

IQAC Minutes of Meeting

IQAC meeting was held online on 15th July 2020 at 11 A.M. The meeting was attended by the following members:

1. Prof. Dr. C. P. Chawla (Chairman, IQAC)
2. Dr. Renu Sharma (Coordinator, IQAC)
3. Dr. Vani Vaskarla (Director, Internal Member)
4. Dr. Geetali Banerjee (HOD – IT, Internal Member)
5. Dr. Monika Kulshreshtha (HOD – Management, Internal Member)
6. Dr. Mohita Mathur (Internal Member)
7. Prof. Dr. R. K. Mittal (External Member)
8. Prof. Dr. P.D. Kaushik (External Member)
9. Prof. Dr. A. K. Saini (External Member)

The proceedings of the meetings are as follows:

Agenda 1: Proposal for purchase of online meeting platform, MS - Teams

Agenda 2: Summer training for students to be conducted in online mode

Agenda 3: Pre-Placement trainings and skill based trainings to be conducted in online mode.

Agenda 4: Internhunt and Placement drives to be conducted online

Agenda 5: Encourage students and faculties to undergo MOOC courses.

Agenda 6: Proposal for construction of new washrooms at each floor.

The chairman of IQAC presided over the meeting and the IQAC coordinator welcomed the members of the committee.

The following were the resolution for the last meeting:

- With the nationwide lock down imposed due to COVID 19 pandemic, offline classes were suspended. Faculties made and shared video lectures of the topics that were left to complete their syllabus.
- Students submitted their projects and presentations to the subject faculties in soft copy for evaluations.
- Faculties created their youtube channels to post their video lectures for students to easily access and study.
- Various online meeting platforms were compared like google classroom, zoom and MS Teams to finalize the online teaching platform
- A proposal to purchase MS-Teams software was submitted for conducting online classes and trainings.
- Hands-on training to use MS – Teams software for online teaching, assignment and evaluation was planned to be conducted after the purchase of software.
- Internhunt, our flagship event which offers a wide range of internships to the students in their areas of interest was cancelled due to Covid 19 pandemic. It was now proposed to be conducted online.
- Placement drives of different companies were been conducted in online mode.
- Proposal to renovate and construct washrooms at each floor was also submitted for approval.

The external members of the IQAC committee appreciated that even in these tough times the institute has constantly strived to provide quality education to

the students. Further to the discussion, they also suggested the following for improvement:

- Skill based trainings which were earlier conducted in offline mode for students should be conducted in online mode.
- Pre Placement trainings to improve the placement of students should also be continued in the online mode
- Faculties and students should be encourage to undergo MOOC Courses
- Faculties should also be encouraged to take Faculty Development Programmes as resource persons.

The meeting ended with vote of thanks.



Prof. Dr. C. P. Chawla

Chairman, IQAC