for AQAR were advised to review the AQAR form for any updates or changes and instructed to prepare the necessary data accordingly. The composition of the current AQAR teams was also reviewed, and it was decided that the team responsible for Criteria 5 would be interchanged with the team handling Criteria 3. The completion of this task is expected by 30th September 2024.

#### **Agenda Point (v)**

**QS-I Gauge Ranking Preparation:** The Director provided an overview of the QS-I Gauge ranking system, emphasizing the goal of attaining the highest rank, Diamond. Emphasis was placed on thoroughly analyzing last year's report, the current form, and the marking scheme to improve performance. The IQAC Coordinator was instructed to form a dedicated team for QS-I Gauge preparations. A meeting with the Director is scheduled for 27th August 2024 to discuss next steps.

#### **Agenda Point (vi)**

**Benchmarking:** The coordinator of the benchmarking team was not present at the meeting. It was decided that a separate meeting with the Director would be scheduled to address benchmarking matters. Consequently, this agenda point was deferred.

#### **Agenda Point (vii)**

**Project Policy & Guidelines:** The Director discussed strategies for improving publications from projects by establishing clear policies and guidelines for students and project guides. Dr. Vani and Dr. Anupama presented the prepared project policy and guidelines to the committee members for review and feedback.

#### **Discussion Points on Project Policy & Guidelines:**

- Formation of a project committee comprising HoD, professors, senior faculty members, and a project coordinator, with a maximum of six members, including one external member.
- Relevant engineering branches should guide project topics, with up to 20% being interdisciplinary.
- Projects must align with specific SDGs, innovation and industry orientation, and program outcomes (POs/PSOs), addressing real-world challenges.
- Project group formation, supervisor selection, and the approval process for project topics were discussed.
- Evaluation criteria, timeline, report preparation, and publication marks allocation were also reviewed.

After incorporating feedback from committee members, the policy will be finalized by the end of this month.

#### **Agenda Point (viii)**

**Feedback on Syllabus for the 3rd Year:** The Director announced that the 3rd-year syllabus would be published on the AKTU website soon. Once available, feedback should be submitted within one day. Additionally, the faculty feedback form needs updating as most faculty members are currently receiving scores of 4 to 5 out of 5. Appropriate rubrics will be defined to obtain more accurate student feedback. A team comprising Dr. Saroj Bala and Dr. Jitender has been formed by the Director to handle this task.

**Agenda Point (ix)**

**Mentoring of Students:** The Director directed Dr. Gopal Babu to schedule a separate meeting to review the current status of student mentoring and discuss necessary changes.

**Agenda Point (x)**

**Classroom Allotment and Timetable Formats:** Dr. Jitender was instructed to prepare classroom allotment and timetable formats for the upcoming semester.

**Agenda Point (xi)**

**Review of Students' Performance & Attendance Formats:** The Director noted that current university results were unsatisfactory, necessitating significant actions to improve performance. For this semester, three sessional exams—ST-1, ST-2, and PUT—will be conducted for all students.

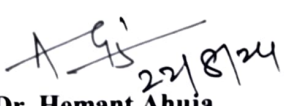
Lists of the top and bottom 10 students for each branch were prepared by the Registrar's Office for monitoring purposes. Each HoD, in consultation with the Director, will form a monitoring team of experienced faculty members.

Attendance registers will be replaced with ST-1, ST-2, and PUT attendance reports in course files.

**Follow-up Discussion Points:**

1. Implementing SMS alerts to parents for low attendance.
2. Increasing parental involvement in selected activities.
3. Reviewing normalization of theory and lab marks.
4. Introducing typed model solutions.
5. Adjusting lab batch strength for better student-faculty ratios.
6. Organizing at least four gender equality-related activities.
7. Excluding project attendance from cumulative attendance calculations.

The meeting concluded at 12:30 PM.

  
**Dr. Hemant Ahuja**  
**Director**

**Copy to:**

- i. Director General (for kind information)
- ii. All IQAC Members