

## **IQAC Minutes of Meeting**

IQAC meeting was held online on 4<sup>th</sup> Dec 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:** Challenges and impediments in Online classes

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

**Agenda 3:** Student engagement during online classes

**Agenda 4:** Conference, Webinar and workshops to be conducted in online mode

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

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:

- Purchased the MS- Teams subscription.
- Trainings were imparted to faculties to conduct online classes efficiently on MS – Teams.
- Skill based trainings which were earlier conducted in offline mode for students were conducted in online mode.
- Pre Placement trainings to improve the placement of students were also conducted in the online mode.
- Online Industrial Visit to Yakult was conducted for holistic development.
- Faculties and students are constantly encouraged to undergo MOOC Courses
- Faculties have started taking Faculty Development Programs as resource persons in other colleges.
- Alumni Talks were been organised to connect students with alumni and learn from their experiences.
- Proposal for construction of washrooms could not be executed because of spread of COVID – 19. However the institute intends to renovate the washrooms in the upcoming year.
- Due to high rate of spread of Covid 19, faculty preferences were taken for preparing a roster for faculties reporting to the institute.
- Faculties and staff were also encouraged to get themselves vaccinated.
- Proposal for purchasing new books for the library was also prepared and sent 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:

- Conferences, Workshops, seminars should be conducted in online mode with the same zeal and enthusiasm.
- Student engagement during online classes also needs to be maintained.
- Sessions regarding physical and psychological wellbeing of the students, faculty and staff should also be conducted.
- Faculties and students should be encourage to undergo MOOC Courses
- Faculties should also be encouraged to take Faculty Development Programmes as resource persons.
- Students should be encouraged to do online internships to gain hands on experience.

The meeting ended with vote of thanks.



**Prof. C. P. Chawla**

**Chairman, IQAC**