IES College of Technology

Internal Quality Assurance Cell(IQAC)

MINUTES OF IQAC MEETING –Held on 10/09/2016

[1] The meeting started with a welcome note from Principal, IES College of Technology. It was mentioned that the IQAC is reconstituted and finalized as per the guidelines of NAAC.

[2] Followed by self introduction by the members of the committee.

[3] IQAC Coordinator, IES presented the the status of IES-IQAC and the responsibilities set.

Some of the salient features pointed out in the presentation were

   a Reconstitution of IES- IQAC (Annexure – 1)

   b Responsibilities of IES - IQAC (Annexure – 2)

   c Areas identified for improvement

     i. To increase the number of research papers in journals as against the number of publications in conference proceedings

     ii. To increase the number of quality projects

     iii. To encourage the students to undertake final year projects in industries

     iv. Alternatively, industry sponsored projects to be taken up by the students at IES.

     v. To encourage students to take up competitive examinations

     vi. Preparation of NBA

   d. Academic and administrative audit parameters (Annexure – 3)

[4] After the presentation there was an open discussion. The following are the suggestions comments from the IQAC members:

1. Quality parameters need to be defined quantitatively and the bench marks need to be set

2. Analysis on the quality parameters to be done

3. Learning basic concepts by the students need to be strengthened

4. More industry based workshops need to be organized and the students need to be involved in that. The faculty members could visit the industry for a period of 2 – 3 days along with the student, during the project period.

5. Develop parameters for quality circle meetings. It should be more than the feedback from the students.

6. Mechanism to evaluate the industry projects should be evolved

7. Basic courses such as in chemistry and physics need to be strengthened and should be more practical oriented.

8. Comprehensive evaluation to be included in every year

9. The process of revision of the Vision and Mission of the institute to be included

[5]. Following are the targets put forth for the academic year 2016-2017

a   Increase in effective applications to research grants.

b   The students to undertake final year projects in industries / research institutions

c   One international Seminar/conference to be conducted per departments

d   Publication of at least one paper by faculty indexed journals with impact factor.

e   Preparation of NBA by all the Engineering departments

IQAC Coordinator

IES College of Technology

Copy to :

1. Directors
2. All HODs
3. Institute NBA Coordinators
4. Controller of Examination
5. IQAC Members

IES College of Technology

Internal Quality Assurance Cell(IQAC)

MINUTES OF IQAC MEETING –Held on 08/10/2016 [Date: 08/10/2016]

S.N	Agenda Point	Details of discussions & conclusion
1	Review of last IQAC meeting	
	a. Details of ICT Tools –planning by faculty for the same – details are to be presented in IQAC meeting.	All the heads reported the details of ICT Tools being used in the departments
	b. Funded Project Proposal details – minimum 2 proposals should be ready with each department.	**CSE:** One proposal is ready, second is in process **ECE:** Two proposals are identified and are in progress. **EX:** One proposal is ready, second is in process **ME:** One proposals is identified
	a. Formation of Departmental and Exam committee	Departmental Academic committee to be formed for all the departments as per NBA and discussed
	a. Review of Vision and Mission of Institute and departments	Initial draft of vision and mission of the (revised) institute and departments presented for discussion some changes recommended in all the departments

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MINUTES OF IQAC Meeting – Held on 07/11/2016

S.N	Agenda Point	Details of discussions & conclusion	Responsibility
1	Review and formation of Vision and Mission of the institute and department	The NBA coordinator presented the previous Vision and Mission of institute and department. Detailed discussions on finalization of Vision and Mission for the programs were conducted. Departmental representatives presented Vision, missions of other Institutes and departments for reference. The stake holder, parents, experts and alumni feedback has been included as per the current needs of industries, higher studies and research. It was decided to consider concern of software industries before finalization of the Vision and Mission for the courses.	Dean, IQAC and NBA Coordinator

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Internal Quality Assurance Cell(IQAC)

MINUTES OF IQAC Meeting – Held on 10/02/2017

Date: 10/02/2017

S.N		Agenda Point	Details of discussions & conclusion	Responsibility
1	I.	To discuss Vision, Mission of the institute and departments along with PEO and PSO of various departments	The NBA coordinator presented the feedback from various stack holders on the Vision and Mission of the Institute also the revised Vision and Mission were presented for discussion	Dean, IQAC & NBA Coordinator and faculty members
	II.	Discussion on Departmental Academic Advisory Committee of all the departments	After open discussion the vision and Mission of the Institute finalized with minor changes after the approval from IQAC	
	III.	Inputs from faculty members of the department.	The NBA coordinator and faculty members presented the PEO and PSO formation theory and utility of subjects.	
	IV.	Inputs from stake holder, alumni and experts.	Discussed feedbacks from stack holders, experts and alumni for revision of PEO and PSO	
	V.	Academic audit report to be finalized	All the queries from departments have been resolved by the members of IQAC cell.	
	VI.	Discussion on various committees and cells	Discussion on recommended departmental committees to be approved as Departmental Academic Advisory Committee of all the departments (DAAC).	
	VII.	Departmental		

		budget discussion	DAACs of all the departments finalized.
			After discussion Academic audit report format was finalized.
			Various existing committees were discussed along with roles and responsibilities for further action
			Departmental budgets discussed and approved for all the departments
			Curriculum gaps presented by HoDs were discussed

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Internal Quality Assurance Cell(IQAC)

MINUTES OF IQAC Meeting –Held on 15/04//2017

Date: 15/04/2017

S. N	Agenda Point	Details of discussions & conclusion	Responsibility
1	I. To discuss Vision, Mission of the departments along with PEO and PSO of departments II. Inputs from various department III. Inputs from stakeholder, alumni and parents IV. Academic audit report to be finalized. V. To discuss Course Outcomes VI. Discussion on Faculty appraisal and other policies like Mentor policy and formation of committees and cells	Discussion on the Vision, Mission of the ECE, EXE, CSE, ME and CE departments PEO and PSO of departments Vision Mission of all the departments finalized after presentation by all the HoDs. HoDs have presented the mappings of the Vision and Missions of the departments with those of Institutes. Faculty members presented the CO formation theory and utility of subjects. Discussed the feedbacks of with stakeholder, experts and alumni for revision of CO department wise. All are suggested that CO should form at high cognitive level. Faculty appraisal format presented by NBA coordinator for discussion Tutor guardian policy was recommended and finalized as Mentor policy for the institute with minor changes.	Dean, IQAC, NBA Coordinator and faculty members

Previously existing committees were discussed and reconstituted as Institute Innovation Cell, Research & Development Committee, Training & Placement Committee, Entrepreneurship Development Cell, NCC/NSS Committee, Women Grievance Cell, Grievance Redressal Committee, Internal Complaint committee (ICC), Anti-Ragging Committee, Already existing committees with minor changes were recommended for reconstitution

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v) IQAC Members